



2025-2026 CITY BUDGET

Members of the Budget Committee

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Geoffrey Hunsaker, Public Works Director
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Heather Richards, Community Development Director
Cord Wood, Police Chief



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BUDGET MESSAGE

• Including: General Fund Budget Reductions Narrative

Budget Message

May, 2025

The Honorable Mayor Kim Morris, City Council and Appointed Members of the Budget Committee

I. INTRODUCTION

The world cannot be understood without numbers. But the world cannot be understood with numbers alone.

~ Hans Rosling

Last year's budget revolved around three themes: Responsive Service Delivery, Continued Focus on Financial Sustainability, Responsiveness to Community Support for Upgraded and Adequate Facilities

While continuing to consider those themes, this year's budget focuses on:

- Bringing ongoing expense more in line with annual revenues
- Stabilizing the General Fund operating reserves
- Setting aside funds for critical facility improvements

The City of McMinnville is addressing financial challenges through a balanced approach, guided by stewardship, equity, courage, and accountability. To close a \$3 million budget deficit for FY2025-26, the City is implementing strategic spending cuts, savings measures, and efficiency improvements while minimizing the impact on community services. The primary solutions include:

- Staffing Reductions (\$1.5 million): The elimination or reduction of positions across multiple departments, totaling 11.6 positions.
- Program & Service Cuts (\$1.4 million): Library will reduce hours, administration will cut consultant services, and various departments, including Police, Parks & Recreation, Engineering, and Community Development—will see reductions in professional services, facility maintenance, and community programs.

Clearly, these changes will have noticeable impacts on the community. The Administration Department has eliminated the Deputy City Recorder position, affecting the level of service and responsiveness to the community. The Municipal Court Department did not fill a full-time Court Clerk position, the unfilled position will increase the workload on staff who are already operating at full capacity. The **Police Department** will lose 3 Patrol Officer positions, a Management Support Tech, an Investigations position, and a Middle School Resource Officer, affecting response times and services. The Library will remain closed Sundays and Mondays, limiting access to community programs. Parks & **Recreation** cuts will halt further development of the Culture, Parks and Recreation (CPR) bond process and reduce park maintenance and seasonal staffing. Code Compliance will see a 50% reduction, limiting response to complaints and eliminating volunteer cleanup initiatives. Engineering reductions may delay capital projects and development reviews.

The budget reflects difficult trade-offs while maintaining essential services. City leaders emphasize adaptability and strategic decision-making to secure a sustainable future for McMinnville. Over time, these budget reductions could lead to several significant long-term effects on McMinnville. With fewer patrol

Budget Message

officers and a reduced investigations team, police response times may lengthen, and the department may struggle to maintain the same level of coverage. The removal of the School Resource Officer could also have impacts on school safety and student support. Library closures on Sundays and Mondays may reduce access to educational resources and community programs, particularly for students and seniors. Decreases in park maintenance could lead to deteriorating public spaces, affecting recreation opportunities and overall community well-being. The reduction in funding for the McMinnville Economic Development Partnership could weaken business support efforts, making it harder for local businesses to thrive and attract investment. Engineering reductions may slow the development of transportation projects and other improvements, affecting the city's long-term growth. Cuts to the Code Compliance Program may also result in slower responses to community concerns, including graffiti and property maintenance. Eliminating positions across various departments could increase the workload on the remaining staff, potentially reducing overall efficiency and responsiveness to the community's needs.

While these decisions aim to minimize harm, they may still create gaps in services that could affect residents' quality of life. The city will likely need to continue adjusting its approach in future years to balance fiscal responsibility with community priorities.

II. BUDGET ASSUMPTIONS

The proposed FY2025-26 budget is based upon the following assumptions and criteria:

A. THE ECONOMY. Property taxes account for 52% of the City's General Fund of the current year revenues and are based on

total taxable assessed value (AV). Overall, our AV increase remains just above 3% for 2026, similar to 2025 but down from the years before when it was closer to 5%. For 2026, the estimated AV is \$3,701 million.

	Taxable Assessed	
	Value	Percent
<u>Year</u>	(in millions)	Change
2016	2,390	4.00%
2017	2,495	4.39%
2018	2,591	3.85%
2019	2,712	4.67%
2020	2,748	1.33%
2021	2,990	8.81%
2022	3,144	5.16%
2023	3,296	4.83%
2024	3,477	5.49%
2025	3,587	3.16%
2026 Est	3,701	3.20%

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 AV. With the voter-approved creation of the McMinnville Fire District, the City of McMinnville chose to underlevy FY2023-24 by \$1.50 per \$1,000 of AV, the approximate amount of property taxes that historically supported fire and emergency medical services. After a community engagement process, the Budget

Budget Message

Committee met in the fall of 2023 and directed City staff to create its FY2024-25 budget with 50 cents of that underlevy added back and another 50 cents of that underlevy added back in its FY2025-26 budget. Thus, the FY2025-26 Proposed Budget is presented as levying \$4.52 per \$1,000 of AV, which leaves an underlevy of 50 cents of the City's permanent tax rate.

In terms of debt service, a projected rate of \$0.8165 per \$1,000 of AV will be required to meet voter-approved, general obligation bonded debt payments in FY2025-26. This is 3.1% less than the actual FY2024-25 rate of \$0.8429 per \$1,000 of AV.

The total proposed City tax rate for FY2025-26 is estimated to be \$5.3365 per \$1,000 of assessed value (\$5.02 permanent rate minus \$0.50 held back in year 3 of the Fire District plus \$0.8165 debt service tax rate), compared to \$4.8629 (\$5.02 permanent rate minus \$1.00 plus \$0.8429 debt service estimated tax rate) in FY2024-25, an increase of 9.7%.

A factor of 5% is the estimated amount of current tax that will be delinquent and paid in future years has been used to calculate current property tax revenue. The City of McMinnville's share in FY2024-25 of total property taxes levied in the McMinnville taxing district is 27.65%.

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, to name some. These personnel

costs are 66% of the total expenditures in the General Fund budget.

Budgeted FY2025-26 personnel costs city-wide are up \$1.15 million, or 4.3% relative to the prior year's amended budget. FY2025-26 has 8.43 less FTE relative to the prior period, which includes a net change in FTE across the rest of the city organization.

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 is 2.5% compared to 3.17% in FY2024-25 and 7.91% for FY2023-24. This year's budget is using this CPI as the salary escalator across all city departments, except no CoLA adjustment has been applied to members of the police bargaining unit as their collective bargaining agreement (CBA) is in active negotiation.

General Service employees have a high-deductible health insurance plan and health reimbursement administration (HRA) voluntary employees' beneficiary association (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, the City pays 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 effective July 1, 2022, the

Budget Message

City pays 95% of the health insurance premium and the employee pays 5% of the premium. With current collective bargaining negotiations going on at the time of printing this budget document it is unknown if there will be any changes to the employer/employee cost sharing.

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

D. OTHER INSURANCE COVERAGES. Property and liability insurance premiums in the upcoming year are projected to increase by 12% for general liability, 23% for property, 10% for cyber and 5% for the specialty airport policy relative to FY2024-25.

We are anticipating an increase of 8% in the ongoing workers' compensation rates for FY2025-26 premiums, which is down from the 10% increase projected for Fy2023-24.Our experience modifier has decreased to .89 from 0.99 the prior year. This experience modifier means the City's losses were approximately 11% 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 FY2025-26 budget is year one in the PERS biennial rate period so changes to PERS contributions rates are budgeted with a slight decrease in Tier 1 rates and increases in Tier 2 and OPSRP rates.

The City's employer contributions (including the 6% employee pick up) represent 7.2% of total expenditures in the 2025-26 proposed budget. Total PERS costs are budgeted at \$5.5 million, an increase of 9.5% compared to the prior year. The increase is due in part to rate increases and in part to salary increases.

The employer rates for the 2025-27 biennium range from 24.46% for general service OPSRP employees to 29.73% for OPSRP Police members of eligible gross pay categories. McMinnville also pays the employee 6% contribution.

The PERS Employer Incentive Fund (EIF) was created by the 2018 Oregon Legislature. The first cycle of the EIF closed March 2023; however, the second cycle's application process is opening in 2025 and has \$40 million for side account deposit matches. The proposed budget for FY2025-26 does not include a reserve for this investment which would include a 25% match on the lump sum contribution from the state.

III. STRATEGIC PLANNING.

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.

Budget Message

Vision

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

Mission

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

<u>Values</u>

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 from the city in the next fifteen years. 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.

This year the Council's annual goal setting was held on Saturday, January 11th, in the Police Dept's Conference Room. The Council was reoriented on the FY2024-25 goals and decided not to select

Budget Message

new ones until after the completion of the FY2025-26 budget process.

CITY COUNCIL PRIORITIES

City Government Capacity

• Evaluate and implement Core Human Resources Functions.

Community Safety and Resiliency

 Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).

Economic Prosperity

 Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.

Growth and Development Character

- Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool In the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

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 narrative for General Fund Budget Reductions follows this message along with a Financial Overview section that includes analysis of the City's revenues, expenditures, and reserves, demonstrating the limited new programming included in the budget. A listing of the General Fund's prioritized unmet core service and strategic investments, along with a summary of new General Fund investments in capital as well as deferred maintenance/capital investments 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

Imperfect progress is better than delayed perfection.

~Unknown

While not ideal, the proposed FY2025-26 budget reflects a careful balance between financial constraints and strategic priorities while aligning with our organization's strategic values. Through this

City of McMinnville 2025 – 2026 Budget Message

challenge, we hope to remain adaptable and proactive in addressing the deficit today to make a stronger, more sustainable McMinnville for tomorrow.

I want to thank all the employees involved in this budget process for their commitment to McMinnville and the work they do to make this a prosperous, safe, and livable community. I want to call out Katie Henry, Finance Director and Crystal Wooldridge, Financial Services Administrator, for their help creating this document as well as the entire Executive Team and many other colleagues who worked through this especially challenging process. The dedication to the community and service of the Mayor, City Council and Budget Committee drove and informed the priorities and public services presented in this document and we are honored by your commitment. We look forward to any questions you have and any directions you may provide as you review and deliberate on the fiscal year 2025-2026 budget.

Respectfully submitted,

Mby R. Tung

Jeffrey R. Towery Budget Officer

City Manager

Narrative for General Fund Budget Reductions

At the City of McMinnville, we remain committed to a responsible, balanced approach to guide the City through financial challenges, grounded in our values of stewardship, equity, courage, and accountability. Our approach consists of strategic spending cuts and savings, prudent use of one-time resources and a continued focus on maximizing efficiency – reflecting the same careful financial management that residents throughout the community are applying in their own lives.

Our primary solutions to the FY2025-26 budget deficit are presented to you in two parts:

- 1. Staffing Reductions (Personnel)
- 2. Program and Service Reductions

City departments were given the space and flexibility to approach the budget process with innovation, sincerity, and compassion. These proposed reductions were crafted at the Department level, reviewed by the entire Executive Team during a day-long retreat, and are roughly proportional to the size of each department's budget.

Smaller reductions across departments make up the balance of the \$3 million effort; these include a multitude of reductions under materials and services, travel and training, employee events and recognition, telecom, janitorial, printing supplies, and others. No stone was left unturned in this process. While the larger items are captured in the primary solutions and total ~\$2.9 million, the remaining ~\$100,000 is made up of many other small cuts, which will not be listed in this document.

The following sections outline proposed staffing reductions, as well as service and program adjustments incorporated within the 2025-26 Proposed Budget:

1. Staffing (\$1.5 million total reduction)

Positions have been eliminated, or will be unfunded in several departments, including:

Administration	1 FTE -Deputy City Recorder / Executive Assistant	\$ 101,000	Eliminated
Community Development	1 FTE - Code Compliance Officer - Lead	\$ 131,000	Unfunded
Police	 1 FTE – Management Support Tech 3 FTE - Police Officers 1 FTE – Investigations Police Officer 1 FTE – Middle School Resource Officer 	\$ 804,000	Unfunded

Police	Training / Overtime savings from staffing changes	\$ 137,000	Unfunded
Library	1 FTE - Manager - retiring position left unfilled, 1.6 FTE reduction	\$ 297,000	Eliminated
	in staff hours		
Municipal Court	1 FTE – Court Clerk	\$ 102,000	Unfunded
	Total: 11.6 FTE Positions	\$1,572,000	

2. Programs and Services (\$1.4 million total reduction)

Library – Reduction of Hours and Services (see staffing reductions; Sunday closure, shortened days)

Administration – Reduction to consultant services and general Community Services programming, including:

- Community Services (\$19,000)
- Professional Services (\$152,000)
- Holiday Lighting (\$42,000)
- Economic Development (\$93,000)

Engineering reductions include:

- Reduce Professional Services / Right of way Acquisition services / Environmental services for Underground Tanks (\$100,000)

Police program reductions include:

- Reserve Program (\$29,000)
- RV Towing and Dismantling (\$20,000)
- Fuel (\$10,000)
- Repairs to Training Facility (\$10,000)
- Patrol, K9, Detective Uniforms (\$6,300)
- Software (\$8,500)
- Phone, Advertising, Employee Recognition (\$6,000)

Community Development reductions include:

- Reassign .25 Affordable Housing Associate Planner to Affordable Housing Fund 08 plus M&S support (\$51,000)
- Reduce Special Project Manager to .75 FTE (\$61,000)
- Reduce Materials and Services Support for Code Compliance and Community Relations by 50% (\$19,000)

Parks & Recreation reductions include:

- Culture Parks & Recreation (CPR) Bond project (\$359,000)
- Stop publishing rec guide quarterly (\$22,000)

Park Maintenance reductions include:

- Remove core services add from FY 2023-24 (\$137,000)
- Reduce maintenance contract services (\$75,000)
- Remove seasonal park maintenance help (\$33,000)

Internal service cost reductions include:

- Finance Travel & Education (\$12,000)
- Information Systems Travel and Education, M&S, Professional Services, software reductions (\$124,000)

Impact to the Community

During our initial conversations, we set out to achieve a 10% savings goal for the General Fund. Although we have been careful to consider each service reduction as it relates to having a direct impact on the community, our decisions were carefully considered with the intent to be as low-impact as possible.

Administration's reductions focus on eliminating the Deputy City Recorder position, significantly cutting professional services, and reducing contributions to key partners—MEDP and MDA. The \$75,000 cut to the McMinnville Economic Development Partnership will likely affect their capacity to support local businesses and foster sustainable economic growth. Eliminating the Deputy City Recorder would substantially increase staff workload and reduce overall efficiency, affecting the level of service and responsiveness to the community. Additional reductions include the discontinuation of the holiday lighting program, decreased support for community events, limited capacity to send print notices and mailers, and no flexibility to take on unplanned projects or initiatives.

The **Police Department**, having the largest footprint in the City's General Fund (approximately 1/3 of the total expenses), bears the largest reductions. Reducing 3 Patrol positions with their associated benefits and other related expenses will require the department to re-evaluate police response to calls for service and ancillary services provided by the department. These positions are frontline, first responder Police Officer positions. Eliminating the Management Support Tech position will result in the re-distribution of administrative tasks such as processing internal requests, creation of purchase orders, and other similar tasks among other support services specialists. Eliminating a position in Investigations likewise increases the workload on other Investigations department staff and increases the strain on the department to effectively handle cases. Eliminating the School Resource Officer Position (SRO) will remove police department coverage from the City's two middle schools.

Many programs that directly affect community services will be cut or reduced such as the reserve program, partial reductions to the RV Towing and Dismantling program, reductions to facility repairs, fuel, uniforms, and other miscellaneous expenses.

In **Municipal Court**, the loss of a 1.0 FTE court clerk will affect the timely services the court will be able to provide for the 2025-26 fiscal cycle. Recovery of court fines/fees that are owed to the City of McMinnville will be hindered due to a staff shortage. Timely processing of data entry of violations and criminal judgments will be delayed due to the staff shortage. Reporting criminal offenses and criminal convictions to the Oregon State Police for compliance with computerized criminal history data will not be completed in FY2025-26 due to staff shortage. Follow up tasks regarding defendants on probation to the McMinnville Municipal Court will be hindered significantly by staff shortage. New court software will continue to remain on the list of projects that the court will look to implement in future fiscal cycles.

For **Parks and Recreation**, included in the high impact community reductions is the removal of financial support of the CPR bond process, a savings of \$359,000 means minimal work will be done to further the bond process in the 2025-26 budget year.

The **Library** has already instituted changes to service hours and is now closed both Sundays and Mondays. This will result in decreased availability of library services to the entire community, from children's programs to teen services, all the way up to adults and seniors, including information access to all ages from books to computers. A planned retirement vacancy in a Library management position at the end of 2025 will also not be filled, with the workload of the position divided up across existing personnel, increasing the workload and strain across staff and reducing contact time for direct Library community services.

Park Maintenance will be removing the \$137,000 core services add package that was originally funded in the 2024-25 budget and reducing maintenance contracts by \$75,000, resulting in a reduction of park maintenance across all City parks at different levels. Some parks will no longer be irrigated, equipment maintenance will be reduced and park services to the community will deteriorate. Park Maintenance will also only hire seasonal maintenance help to mow Joe Dancer Park, resulting in less summer mowing, field maintenance, pruning and general park maintenance during high seasonal use times.

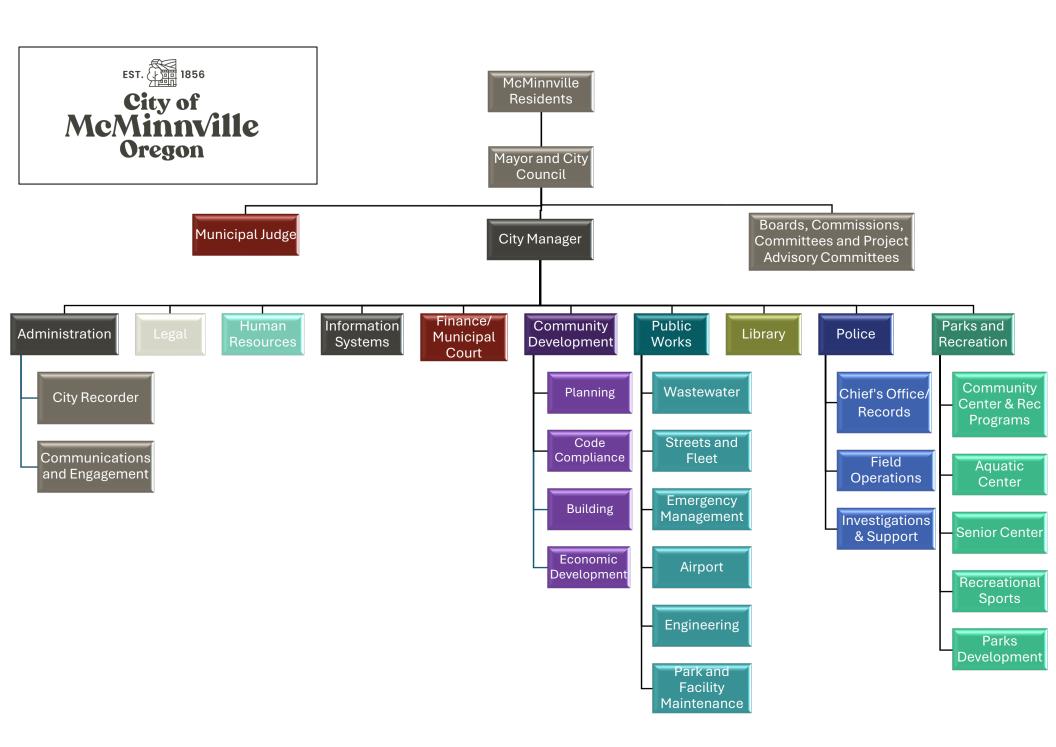
Engineering will be reducing support services by \$100,000. The City Engineer utilizes these engineering support services to assist City staff to provide expertise in transportation, right-of-way acquisition, and environmental impacts. Reductions will add workload onto Engineering staff and potentially delay capital projects and development review times.

The reductions in the **Community Development Department** will impact customer service to the community. The 50% reduction in the Code Compliance and Community Relations program will limit the City's ability to respond to code compliance complaints and eliminates the volunteer programs relative to graffiti removal and property clean-up assistance to senior and disabled households. This will be a historical low staffing level for Code Compliance in recent decades. Reducing the Special Projects Manager position eliminates the legislative program that the City has supported in the last couple of years which led to over \$3million in direct allocations to support housing and the Third Street Improvement Project. Lastly, removing 0.25 of the Associate Housing Planner from the current planning and long-range planning program will create workload for the other planners leading to reduced response times to development applications and developer/community inquiries.

While not ideal, the proposed FY2025-26 budget reflects a careful balance between financial constraints and strategic priorities while aligning with our organization's strategic values. Through this challenge, we hope to remain adaptable and proactive in addressing the deficit today to make a stronger, more sustainable McMinnville for tomorrow.

CITY OVERVIEW

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





CITY COUNCIL PRIORITIES

The Council attended their annual goal setting on January 11, 2025; staff was tasked to continue to work on the priorities outlined at their December 2023 goal setting, listed below and create work plans for the 58 goals/objectives underway. The council will reconvene after July 1, 2025, to address new goals/objectives based on the approved FY26/27 budget.

MacTown 2032 Strategic Priority

City Council Priorities from 2024



 Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus **Evaluate and implement Core Human Resources Functions.**



COMMUNITY SAFETY & RESILIENCY

 Proactively plan for and responsively maintain a safe and resilient community Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).



ECONOMIC PROSPERITY

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

Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.



GROWTH & DEVELOPMENT CHARACTER

- Guide growth and development strategically, responsively, and responsibly to enhance our unique character
- **❖** Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool in the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

FINANCIAL OVERVIEW

- Financial Services Overview including:
 - General Fund Capital Investments & Deferred Items
 - General Fund Unmet Needs

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 residents, 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 2022-23 and 2023-24, the amended budget for fiscal year 2024-25 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2025-26.

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 and Budget committee's advice through a variety of policy statements and actions and represents a financial plan

for funding all City programs and services for the fiscal year.

In 2023, the Budget Committee recommended that if the public voted to create the McMinnville Fire District, the City's FY2023-24 budget should include an underlevy of \$1.50 per \$1,000 of assessed value and conduct community engagement regarding the future use of the City's permanent rate. Voters did create the district and the City launched "Dollars and Sense," a three month community engagement process to collect feedback. In October 2023, the Budget Committee came together in a work session and gave City staff the input that it should create its FY2024-25 budget based on adding back 50 cents of the \$1.50 underlevy to support General Fund activities and to add back another 50 cents in its FY2025-26 budget. Thus, the FY2025-26 proposed budget includes an underlevy of \$0.50 of the City's permanent tax rate.

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 in any fund 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

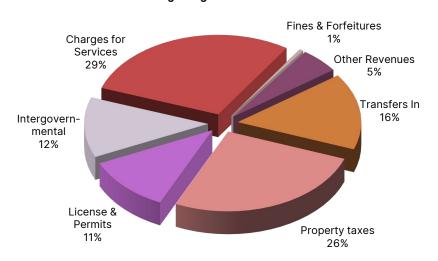
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the District is adopted by the Urban Renewal Agency Board and is not included in the proposed City budget, which is adopted by the City Council.

All City Funds 2025 – 2026 Proposed Budget

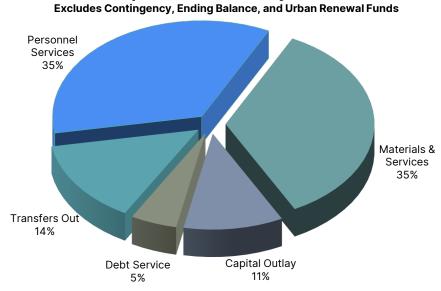
RESOURCES by Type	
Beginning Balance	\$ 49,105,633
Property Taxes	19,001,200
License & Permits	8,098,950
Intergovernmental	8,799,249
Charges for Services	20,827,692
Fines & Forfeitures	385,000
Other Revenues	3,708,180
Transfers In	11,202,667
Total Resources	\$ 121,128,571

REQUIREMENTS by Classification Personnel Services \$ 26,922,135 Materials & Services 26,727,566 Capital Outlay 8,276,925 **Special Payments** 0 **Debt Service** 3,863,423 Transfers Out 10,733,409 Contingency 6,201,500 **Ending Balance** 38,403,613 **Total Requirements** \$ 121,128,571

Revenues - All City Funds Excludes Beginning Balance and Urban Renewal Funds



Expenditures - All City Funds



Resources for All City Funds:

Property Tax Revenue - \$19 million or 26% of all City revenues. McMinnville's \$5.02 permanent rate is budgeted to reflect an under levy of \$0.50, an increase relative the prior year but less than the permanent rate's level to support 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 - \$20.8 million or 29% of all City revenues. Wastewater charges, Park & Recreation program fees, the City Services Charge and charges for Information Services and Insurance Services to other funds are in this category.

Intergovernmental Resources - \$8.8 million or 12% of all City revenues. Includes state shared revenues in the General Fund and gas taxes in the Street Fund. A variety of state and federal awards are included, notably in the Affordable Housing and Airport Maintenance funds.

Licenses and Permits Revenue - \$8.1 million or 11% 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, donations, property rentals, special assessments and other miscellaneous revenues.

Transfers In Revenue - \$11.2 million or 16% of all City revenues. Includes interfund reimbursements for support and engineering services, internal borrowing payments (including Urban Renewal payments and \$90,400 in new borrowing this year), and transfers related to transportation and wastewater.

Expenditures for All City Funds:

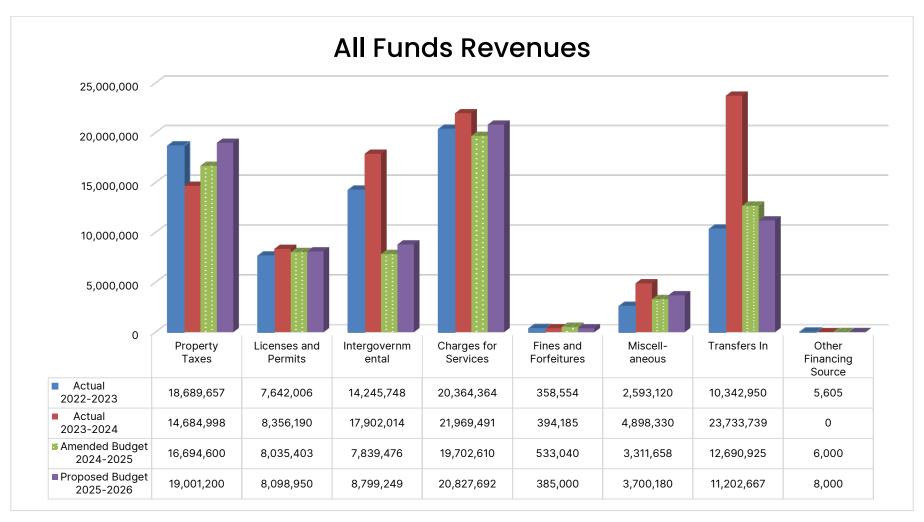
Personnel Services Expenditures - \$26.9 million or 35% of total City expenditures. \$16.6 million of the Personnel Services expenditures total is for salaries and wages and \$10.4 million in fringe benefits including PERS contributions, health insurance, workers compensation, payroll taxes, etc.

Materials and Services Expenditures - \$26.7 million or 35% of total expenditures. \$6.9 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; \$1.6 million in insurance premiums for general liability, property and workers compensation; and \$1.5 million for operational costs for street maintenance.

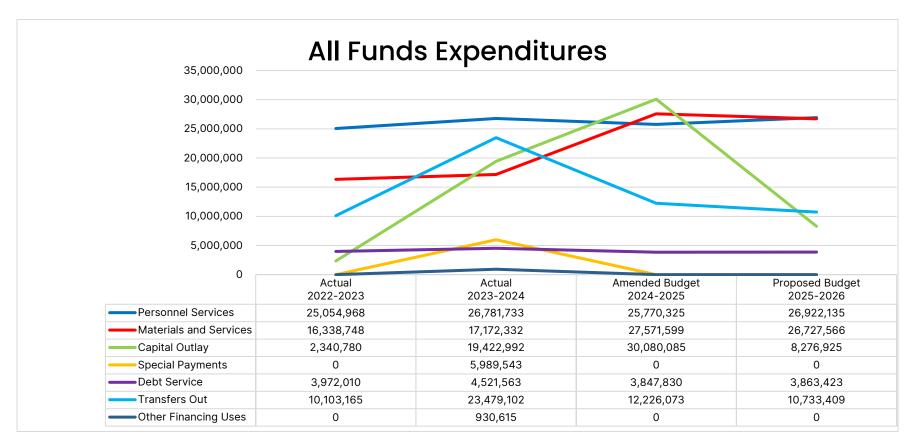
Capital Outlay - \$8.3 million or 11% of total expenditures. This number is \$21.8 million smaller than the prior year. Most of this decline is due to the wrap up of a very large wastewater capital project. General Fund capital costs are also down relative to last year by \$1.8 million as most capital projects were not funded in this proposed budget due to lack of resources.

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 - \$10.7 million or 14% of total expenditures. (The difference between transfers out and transfers in is because the Urban Renewal Agency transfers out do not show in the City's proposed budget). 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.



The chart above shows **Resources** for all funds of the City, by category, from 2022-23 through the 2025-26 proposed budget. The chart illustrates that the primary sources of recurring funding for City services, **Property Taxes, Licenses and Permits,** and **Charges for Services**, make up 66.5% of all City resources and includes the reduced general property tax levy of \$4.52 per 1,000 assessed value, an underlevy of \$0.50 from the permanent rate of \$5.02. **Intergovernmental** resources include state shared revenues, decreasing slightly year over year, and federal and state grants which vary significantly year to year. **Transfers In** are transactions between funds for various purposes, including \$6.5 million in user fees transferred from Wastewater Services to Wastewater Capital; interfund reimbursement for services provided by support departments to operating departments and interfund loan activity between Wastewater Capital and the General Fund.



The chart above shows **Expenditures** for all funds of the City, by category, from 2022-23 through the 2025-26 proposed budget. **Personnel Services** expenditures, at 35% of the total budget, are up relative to last year due mainly to the COLA. **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 the culmination of a large wastewater project in FY2024-25. **Debt Service** payments are on a declining trend as the City pays off existing loans and has not brought on significant new external debt in the last few years. **Transfers Out** are slightly lower than transfers in due to URA related activity.

All City Resources by Fund

Resources	Actual 2022-2023	Actual 2023-2024	Amended Budget 2024-2025	Proposed Budget 2025-2026	\$\$ Change 2024-2025 versus 2025-2026	% Change 2024-2025 versus 2025-2026
General Fund	39,782,600	38,303,260	29,615,037	30,658,143	1,043,106	3.52%
Grants & Special Assessment	70,323	89,428	362,300	200,100	(162,200)	-44.77%
Transient Lodging Tax	1,834,408	1,922,501	2,102,403	2,147,500	45,097	2.15%
Affordable Housing	863,643	3,357,601	1,360,754	2,935,094	1,574,340	115.70%
Telecommunications	215,973	180,477	190,250	173,150	(17,100)	-8.99%
Emergency Communications	752,636	631,890	704,419	743,090	38,671	5.49%
Street	3,007,104	3,076,647	2,867,247	2,870,050	2,803	0.10%
Airport	489,112	909,584	1,729,500	1,778,219	48,719	2.82%
Transportation	1,089,201	2,749,221	1,841,720	1,289,000	(552,720)	-30.01%
Park Development	417,915	859,366	610,000	1,050,000	440,000	72.13%
Debt Service	2,852,326	2,995,401	2,967,575	2,968,174	599	0.02%
Building	909,582	1,087,295	733,718	735,750	2,032	0.28%
Stormwater Operations	-	-	-	-	-	0.00%
Stormwater Capital	-	-	-	500,000	500,000	100.00%
Wastewater Services	11,203,137	11,640,783	11,957,132	12,178,617	221,485	1.85%
Wastewater Capital	7,961,441	13,516,828	8,359,877	8,347,242	(12,635)	-0.15%
Information Syst & Services	1,449,063	1,804,011	2,032,213	1,869,469	(162,744)	-8.01%
Insurance Services	1,343,539	1,405,276	1,379,567	1,579,340	199,773	14.48%
Fire District Transition Fund	_	7,409,378	_	_	_	0.00%
Total Resources	74,242,004	91,938,947	68,813,712	72,022,938	3,209,226	4.66%

The table above shows historical trends for all **Resources** of the City, by fund, for 2022-23 through the 2025-26 proposed budget. The two columns on the right compare the 2024-25 amended budget and 2025-26 proposed budget, showing the change by dollar amount and by percentage. The **General Fund** is back to a regular increase of close to 4%. For special revenue funds, revenues are from dedicated sources and cannot be spent on the general operations of the City; the variance seen in **Affordable Housing** is due to new grants for infrastructure in new development. For capital projects funds, revenue primarily comes from systems development charges (SDC) and/or transfers in from related funds. **Stormwater Operations and Capital** funds are new in FY2025-26. The **Wastewater Capital** decrease is due to a decrease in transfers in from rates. **Wastewater Services** revenues are based on charges to users. 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 2022-2023	Actual 2023-2024	Amended Budget 2024-2025	Proposed Budget 2025-2026	\$\$ Change 2024-2025 versus 2025-2026	% Change 2024-2025 versus 2025-2026
General Fund	29,605,797	41,008,766	34,579,928	31,415,010	(3,164,918)	-9.15%
Grants & Special Assessment	73,670	83,914	341,158	175,100	(166,058)	-48.67%
Transient Lodging Tax	1,834,344	1,922,965	2,102,403	2,147,500	45,097	2.15%
Affordable Housing	557,579	2,869,054	2,118,741	4,103,024	1,984,283	93.65%
Telecommunications	215,926	180,359	190,150	173,050	(17,100)	-8.99%
Emergency Communications	750,874	616,114	695,761	744,306	48,545	6.98%
Street	2,968,298	2,925,980	3,645,431	3,182,632	(462,799)	-12.70%
Airport	286,987	630,592	1,934,362	2,072,073	137,711	7.12%
Transportation	442,471	698,357	1,907,244	2,870,610	963,366	50.51%
Park Development	166,163	180,557	671,178	1,499,179	828,001	123.37%
Debt Service	3,002,150	3,007,500	2,997,900	2,998,500	600	0.02%
Building	771,604	863,379	976,632	994,587	17,955	1.84%
Stormwater Operations	-	-	-	-	-	0.00%
Stormwater Capital	-	-	-	500,000	500,000	100.00%
Wastewater Services	11,535,127	12,349,430	13,309,249	12,651,589	(657,660)	-4.94%
Wastewater Capital	2,674,338	20,200,610	30,564,681	7,409,095	(23,155,586)	-75.76%
Information Syst & Services	1,457,842	1,787,218	2,024,101	1,860,517	(163,584)	-8.08%
Insurance Services	1,466,502	1,563,706	1,436,993	1,726,686	289,693	20.16%
Fire District Transition Fund	-	7,409,378	-	-	-	0.00%
Total Requirements	57,809,671	98,297,879	99,495,912	76,523,458	(22,972,454)	-23.09%

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2022-23 through the 2025-26 proposed budget. The two columns on the right compare the 2024-25 amended budget and 2025-26 proposed budget, showing the change by dollar amount and by percentage. The **General** and **Information Services** fund decreases were caused by intentional cuts to bring expenditures back in line with revenues. **Grants and Assessment** fund decrease is due to FY2024-25 budgeting for proposed opioid fund spending. The **Affordable Housing** fund has a significant increase for a construction project funded with grant funding. **Park Development** fund is appropriated to allow for grant match or partnership opportunities. **Wastewater Capital** decrease due to completion of capital projects. **Telecommunications** continues to see declines in cable franchise revenues, reducing the amount to be shared with McMinnville Community Media. **Emergency Communications** budget largely depending on YCOM fees. **Street** fund will not transfer funds into the **Transportation** fund after a larger than normal transfer in FY2024-25. The **Transportation** fund has a 50% increase in spending for FY2025-26 for planned overlay work. The **Airport** fund increase of 7% is caused by adding a full time benefitted Airport Manager instead of a part time employee. **Stormwater Operations** and **Capital** Funds are newly created funds for FY2025-26. The remaining four funds have differences of less than 5%.

All Funds – Budget Highlights for 2025-26 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. No increase has been included at this time for 2026 and beyond. All collections are passed through to the McMinnville Downtown Association to support projects such as the farmers market and Mac Fresco. Opioid National Settlement revenues that the City receives as a participant in those lawsuits are also included in this fund; spending capacity for these restricted funds has been increased for next year, including continuation of an intergovernmental agreement with Yamhill County to provide targeted behavioral health services and the possibility of spending on yet to be determined collaborative projects.

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 revenues are budgeted slightly higher in FY2025-26 than the current year as McMinnville accounting mainly for inflationary increases. This is cautiously optimistic as preliminary projections for travel in the upcoming year are mixed with an unsure economy and political environment at the federal level.

Affordable Housing Fund – the fund was established in FY2022-23 with the adoption of an affordable housing

construction excise tax (CET) designed to support affordable housing initiatives, including developer incentives. All housing related grant activities are also captured in this budget. A key item in the proposed budget is a Business Oregon grant for Holt Homes development of \$2 million. This is in addition to affordable housing programs and developer incentives launched in FY2024-25.

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. This funding source is declining, which has negative impacts for MCM's community access mission.

Emergency Communications Fund – A portion of telephone franchise fees is allocated to pay for the 911 emergency communications system run by Yamhill County. The FY2025-26 budget anticipates an 8% increase for this cost for the Police Department. It also includes the McMinnville Public Safety Radio system that the City manages with partner support from Linfield University and the McMinnville School District.

Street Fund – Oregon Highway Trust Fund (OHTF) revenues, supported primarily by the 40 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

FY2025-26, the street fund will temporarily pause its transfer to the Transportation Fund for one year.

Airport Maintenance Fund – The project highlight for FY2025-26 continues to be 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, which have now been fully spent. This capital fund budget does fluctuate considerably depending on the number of planned projects underway. FY2025-26 includes pavement rehabilitation and accessibility improvements, traffic signal work and an update to the Transportation System Plan. In addition, debt service for the Newberg-Dundee bypass project is included with financial support from the state's "fund exchange" program.

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. As a capital fund, the budgeted activity will vary year to year, much like the Transportation Fund. The year over year increase reflects added appropriation authority for park construction projects next year as part of the updated Parks, Recreation and Open Space Master Plan which came before Council in 2024.

Debt Service Fund – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$12.8 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 FY2025-26 property tax levy for voter-approved debt service is \$3.0

million for an approximate tax rate of \$0.8165 per \$1,000 of assessed value, down 2.1% from the prior year.



Stormwater Operations Fund – This is a newly created fund. At this time there are no ongoing expenses as a Stormwater Utility has not been created.

Stormwater Capital Fund – The 2025-26 proposed budget includes \$500,000 in ARPA funds to be used for stormwater line design work at 13th and Galloway.

Wastewater Services Fund – Includes administration, plant and pump stations operations, environmental services functions, and conveyance system maintenance. Sewer user charge revenue of \$12.1 million pays for Wastewater operating costs and also allows \$5.6 million to be transferred to the Wastewater Capital Fund for major projects. Based on the latest review of the Wastewater financial plan, a rate increase of 2.5% is also included in the proposed budget for FY2025-26.

Wastewater Capital Fund – The 2025-26 proposed budget has decreased significantly since two major capital projects including construction of the Solids Treatment Capacity Improvements project and Inflow and Infiltration Reduction

Projects are nearing completion. The design and construction of the upgrade to the Water Reclamation Facility Administration Building will continue into FY2025-26.

Information Systems & Services (IS) Fund – IS Department staff partner with City Departments to provide computer services support for the organization. The 2025-26 proposed budget includes \$1.1 million for computer charges, with about \$436,000 of the total for shared costs that are allocated to all Departments. Next year's priority projects include completing the upgrade of the Police Department's records management software and the transition to officer specific computers, assisting multiple departments with software migrations and upgrades, and expansion into the cloud, to name a few. See the Information and Services Fund section for more detail.

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. Workers' compensation is projected to increase by 8% and general liability insurance is projected to increase by 12% with property coverage and cyber liability coverage increasing by 10%.

Fire District Transition Fund – This fund was only used temporarily during the transition of the Fire District away from the City. No activity in this fund in FY2025-26.

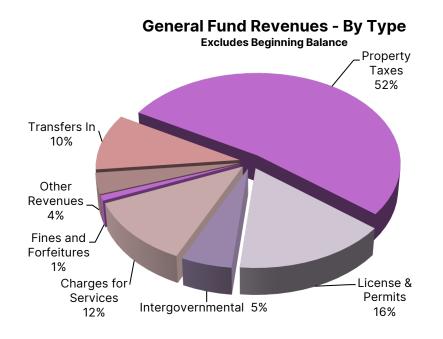
For more information on All Funds of the City, please refer to the **Budget Summaries**, included with each fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, Cost and FTE (i.e., employee position) Summaries.

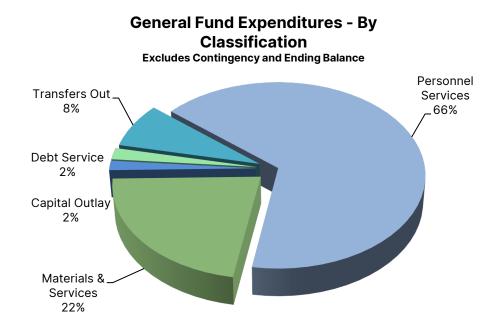
GENERAL FUND

2025-2026

RESOURCES by Type	
Beginning Balance	\$ 7,299,821
Property Taxes	16,060,000
License & Permits	4,880,500
Intergovernmental	1,612,029
Charges for Services	3,592,485
Fines and Forfeitures	290,000
Other Revenues	1,156,006
Transfers In	3,067,123
Total Resources	\$ 37,957,964

REQUIREMENTS by Classification	
Personnel Services	\$ 20,904,282
Materials & Services	6,919,674
Capital Outlay	521,466
Debt Services	626,502
Transfers Out	2,443,083
Contingency	1,500,000
Ending Balance	5,042.954
Total Requirements	\$ 37,957,964





General Fund FY2025-26 Proposed Budget Current net revenue and reserve target focus

Current Revenues - General Fund		Current Expenses - General Fund	
PT - Property Taxes	16,060,000	PS - Personnel Services	20,904,282
LP - Licenses and Permits	4,880,500	MS - Materials and Services	6,919,674
IG - Intergovernmental	1,612,029	CO - Capital Outlay	521,466
CS - Charges for Services	3,592,485	SP - Special Payments	0
FF - Fines and Forfeitures	290,000	DS - Debt Service	626,502
Misc - Miscellaneous	1,148,006	TR - Transfers Out	2,443,086
TR - Transfers In	3,067,123	Total Expenses	31,415,010
OFS - Other Financing Source	8,000		
Total Revenues	30,658,143	Current Net Revenue General Fund	(756,867)
Unrestricted Beginning Balance	4,950,271	Contingency	1,500,000
Committed Beginning Balance (ARPA)	2,295,050	Unrestricted Ending Fund Balance	3,224,313
Restricted Beginning Balance (grants)	54,500	Committed Ending Fund Balance (ARPA & future capital projects)	1,818,641
Total Resources Available	37,957,964	Total Requirements and Uses	37,957,964
Reserves* (2 mths operating**)	4,637,326	FY2025-26 Reserves	4,724,313
FY2025-26 Reserve Target	4,637,326	Reserves Above/(Below) Target	86,987

Current net revenue is equal to the difference between annual income and expenditure. A negative current net revenue means that more will be spent in the year than there is revenue coming in to pay for, requiring use of prior period reserves (beginning balance).

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

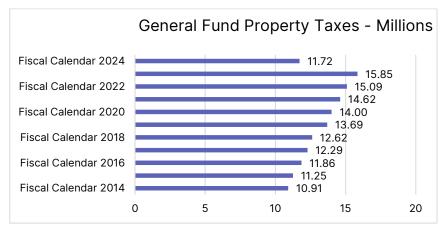
^{**} Operating expense is defined as personnel services + materials and services categories

General Fund Sustainability:

To address the challenge presented in last year's budget with annual costs that total more than resources coming in during the year available to support that spending level, the FY2025-26 proposed budget recommends several reductions in core service delivery levels. Last year's budget was presented as a steady state budget with operating costs exceeding expenditures. In the absence of new revenues, this is not sustainable. The proposed budget addresses the issue by lowering the service level to a sustainable level.

General Fund Resources:

Property Taxes – The City will decrease the under levy of its permanent tax rate of \$5.02 per \$1,000 of assessed property value to \$0.50 in FY2025-26, an increase relative to the prior under levy of \$1.00. The 2025-26 proposed budget projects \$16.06 million in current operating property tax revenues. Property taxes represent 52% of all General Fund revenues.



Licenses and Permits Revenue – \$4.9 million or 16% 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 – \$1.6 million or 5% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and federal and state grant awards. This revenue category has now returned to pre-covid levels.

Charges for Services Revenue – \$3.6 million or 12% of General Fund revenues. The City Services Charge makes up 63% of the category. Parks & Recreation (P&R) fees for Aquatic Center use, Community Center or Senior Center programs, and youth and adult recreational sports make up 27% of charges for services. The P&R charges for services in FY2025-26 are estimated to be \$949,000, which continue to rise.

Fines & Forfeitures – \$290,000 is in the FY2025-26 proposed budget and is overwhelmingly made up of Municipal Court fines. This revenue stream has fundamentally changed and runs at approximately half pre-pandemic yearly revenue largely due to changes made in law at the state level; fine revenue is not anticipated to move back to those previous levels. The pandemic highlighted the inequitable impact of the public health emergency on lower wage households, which resulted in changes in statute for traffic violation sanctions and other court fine and fee norms in Oregon.

Other Revenue - \$1.16 million for miscellaneous revenues including private donations and interest on investments; interest earnings make up 44% of this category's total projection for FY2025-26's proposed budget.

Transfers In – \$3.1 million or 10% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance and from Transient Lodging Tax Fund for its 30% share of these visitor tax payments. Transfers in as interfund debt loan proceeds for capital projects from the Wastewater Capital Fund and as debt

service payments in from the Urban Renewal Agency round out the budgeted transfer in category. 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 – \$20.9 million or 67% of total General Fund expenditures. Public safety (Police and Municipal Court combined) accounts for \$9.9 million of total General Fund Personnel Services. The investment in public safety represents 47% of the staffing costs in the General Fund and 48 of the 130 full-time equivalents (or 37% 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 FY2025-26 the proposed budget leaves 8 positions vacant, of which 6 are in Police, 1 is in Municipal Court, and 1 is in Community Development. In Administration a position was cut and in Library and Parks Maintenance extra help positions were reduced in hours.

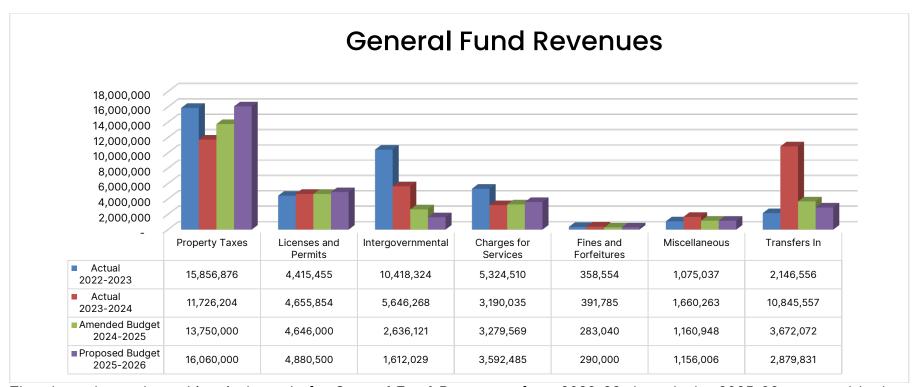
Materials and Services Expenditures – \$6.9 million or 22% of General Fund expenditures. Parks & Recreation, Park and Facilities Maintenance, and Library – the departments associated with livability in our community utilize 34% of total Materials & Services in the proposed budget. Public safety (Police 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, program costs, professional services, contracted services, supplies, insurance, etc.

Capital Outlay – General Fund capital outlay expenditures in the 2025-26 proposed budget are \$0.52 million or 2% of the total fund budget. \$220,000 of this will be for park improvements, \$90,000 for building improvements, \$94,000 for vehicles and the remainder for computer costs that are shared across all funds.

Debt Service – \$664,000 for principal and interest 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 – \$2.4 million or 8% of General Fund expenditures. Includes a \$691,000 transfer to the Emergency Communications Fund for Yamhill Communications 911 emergency dispatch services and annual lease payment for communications equipment, \$663,000 in transfers out to the Stormwater Capital and Information Services Funds of committed funds that were part of ARPA to support Councilapproved projects, the \$609,000 General Fund contribution for Information Services staffing costs and \$469,000 in repayments of prior year internal borrowing to the Wastewater Capital Fund.



The chart above shows historical trends for **General Fund Resources** from 2022-23 through the 2025-26 proposed budget. **Property Taxes** have increased due to reducing the underlevy of the permanent rate of \$5.02 per \$1000 by 50 cents from \$1.00 to \$0.50. **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 \$1 million relative last year is due to to fewer grant awards budgeted next year. **Charges for Services'** fees increase 9.5%, driven mainly by an very large increase in Engineering Fees as well as smaller increases in other user fees. **Transfers In** declined \$0.8 million due to the reduction of internal borrowing for capital and decreasing use of ARPA funds. **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 Fu	ınd Expenditı	ures - By Depo	ırtment		
Requirements	Actual 2022-2023	Actual 2023-2024	Amended Budget 2024-2025	Proposed Budget 2025-2026	\$\$ Change 2024-2025 versus 2025-2026	2024-2025 versus 2025- 2026
Administration	1,722,129	6,342,291	2,719,020	2,305,153	(413,867)	-15.22%
Finance	923,988	842,429	999,729	958,023	(41,706)	-4.17%
Engineering	1,034,560	1,713,555	1,945,177	1,818,832	(126,345)	-6.50%
Community Development	1,352,518	1,879,548	2,831,053	2,599,963	(231,090)	-8.16%
Police	9,149,326	10,555,189	12,184,484	12,008,731	(175,753)	-1.44%
Municipal Court	601,076	654,409	1,044,538	677,924	(366,614)	-35.10%
Fire	9,625,757	-	-	-	-	0.00%
Parks & Recreation	2,622,265	2,951,544	4,151,983	3,500,359	(651,624)	-15.69%
Park Maintenance	1,803,908	2,025,661	3,484,061	2,365,763	(1,118,298)	-32.10%
Library	2,347,104	2,563,951	2,935,490	2,630,418	(305,072)	-10.39%
Total Department Expenditures	31,182,630	29,528,579	32,295,535	28,865,166	(3,430,369)	-10.62%
Non-Departmental	2,056,187	11,480,187	6,688,594	9,092,798	2,404,204	35.94%
Total Outlays	33,238,817	41,008,766	38,984,129	37,957,964	(1,026,165)	-2.63%
General Fund Full Time Equivalent (FTE)	188.19	140.39	139.95	130.72		
				**Budgeted FTE		

The table above shows historical trends for **General Fund Expenditures**, by Department, from 2022-23 through the 2025-26 proposed budget. The two columns on the right compare the 2024-25 amended budget and 2025-26 proposed budget, showing the change by dollar amount and by percentage. Overall, **Personnel Services** are up 4% despite a significant decrease in the number of FTEs budgeted to be filled. **Materials & Services** costs are down 22.2%, \$2 million less than last year due to intentional cuts. **Capital outlays** have been reduced to a select few projects totaling only \$0.5 million for FY2025-26. Departments were reduced through a city-wide effort to reduce expenditures to match currently approved revenue levels and allow for adequate ending fund balance. These reductions are summarized and explained in the Narrative for Budget Reductions section of this document that follows the Budget Message. **Non-Departmental** shows an increase of \$2.4 million, which includes ending fund balances. This includes establishing a \$1 million capital reserve and bringing the operating reserve back up to FY2023-24 ending balance levels.

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 \$12.7 million or 40% of total expenditures.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$8.5 million or 27% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe community.

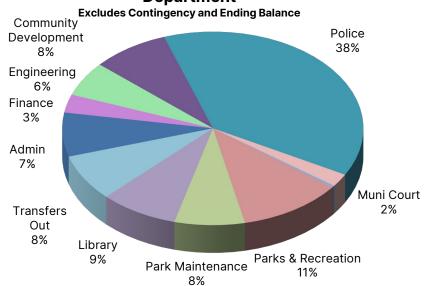
Community Development and Engineering total \$4.4 million, accounting for 14% of General Fund outlays in FY2025-26.

\$3.3 million or 10% of General Fund expenditures are for support services (Administration, Finance).

\$2.4 million or 8% of expenditures are Transfers Out to other funds for reimbursement for computer support, payments of prior year internal borrowing for capital investments and support to other funds implementing projects originally approved by Council for use of American Rescue Plan Act funding which are now held as committed funds in the General Fund.

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 billing contract services. Debt service payments for Police vehicles to external parties and the transfer for Emergency Communications are included in the Police Department budget.

General Fund Expenditures - By Department



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.

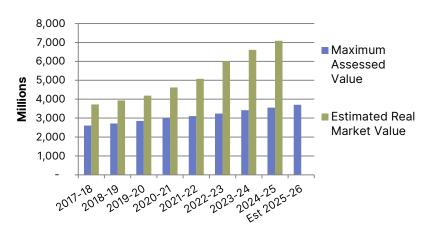
General Fund Revenues - Under Oregon's current property tax system, the City has the authority to levy general operating property taxes based on its permanent rate, which is \$5.02 per \$1000 of taxable assessed value (AV). The City's permanent tax rate, established in 1997 by Measure 50, cannot be changed by any action of the local government or the voters. This proposed budget will under levy \$0.50, up from the \$1.00 under levy in FY2024-25 as part of a phased in plan given the fire district transition, taking into consideration community feedback from the Dollars and Sense campaign the summer of 2023 and polling data from earlier in the year. Measure 50 also 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 must be generated from new construction. In the 2025-26 proposed budget, under levied property tax revenue is anticipated to be \$15.86 million for unrestricted, General Fund purposes.

Assessed and Estimated Real Market Value of Property

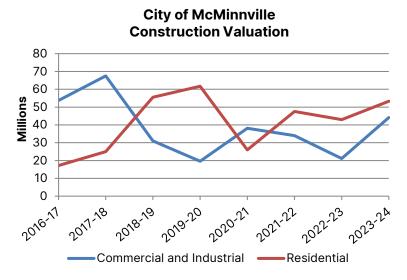


The graph above shows trends for the City's AV and real market value from 2017-18 through 2025-26 projections. Numbers for 2017-18 through 2024-25 are actual numbers obtained from the Yamhill County Assessor at the time the tax rolls are calculated and tax bills are sent out in late October each year; numbers for 2025-26 are estimated. The graph illustrates the slow but steady growth in the City's maximum assessed value, which in turn generates higher property tax revenues.

FY2025-26 is the third year of a transition period that began with the voter-approved creation of an independent Fire District. The City opted to propose a budget that forgoes a portion of its permanent rate (\$0.50 of the \$5.02 per \$1,000

in taxable assessed value) for the upcoming year based on community input in the summer of 2023 and discussions in the fall of 2023 by the Budget Committee. On going discussions as to future approaches to levying its permanent property tax resources will be important to determining the level of services McMinnville offers, its ability to maintain facilities and replace capital equipment in a prudent way, and take advantage of opportunities as they arise to improve the financial condition of the City so that over the long term it is able to fulfill its mission in the most financially sustainable way possible.

The chart below illustrates the value of construction permits issued from 2016-17 through 2023-24 and reflects the variable nature of annual construction starts. Over the last eight years, residential permit valuations have ranged from a low of \$17.2 million in 2016-17 to \$61.7 million in 2019-20. Historically a second low of \$26 million was during FY2020-21, though 2021-22 does show a year over year increase.



Commercial/industrial permit valuations also see significant

year to year variances; in the period shown above the range in value was \$19.6 million in 2019- with a high of \$67.5 million in FY2017-18. The most current year data of 44.1 million indicates an increasing level that is higher than the eight-year average commercial/industrial permit value of \$38.6 million.

General Fund Expenditures – With Personnel Services making up 67% 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.

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. Actual inflation shown by the CPI for this year is 2.54%, down from 3.17% and 7.91% in the two prior years.

The majority of fringe benefit costs is made up of Public Employee Retirement System (PERS) employer contributions for employee pensions. The FY2025-26 is year one of the employer biennial rate established by the state, thus employer rates for the three employee categories changed as such: PERS Tier 1 / Tier 2 decreased 0.14%, OPSRP General Service increased 2.31%, and OPSRP Police/Fire increased 2.79%.

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). Also, PERS rates are presenting a flattening trend for Tier 1/Tier 2 members and OPSRP rates are increasing.

Current Oregon law has a program for PERS cost mitigation called the Employer Incentive Fund (EIF). A 2019 round of lump sum PERS payments were accepted from local government and school district employers that received a 25% match from the state for its side account. McMinnville had signed up to participate but had to withdraw due to the low level of General Fund reserves at that time. The PERS website indicates that a second EIF application round will open in 2025 but the proposed FY2025-26 budget does not include a set aside for the program due again to the service level constraints in the General Fund.

Detail on General Fund unfunded programmatic and capital needs can be found in the following pages of the Financial Overview section.

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

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

For 2025-26, the proposed budget stabilizes the General Fund, which meets the City's reserve policy of two months of operating expense enacted during FY2020-21, Resolution #2020-62. The City has also established a \$1.0 million designated ending fund balance for future capital projects.

Meeting the City's reserve policy and setting aside funds for future capital projects was in large part due to incorporating difficult service level cuts. Property tax resources associated with the 50 cents per \$1,000 of taxable being added back to the general fund property tax levy next year assisted with these savings goals but does not allow the City to maintain steady state operations. The General Fund's current net revenue is (\$756,867), demonstrating that even within FY2025-26's proposed budget, revenue does not cover all expenses.

For additional information on the General Fund, please refer to the **Budget Message** in the **Budget Officer** section of this document. General Fund details of the FY2025-26 service level reductions can be found following the Budget Message. Deferred Maintenance/Capital Investment details, along with an Unmet Needs listing, that is carried over from FY2024-25 has been included as further information and can be found after this narrative. Information on McMinnville **Core Services** can be found on the website as part of the Budget Committee work session on January 11, 2022; information is in the packet, the powerpoint and/or the recording of the meeting can be viewed.

For more information on the 2025-26 proposed budget, please contact Finance Director Katie Henry at katie.henry@mcminnvilleoregon.gov.

City of McMinnville General Fund Deferred Maint/Capital Investments

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

		General Fund	ARPA		Internal	
Dept	Project	Estimate	/Grants	Other Fund	Borrowing	Notes
Deferred mai	ntenance/capital investment in Genera	al Fund <u>included</u>	in balanc	ed budget		
Admin	City Hall Capital Improvement				24,000	delayed from FY24
Comm Dev	Innovation Ctr Campus		173,500			
Comm Dev	ADA Transition Plan		275,000			
Park Maint	System Wide Irrigation Renovations		94,600			
Park Maint	Neighborhood Park Renovations		125,000			
Parks & Rec	Parks & Open Space Master Plan		41,892			
Parks & Rec	Replace Senior Center vinyl flooring				11,700	delayed from FY25
Parks & Rec	Replace Senior Center carpet				54,700	delayed from FY25
Police	Replacement Canine	16,000				
Police	Replacement Canine Vehicle	84,335				
Info Systems	RMS Upgrade - Police	80,000				
	Total	180,335	709,992	0	90,400	

		General	ADDA		Internal	
Dept	Project	Fund Estimate	ARPA /Grants	Other Fund	Internal Borrowing	Notes
	ntenance/capital investment for FY2025-		-			110100
Admin	City Hall paint exterior, trim repairs (including garage)	50,000				
Admin	Nelson House-replace frontage sidewalk (includes tree removals/replace)	75,000				
Admin	Parking Structure-repair cast-in place concrete at NW corner	50,000				
Engineering	SUV GMC (replace 2008 unit)	45,000				
Comm Dvplmt Ctr	Replace flat membrane roof	75,000		25,000		Shared cost with Building
	Replace mechanical room flooring	1,125		375		Shared cost with Building
	Replace 15 gallon water heater-Rudd	1,500		500		Shared cost with Building
	Replace roof exhaust fan	1,500		500		Shared cost with Building
	Replace damaged extruded curbing areas	3,750		1,250		Shared cost with Building
Comm Dvplmt Div	Planning Inspections Vehicle	35,000				
Police	Compressor AHU 1-replace	12,000				
Police	Fire Alarm control panel-update	28,000				
Police	Gate control operator-replace	75,000				
Police	Parking lot lighting pole/fixture-replace	25,000				
Parks & Rec	AC-Replace Deck Equipment (slide & disabled lift)	17,000				Aquatic Center
Parks & Rec	AC-Sloped Roof Assembly, Asphalt Shingle, Rigid Insulation, Sleepers, Replace	240,754				Aquatic Center
Parks & Rec	AC-Sloped Roof Structural Flooring/Decking, Wood, Repair	191,464				Aquatic Center
Parks & Rec	AC-Flat Roof, Modified Bituminous, Replace	11,727				Aquatic Center
Parks & Rec	AC-Window, Hollow Metal, Replace	26,743				Aquatic Center
Parks & Rec	AC-Fire Alarm Control Panel, Multiplex, Replace	4,854				Aquatic Center
Parks & Rec	AC-Wood Trim, Exterior Wood, Replace	2,705				Aquatic Center
Parks & Rec	CC-Boiler	65,800				Community Center
Parks & Rec	CC-Elevator	200,000				Community Center
Parks & Rec	CC-HVAC Piping in Boiler Room	5,500				Community Center

General

		General Fund	ARPA		Internal	
Dept	Project	Estimate	/Grants	Other Fund	Borrowing	Notes
Deferred mai	ntenance/capital investment for FY2025-2	26 <u>not includ</u>	<u>ded</u> in Gen	eral Fund bud	dget	
Parks & Rec	CC-Roof Repair overall coverage	6,600				Community Center
Parks & Rec	SC - Refinish hardwood floors	9,000				Senior Center
Park Maint	Replace PW Operations modular w/leased struc	cture-50% Str	eet			
Park Maint	Camera system upgrade-Discovery Meadows	50,000				
Park Maint	Riverside Dog Park-address drainage in winter areas	150,000				
Park Maint	Tractor w/loader - replace 1984 unit	70,000				
Park Maint	Dancer skatepark repairs-coping stones & undermining	100,000				
Info Systems	VM Backbone Host Servers	17,200		2,800		86% General Fund estimate
Info Systems	Network Switches	17,200		2,800		86% General Fund estimate
Info Systems	New World Disaster Recovery setup / Hosting	21,500		3,500		86% General Fund estimate
Info Systems	Capital account seed money	8,600		1,400		86% General Fund estimate
Info Systems	Court Software	150,000				
	Total	1,844,522	0	38,125	0	<u>-</u> <u>-</u>

General Fund Unmet Needs FY2025-26 Proposed Budget

This list of unmet needs was included in the Proposed FY2024-25 Budget. Given the financial realities of the FY2025-26 Budget, we did not propose funding, nor update any of these items for review and consideration by the Budget Committee. Nonetheless, it is important to include them here as a reminder of the future needs facing the City. Thank you.

Core Services Needs and Strategic Investments *not* included in FY2025-26 Proposed Budget

Highest priority proposed add packages

	Request	General Fund	Other Fund	Reserve Impact	Description
1	PERS Employer Incentive Fund contribution	640,000	160,000	0	Reduce long term retirement carrying costs for the City by making a lump sum deposit to PERS through the next cycle of the State's Employer Incentive Fund (EIF) which includes a match of 25% of the side account deposit. A 25% return on investment is substantial; making scarce city resources stretch that much further make this a prudent investment choice. Using the PERS calculator the estimate for a \$1 million investment would save \$1.6 million over 20 years - an average of \$80,000 per year in retirement costs without the EIF the city contribution would be \$800,000 plus 25% match of \$200,000.
2	Park Maintenance core services below base to base - staffing	159,580	0	26,597	Fund additional staff to help move improve park maintenance service levels. Park Maintenance service levels have operated at a below base level since 2013; due to funding constraints service levels have not been restored. This better positions the Division to take on new park areas in future (ex North Baker Creek/BPA Extension, Oak Ridge Meadows). Providing and maintaining a quality park and open space system is a key component in McMinnville's livability. The PW Operations Division's overarching goal is to provide safe, clean and beautiful spaces for our residents to enjoy and these 2 FTE (1 full time, 1 seasonal extra help) is a critical need in achieving that mission.
3	Space needs analysis City Hall, CDC	100,000	0	0	Retain outside consultant services to conduct a long term (20 years plus) space needs analysis that includes but is not limited to services provided from City Hall and the Community Development Center, with a downtown focus. The work would build upon the information in the Facility Needs Assessment and initial work done early in the Library and Parks and Rec. facility planning. Enables opportunity to ensure that future facilities are designed and operated efficiently and to minimize environmental impact.

Highest priority proposed add packages

	Request	General Fund	Other Fund	Reserve Impact	Description
4	Development Project Coordinator	81,082	81,082	13,514	Add 1 FTE, Development Project Coordinator. This is new position to help bring the building, planning and engineering programs review of private development projects from a below base level to a base level of service. Currently private development review is taking much longer than it should due to resource capacity to manage and facilitate many, overlapping review processes (building, planning, engineering and McMinnville water and light). This position will coordinate all of those efforts for a succinct and efficient review process, responsible for ensuring coordination amongst all of the development review teams. Near term cost to General Fund will be substantially reduced as it will be funded by building, engineering, and planning permit fees as each program aspires to a full cost recovery fee system.
5	Library Safety and Security	126,800	0	7,800	Improve the safety and security at the library with more lighting in the library parking lot, additional security cameras, and a part time security guard. Would move the library from below base level of core services priority to maintain a safe and comfortable space at the library and for the MacTown2032 Strategic Priority of Community Safety & Resiliency.
6	Create reserve for Gen Fund facility maintenance	500,000	0	0	Component of a multi-year effort to develop and implement a centralized facility maintenance and operations approach to City's buildings and associated assets and base service level for facility related asset renewal projects. The City owns and operates over 50 structures; over last 25 years buildings are managed by the department operating them with support from PW Operations and PD Facility staff as they are able. This requires staff with little to no formal training in facility related fields such as HVAC, electrical, plumbing, etc. to make critical decisions in these areas. In the last budget cycle the City has moved towards providing a centralized approach, with the FY23-24 Facility Coordinator position add. Unfortunately funding constraints have led to a "run to failure" model regarding these assets. This seeds a reserve for capital spending to modify this approach by addressing facility maintenance backlogs. A reserve of \$1.8 million would be required to fund 50% of the five year back log as well as to provide 50% of estimated annual investment required to renew facility assets on a programmed basis.

Highest priority proposed add packages

	Request	General Fund	Other Fund	Reserve Impact	Description
7	Contracting Specialist	75,901	67,901	12,650	While contracting and purchasing functional expertise was not specifically called out in the 2021-22 the core services review, this resource would enable various departments to improve service levesl. At this time, the City is taking on more complex and financially significant contracts than ever. Aside from more staff time dedicated to procurement, this environment increases the risk of missteps in these processes which can result in higher direct costs, legal action risks, audit findings and/or negative consequences for future grant awards. Every department has purchasing needs, with the contracting burden particularly heavy for engineering, community development, public works operations and wastewater; centralizing this support function means freeing up staff time and, potentially, lower direct costs. Currently the field is working to expand access to non-traditional government contractors; updating City practices in this area supports MacTown 2032's equity goals.
8	Finance Accountant- Analyst	125,513	25,796	20,919	Adding a full time accountant/analyst moves Finance's core service delivery from below base to base, and in some areas, to midlevel. The FY23 audit findings serve as a reminder of the importance of having a solid financial platform for the City and UR Agency and risks associated with running operations with stretched staffers jumping from fire to fire, often deferring basic activities for new initiatives or urgent needs, and continuing to manage parts of our financial structure on an ad hoc basis. An additional finance staffer also lowers the city's risk generated by the fact finance is a small department with no excess capacity and fragile continuity of financial operations when people take their occasional vacations or need a few days of sick leave.
9	Court management system upgrade (cloud based option)	130,710	0	6,667	The municipal court has been on its system since 2004 and it has many limitations and bogs down efficiency and is not user friendly. An upgrade in software would add efficiencies which translates to the ability to expand the court's reach and implement specialty courts for the most vulnerable in our community. Other functionality in a new system includes integrated communications to reduce Failures to Appear, benefiting both the court and those who come before it as well as a records management component that could be used city-wide. Project costs include one-time implementation and business process review; annual increase in direct carrying cost is \$40,000.

Highest priority proposed add packages

	Request	General Fund	Other Fund	Reserve Impact	Description
10	Cybersecurity Tools	85,000	15,000	0	Cybersecurity tool investment add package totaling \$100,000 reduces risk for outside disruptions of our data systems and improves ability to respond and recover should the City become victim to a cyber attack. Will share between General Fund and other funds on 85/15 basis and potential \$50,000 grant is pending which would offset half its cost.
	Sub Total	2,024,586	349,779	88,146	Highest priority unmet needs

Core Services Needs and Strategic Investments *not* included in FY2025-26 Proposed Budget

	Request	General Fund	Other Fund	Reserve Impact	Description
11	Police Department Community Service Officers	233,965	0	33,994	An addition of 2 Community Service Officers (CSOs) which ties directly to the external core service of public safety and impacts the PD's high priority services of responding to emergency and non emergency calls for service within our city. As part of MACTown 2032 the City has a goal to proactively plan for and responsively maintain a safe and resilient community by providing exceptional police services. CSOs have become a common and integral resource for police agencies for many reasons, including increased number of calls for service (CFS); increased number of CFS requiring a multi-officer-response; increased time to resolve certain CFS (custodies/jail clearances, mental health related CFS, tactical situations, etc.); and ongoing difficulty in hiring, training, and retaining fulltime sworn Police Officers. CSOs are a "staff-multiplier" because they supplement patrol functions by handling lower-level workload (at a lower overall cost), thus freeing up sworn officers to address higher priority CFS and issues. Includes approx \$36,000 in start up costs.

		General	Other	Reserve	
	Request	Fund	Fund	Impact	Description
12	Information Services staffer	110,285	47,265	18,381	The IS department has had four staff since 2006. During that time, the City has added and expanded software packages and services, handled complexities of onsite and cloud infrastructure, transitioned to a mobile workforce and expanded AV options while maintaining an increasingly complex cybersecurity program. IS core services are all tied together - while critical operations are rated as mid-level, all other core services are left at base level. Adding a position to the IS department would potentially lift multiple IS core services from base to mid-level - maintaining infrastructure, operations, handling hybrid AV meeting requests, and bolstering our cybersecurity posture. While IS has enjoyed an almost 10 year period of staffing continuity, given the small department it is increasingly difficult to handle vacation requests and if we were to lose an employee for any life event it could very disruptive to City operations. Modern technology use and community expectations mean more demand for IS support - without increased staffing it will be increasingly difficult to keep pace with technology expansion and provide an adequate level of support to City departments and service delivery to the community. 70-30 split projected.
13	PW Operations Modular Building	52,500	52,500	8,750	The current modular office building at Public Works Operations is well past its useful life and is need of extensive repairs. Given the age and condition of the building it does not make sense to invest significant resources into the structure. This add package seeks funding to lease a similarly size modular structure to be used until PW Operations is relocated. The structure provides office and meeting space for the Operations Administrative team. All costs to be shared 50/50 with Street Fund.
14	Planning Manager	114,794	0	30,799	Add a Planning Manager to move current and long range planning core services from below base to base level services. The City's planning program is significantly behind on long-range planning impacting housing availability, economic development readiness and strategic planning that helps ensure that development in McMinnville reflects McMinnville's values. As the City's planning program is not meeting state mandated deadlines for both private development review and long-range planning updates, costly legal support is required. In FY2011-12 and earlier periods - before the Planning program supported both an urban renewal and affordable housing programs - traditional current and long range planning services had 5.50 FTEs compared to 4.9 today.

	Request	General Fund	Other Fund	Reserve Impact	Description
15	Assistant/ Deputy City Manager	206,053	51,513	33,809	Assistant/Deputy City Manager position: This new FTE would provide direct supervision to approximately half of the Executive Team, resulting in added capacity for project and initiative support to the City Manager (freeing up approximately 25% of his time) and address succession planning needs. This position is considered a priority for multiple reasons including: refined and expanded City Council priorities, active engagement in financial sustainability initiatives, onboarding and support of four Executive Team members who have joined the team in the past two years and increased engagement in legislative affairs.
16	Muni Court full time clerk	17,550	0	3,900	Convert current part-time municipal court clerk to full time. This will allow for services to be offered to our community court that will focus on prohibited camping, criminal trespassing, downtown exclusion zone ordinance and other offenses that have grown since the pandemic. Specific programming to support those experiencing houseless or suffering from chemical dependency or mental health issues. The annual carrying cost is approx \$24,000; the FY2024-25 amount is offset with partial year left of grant support.
17	Full time legal assistant	0	0	0	Adding a full time legal assistant, instead of half time, mid-year would have no budget impact in its initial year as the half time position is included in the legal department budget. The added capacity would increase the effectiveness of the Legal department's core services, especially with regard to organization and responsiveness, as well as potentially providing some additional service to other Admin departments. Annual carrying cost addition is approximately \$55,000 going forward.

		General	Other	Reserve	
	Request	Fund	Fund	Impact	Description
18	Development Engineering Manager	101,732	83,236	16,955	Add 1 FTE: Development Engineering Manager. This new position will ensure Engineering is staffed more appropriately and help bring engineering core services from below base to base level while also positioning the City to handle the anticipated increase in development due to Urban Growth Boundary expansion. Currently development review requires about 50% of the City Engineer's time and 1.5FTE of other Engineering staff for reviews and permitting. The position will free up other Engineering staff to provide better level of service on the backlog of capital projects and contribute to the active management of the City's transportation, wastewater, and stormwater systems. Cost recovery from engineering fees will reduce the draw on unrestricted General Fund with time. 55-45 split projected.
19	Emergency Management supply inventory	96,635	0	0	The newly filled Emergency Operations Coordinator (grant funded for 2+ years) has identified a purchase list for setting up the Emergency Operations Center (EOC). This capital investment is comprised of two categories: EOC Supplies and Employee Resiliency. Both are needed in order to have a fully operational EOC. Having an operational EOC will result in shifting the level of service from below base level to a base level of service.
20	Sidewalk/ street tree replacement program	100,000	0	0	Establish a sidewalk and street tree replacement grant fund to help alleviate the unexpected costs of removing/replacing street trees and repairing sidewalks for low-income households. Many of McMinnville's neighborhoods are not ADA compliant due to street trees that were poorly planted and are now lifting sidewalks beyond accessibility and navigability standards. Normally it would be the responsibility of the property owner to repair the sidewalks and replace the street trees which is approximately \$15,000 - \$20,000 per frontage. This is cost prohibitive for many in neighborhoods built in the 1970s - 1980s where many of our lower and moderate-income households who own their own property reside and has become an issue of equity in terms of livability conditions in our neighborhoods. This could be supported with outside grants; periodic replenishments would be requested in future for the fund.

	•	General	Other	Reserve	Santioular priority ordory
	Request	Fund	Fund	Impact	Description
21	Planning GIS Specialist position	74,476	0	24,079	Add 1.0 FTE, Associate Planner - GIS Specialty. Assuming the Planning Manager has been added (a higher priority unmet need), the Planning Division has 5.90 FTEs dedicated to its traditional planning program. With the expected development in the 660 acres of UGB land, the City will need to expand its planning program to support a higher level of development. Also provides a GIS program in Planning which currently does not exist and is a resource weakness in long-range strategic planning. Cost recovery from planning fees recalibrated tin include this service will reduce the draw on unrestricted General Fund with time.
22	Police Support Services Specialist	26,249	0		Convert current part-time support management position at the Police Department into a full-time position. This would have a positive impact on our medium-high priority service tasks of the Front Office/record section. Would increase capacity of front office to allow more timely response to citizen requests and better engagement with community. Would help reduce employees feeling overworked and unable to complete tasks in timely fashion.
23	Parks and Recreation Volunteer program	140,035	0	23,339	In the initial Core Services work in 2021, Parks and Recreation ranked offering volunteer opportunities as one of our high priority core services, yet no formal resources exist. As a result, the opportunities offered can be siloed, inconsistent and only a fraction of the opportunity can be realized. Volunteer programs in P&R are nationally recognized as a way to build community, bring people together, steward natural resources, address issues of equity and diversity by prioritizing underserved neighborhoods and parks for revitalization, facilitating community pride which can enhance quality of life and build connections. As of March 2023, the City utilized 974 total volunteers annually, with 662 (or 67%) of those people coming through Parks, Recreation and Parks Maintenance. Looking at the dollar value, Parks and Recreation (without adding in Parks Maintenance) in FY 23 used over 11,000 hours of volunteer time. Based on a nationally averaged value of an hour of volunteer time at \$29.95, without a coordinator or formal program, Parks and Recreation is bringing in over \$300,000 of in-kind resources. We believe this can grow with the appropriate management to leverage even more resources through volunteers. This add package combines a previous PW request in with P&R needs for one comprehensive approach to volunteer recruitment, preparation, operations and support. Current service level is base. The goal of this add package would be to exponentially grow the in-kind value of volunteers in parks and programs. Includes \$30,000 in start up costs with approximately \$110,000 in annual staff carrying cost.
	Sub Total	1,274,274	234,514	198,382	Group 2 Unfunded Needs

	Request	General Fund	Other Fund	Reserve Impact	Description
24	Create reserve for fleet/equip and park system asset renewal	360,000	0	0	Create a reserve to fund capital resources for Park Maintenance to create a consistent annual funding source to reduce deferred maintenance backlogs and to provide for park asset, vehicle and equipment renewal on a programmed basis. This better positions the Division to take on new park areas (ex the North Baker Creek/BPA Extension/Oak Ridge Meadows) in that asset renewal will reduce maintenance requirements related to aged assets. Providing and maintaining a quality park and open space system is a key component in McMinnville's livability. The PW Operations Division's overarching goal is to provide safe, clean and beautiful spaces for our residents to enjoy, and this add package is a critical need in achieving that mission. This seeds the ability to renew assets prior to end of service life such as skate parks elements and concrete, playgrounds, irrigation systems, plumbing, roofs, lighting systems, building security systems, doors & windows, pavement, concrete walks, etc
25	Reduce barriers for participation in P+R programming	139,746	0	23,624	Providing Parks and Rec programs for all is a core value of P&R professionals. Currently we have limited resources and still reduce as many barriers to participation as we can within those existing resources. We know we can do more. We integrate national and local model programs and handbooks that have helped us make progress but have not been able to bridge more gaps to get more and diverse users into our programs. P&R has accommodated most of what we have been able to make progress on our goal of reducing barriers to participation by absorbing costs and being creative with resources, grants and partners. To grow the adaptive program further, resources are required. \$20,000 in start up costs with \$122,000 in carrying cost with approx \$2,000 in program revenue
26	Create reserve for Gen Fund Capital Replacement (fleet/equip)	380,000	0	0	The reserve would move the City's fleet operations to a base level of service relative to vehicle replacement. Currently there is no comprehensive fleet replacement schedule for GF vehicles, and no coordinated replacement program City wide. The reserve would support fleet/equipment replacement schedules. This amount allows replacement schedules funded at 80% of annual need. Programmed asset repair, replacement and renewal will free up maintenance capacity currently consumed by demand maintenance related to aging fleet units.
27	Building security system	105,000	45,000	0	Establish uniform building security systems across the City to provide a number of efficiencies across departments, replace aging technology and provide better safety and security for City employees and those who use the public spaces in its buildings. Projects a 70-30 split in General Fund to other funds.

	Request	General Fund	Other Fund	Reserve Impact	Description
28	Mechanics Assistant	47,732	58,339	7,955	The goal of this staff addition is to move the City's fleet operations to a base level of service. Currently, City fleet maintenance centralizes work on General Fund (excepting Police), Street and WWS vehicles and equipment. An ideal ratio of planned to demand work in fleet maintenance is 70% planned to 30% demand; current situation is closer to 60%-40% driven primarily by the age and condition of many GF units. Additionally the PW Operations Mechanic provides as needed facility maintenance support and assists various Operations crews which further impacts capacity. Currently there is no comprehensive fleet replacement schedule for GF vehicles, and no coordinated replacement program City wide. This gap extends to a lack of a comprehensive fuel conservation strategy without staff capacity to audit fuel use trends and make either operational changes or procurement strategy changes to improve fuel use. Currently Police units are maintained separately by that departments. This is primarily due to a lack of staff capacity, shop space and required Emergency Vehicle Technician (EVT) certifications. This add package does not include absorbing Police unit maintenance at this time, but sets the framework to be able to do so in the future should the opportunity arise. A 45-55 split is projected.
29	Library Latinx outreach and engagement	53,000	0	8,833	The library has many resources that are useful for the Latinx population in our community. We do not see a match in the percentage of Latinx in the community in relation to their visits to the library. The goal of this add package is to increase outreach and engagement to this population and encourage them to utilize the resources of the library. Includes professional services for translating library documents into Spanish and increase Library Specialist hours by 14 and Library Technician hours by 10 to increase the capacity of bilingual staff to engage with Latinx in the community and at the library.
30	Communica- tions and Engagement Specialist	83,392	20,848	13,284	Adding staff capacity will bring this activity up from below base to enhance our external communications and outreach efforts to the public. Additional staffing would support an overall conjoined communications and engagement strategy and increase our ability to support initiatives arising from the grant-funded organizational assessment of the City's status in delivering on MacTown 2032's commitment to equity. Additional staff will allow the City to actively engage on social media platforms, perform website/content audits, support engagement projects, plan communications activities that are proactive and strategic versus spontaneous and/or reactive, and better reach the approximate 20% of the community whose first language is Spanish.

	Request	General Fund	Other Fund	Reserve Impact	Description
31	PD AV upgrade	50,000	0	0	Add cameras and hybrid AV permanently to the PD conference room. This room is increasingly used to hold large committee meetings and investment would provide a better hybrid meeting experience for the community and require less IS resources to setup and take down each time.
32	Hosting and Disaster Recovery for ERP system	74,200	31,800	12,367	This investment would allow for a new level of disaster recovery where ERP/AP/Payroll services would be externally hosted and increase availability in the event of any interruptions to City services, and provide greater continuity of service for critical operations. Includes \$6,000 one time costs. \$100,000 in carrying costs is required; 20k per year for DR services, where in the case of an emergency, would allow for short term use of Tyler hosting the City's NWS application. Fully hosting the entire app is an additional \$80,000 annually.
33	McMinnville Community Media support	65,000	0	0	The impact of declining cable franchise revenues is negatively impacting the ability of McMinnville Community Media (MCM) to carry out its operations in providing community access television. MCM proposes that the City change the sharing ratio for cable franchise dollars from 55-45 to 35-65. Currently all Public Education Government (PEG) fees are passed through to MCM for capital purchases.
34	Contract Management module in ERP	13,475	13,475	44	The city's approach to contracts is highly decentralized; adding the contract module to the City's ERP system would allow for stronger visibility into city-wide contracts by support services as well as provide the departments that lead contracts to stay on top of their purchasing and contract management tasks, contract status and coordinate interactions with legal and finance throughout the life of the contracts. User defined fields could allow us to track contracts that move city goals. The workflows would strengthen internal controls on contract development and approval; ongoing contract milestones; renewal ticklers, etc. Includes \$26,000 in one time costs with approximately \$525 annual carrying cost. 50-50 split projected.
35	Time Keeping (e-suite addition) module in ERP	20,738	6,913	81	Adding ERP integrated time keeping will help move core services Payroll and Benefits Management from base to mid-level. It strengthens internal control on our largest consistent outlay - payroll - and increases efficiency across the organization. Every employee fills out a timesheet 24 times each year, which are reviewed and approved by supervisors and DHs. Every department handles this - as well as leave requests - differently. Auditor concerns about the lack of transparency on approving leave and OT have been a consistent theme. One time implementation costs are \$27,000 with annual carrying cost of approx \$650. 75-25 split projected.

Group 3 Unmet Needs in General Fund (not listed in any particular priority order)

	Request	General Fund	Other Fund	Reserve Impact	Description
36	Finance open data application	25,480	10,920	4,247	Add open data module for web-based financial data insights software available with our EFP. Would allow self service access to financial data and ability to create dashboards. This would enhance community engagement and transparency work, bringing finance-specific core service levels towards "optimal" level. Implementation capacity would require staffing level increase in the Finance Department. \$23,000 one time costs with approx \$13,200 annual carrying cost. 70-30 split projected.
	Subtotal	1,417,762	187,295	70,435	Group 3 Unmet Needs

Total 4,716,623 771,587 356,963 All unmet needs

Note: resources needed is net of any related funding stream. Reserve impact is for investments with General Fund carrying costs

FUND DEFINITIONS

• Budget Organization Chart

Fund Definitions - Budget Basis

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; four 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 Definitions – Budget Basis

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 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

City of McMinnville and parts of Yamhill County voters approved a ballot measure creating a new Fire District in May 2023. This fund will account for revenues that are associated with ambulance transports which took place under the City of McMinnville's license. The funds that continue to be remitted to the City will be turned over to the new fire district.

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.

Fund Definitions – Budget Basis

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.

Stormwater Operations Fund

This fund was created FY2025-26 as an enterprise fund dedicated to meeting stormwater operating requirements. At this time, a stormwater utility has not been established, so there is not a direct funding source for stormwater related work.

Stormwater Capital Fund

This capital fund is categorized as an enterprise fund and was created FY2025-26. Specific capital stormwater projects, to be completed by American Rescue Plan Act (ARPA) funds is presently the funding source. There are no sustainable funding sources for additional stormwater capital projects.

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" (\$66.8 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 (\$55.3 million).

Fund Definitions – Budget Basis

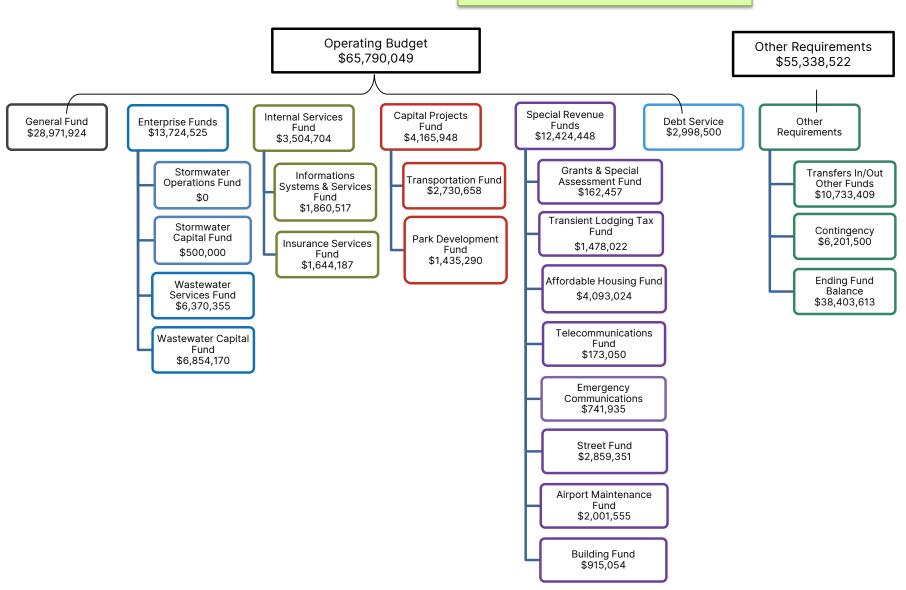
Contingencies, and Ending Fund Balances (\$55.3 million). Total "Operating Budget" and "Other Requirements" in the 2025-26 proposed budget are \$121.1 million.

Urban Renewal Funds

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



Total 2025 - 2026 Proposed Budget \$121,128,571



DEBT OVERVIEW

Debt Overview

Debt Outstanding

The City issues debt to finance major capital improvement projects and to acquire capital assets. The term of each debt obligation must not exceed the useful life of the capital asset it funds. In addition, the City has executed a low-interest bank loan to refinance its PERS transition liability, which previously carried a much higher interest rate.

The 2025-26 Proposed Budget includes appropriations for both principal and interest payments on the City's outstanding debt obligations. These include general obligation (GO) bonds, full faith and credit obligations (FFCO), and capital leases.

No new external debt is proposed for FY2025-26; however, the budget does include internal borrowings; structured as interfund loans with five-year terms, to support essential capital investments.

General obligation (GO) bonds - Debt service is repaid with property taxes levied specifically for that purpose and must be approved by the voters. At June 30, 2025, the City's outstanding GO bond principal totals \$12,785,000.

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 FY2025-26 GO bond debt 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, the City refinanced an existing ODOT loan and added \$3.6 million in new debt to fund additional phases of the Newberg-Dundee Bypass project, maturing in 2066.
- The City also holds a capital 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 treated as debt obligations under the City's full faith and credit. These agreements grant use of equipment or property for a defined period, with ownership transferring at the end of the lease. A capital lease is considered debt because it is, in effect, a financing agreement. In 2019-20 the City entered into a seven-year capital lease to upgrade the emergency communications system.

Internal borrowing – A strategic financial tool adopted through Resolution 2021-55, which established a framework for using interfund loans to finance recurring capital investments more affordably than commercial lending or leasing. All debt issuance, including internal borrowings, must be authorized by the City Council.

The FY2025-26 budget includes internal borrowing from the Wastewater Capital Fund (WWC), which currently holds a substantial cash balance. These funds will be loaned to the General Fund for a five-year term with payments starting in FY2026-27 and an interest rate (4.55% & 5.70% respectively), set slightly higher than the Local Government Investment Pool's current rate of return (4.05% & 5.20%, respectively), at the time of City Council project approval.

FY26 Internal Borrowing for Capital	Cost
Investments	Estimate
Admin City Hall: Capital Improvement (delayed from FY24)	24,000
P&R Senior Ctr: Replace vinyl flooring (delayed from FY25)	11,700
P&R Senior Ctr: Replace carpet (delayed from FY25)	54,700
Total FY 2025-26 Internal Borrowing	90,400

Internal debt arrangements are authorized under state law for terms up to ten years, offering a cost-effective method for addressing capital needs while maintaining prudent use of existing fund balances. 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.

FY2025-26 budget includes repayments (principal and interest) for prior internal borrowing, listed to the right.

FY26 Internal Borrowing	
Payments	
Admin: 2024 UR NE Gateway property	215,766
Admin: 2025 City Hall fire alarm &	7,063
annunciator	7,003
Admin: 2025 City Hall ADA	14,128
Police: 2021 audio visual equipment	5,716
Police: 2021 vehicles (3)	37,699
Police: 2025 hybrid vehicles (2)	31,024
Police: 2024 MDT equipment in vehicles	2,251
Police: 2025 replace 2017 Ford Expl 839	19,858
Police: 2025 replace 2017 Dodge Ch 801	18,672
CDC: 2025 replace RTU#1 HVAC	5,988
CDC: 2025 HVAC II	1,393
CDC: 2024 secure building entry way	9,956
CDC: 2025 vehicle replacement	5,887
Eng: 2025 vehicle replacement of 2007 unit	10,596
P&R Comm Ctr: 2025 carpet replacement	2,509
P&R Comm Ctr: 2024 resurface courts	8,401
P&R Comm Ctr: 2025 fire panel	2,354
P&R Senior Ctr: 2025 exterior lit sign	2,851
Library: 2024 security system cameras	4,162
Library: 2025 fire suppression sprinklers	5,887
Park Maint: 2025 restroom partitions	3,992
Park Maint: 2025 Thompson Park ADA	3,532
Park Maint: 2025 large area mower	21,192
IS: 2024 VM servers, domain, storage	16,209
IS: 2025 VM servers, network switches, wireless upgrade	12,150
Total FY 2025-26 Payments	469,236



Statement of Bonds and Bank Loans Outstanding

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest		utstanding 6/30/2025	Maturing 025 - 2026 Principal	20	Maturing 25 - 2026 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%	\$	1,620,000	\$ 790,000	\$	81,000
2015 Transportation Bonds	4/16/2015	2/1/2030 \$	16,085,000	2.50 - 5.00%	\$	6,520,000	\$ 1,190,000	\$	271,000
2018 Transportation Bonds	2/28/2018	2/1/2033 \$	7,915,000	3.00 - 4.00%	\$	4,645,000	\$ 520,000	\$	146,500
TOTAL - General Obligation Bonds		\$	31,235,000		\$	12,785,000	\$ 2,500,000	\$	498,500
Full Faith and Credit Obligations									
General Fund - Non-Departmental:									
2016 PERS Refinacing Loan	10/31/2016	8/1/2027 \$	3,525,860	2.73%	\$	1,082,020	\$ 412,440	\$	26,769
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031 \$	2,192,300	2.04%	\$	1,134,750	\$ 164,980	\$	22,312
Transportation Fund:									
2023 ODOT Dundee Bypass Loan Balance Refinanced	12/27/2022	1/25/2066 \$	2,330,450	2.88%	\$	1,864,842	\$ 147,541	\$	53,707
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		\$	7,703,612	\$ 724,961	\$	102,788
Capital Leases (Lease-purchase Agreements)									
General Fund - Police Department:									
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026 \$	228,449	4.15%	\$	35,690	\$ 35,690	\$	1,481
TOTAL - Capital Leases		\$	228,449		\$	35,690	\$ 35,690	\$	1,481
TOTAL - Debt		\$	43,134,059		\$ 2	20,524,302	\$ 3,260,651	\$	602,770

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

PERSONNEL SERVICES SUPPLEMENTAL INFORMATION

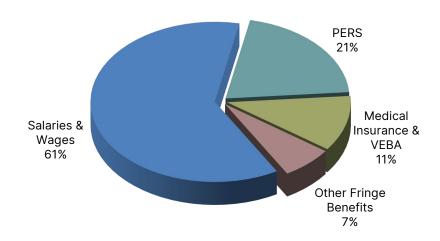
- Personnel Services Overview
 - Full-Time Equivalent Trend & Change
 - Personnel Service and Volunteer Comparisons
- Salary Schedules
 - General Service Employees Semi-Monthly
 - Police Union Semi-Monthly



Introduction

City of McMinnville personnel services expenditures account for 35% of the City's total 2025-26 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2025-26 proposed budget, total personnel services cost for all funds is \$26.92 million. The chart below illustrates the composition of personnel services expenditures.

Personnel Service Expenditures



Personnel Services Expenditures

Salaries and Wages

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

- <u>Regular full-time</u> employees are compensated with a semimonthly 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 eligibility to participate in most benefit programs, on a prorated basis.
- <u>Regular part-time</u> employees work nineteen hours or less a week and are compensated on an hourly basis. They are not eligible for benefits except those mandated by applicable law.
- <u>Seasonal/Temporary</u> employees are employed for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments and are compensated on an hourly basis. They are not eligible for benefits other than those mandated by applicable law.

The McMinnville Police Association collective bargaining agreement (CBA) expires June 30, 2025 and is currently under negotiation.

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 2.54%, compared to 3.17% in the previous year. The 2025-26 budget includes a 2.5% CoLA for General Services employees. No CoLA adjustment was applied to members of the police bargaining unit as their CBA is in active negotiation.

Benefits

Total fringe benefits account for 38% of total *personnel* services expenditures, or \$10.4 million in the 2025-26 proposed budget. PERS and medical insurance/VEBA costs combined are \$8.6 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 C	<u>contribution</u>
		2023-25	2025-27
•	PERS Tier 1/Tier 2	27.7%	28.6%
•	OPSRP General Service	22.2%	24.5%
•	OPSRP Police and Fire	26.9%	29.7%
•	IAP (all members)	6.0%	6.0%
•	Transition Liability (all member	s) 2.25%	2.25%

To be eligible for PERS, an employee must work 600 or more hours in a year.

As of April 2025, 28% of the City's PERS eligible employees are Tier 1/Tier 2 members, 53% are OPSRP General Service members, and 19% are OPSRP Police and Fire members. Over the last 5 years, adjusting to remove fire employees from the comparison, the proportion of OPSRP General Service employees has increased by 15% and OPSRP Police and Fire members has decreased by 21%. The proportion of PERS Tier 1/Tier2 employees in the City's workforce has decreased by 14% over this period. Historically looking,

PERS rates are presenting a flattening trend for Tier 1/Tier 2 members and OPSRP rates are increasing.

Medical Insurance

The City's medical insurance is purchased on a calendar year basis. Premiums are expected to increase in CY2026 by 8.5% for members of the police union. General service staff have the option of two carriers; for about 94% of the employees a maximum increase of 13.25% is budgeted, for the balance a maximum 13% increase is projected. For comparison, last year's budget included a 7.25% and 10% increase respectively 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 2025-26 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2026 plan year. General services employees pay 10% of their health insurance premium.

The Police collective bargaining unit is part of the Oregon Teamsters Employer Trust (OTET) insurance plan. The CBA effective July 1, 2022, had Police Union members paying 5% of the premium and with the City paying the remaining 95%. With current collective bargaining negotiations going on at the time of printing, it is unknown whether the employer and employee contribution percentages will remain the same.

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, paid family medical leave, and an employee assistance program.

Fringe benefits provided to volunteers include workers compensation insurance, life insurance for public safety volunteers.

Change in Personnel

The 2025-26 proposed budget reflects an overall decrease of 0.43 full-time equivalent (FTE) authorized positions.

Due to the City's current financial standing, it is important to note that there are 8.0 unfunded FTE positions not included in the FY2025-26 proposed budget.

Unfunded FY 2025-26:	
Code Compliance Officer - Lead	1.00
Police Officer - Patrol	3.00
Police Officer - Middle School Resource	1.00
Police Officer - Investigations	1.00
Police Management Support Tech	1.00
Court Clerk I	1.00
	8.00

New, eliminated, amended positions described below are offset by a net change in FTE across the rest of the city organization:

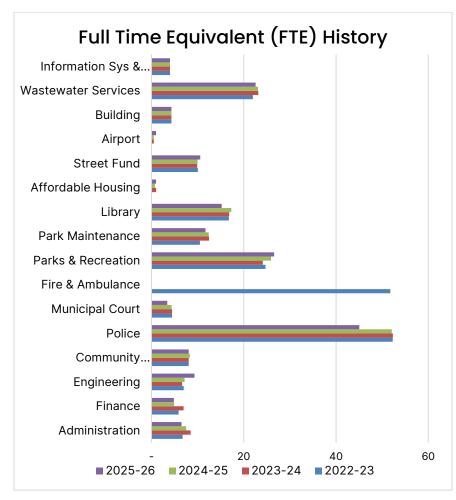
- Elimination of 1.0 FTE for Administration's Deputy City Recorder / Executive Assistant
- Addition of 2.0 FTE Engineering Program Managers
- Restructure of Facility Maintenance from utilizing extra help to hiring 1.0 FTE Facility Maintenance Tech II

- Decrease of 0.76 FTE Park Maintenance extra help
- Elimination of 1.0 FTE Library Manager position from retirement attrition
- Decrease of 1.58 FTE in Library staffing hours within multiple positions
- Change from 0.5 FTE Airport Administrator to 1.0 FTE Airport Manager

The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the Proposed 2025-26 budget by department
- Table #2 Change in FTE from the 2024-25 Adopted to 2025-26 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 below shows changes in *Budgeted* FTE from 2022-23 through the 2025-26 proposed budget.



In an effort to call attention to the unfunded positions, the FTE position details within the Salaries & Wages accounts in the budget report have been noted as "unfunded".

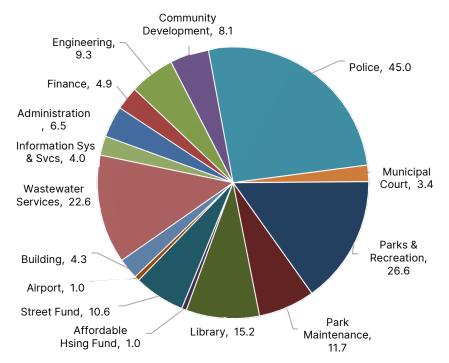
In 2023-24, the City had a contract in place and paid for 6 months of McMinnville Fire District (MFD) personnel costs with MFD reimbursing the costs once their property tax collections were received. This financial activity is noted within the Fire

District Transition Fund and fire/EMS employee history for past years remains in General Fund, Fire & Ambulance department.

Personnel Distributions Across Functional Units

The graph below shows *Budgeted* full time equivalent staffing distribution across the city's departments and unique service areas included in the 2025-26 proposed budget.

Budgeted Full Time Equivalent (FTE)



Personnel Services Overview

Summary

Personnel services expenditures in the FY2025-26 proposed budget reflect the City's efforts to make workforce adjustments to provide a more sound financial foundation. These workforce changes will have an impact to the current service level requirements of the public. The totality of the compensation offered and commitment to tying salary levels to market norms allows the City 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.

Table #1

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

					Authorized	Budgeted *
	Adopted	Adopted	Adopted	Adopted	Proposed	Proposed
Department	2021-22	2022-23	2023-24	2024-25	2025-26	2025-26
Administration	5.13	6.74	8.50	7.50	6.50	6.50
Finance	4.85	5.90	6.95	4.90	4.85	4.85
Engineering	7.08	6.99	6.66	7.16	9.33	9.33
Community Development	7.12	8.08	8.08	8.33	9.08	8.08
Police	52.43	52.27	52.31	52.06	51.03	45.03
Municipal Court	4.15	4.46	4.46	4.36	4.41	3.41
Fire	45.70	51.78	*see below			• • • • • • • • • • • • • • • • • • • •
Parks & Recreation	36.72	24.71	24.11	25.91	26.58	26.58
Park Maintenance	10.49	10.49	12.48	12.42	11.72	11.72
Library	16.56	16.77	16.84	17.31	15.22	15.22
General Fund - Total	190.23	188.19	140.39	139.95	138.72	130.72
						·
Affordable Housing Fund	-	-	1.00	0.75	1.00	1.00
Street Fund	9.79	10.04	9.90	9.97	10.57	10.57
						·
Airport Fund	-	-	0.50	0.50	1.00	1.00
Building Fund	4.38	4.34	4.34	4.34	4.34	4.34
Wastewater Services						
Administration	2.10	2.10	2.85	2.85	2.60	2.60
Plant	9.39	9.39	9.44	9.50	10.50	10.50
Environmental Services	4.38	5.07	5.36	5.35	4.35	4.35
Conveyance Systems	5.40	5.40	5.50	5.40	5.10	5.10
Wastewater Services - Total	21.27	21.96	23.15	23.10	22.55	22.55
Information Systems & Services	4.00	4.00	4.00	4.00	4.00	4.00
Subtotal City Employees - FTE's	229.67	228.53	183.28	182.61	182.18	174.18
Difference from prior year (removing	g FD transitio	on)		-0.	43	-8.0
	-					
*Fire District (FD) Transition			50.94			

^{*}Removes unfunded FTE.

Table #2

City of McMinnville

Change in Full Time Equivalent (FTE) 2025 Adopted to 2026 Proposed Budget

Positions - By Department	Change in FTE	Positions - By Department	Change in FTE	Positions - By Department	Change in FTE
<u>Administration</u>		Parks & Recreation		Affordable Housing	
Deputy City Recorder / Exec Asst	(1.00)	Customer Service Assistant - AC	0.06	Associate Planner - Housing	0.25
	(1.00)	Lifeguard / Swim Instructor - AC	(0.04)		0.25
		Recreation Program Instructor 1, 2, & 3 - CC	(0.26)		
<u>Finance</u>		Program Assistant - CC	0.01	<u>Street</u>	
Financial Services Specialist I	(0.05)	Customer Service Assistant - CC	0.34	Extra Help - Streets	0.30
	(0.05)	Recreation Assistant - CC	0.09	Wastewater Svcs Supervisor Conveyance	0.05
		Recreation Program Instructor 2 - Rec Sports	0.01	Senior Utility Worker	0.05
<u>Engineering</u>		Recreation Assistant - Rec Sports	(0.07)	Utility Worker II - WWS	0.20
Engineering Program Manager	1.00	Program Assistant - Rec Sports	0.19		0.60
Engineering Program Manager	1.00	Customer Service Assistant - SC	0.25		
Extra Help - Engineering	0.17	Recreation Program Instructor 2 & 3 - SC	0.09	<u>Airport</u>	
	2.17		0.67	Airport Administrator	(0.50)
				Airport Manager	1.00
Community Development		Park Maintenance			0.50
Code Compliance Officer - Lead	1.00	Facilities Supervisor	(1.00)		
Associate Planner - Housing	(0.25)	Facilities Maintenance Coordinator	1.00	Building	
	0.75	Facility Maintenance Tech II	1.00	No change	0.00
		Extra Help - Facilities	(0.94)		
Police	()	Extra Help - Park Maintenance	(0.76)		
Management Support Specialist	(0.48)		(0.70)	Wastewater Services	(0.05)
Management Support Tech	0.40			Wastewater Svcs Supervisor Conveyance	(0.05)
Maintenance Technician - Senior	(0.80)	<u>Library</u>	()	Senior Utility Worker	(0.05)
Extra Help - Police Reserves	(0.20)	Library Manager	(0.49)	Utility Worker II - WWS	(0.20)
Extra Help - Investigations	0.05	Library Supervisor	(0.50)	Environmental Compliance Spec	(1.00)
	(1.03)	Librarian	(0.51)	Wastewater Operator II	(2.00)
		Library Specialist	(0.22)	Wastewater Operator I	2.00
Municipal Court		Library Technician	(0.52)	Wastewater Operator Trainee	1.00
Financial Services Specialist I	0.05	Library Assistant	0.02	Project Engineer	(0.25)
	0.05	Utility Worker I	0.13		(0.55)
			(2.09)		
				Information Systems	
				No change	0.00
				Total Change in Full Time Equivalent (FTE)	(0.43)
				Total Change in Full Time Equivalent (FTE)	(0.43)
				Unfunded FY 2025-26:	1.00
				Code Compliance Officer - Lead Police Officer - Patrol	1.00 3.00
				Police Officer - Middle School Resource	
					1.00
				Police Officer - Investigations	1.00
				Police Management Support Tech	1.00
				Court Clerk I	1.00
					8.00

Table #3

City of McMinnville Number of Employees and Volunteers March 2025 Actual

	<u>Emplo</u>	oyees	<u>Volunteers</u>	Grand
Department	Full Time	Part Time	See Volunteer Roster	Total
Administration	6	_	26	32
Finance	5	_	20	5
Engineering	6	2	_	8
Planning	8	-	123	131
Police	42	5	3	50
Municipal Court	2	2	-	4
Parks & Recreation	_	_		·
Administration	1	_	_	1
Aquatic Center	4	33	1	38
Community Center & Rec Programs	3	16	15	34
Recreation Sports	1	25	197	223
Senior Center	1	8	57	66
Park Maintenance	9	-	212	221
Library	12	11	148	<u> 171</u>
General Fund - Total	100	102	782	984
Affordable Housing	1		14	15
Street	9	1	72	82
Airport Maintenance		1	6	7
Building	4	1		5
Wastewater Services				
Administration	2	-	-	2
Plant Commission	9	-	-	9
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Stormwater Wastewater Services - Total	21		11 11	<u>11</u>
wastewater Services - Total				
Information Systems & Services	4			4
Total City Employees & Volunteers	139	105	885	1,114

City of McMinnville Volunteer Roster - 2024

Department	# of Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
Diversity & Equity Inclusion Advisory Committee	11	
Legal Support	1	
	26	
Police	_	(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are
Police Reserves (a)	2	paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	<u>1</u>	(b) Other Police Volunteers include the police auxiliary and police parking patrol.
Library		
Volunteers	148	
Planning Historic Landmarks Committee	5	
Housing Productive Strategy Committee	15	
Innovation Campus Project Advisory Committee	21	
Landscape Review Committee	5	
McMinnville Economic Vitality Leadership Council	14	
McMinnville Planning Commission	9	
McMinnville Urban Renewal Advisory Committee	12	(a) The Mattingville Craim Clark and High Cohool hast a variety of commetition against a the
Southwest Area Plan	20	(c) 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
Third Street Improvement Project	22 123	45 volunteers for these events.
	123	
Parks & Recreation		(d) The Survival Swimming Program provides up to 5-8 hours of swimming instruction specifically
Aquatic Center (c) (d)	1	targeting water safety skills. For the past 50 years this program has taught every 3rd grade classroom in
Community Center	15	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
Recreational Sports (e)	197	F
Senior Center Volunteers	57	(e) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of
	270	these volunteers were coaches for multiple teams in multiple sports. These 197 people coached 250 teams. This number does not include the many unofficial volunteers who assisted the head
Park Maintenance		coaches at practices and games.
Park Project Volunteers	212	
Affordable Housing		
McMinnville Affordable Housing Committee	14	
Street		
Volunteers	72	
Airport		
Airport Commission	6	
Wastewater Services		
Stormwater/Wastewater PAC	11	
Total Volunteers	885	73

July 1, 2025

2.5% Projected COLA Increase

		Steps			-	-										
Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F101		5,926	6,139	6,350	6,561	6,773	6,984	7,198	7,408	7,619	7,832	8,042	8,255	8,467	8,679	8,890
	C': 14	68.39	70.84	73.27	75.71	78.15	80.60	83.04	85.49	87.92	90.36	92.80	95.24	97.70	100.13	102.58
	City Manager															
E82		5,053	5,232	5,413	5,593	5,774	5,953	6,135	6,316	6,494	6,676	6,856	7,037	7,216	7,398	7,578
		58.29	60.38	62.45	64.54	66.63	68.71	70.78	72.87	74.96	77.03	79.12	81.20	83.27	85.34	87.44
	City Attorney															
	Community Developmen	t Director														
	Finance Director															
	Human Resources Direct Information Systems Dire															
	Library Director	ector														
	Parks and Recreation Dir	ector														
	Police Chief															
	Public Works Director															
D62		4,003	4,145	4,289	4,431	4,574	4,718	4,861	5,003	5,147	5,289	5,433	5,576	5,718	5,861	6,004
D62		46.19	47.84	49.49	51.14	52.79	54.43	56.09	57.74	59.39	61.03	62.68	64.33	65.98	67.63	69.28
	Airport Administrator	40.13	47.04	43.43	31.14	32.73	34.43	30.03	37.74	33.33	01.03	02.08	04.55	03.38	07.03	03.28
	City Engineer															
	Community Developmen	t Special Proj	ects Manag	er												
	Maintenance and Operat	tions Superint	tendent													
	Planning Manager															
	Police Captain															
	Wastewater Services Ma	nager														
D61		3,828	3,965	4,101	4,237	4,375	4,511	4,649	4,785	4,922	5,058	5,195	5,331	5,467	5,606	5,742
וסט					40.00	50.48	52.05	53.64	55.21	56.79	58.36	59.94	61.52	63.10	64.68	66.25
Del		44.17	45.74	47.31	48.90	30.40	32.03	55.5.	00.22			00.0.	01.02	00.10	04.00	00.23
Dei	City Recorder	44.17	45.74	47.31	48.90	30.46	32.03	33.0.	33.22			55.5 .	01.01	00.10	04.08	00.23
Del	City Recorder Library Manager	44.17	45.74	47.31	48.90	30.46	32.03	55.67	33.22			33.3	01.01	00.120	04.08	00.25
C51	•	3,347	45.74 3,467	<i>47.31</i> 3,584	48.90 3,705	3,825	3,943	4,064	4,183	4,302	4,423	4,542	4,661	4,782	4,900	5,021

Communications & Engagement Manager

Court Supervisor

Information Services Administrator

Library Supervisor

Maintenance and Operations Supervisor

Project Manager - Engineering

Recreation Manager

Senior Planner

Support Services Manager

Wastewater Services Supervisor

July 1, 2025

2.5% Projected COLA Increase

		Steps														
Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
C43		3,128	3,239	3,351	3,463	3,574	3,687	3,799	3,909	4,022	4,134	4,244	4,356	4,467	4,581	4,692
		36.08	37.38	38.67	39.95	41.25	42.55	43.82	45.11	46.40	47.68	48.97	50.28	51.55	52.85	54.14
	Emergency Management	t Coordinator														
	Facility Maintenance Coo															
	Financial Services Admin	istrator														
	Project Engineer															
C42		2,952	3,059	3,164	3,270	3,375	3,481	3,584	3,691	3,798	3,902	4,008	4,113	4,218	4,323	4,430
		34.07	35.29	36.51	37.72	38.95	40.15	41.37	42.60	43.81	45.02	46.25	47.47	48.68	49.89	51.12
	Associate Planner Combination Inspector, S Financial Services Analys Librarian															
C41		2,778	2,878	2,977	3,077	3,174	3,274	3,374	3,472	3,572	3,671	3,771	3,869	3,969	4,068	4,169
		32.06	33.20	34.35	35.49	36.63	37.77	38.93	40.07	41.22	42.36	43.51	44.65	45.81	46.95	48.08
	Combination Inspector GIS/CAD Specialist Human Resources Analys Planning Analyst Recreation Supervisor	st														
B32		2,666	2,774	2,880	2,986	3,092	3,199	3,307	3,412	3,519	3,626	3,732				
		30.77	31.99	33.23	34.44	35.69	36.92	38.14	39.38	40.61	41.84	43.07				

Development Review Specialist
Engineering Technician
Environmental Compliance Specialist, Senior
Information Services Specialist
Laboratory Technician, Senior
Management Support Supervisor
Plant Mechanic, Senior
Senior Utility Worker
Wastewater Operator, Senior

Extra Help - Investigations

July 1, 2025

2.5% Projected COLA Increase

Steps 3 Range Classification 4 5 6 7 8 9 10 11 12 13 14 15 B24 2,392 2,488 2,584 2,679 2,776 2,871 2,967 3,063 3,159 3,253 3,350 27.61 28.71 29.81 30.92 32.02 33.13 34.24 35.35 36.43 37.56 38.65 Code Compliance Officer - Lead **Environmental Compliance Specialist** Laboratory Technician Mechanic - Maintenance and Operations Plant Mechanic Recreation Program Coordinator Wastewater Operator II 2,424 2,511 2,684 2,772 2,858 3,031 B23 2,166 2,252 2,339 2,598 2,944 24.98 25.98 26.98 27.98 28.98 29.98 30.98 31.98 32.97 33.98 34.97 Court Clerk, Senior **Development Customer Service Technician** Library Specialist Management Support Specialist, Senior Utility Worker II B22 1,982 2,061 2,142 2,221 2,300 2,380 2,458 2,538 2,618 2,697 2,776 25.64 26.55 27.46 22.88 23.80 24.71 28.37 29.28 30.21 31.12 32.03 Code Compliance Officer **Financial Services Specialist Management Support Specialist** Recreation Program Instructor 3 Wastewater Operator I **B21** 1,800 1,873 1,945 2,017 2,089 2,162 2,233 2,306 2,377 2,450 2,522 20.79 21.62 22.44 23.27 24.11 24.93 25.77 26.60 27.43 28.27 29.10

Court Clerk I
Library Technician
Management Support Technician
Recreation Program Instructor 2
Utility Worker I
Extra Help - Engineering

July 1, 2025

2.5% Projected COLA Increase

Steps

Range Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A12	1,498	1,544	1,590	1,633	1,679	1,723	1,769	1,813	1,858	1,904	1,949				
	17.29	17.81	18.33	18.86	19.37	19.89	20.41	20.92	21.44	21.97	22.49				

Library Assistant

Head Guard - Shift Supervisor

Head Guard

Program Assistant

Recreation Program Instructor 1

Extra Help - Park Ranger

Extra Help - Park Maintenance

Extra Help - Streets

Extra Help - Wastewater

A11	1,310	1,348	1,388	1,427	1,465	1,507	1,545	1,584	1,624	1,662	1,700
	15.11	15.56	16.00	16.47	16.90	17.37	17.82	18.27	18.73	19.18	19.63

Customer Service Assistant

Lifeguard/Swim Instructor

Recreation Assistant

Extra Help - Information Systems

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

July 1, 2025

0% - Pending negotiations

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	3,944	4,144	4,347	4,566	4,793	5,034
Police Sergeant	160	3,754	3,941	4,144	4,347	4,566	4,793
Police Corporal - 12 Hour	158	3,601	3,779	3,971	4,168	4,381	4,596
Police Corporal	157	3,429	3,601	3,779	3,971	4,168	4,381
Police Officer - 12 Hour	155	3,349	3,518	3,695	3,878	4,074	4,275
Police Officer	150	3,190	3,349	3,518	3,695	3,878	4,074
Extra Help - Police Officer	150 H						47.02
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,379	2,497	2,624	2,753	2,891	3,033
Support Services Specialist	120	2,212	2,323	2,439	2,560	2,689	2,823

Other / Certification Pay - Police Union	Employees			
Title	Amount	Percent	Range	Step
AA / AS Degree	82	2%	150	F
BA / BS Degree	163	4%	150	F
Intermediate Certificate	163	4%	150	F
ASL Certified	204	5%	150	F
Bilingual	204	5%	150	F
Detective (including sergeant)	204	5%	150	F
School Resource Officer	204	5%	150	F
Advanced Certificate	326	8%	150	F
K-9	346	8.5%	150	F
Bilingual - Court Certified	407	10%	150	F
Police Training Officer	2.35 / Hour	5%	150	F
Motorcycle Duty	2.35 / Hour	5%	150	F
Officer in Charge	2.35 / 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 Salary Schedule

GENERAL FUND BEGINNING FUND BALANCE



General Fund - Fund Balance

2025-2026 Proposed Budget--- Budget Summary

General Fund – Beginning Fund Balance

Beginning Fund Balance

The beginning fund balance represents the reserve amount carried forward from the previous fiscal year. At July 1, 2025, the beginning fund balance for fiscal year 2025-26 is estimated to be \$7.3 million total with \$4.95 million available as unrestricted funds to support general fund activities.

- General Fund reserve --- The 2025-26 budget proposes maintaining 95% of the beginning fund balance or the reserve to fund current operations while simultaneously creating a capital reserve. The General Fund unrestricted beginning balance is *budgeted to* decrease from \$4.95 million on July 1, 2025, to \$4.72 million at year's end June 30, 2026, to start the subsequent fiscal year (reserve includes unrestricted ending fund balance and contingency). This is a *budgeted* decrease of approximately \$0.2 million in unrestricted resources over the course of the year.
- Capital Reserve --- In addition to the operating reserve staying relatively stable, the proposed budget creates a capital reserve of \$1 million to begin to address the deferred maintenance and capital projects that are needed across the buildings and equipment of the City.
- 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's plan has

been to incrementally increase the reserve level by .25 months in the next three years with FY2024-25's minimum unrestricted reserve target set at 1.75 months of operating. While the adopted budget for 2025 would have set us back in this effort to establish an adequate reserve, administration has taken steps mid-year to begin conserving resources in preparation for unsustainable spending if the FY2024-25 spending levels were continued. By taking these steps, the projected reserve at the end of FY2025-26 will be just over the target of two months operating reserve.

- In order to reach this goal of restoring the reserve, the estimated remaining expenses for FY2024-25 and the proposed budget for FY2025-26 have been significantly reduced. This cannot be done without reducing services to our residents, which is discussed throughout this budget document.
- Please see the Budget Officer's Message, Financial Overview in the introductory section of this document, and the General Fund – non-departmental section for additional information regarding the City's General Fund reserve.

Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP) – LOSAP was the City's retirement benefit plan for volunteer firefighters. The City's ownership position was closed in FY2023-24 and transferred to the McMinnville Fire District. As this program will no longer be a part of the City of McMinnville financial structure, the beginning fund balance for LOSAP FY2025-26 is zero. This will be the last year that this will be shown in the budget document.

General Fund – Fund Balance

Designated Beginning Fund Balance – Grants – This represents the beginning fund balance of multi-year grants in the General Fund. For FY2024-25, the only grant included in this balance was the Business Resiliency grant from the State of Oregon. An anticipated beginning balance of \$54,500 is included in the proposed budget. This grant is anticipated to end during the 2025-26 fiscal year. There is no amount budgeted as an ending fund balance for FY2025-26.

Designated Beginning Fund Balance – Committed – This beginning fund balance is associated with the American Rescue Plan Act (ARPA) funds received by the City of McMinnville in two payments in August 2021 and August 2022 of \$7.7 million. In 2021, the Budget Committee came together to establish investment principles for these once-in-a generation funds and chose 28 projects from a much larger list of initiatives to fund in three basic categories: Innovative, high impact projects; immediate community impact projects; and internal efficiency and effectiveness projects. In the intervening years, project budgets have been adjusted though no new ones have been authorized.

In FY2022-23, the City opted to formally spend-down its ARPA funds. For entities receiving less than \$10 million, it is allowable to allocate all the funds to revenue recovery, an option that McMinnville chose to execute. The Budget Committee approved a FY2023-24 budget that placed the balance of unspent funds in a committed fund balance to continue to support the approved projects instead of absorbing those dollars into the General Fund's unrestricted balance as is permitted with revenue recovery.

The anticipated beginning fund balance of committed (formerly ARPA) funds is \$2.3 million. Anticipated spending on the portfolio of 28 projects during FY2025-26 is \$1.5 million, leaving a balance of \$0.8 million for future periods.

			• • • • • • • • • • • • • • • • • • • •			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	·	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
750,000	647,203	109,540	4001-01 Designated Begin FB-General Fd - Grants State of Oregon Business Resiliency grant balance	54,500	0	0
833,933	883,782	0	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.	0	0	0
0	6,494,348	4,639,157	4001-90 Designated Begin FB-General Fd - Committed Estimate of committed funds that represent ARPA revenue replacement to be spent on projects as approved by Council in FY25 and beyond.	2,295,050	0	0
4,940,938	5,105,180	4,620,395	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from the prior year.	4,950,271	0	0
6,524,871	13,130,513	9,369,092	TOTAL BEGINNING FUND BALANCE	7,299,821	0	0
6,524,871	13,130,513	9,369,092	TOTAL RESOURCES	7,299,821	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



General Fund – Administration

<u>2025 – 2026 Proposed Budget --- Budget Summary</u>

Budget Highlights

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

City Manager's Office

 Includes the City Manager, Communications & Engagement Manager, 0.20 FTE of the City Recorder.

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 administrative assistant as well as contracted services for the City Prosecutor.

Community Services

- Previously it included various City funded support of community programs, but due to budget cuts one of the only funded programs for FY26 is Yamhill County public transportation.
- ARPA support for translation services is also found in this budget section.

Human Resources

 Includes the Human Resources Director and a Human Resources Analyst 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 has completed a three-year term on the Board of the International City/County Managers Association (ICMA) and one year as a liaison to the MissionSquare Board of Directors and will continue to apply lessons learned on professional ethics, training and development, civic leadership, social justice, diversity equity and inclusion (DEI), emergency response, and community building and infrastructure.

The City Manager has prioritized:

- A renewed focus on financial stability, particularly on the General Fund. (Additional discussion of long-term issues is included in the City Manager's Budget Message).
- Stabilizing the General Fund reserve, making progress toward the Council adopted target and setting aside funds to make overdue investments in facilities.
- Assist in the on-boarding and relationship building for newly elected members of the City Council and continue to support, coach and mentor the Executive Team, particularly new members (four with two or less years of experience at the City and one position yet to be filled.)



Administration - City Attorney's Office

The City Attorney's Office consists of a sole in-house attorney, with hopes to hire part-time administrative support in the coming FY. Last year's budget represented efforts to consolidate outside legal services within the supervision of the office. Accordingly, the anticipated budget mirrors that same effort and uncertainty—aiming to predict and anticipate outside legal needs and costs. Aside from general estimates for possible legal needs, the City anticipates a need for significant outside legal support as it submits a UGB amendment to the State.

Administration – Human Resources (HR)

The HR department has two full-time employees, a Human Resources Director, and a Human Resources Analyst. The HR Director and the HR Analyst work together to provide dedicated support on personnel policies and procedures, benefits, classification, compensation, performance management, recruitment and selection, wellness, risk management and workers compensation, training, legal compliance, and protected leaves.

In FY2025-26 Human Resources will be focusing on performance evaluations, benefits education, policy and procedure documentation and accessibility, and employee onboarding and offboarding.

Administration – Communications & Engagement

The Communications & Engagement Manager has provided strategic support across all City Departments, ensuring clear communication of the City's mission, values, and objectives. Efforts have been centered on reinforcing our commitment to diversity, equity, inclusion, and accessibility (DEIA).

Key initiatives in the past year include a strong role in the Culture, Parks, and Recreation Project and close collaboration with the Community Development Department on the NW Rubber Urban

<u>General Fund – Administration</u>

Renewal Project — both initiatives, and their success, reflect the City's growing public engagement efforts and outreach to underrepresented communities.

Late in 2024, the Organizational Assessment of Diversity, Equity, and Inclusion concluded, generating key recommendations, including completing the Public Engagement Charter and beginning implementation of an Equity Lens Toolkit. These initiatives, along with policy and process improvements, are designed to enhance internal and external service delivery, engagement strategies, training, and education—ensuring that McMinnville remains a safe and welcoming place for all residents to actively engage with their City government.

Administration - City Recorder's Office

The Office of the City Recorder had two full-time employees, a City Recorder and a Deputy City Recorder/ Executive Assistant.

The Deputy City Recorder/Executive Assistant position was cut as part of the overall budget adjustment efforts for the upcoming fiscal period. This position was cut this FY to provide cost savings for the upcoming FY and not incur a bigger deficit.

The City Recorder will keep advancing the transition from paper to digital records, prioritizing the migration of records into the Oregon Records Management System (ORMS). This effort will enhance disaster resilience and provide greater transparency in public access to records.

CITY COUNCIL PRIORITIES

The City Council's annual goal setting was held on Saturday, January 11th, in the Police Dept's Conference Room. The Council will continue this effort after the completion of the FY2025-26 budget process.

City Government Capacity

- Evaluate and implement Core Human Resources Functions. Community Safety and Resiliency
 - Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).

Economic Prosperity

• Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.

Growth and Development Character

- Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool in the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

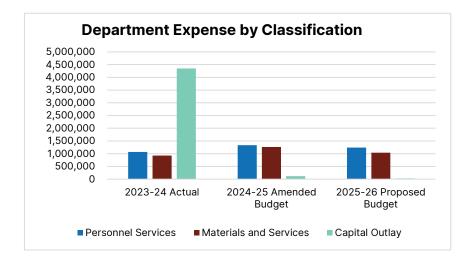


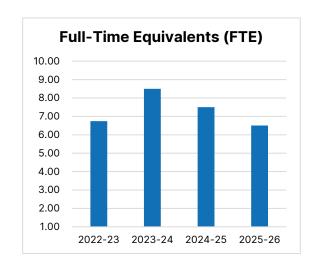
General Fund - Administration

Department	Cost Summary
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Department Gost Guinnary		2024-25 Amended	2025-26 Proposed	
	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	0	0	0	0
Intergovernmental	44,482	0	0	0
Miscellaneous	12,323	7,000	9,231	2,231
Revenue Total	56,805	7,000	9,231	2,231
Expenses				
Personnel Services	1,068,776	1,337,445	1,238,273	(99,172)
Materials and Services	926,294	1,262,560	1,040,856	(221,704)
Capital Outlay	4,347,221	119,015	26,024	(92,991)
Expenses Total	6,342,291	2,719,020	2,305,153	(413,867)
Unrestricted Resources Required	6,285,486	2,712,020	2,295,922	(416,098)

	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	6.74	8.50	7.50	6.50







General Fund – Administration

		1995	Civic Center Master Plan developed	2013	Northeast Gateway Urban Renewal District is establish
1876				2013	Transient Lodging Tax is implemented
	as a town on October 20, 1876 with a Board of Trustees			2014	Brigadier General Martha
1882	McMinnville incorporates as a city with a Mayor and City Council	1995	City purchases Home Laundry site at NE corner	2015	Meeker appointed City Man Third Street named as one of Five Great Streets in America
1916	Voters establish original operating property tax base	2006	of Second and Cowls City establishes new "one stop" Community	No.	
1965	Joe Dancer appointed City Administrator		Development Center to house the Engineering, Building, and Planning	2017	Scott Hill elected Mayor
1971	City Attorney position established	2007	Departments City Hall is remodeled	2017	February 2017, Jeff Towery appointed City Manager
1984	Edward J. Gormley elected Mayor	2008	City Council establishes Downtown Public Art	2020	March 2020, Declaration of McMinnville State of Emerg
1986	May 1986, Kent Taylor appointed City Manager	2009	Program Construction of Civic Hall		and closure of city facilities the public due to Covid-19
1992	Downtown Historic Street Light Project implemented in City-owned parking lots		and Mayor Edward J. Gormley Plaza is completed	2022	begins Remy Drabkin elected first female Mayor

2009

2024 Kim Morris elected Mayor

Rick Olson elected Mayor

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A RESOURCES	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			INTERGOVERNMENTAL			
2,144	0	0 4546	American Rescue Plan	0	0	0
2,144	0	0	TOTAL INTERGOVERNMENTAL	0	0	0
			MISCELLANEOUS			
0	3,041	0 6600	Other Income	0	0	0
0	3,041	0	TOTAL MISCELLANEOUS	0	0	0
2,144	3,041	0	TOTAL RESOURCES	0	0	0

•	•			OI - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,410	4,279	0	7000	Salaries & Wages	0	0	C
276,358	310,369	360,172	City Recorde	Salaries & Wages - Regular Full Time er - 1.00 FTE er - 0.20 FTE tions & Engagement Manager - 1.00 FTE	323,641	0	C
0	87	0	7000-15	Salaries & Wages - Temporary	0	0	C
3,433	2,472	3,020	7000-20	Salaries & Wages - Overtime	2,500	0	0
6,000	6,000	6,000	7000-30 City Manage	Salaries & Wages - Auto Allowance er's \$500 per month automobile allowance.	6,000	0	0
0	400	960	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	C
2,251	2,900	0	7300	Fringe Benefits	0	0	0
15,016	17,579	19,813	7300-05	Fringe Benefits - FICA - Social Security	17,588	0	C
4,247	4,764	5,605	7300-06	Fringe Benefits - FICA - Medicare	5,089	0	C
88,804	102,680	113,770	7300-15	Fringe Benefits - PERS - OPSRP - IAP	104,564	0	0
14,542	15,507	16,421	7300-18 City Manage	Fringe Benefits - Retirement Benefit er's deferred compensation contributions - 8% of salary.	17,069	0	0
46,213	46,977	48,312	7300-20	Fringe Benefits - Medical Insurance	54,826	0	0
6,200	6,305	6,200	7300-22	Fringe Benefits - VEBA Plan	6,400	0	0
137	152	180	7300-25	Fringe Benefits - Life Insurance	132	0	0
593	651	728	7300-30	Fringe Benefits - Long Term Disability	604	0	0
293	540	661	7300-35	Fringe Benefits - Workers' Compensation Insurance	562	0	0
48	49	63	7300-37	Fringe Benefits - Workers' Benefit Fund	46	0	C
0	207	288	7300-45	Fringe Benefits - Paid Family Leave City Share	2,860	0	C
468,544	521,917	582,193		TOTAL PERSONNEL SERVICES	541,881	0	0
				MATERIALS AND SERVICES			
289	0	1,500	7520	Public Notices & Printing	1,500	0	0
254	484	500	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	400	0	C
5,848	11,988	8,000	membership	Travel & Education I association conferences, seminars, travel and meal costs, professional as, dues and subscriptions. Includes allowance for leadership training and at for City staff.	8,000	0	C

	ACTUAL	AMENDED BUDGET		Department : 01 - ADMINISTRA Section : 002 - CITY MANAG Program : N/A		CE		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
3,336	4,978	5,303	7610-05	Insurance - Liability				5,899	0	0
5,031	8,977	4,860	7620	7620 Telecommunications				5,500	0	0
917	1,274	2,000	7660	7660 Materials & Supplies				2,000	0	0
1,569	1,271	1,500	7660-05	Materials & Supplies - Office Suppli	ies			1,500	0	0
6	45	300	7660-15	Materials & Supplies - Postage				300	0	0
950	566	31,400	7750	Professional Services				39,000	0	0
			<u>Descrip</u> EcoSol	<u>stion</u> utions Consulting	<u>Units</u> 1	Amt/Unit 39,000	<u>Total</u> 39,000			
4,958	2,884	5,540		Professional Services - Audit & othed city-wide for audit, Section 125 plan administus professional service expenses				5,150	0	0
5,169	6,222	6,894	7840	M & S Computer Charges aterials & supplies costs shared city-wide				4,996	0	0
3,941	5,831	3,680	7840-02	M & S Computer Charges - City Mar	nager's O	ffice		2,900	0	0
			<u>Descri</u> p	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Pro Renewals	3	600	1,800			
			Office 3	365 licensing	1	1,100	1,100			
50,629	54,198	56,032	8000	City Memberships				57,475	0	0
			<u>Descrip</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				llamette Valley Council of Govs	1	22,478	22,478			
				of Oregon Cities	1	31,388	31,388			
				tional City/County Management Association	1	1,200	1,200			
				tional Institute of Municipal Clerks	1	235	235			
				nville Area Chamber of Commerce	1	721	721			
			•	Club of McMinnville	4	227	908			
			-	City/County Management Association	1	455	455			
			Oregor	Association of Municipal Clerks	1	90	90			
82,896	98,720	127,509		TOTAL MATERIALS	AND SE	RVICES		134,620	0	0
				CAPITAL OUTLAY						
0	1,530	728	8750 I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide				304	0	0
0	1,530	728		TOTAL CAPITA	L OUTLA	<u>AY</u>		304	0	0
551,440	622,167	710,430		TOTAL REQUI	REMENT	S		676,805	0	0

2024 ACTUAL	2025 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
		RESOURCES			
		INTERGOVERNMENTAL			
0	0 4546	American Rescue Plan	0	0	0
0	0	TOTAL INTERGOVERNMENTAL	0	0	0
		CHARGES FOR SERVICES			
0	0 5400-02	Property Rentals - The Nelson House	0	0	0
0	0	TOTAL CHARGES FOR SERVICES	0	0	0
0	0	TOTAL RESOURCES	0	0	0
	0 0 0 0	ACTUAL AMENDED BUDGET 0 0 4546 0 0 0 5400-02 0 0	Section : 003 - CITY HALL & CITY PROPERTY Program : N/A	Name	ACTUAL AMENDED Section : 003 - CITY HALL & CITY PROPERTY PROPOSED BUDGET Program : N/A

01 - GENERAL FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	ENDED Section: 003 - CITY HALL & CITY PROPERTY				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE	
				REQ	UIREMENTS					
				MATERIALS AND SERVIC	ES .					
676	1,352	1,390	7515	City Services Charge expens	se			1,420	0	(
13,721	15,729	18,900		Utilities I, Civic Hall and rental building				18,500	0	(
1,092	4,666	4,970	7610-05	Insurance - Liability				5,620	0	(
12,465	19,765	23,050	7610-10	Insurance - Property				29,863	0	(
5,854	6,691	7,350	7620	Telecommunications				7,350	0	(
11,104	25,399	26,300	7650-10	Janitorial - Services				26,300	0	(
485	750	1,050	7650-15	Janitorial - Supplies				1,200	0	(
-54	28	150	7660	Materials & Supplies				150	0	(
0	0	500	7720-06	Repairs & Maintenance - Equ	uipment			500	0	(
8,210	5,522	46,500	7720-08	Repairs & Maintenance - Bui	Iding Repairs			20,000	0	
		5.000	Genera	ı upgrades I City Hall / Civic Hall needs	<u>Units</u> 1 1	Amt/Unit 10,000 10,000	<u>Total</u> 10,000 10,000	7.500	•	
6,388	2,267	•	7720-10	Repairs & Maintenance - Bui		ce		7,500	0	
68	401	5,000		Repairs & Maintenance - Gro tion II / Civic Hall grounds I City property camp clean up	ounds <u>Units</u> 1 1	Amt/Unit 5,000 10,000	<u>Total</u> 5,000 10,000	15,000	0	
23,787	28,837	18,250	7720-34	Repairs & Maintenance - Par	king Structure 8	Lots		19,950	0	
			Descrip Miscella Flower Lighting Telepho	aneous repairs baskets	<u>Units</u> 1 1 1 1	Amt/Unit 6,000 6,750 6,000 1,200	Total 6,000 6,750 6,000 1,200			
5,959	6,119	6,300	7740-05 Rental prope	Rental Property Repair & Ma erty upkeep expenses including utilities				7,500	0	
1,002	1,118	1,260	7750	Professional Services				1,250	0	
8,239	12,108	8,500	7780-17	Contract Services - Parking	Structure & Lots	;		9,000	0	
			<u>Descrip</u> Janitoria Lot swe	al	<u>Units</u> 1 1	Amt/Unit 2,000 7,000	<u>Total</u> 2,000 7,000			

City of McMinnville Budget Document Report

2023	2024	2025		Department : 01 - ADMINISTE	RATION			2026	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET		Section: 003 - CITY HALL & CITY PROPERTY Program: N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGET
30,132	17,911	34,650		Maintenance & Rental Contracts stem, floor mat cleaning, heating system main	ntenance, pes	st control, cop	oier lease,	36,000	0	0
5,400	5,400	6,000	7790-05	Maintenance & Rental Contracts -	Water & Li	ght Fiber N	let	6,000	0	0
0	0	0	7800	M & S Equipment				0	0	0
134,526	154,063	215,120		TOTAL MATERIALS	AND SEF	RVICES		213,103	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
10,925	0	114,000	8800	Building Improvements				24,000	0	0
			<u>Descri</u> p	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				all insul & window restor (FY24 approved, d to FY26)	1	24,000	24,000			
0	4,272,595	0	8900	Land Acquisition				0	0	0
0	67,257	0	8925	Capital Pollution Remediation				0	0	0
10,925	4,339,852	114,000		TOTAL CAPIT	AL OUTLA	<u>\Y</u>		24,000	0	0
145,451	4,493,914	329,120		TOTAL REQU	IIREMENT	S		237,103	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 01 - ADMINISTRATION Section: 005 - MAYOR & CITY COUNCIL Program: N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
62,146	83,496	99,032	7000-05 City Recorder	Salaries & Wages - Regular Full Time - 0.80 FTE	91,227	0	C
0	3,620	0	7000-15	Salaries & Wages - Temporary	0	0	0
2,712	3,365	1,188	7000-20	Salaries & Wages - Overtime	0	0	0
0	100	240	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,906	5,659	6,078	7300-05	Fringe Benefits - FICA - Social Security	5,962	0	0
914	1,324	1,457	7300-06	Fringe Benefits - FICA - Medicare	1,429	0	0
18,116	25,691	30,541	7300-15	Fringe Benefits - PERS - OPSRP - IAP	29,841	0	0
5,501	9,956	6,486	7300-20	Fringe Benefits - Medical Insurance	14,886	0	0
800	800	800	7300-22	Fringe Benefits - VEBA Plan	1,600	0	0
43	61	60	7300-25	Fringe Benefits - Life Insurance	48	0	0
147	212	218	7300-30	Fringe Benefits - Long Term Disability	202	0	0
67	89	110	7300-35	Fringe Benefits - Workers' Compensation Insurance	82	0	0
15	18	21	7300-37	Fringe Benefits - Workers' Benefit Fund	17	0	0
0	58	78	7300-45	Fringe Benefits - Paid Family Leave City Share	785	0	0
291	172	452	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	452	0	0
94,658	134,622	146,761		TOTAL PERSONNEL SERVICES	146,531	0	0
				MATERIALS AND SERVICES			
1,386	8,457	3,000	7520	Public Notices & Printing	1,000	0	0
435	432	5,000	7620	Telecommunications	5,000	0	0
151	3,741	1,000	7660	Materials & Supplies	1,500	0	0
4,849	2,523	800	7660-05	Materials & Supplies - Office Supplies	1,000	0	0
384	6	150	7660-15	Materials & Supplies - Postage	150	0	0
10,705	31,709	140,500	Budget Note:	Professional Services Intergovernmental Contracts, placeholder for participation incentives, contract al setting and other services.	50,500	0	0
32	4	0	7750-01 Costs shared of	Professional Services - Audit & other city-wide prof svc city-wide for Audit, Section 125 plan administrative fees, and other professional service expenses	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A					2026 ADOPTED BUDGET
0	13,756	25,000	7750-06 Professional Services - Comr City Council's public communication efforts	munity Outreach	1		15,000	0	0
18,460	16,828	29,114	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wid	de			21,651	0	0
2,789	2,792	4,300	7840-03 M & S Computer Charges - C	ity Council			12,100	0	0
			<u>Description</u> Replacement Computers Leased Copier (shared with Municipal Court, F Office 365 licensing	Units 5 Planning) 1 1	Amt/Unit 1,920 500 2,000	<u>Total</u> 9,600 500 2,000			
22,693	22,868	30,000	8005 Mayor/City Council Expenses Including Mayor/City Council events like State of the		Fair, etc.		30,000	0	0
61,884	103,115	238,864	TOTAL MATER	IALS AND SE	RVICES		137,901	0	0
			CAPITAL OUTLAY						
0	4,139	3,074	8750 Capital Outlay Computer Cha I.S. Fund capital outlay costs shared city-wide	rges			1,316	0	0
0	4,139	3,074	TOTAL CA	APITAL OUTLA	<u>\Y</u>		1,316	0	0
156,542	241,876	388,699	TOTAL R	EQUIREMENT	S		285,748	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES		-	
			MISCELLANEOUS			
0	3,047	0 6600	Other Income	0	0	0
0	3,047	0	TOTAL MISCELLANEOUS	0	0	0
0	3,047	0	TOTAL RESOURCES	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINIS Section : 008 - LEGAL Program : N/A	TRATION			2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIR	REMENTS					
				PERSONNEL SERVICES						
0	93,239	150,680	7000-05 City Attorne	Salaries & Wages - Regular Full y - 1.00 FTE	Time			158,768	0	0
0	0	29,402	7000-10 Managemer	Salaries & Wages - Regular Part at Support Specialist - Senior - Legal - 0.50				30,140	0	0
0	0	0	7000-20	Salaries & Wages - Overtime				0	0	0
0	2,809	0	7000-32	Salaries & Wages - Moving Allo	wance			0	0	0
0	5,575	10,895	7300-05	Fringe Benefits - FICA - Social S	Security			11,428	0	0
0	1,304	2,611	7300-06	Fringe Benefits - FICA - Medicar	re			2,739	0	0
0	7,261	54,744	7300-15	Fringe Benefits - PERS - OPSRF	P - IAP			61,791	0	0
0	16,746	31,404	7300-20	Fringe Benefits - Medical Insura	ince			34,447	0	0
0	6,000	4,000	7300-22	Fringe Benefits - VEBA Plan				4,000	0	0
0	45	120	7300-25	Fringe Benefits - Life Insurance				120	0	0
0	247	428	7300-30	Fringe Benefits - Long Term Dis	ability			436	0	0
0	104	198	7300-35	Fringe Benefits - Workers' Com	pensation Ins	surance		170	0	0
0	11	32	7300-37	Fringe Benefits - Workers' Bene	fit Fund			32	0	0
0	0	0	7300-40	Fringe Benefits - Unemploymen	t			0	0	0
0	70	141	7300-45	Fringe Benefits - Paid Family Le	eave City Sha	re		1,626	0	0
0	133,410	284,655		TOTAL PERSO	NNEL SERV	ICES		305,697	0	0
				MATERIALS AND SERVICES						
339	189	300	7540 Costs share	Employee Events d city-wide for employee training, material	s, and events.			200	0	0
948	1,401	2,095		Subscriptions rch subscriptions; as well as necessary org	ganization dues			3,505	0	0
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			West La Bar Due		12 1	225 685	2,700 685			
				es (Government Law Section)	1	25	25			
				City Attorneys Association (OCAA)	1	95	95			

01 - GENERAL FUND

				UI - GENERAL FUND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : 01 - ADMINISTR Section : 008 - LEGAL	ATION			2026 PROPOSED	2026 APPROVED	2020 ADOPTE
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDG
800	789	2,957	Professiona	Travel & Education association conferences, seminars, and work				2,360	0	
			Attorney.	emental professional memberships, professio			•			
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Confere		1	800	800			
			Oregon Confere	City Attorneys Association (OCAA) Fall ence	1	800	800			
				continuing Legal Education (CLE)	5	80	400			
			•	esources	3	120	360			
4,448	797	849	7610-05	Insurance - Liability				1,636	0	
997	884	1,100	7620	Telecommunications				1,100	0	
160	413	500	7660-05	Materials & Supplies - Office Suppl	ies			500	0	
0	2	50	7660-15	Materials & Supplies - Postage				50	0	
5,848	3,499	0	7750 Provide City	Professional Services Attorney with non-legal, professional assistan	nce.			0	0	
263	7	0	7750-01	Professional Services - Audit & oth	er city-wi	de prof svo	;	0	0	
358,478	144,723	185,000	7750-09 Provide City	Professional Services - Legal Attorney with legal assistance on projects oth	er than city	prosecutoria	l services	185,000	0	
			Descrip		Units	Amt/Unit	<u>Total</u>			
			Land U	se Legal	1	100,000	100,000			
			Plannin	g Appeals Legal	1	25,000	25,000			
			Various	other legal	1	60,000	60,000			
0	107,491	111,370	7750-18 Contract city	Professional Services - Contract Proprosecutor services to provide City Attorney		nce.		115,000	0	
4,430	2,765	4,596	7840 I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city-wide				3,331	0	
2,429	0	600	7840-08	M & S Computer Charges - Legal				3,100	0	
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	600	600			
			Replace	ement PC	1	2,500	2,500			
379,141	262,960	309,417		TOTAL MATERIALS	AND SEI	RVICES		315,782	0	
				CAPITAL OUTLAY						
0	680	485	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				202	0	

City of McMinnville Budget Document Report

4/14/2025

AC	2023 TUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
379	9,141	397,051	594,557	TOTAL REQUIREMENTS	621,681	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Section: 011 - COMMUNITY SERVICES		2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				<u>INTERGOVERNMENTAL</u>			
40,095	0	0	4546	American Rescue Plan	0	0	0
40,095	0	0		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	0	0	6405	Donations - Administration	0	0	0
750	484	2,000		Donations - Public Art ations for the Public Art Program	3,731	0	0
30,000	5,750	5,000		Donations - Public Art - Dedicated ations for specific pieces of artwork for the Public Art Program	5,500	0	0
30,750	6,234	7,000		TOTAL MISCELLANEOUS	9,231	0	0
70,845	6,234	7,000		TOTAL RESOURCES	9,231	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINISTRAT Section : 011 - COMMUNITY SI Program : N/A		3		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREME	NTS					
				PERSONNEL SERVICES						
18,505	0	0	7000-15	Salaries & Wages - Temporary				0	0	0
600	0	0	7000-37	Salaries & Wages - Medical Opt Out I	ncentiv	е		0	0	0
1,184	0	0	7300-05	Fringe Benefits - FICA - Social Securi	ty			0	0	0
277	0	0	7300-06	Fringe Benefits - FICA - Medicare				0	0	0
21	0	0	7300-35	Fringe Benefits - Workers' Compensa	tion Ins	surance		0	0	0
9	0	0	7300-37	Fringe Benefits - Workers' Benefit Fu	nd			0	0	0
20,596	0	0		TOTAL PERSONNEL SERVICES				0	0	0
				MATERIALS AND SERVICES						
0	0	0	7550	Travel & Education				2,000	0	0
6,609	2,320	37,000	7710	Materials & Supplies - Grants				9,424	0	0
				DEI Implementation / printing and signage Culturally Competent Comms / printing and	<u>Units</u> 1 1	Amt/Unit 7,000 2,424	Total 7,000 2,424			
1,099	1,680	2,000	7720-03	Repairs & Maintenance - Public Art				2,000	0	0
0	0	2,000	7750	Professional Services				0	0	0
14,300	51,128	83,106	7750-04	Professional Services - Grants				43,856	0	0
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			ARPA:	Translation of key documents or live translation	1	5,000	5,000			
			ARPA:	DEI Employee Training DEI Accessible City Signage	1 1	10,000 28,856	10,000 28,856			
29,169	39,801	43,600	8010	Holiday Lighting				0	0	0
10,310	20,000	10,000		M&S Downtown Public Art Program al support of Downtown Public Art Program includariums.	les pede:	stal constructi	on and	10,000	0	0
750	484	2,000	8012-05 Public art pu	M&S Downtown Public Art Program - urchases funded through revenue account 6490,			Art	3,731	0	0
12,000	5,750	5,000		M&S Downtown Public Art Program - tions for purchase of specific pieces of artwork for nded through revenue account 6490-10, Donatio	r the Dov	wntown Public	: Art	5,500	0	0

				OI OLIVEIWALI GIVE						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINIST Section : 011 - COMMUNI Program : N /A		3		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	8,884	12,000	8015	Community Services				7,000	0	0
				nmunity engagement needs, printing, and m						
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Printing	& Mailers	1	7,000	7,000			
14,000	14,000	14,000	8020	McMinnville Downtown Associat	ion			0	0	0
25,000	26,250	30,000	8025 Support for p	Yamhill Co - YCTA public transportation program with 5% for F	Y26			31,500	0	0
88,427	94,671	93,000	8060	Economic Development				0	0	0
201,665	264,968	333,706		TOTAL MATERIAL	S AND SEI	RVICES		115,011	0	0
				CAPITAL OUTLAY						
18,000	0	0	8712-10	Capital Outlay Downtown Public Dedicated	Art Progran	n - Donation	s -	0	0	0
18,000	0	0		TOTAL CAPIT	TAL OUTLA	<u>AY</u>		0	0	0
240,261	264,968	333,706		TOTAL REQ	UIREMENT	S		115,011	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	44,482	0 5029	McMinnville Fire District	0	0	0
0	44,482	0	TOTAL INTERGOVERNMENTAL	0	0	0
0	44,482	0	TOTAL RESOURCES	0	0	0

•	•			01 - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
131,765	183,234	212,762		Salaries & Wages - Regular Full Time sources Director - 1.00 FTE sources Analyst - 1.00 FTE (currently a contract employee paid from Professional	153,725	0	C
0	0	743	7000-20	Salaries & Wages - Overtime	0	0	C
2,200	1,800	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
8,167	11,302	13,062	7300-05	Fringe Benefits - FICA - Social Security	9,300	0	0
1,910	2,643	3,131	7300-06	Fringe Benefits - FICA - Medicare	2,229	0	0
38,917	56,179	65,635	7300-15	Fringe Benefits - PERS - OPSRP - IAP	50,283	0	0
17,516	22,034	24,285	7300-20	Fringe Benefits - Medical Insurance	25,982	0	0
1,500	750	750	7300-22	Fringe Benefits - VEBA Plan	750	0	0
105	105	120	7300-25	Fringe Benefits - Life Insurance	60	0	0
367	432	500	7300-30	Fringe Benefits - Long Term Disability	352	0	0
143	195	237	7300-35	Fringe Benefits - Workers' Compensation Insurance	138	0	0
31	34	42	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
0	119	169	7300-45	Fringe Benefits - Paid Family Leave City Share	1,324	0	0
202,620	278,826	323,836		TOTAL PERSONNEL SERVICES	244,164	0	0
				MATERIALS AND SERVICES			
0	0	2,500	7520 Recruitmen	Public Notices & Printing t advertising and employee communication	1,000	0	0
90	271	500	7530 Local trainir	Training ngs and webinars	0	0	0
0	535	500	7540 Costs share committee	Employee Events ed city-wide for employee training, materials, and events, including safety	200	0	0
5,135	6,960	12,000	Professiona	Travel & Education al association conferences, seminars and workshops including travel and meal assional memberships, dues, subscriptions, and reference materials.	8,000	0	0
10	94	0	7579 Employee re	Employee Recognition ecognition efforts	500	0	0
0	0	0	7610-05	Insurance - Liability	2,058	0	0
831	872	1,000	7620	Telecommunications	1,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - AE Section : 012 - HI Program : N/A	DMINISTRATION JMAN RESOURCES			2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,066	716	1,000	7660	Materials & Supplies				0	0	0
437	127	500	7660-05	Materials & Supplies - Off	fice Supplies			250	0	0
7	5	50	7660-15	Materials & Supplies - Po	stage			100	0	0
20,217	24,758	12,000		Professional Services Background Checks, Driving Reco	ord Checks, and Legal I	- ees		105,000	0	0
417	22	0	Costs share	Professional Services - A d city-wide for audit, Section 125 p us professional service expenses				0	0	0
4,430	4,148	6,894		M & S Computer Charges aterials & supplies costs shared cit				3,331	0	0
14,035	3,960	1,000	7840-12	M & S Computer Charges	- Human Resource	s		3,000	0	0
			Replace	<u>tion</u> Pro Renewals ement laptop 65 licensing	<u>Units</u> 2 1 1	Amt/Unit 200 2,000 600	<u>Total</u> 400 2,000 600			
46,675	42,468	37,944		TOTAL MAT	TERIALS AND SE	RVICES		124,439	0	0
				CAPITAL OUTLAY						
0	1,020	728	8750 I.S. Fund ca	Capital Outlay Computer pital outlay costs shared city-wide				202	0	0
0	1,020	728		<u>TOTAL</u>	CAPITAL OUTLA	<u>Y</u>		202	0	0
249,294	322,315	362,508		TOTA	L REQUIREMENT	S		368,805	0	0

FINANCE DEPARTMENT



General Fund - Finance

2025 – 2026 Proposed Budget --- Budget Summary

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 timeliness and accuracy of financial information, the adequacy of internal accounting and budgetary controls, and safeguarding 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.

The separation of the McMinnville Fire District from the City created an under levy of \$1.50 of McMinnville's permanent property tax rate in FY2023-24. The City did not levy any of that capacity in FY2023-24, \$0.50 was added back in FY2024-25 and an additional \$0.50 has been included in the current proposed budget. The City proposes assessing \$4.52 per thousand of assessed value for FY2025-26.

The finance department's FY2025-26 proposed budget seeks to maintain the current service level to both internal and external customers while decreasing total expenditures. This will result in keeping financial services in-house rather than using contractors and will limit the department's ability to expand services for forecasting models, reporting frequency, and process improvement as staff is already stretched thin. Travel and training budgets have also been reduced, which may require a rotation of training rather than annual training for all staff.

Full implementation of the transparency and budgeting application remains on the workplan for the upcoming year.

FY2025-26 includes supporting the ongoing effort to create a sustainable financial footprint for the City by assisting with the development of a capital improvement plan and associated

reserve, establishment of a stormwater utility, and assistance with the Urban Renewal Agency amendment.

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 budget, providing long-term forecasting and on-going monitoring of the budget
- o 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 ensure 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

General Fund - Finance

Future Challenges and Opportunities

The finance department is prioritizing for FY2025-26:

- Improve transparency through the implementation of new software
- Incorporate financial forecasting into financial planning throughout the year
- Continue to actively participate in conversations and actions for balancing the organization's operational needs within revenue capacity
- Assist in the development of a Stormwater utility for the upkeep and replacement of City stormwater assets
- Participate in discussions and financial modeling for the potential expansion of the Urban Renewal Area
- Strengthen risk management footing in areas of capital project accounting and cash-flow management; treasury operations; and revenue recognition

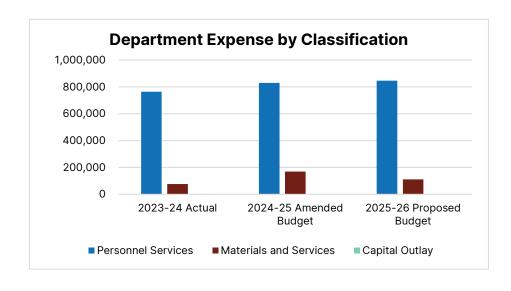
Mac-Town 2032 Strategic Plan

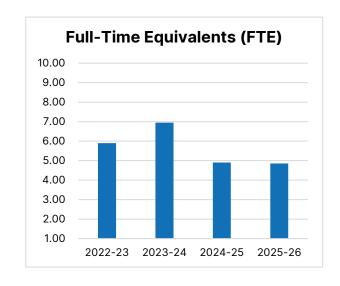
The finance department reviewed its contributions to the Strategic Plan Priorities:

Mo	Minnville MAC-2032 S	trategic Priority	Finance Contribution
BITE I	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
(5)	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

General Fund - Finance

Department Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Charges for Services	20,551	12,000	12,000	0
Intergovernmental	29,319	11,000	0	(11,000)
Miscellaneous	5,835	0	0	0
Revenue Total	55,705	23,000	12,000	(11,000)
Expenses				
Personnel Services	763,997	829,193	846,124	16,931
Materials and Services	76,052	169,080	111,292	(57,788)
Capital Outlay	2,380	1,456	607	(849)
Expenses Total	842,429	999,729	958,023	(41,706)
Unrestricted Resources Required	786,724	976,729	946,023	(30,706)
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	5.90	6.95	4.90	4.85







<u>General Fund – Finance</u>

1983	Finance Department transitions City accounting system to mainframe computer using Group 4 software	2008	ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation
1988	Finance Department purchases first PC which is shared and primarily used for budget preparation	2014	Affordable Care Act reporting requirements implemented
1989	First year City of McMinnville Comprehensive Annual Financial Report awarded the Government	2015	Merina & Co, LLP appointed City financial auditor
	Financial Officers' Associations' Certificate of Achievement for	2016	Oregon sick leave law implemented
2003	Excellence in Financial Reporting Governmental Accounting Standard Board Statement No.	2019	Ambulance billing outsourced to third party provider
	34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting	2019	Financial system functionality additions with implementation of e- Suite and HR Portal
2003	principles (GAAP)	2020	Draft an updated reserve policy for the city as a
2003	Property lien searches available via Internet		whole as critical component of drive
2007	Implementation new Enterprise Resource System (ERP) Phase 1:		towards a sustainable financial future
	general ledger, procurement, revenue collections, and miscellaneous billing	2021	Add application to track debt, lease and other long-term obligations

2023	Add financial forecasting application to the department's tools
2024	Support smooth transition for voter-approved McMinnville Fire District
2025	Begin implementation of transparency and budget software

				0. 02.12.17.12.1			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : n/A		2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
143,116	0	0	4546	American Rescue Plan	0	0	0
0	29,319	11,000	5029	McMinnville Fire District	0	0	0
143,116	29,319	11,000		TOTAL INTERGOVERNMENTAL	0	0	0
				CHARGES FOR SERVICES			
18,218	20,551	12,000	Net Assets liens. Title	On-Line Lien Search Fees on-line lien search program allows title companies to check any property for City companies are billed \$33 per lien search; City pays \$15 per search through account 7750-27, Professional Services-Net Assets.	12,000	0	0
18,218	20,551	12,000		TOTAL CHARGES FOR SERVICES	12,000	0	0
				MISCELLANEOUS			
480	5,835	0	6600-94	Other Income - Finance	0	0	0
480	5,835	0		TOTAL MISCELLANEOUS	0	0	0
161,814	55,705	23,000		TOTAL RESOURCES	12,000	0	0

•	•			01 - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,386	580	0	7000	Salaries & Wages	0	0	0
531,464	475,538	506,456	Financial Se Financial Se Financial Se	Salaries & Wages - Regular Full Time ector - 0.90 FTE ervices Administrator - 1.00 FTE ervices Administrator Budget - 1.00 FTE ervices Analyst - Payroll - 1.00 FTE ervices Specialist - 0.95 FTE	507,123	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
710	3,535	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	0
1,800	1,200	500	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
-203	308	0	7300	Fringe Benefits	0	0	0
32,416	29,123	30,974	7300-05	Fringe Benefits - FICA - Social Security	30,984	0	0
7,581	6,811	7,423	7300-06	Fringe Benefits - FICA - Medicare	7,427	0	0
156,621	158,247	169,206	7300-15	Fringe Benefits - PERS - OPSRP - IAP	176,360	0	0
81,840	78,654	96,461	7300-20	Fringe Benefits - Medical Insurance	101,149	0	0
7,675	7,675	10,675	7300-22	Fringe Benefits - VEBA Plan	11,600	0	0
343	296	294	7300-25	Fringe Benefits - Life Insurance	291	0	0
1,324	1,144	1,136	7300-30	Fringe Benefits - Long Term Disability	1,216	0	0
542	491	564	7300-35	Fringe Benefits - Workers' Compensation Insurance	461	0	0
113	88	103	7300-37	Fringe Benefits - Workers' Benefit Fund	102	0	0
0	307	401	7300-45	Fringe Benefits - Paid Family Leave City Share	4,411	0	0
820,842	763,997	829,193		TOTAL PERSONNEL SERVICES	846,124	0	0
				MATERIALS AND SERVICES			
460	-477	0	7514	Fines & Penalties	0	0	0
7,411	3,150	7,000	7520	Public Notices & Printing	7,000	0	0
502	403	1,000	7540 Costs share	Employee Events and city-wide for employee training, materials, and events.	500	0	0
20,712	18,128	27,700	Professiona	Travel & Education al association dues, subscriptions, staff training, continuing professional education, ovider conference, etc.	15,700	0	0
6,562	7,147	7,613	7610-05	Insurance - Liability	5,519	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 03 - FINA Section : 013 - ACC Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
3,597	2,953	3,780	7620	Telecommunications				5,150	0	0
5,095	2,335	6,300	7660-05	Materials & Supplies - Offic	e Supplies			6,300	0	0
0	0	500	7660-10	Materials & Supplies - Offic	e Supplies Invent	ory		500	0	0
7,092	2,250	8,000	7660-15	Materials & Supplies - Post	age			8,000	0	0
780	0	0	7710	Materials & Supplies - Gran	nts			0	0	0
0	0	0	7720-06	Repairs & Maintenance - Ed	quipment			0	0	0
10,406	8,758	65,100		Professional Services t and general needs.				25,000	0	0
9,773	2,760	3,000	7750-01 Costs share miscellaneo	Professional Services - Aud d city-wide for audit, Section 125 pla us professional service expenses				2,130	0	0
7,917	9,285	10,000	7750-27 Net Assets of liens. Title of	Professional Services - Net on-line lien search program allows tit companies are billed \$33 per lien sea earch Fees. City pays Net Assets \$1	le companies to checarch; revenue recorde			10,000	0	0
0	0	0	7750-57	Professional Services - Fin	ancing Administra	ation		0	0	0
2,831	2,449	3,000		Maintenance & Rental Cont nner / copier lease and per page cos				3,000	0	0
0	0	0	7800-03	M & S Equipment - Office				0	0	0
10,338	9,679	13,787		M & S Computer Charges aterials & supplies costs shared city-	wide			9,993	0	0
9,671	7,231	12,300	7840-05	M & S Computer Charges -	Accounting			12,500	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	ement laptops	2	2,000	4,000			
				Pro Renewals	5	200	1,000			
				maintenance - Lexmark	1	300	300			
				ok software renewal 65 licensing	1	5,000 2.200	5,000 2,200			
103,146	76,052	169,080	Office 3		RIALS AND SEF	,	2,200	111,292	0	0
100,140	70,032	103,000			INIALO AND OLI	(VICEO		111,232		
				CAPITAL OUTLAY						
0	2,380	1,456		Capital Outlay Computer Cl pital outlay costs shared city-wide	harges			607	0	0
0	2,380	1,456		TOTAL (CAPITAL OUTLA	<u>\Y</u>		607	0	0
923,988	842,429	999,729			REQUIREMENT	_		958,023	0	0

ENGINEERING DEPARTMENT



General Fund - Engineering 2025 - 2026 Proposed Budget --- Budget Summary

Budget Highlights

During FY2025-26, 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:

- Continue design of the Third Street Improvement Project and apply for potential funding to for future construction of the project;
- Continue construction for the ARPA Midtown Basin Stormwater Project;
- Continue construction of the Cypress and Fellows Curb Ramps and Paving Project (Transportation Fund);
- Continue construction on a pavement patching maintenance project on various City streets (Transportation Fund);
- Begin design for the NE Gateway Wastewater and Stormwater Project (Wastewater Capital Fund);
- Begin design for the Screening Facility Project (Wastewater Capital Fund);
- Begin the update of the Transportation System Master Plan (Transportation Fund);
- Complete work on the update of the Sanitary Sewer Conveyance System Master Plan (Wastewater Capital Fund);
- Complete 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);
- Continue to coordinate with ODOT to implement the Active Transportation Plan and ADA improvement projects.

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.

General Fund – Engineering

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 implementing the City's Mercury TMDL Plan.
- Build redundancy for critical functions within the department.
- There currently is no direct funding source for stormwater related work. Developing a sustainable and reliable source for funding stormwater projects is important given the age of the City's infrastructure and increasing regulatory mandates.
- The recent Urban Grown Boundary expansion and a strong local development economy is resulting in an increase in Engineering plan review efforts. Engineering Fees have been developed and implemented with the intent to provide the development community with the appropriate level of service for Engineering plan reviews and inspection services. There continues to be a need to further refine those fees and utilize them for design standards and code updates and to further develop process efficiencies.



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





Hideaway Drive Approach Reconstruction

Designed and constructed under budget using in-house expertise and local contractors.

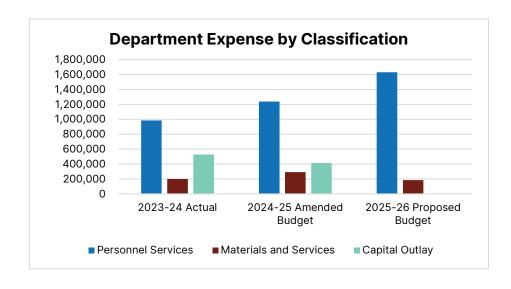
General Fund - Engineering

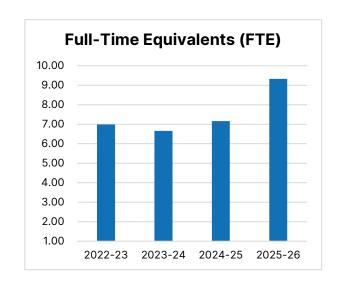
Department Cost Summary

,	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Charges for Services	56,381	100,000	300,000	200,000
Intergovernmental	0	44,000	10,474	(33,526

56,381	100,000	300,000	200,000
0	44,000	10,474	(33,526)
1,106	1,000	0	(1,000)
57,487	145,000	310,474	165,474
985,898	1,237,580	1,631,638	394,058
200,015	292,903	185,810	(107,093)
527,641	414,694	1,384	(413,310)
1,713,555	1,945,177	1,818,832	(126,345)
1,656,068	1,800,177	1,508,358	(291,819)
	0 1,106 57,487 985,898 200,015 527,641 1,713,555	0 44,000 1,106 1,000 57,487 145,000 985,898 1,237,580 200,015 292,903 527,641 414,694 1,713,555 1,945,177	0 44,000 10,474 1,106 1,000 0 57,487 145,000 310,474 985,898 1,237,580 1,631,638 200,015 292,903 185,810 527,641 414,694 1,384 1,713,555 1,945,177 1,818,832

	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	6.99	6.66	7.16	9.33









General Fund – Engineering Division

1967	City Manager appoints City's first Public Works Director.	20
1992	City adds Assistant City Engineer position.	
1996	City creates a Geographic Information System (GIS).	20
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.	20
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.	20
2005	City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.	20

007 Engineering, Building, and Planning Departments complete move to the Community Development Center. 800 The Engineering Department issues and tracks 46 right-ofway permits for Verizon Northwest's FIOS fiber optic network installation throughout the City. 015 A second Project Manager position was added. 017 Administrative Assistant II -Public Affairs position was added. 021 **Community Development** Department reorganized and created "Public Works Department" with Engineering as a Division within the department. 022 The City filled its City Engineer position. 023 The City filled its Emergency

2024 The City implements a full engineering fee schedule with the intent of providing dedicated engineering services to promote and manage development.



Half Street Improvement Ready for Pavement on Orchard Ave

Operations Manager position.

			OI CENERALI OND			
2024 ACTUAL	2025 AMENDED		Department : 05 - ENGINEERING Section : N/A	2026 PROPOSED	2026 APPROVED	2026 ADOPTEI
	BUDGET		Program : N/A	BUDGET	BUDGET	BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	44,000	4545	Federal FEMA Grant	0	0	0
0	0		OR Dept of Emergency Mgmt (Federal) - Emergency Operations all grant dollars for developing Emergency Management Plan.	10,474	0	0
0	44,000		TOTAL INTERGOVERNMENTAL	10,474	0	0
			CHARGES FOR SERVICES			
56,381	100,000		Engineering Fees ering Fees are now in effect with the goal of 100% cost recovery for development.	300,000	0	0
56,381	100,000		TOTAL CHARGES FOR SERVICES	300,000	0	0
			MISCELLANEOUS			
1,106	1,000	6600-96	Other Income - Engineering	0	0	0
1,106	1,000		TOTAL MISCELLANEOUS	0	0	0
57,487	145,000		TOTAL RESOURCES	310,474	0	0
	0 0 0 56,381 56,381 1,106 1,106	ACTUAL AMENDED BUDGET 0 44,000 0 0 0 44,000 56,381 100,000 56,381 100,000 1,106 1,000 1,106 1,000	ACTUAL AMENDED BUDGET 0 44,000 4545 0 0 4594-10 \$54,474 tota 0 44,000 56,381 100,000 5320 New Engine 56,381 100,000 1,106 1,000 6600-96 1,106 1,000	Department : 05 - ENGINEERING Section : N/A Program : N/A	Department : 05 - ENGINEERING Section : N/A Program : N/A Program : N/A	Department : 05 - ENGINEERING Section : N/A Program : N/

2026 PROPOSED BUDGET 0 929,987	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
	0	
	0	
	0	
929,987		0
	0	0
55,755	0	0
23,338	0	0
5,200	0	0
1,200	0	0
0	0	0
61,437	0	0
14,723	0	0
328,326	0	0
167,477	0	0
18,580	0	0
560	0	0
2,281	0	0
13,833	0	0
197	0	0
8,744	0	0
1,631,638	0	0
100	0	0
800	0	0
	55,755 23,338 5,200 1,200 0 61,437 14,723 328,326 167,477 18,580 560 2,281 13,833 197 8,744 1,631,638	55,755 0 23,338 0 5,200 0 1,200 0 0 0 61,437 0 14,723 0 328,326 0 167,477 0 18,580 0 560 0 2,281 0 13,833 0 197 0 8,744 0 1,631,638 0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
5,200	3,692	12,000	<u> </u>	17,000	0	0
1,829	1,437	3,500	7590 Fuel - Vehicle & Equipment	3,500	0	0
4,482	3,994	5,500	7600 Utilities Department's share of Community Development Center's electricity expense, ~38%.	5,500	0	0
9,424	7,315	7,792	7610-05 Insurance - Liability	9,962	0	0
2,271	2,648	762	7610-10 Insurance - Property	3,987	0	0
7,917	9,069	10,000	7620 Telecommunications	10,000	0	0
4,758	4,405	4,000	7650 Janitorial Department's share of Community Development Center janitorial service and supply costs, ~38%.	4,000	0	0
8,712	13,506	15,000	7660 Materials & Supplies Uniforms, safety equipment, office, engineering, and surveying materials and supplies. The City's 1200CA Erosion Control Permit.	15,000	0	0
780	160	2,000	7720 Repairs & Maintenance Vehicle and equipment repairs and maintenance.	2,000	0	0
3,664	3,311	21,300	7720-08 Repairs & Maintenance - Building Repairs Department's share of Community Development Center's repairs and improvements, ~38%.	2,300	0	0
2,472	2,776	5,600	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%.	6,000	0	0
49,712	102,131	135,000	7750 Professional Services	35,000	0	0
			DescriptionUnitsAmt/UnitTotalCity Engineering Services Support135,00035,000			
2,486	1,792	3,360	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	4,520	0	0
0	0	0	7750-04 Professional Services - Grants OEM Grant - Emergency Operations Plan	10,474	0	0
3,835	7,942	6,100	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%.	5,100	0	0
14,768	16,136	31,389	·	22,767	0	0
13,196	19,148	28,400	7840-10 M & S Computer Charges - Engineering	27,800	0	0

2026	2026	2026			ì	Department : 05 - ENGIN I	2025	2024	2023
ADOPTE BUDGE	APPROVED	PROPOSED BUDGET				Section: N/A	AMENDED BUDGET	ACTUAL	ACTUAL
BUDGE	BUDGET	BUDGET				Program : N/A	BUDGET		
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			2,700	2,700	1	ESRI Software - 17 %			
			4,500	4,500	1	Hansen Software - 25 %			
			5,000	5,000	1	Hansen Development - 25%			
			1,200	1,200	1	Plotter maintenance			
			3,000	3,000	1	AutoCAD - 66%			
			400	200	2	Adobe Pro Renewals			
			2,000	2,000	1	Bluebeam Licensing			
			6,000	3,000	2	Replacement mobile computers			
			3,000	3,000	1	Office 365 licensing			
	0	185,810		RVICES	ND SEF	TOTAL MATERI	292,903	200,015	136,444
						CAPITAL OUTLAY			
(0	1,384				8750 Capital Outlay Computer Char I.S. Fund capital outlay costs shared city-wide	3,314	3,969	0
(0	0		ing	ngineer	8750-10 Capital Outlay Computer Char	0	26,249	0
(0	0	8%.	rovements, ~3	ilding imp	8800 Building Improvements Department's share of Community Development Ce	19,950	22,112	0
(0	0				8850 Vehicles	45,000	0	0
(0	0		ments	mprove	8930-80 Urban Renewal Projects - 3rd ARPA funded 3rd Street 30% Design (started in FY)	346,430	475,312	0
	0	1,384		<u>\Y</u>	OUTLA	TOTAL CA	414,694	527,641	0
	0	1,818,832		S	EMENT	TOTAL RE	1,945,177	1,713,555	,034,560

COMMUNITY DEVELOPMENT DEPARTMENT

<u> Organization Set – Sections</u>	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



General Fund – Community Development

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

In 2022, the Planning Department was renamed the Community Development Department to reflect the additional programs added to the Planning Department from 2017 – 2022, including Building (2017), Code Compliance (2018), Economic Development (2022) and Affordable Housing (2023). Now the Community Development Department supports the Building, Planning, Code Compliance, Urban Renewal, and Special Economic Development and Affordable Housing Programs. The name of the Planning Fund was also changed to the Community Development Fund.

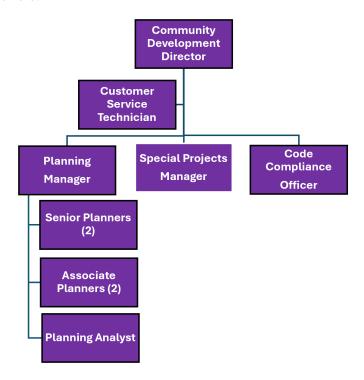
The Building, Urban Renewal and Affordable Housing programs each have their own dedicated budget funds. The Building Program is 100% fee supported, the Affordable Housing Fund is supported by Construction Excise Tax and Grants, and the Urban Renewal program is operated under a separate agency and fund.

In 2020, the Planning Fund (now Community Development Fund) was restructured to better capture revenue and expenses associated with each program in the planning and code compliance programs 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 (08).

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 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.



Organizational structure for the Planning, Code Compliance and Special Projects 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.
- o 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 the public, business, and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Serve as a 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 Business Resiliency and Recovery Grant
- Support planning and development of the Innovation Campus
- 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.

Reductions in FY 26 and Impact to Service Levels

Each general fund program was asked to make reductions in FY 26 to balance the budget. In the Community Development Fund primarily long-range planning and code compliance are 100% reliant on the general fund. Permit fees support the current planning program, and grants support the economic development program. Much of the long-range planning program is either mandated housing planning required by the state or mandated growth planning that is required by the state.

Due to those circumstances, the primary reduction in the Community Development Fund is the reduction of the code compliance program by 50%. Formerly, there were two FTEs dedicated to the code compliance program, and FY 26 reduces the program to one FTE. This changes the core service level of Code Compliance from a mid-level of service to a base level of service.

Additionally, the Special Projects Manager is reduced from 1.0 FTE to 0.75 FTE, removing the legislative program support that the Special Projects Manager provided to the City which was General Fund funded. This, coupled with the elimination of the federal and state lobbying contracts, removes the legislative program from the City's work.

Lastly, 0.25 of the Associate Housing Planner was funded through the General Fund in FY 25 and 0.75 was funded through the Affordable Housing Fund. In FY 26, 100% of the FTE will be funded by the Affordable Housing Fund, and any General Fund funded work will be transferred to another planner on the team. PLANNING PROGRAM: The Planning program provides three primary services: current planning, long-range planning, and citizen involvement. With 4.85 FTEs, the Planning Division in 2024 (the Planning Manager started in February, 2025) issued 142 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.

2024 ACCOMPLISHMENTS: Planning

LAND-USE DECISIONS			
142	8		
Land-Use Decisions Issued	Legislative Initiatives		

In 2024, planning focused on both large and small land-use projects such as the 392 lot Hillcrest planned development amendment, several rezones to R4 zoning, minor partitions, variances, and historic landmarks alterations.

The Planning team also worked on several long-range planning initiatives to expedite opportunities within the urban growth boundary for future development, including:

- Adoption of a Housing Needs Analysis and Economic Opportunity Analysis for the planning period of 2021-2041.
- Adoption of the Fox Ridge Road Area Plan.
- Amendments to the Landscape and Tree Chapters of the Zoning Ordinance for efficiencies.
- Amendments to Zoning Ordinance to create time, place and manner regulations for Psilocybin Services.
- Draft development of the city's first Natural Hazards Mitigation Plan.
- Draft of the city's first Housing Production Strategy.
- Partnering with McMinnville Water and Light on a Water Master Plan.
- Partnering with Public Works on a Wastewater Conveyance Master Plan.

Due to staff attrition and onboarding, some of the 2024/2025 long range planning projects were put on hold and will be complete in the FY 2025/2026 work plan.



Hosting a Community Open House

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 77 public meetings, and 1901 volunteer hours (value of \$63,189) as the community continued to plan for McMinnville's future. These meetings consisted of the six-city council appointed committees that the Planning Division staffs as well as three project advisory committees for long-range planning projects that the Planning Division staffed.

ENGAGED CITIZEN INVOLVEMENT	
VOLUNTEER STANDING COMMITTEES	
Planning Commission	6 Standing Committees
Historic Landmarks Committee	62 Volunteers Meeting Monthly
Landscape Review Committee	
Affordable Housing Committee	62 Public Meetings
Economic Vitality Leadership Council	1231 Volunteer Hours
Urban Renewal Advisory Committee	\$40,918 Volunteer Value
PROJECT ADVISORY COMMITTEES	58 Volunteers
Innovation Campus	15 Public Meetings
Housing Production Strategy / Land Use	13 Public Meetings
Efficiencies	670 Volunteer Hours
Third Street Improvement Project	\$22,271 Volunteer Value
TOTAL VALUE OF VOLUNTEER HOURS	\$63,189

Volunteer Value = \$33.24/hour, per the Oregon Independent Sector

General Fund – Community Development

Diversifying Revenue Sources: The Planning Division has been working hard in the past 5 – 10 years to diversify the revenue sources that support the program.

In 2018, the Planning Division undertook a fee study to identify the development fees necessary to recover the full costs of current planning (development permit review). In December 2018, the McMinnville City Council approved Resolution No. 2018-63, establishing a developer permit fee schedule with the intent of phasing in a full cost recovery model over five years.

This fee schedule has increased the current planning fee revenue from an average of \$25,000 - \$30,000 per year to approximately \$210,000 - \$250,000 per year. Please see the chart below. Please note that the City did not increase development fees in 2020/2021 due to COVID. Full cost recovery should be achieved in 2025/2026 with the last phase of the incremental increase. Note also that the City Council as a policy decision elected not to collect full cost recovery on development fees associated with existing business operations (such as sign permits) and residents (such as street tree removals). The fee schedule was updated and reconciled in 2024.



Proposed New Hotel on Evergreen Campus

DEVELOPMENT REVIEW FEES:				
New Fee Schedule – Effective January 28, 2019				
2014/2015	\$26,304			
2015/2016	\$23,192			
2016/2017	\$54,234			
2017/2018	\$32,355			
2018/2019	\$142,061			
2019/2020	\$131,449			
2020/2021	\$148,720			
2021/2022	\$204,643			
2022/2023	\$216,607			
2023/2024*	\$217,879			
2024/2025*	\$227,104			
2025/2026	\$240,000			

^{*} Forecasted

For long-range planning projects, the Planning Division has actively sought grant resources to help offset the costs of the projects, resulting in approximately \$545,000 in grants in the past five years. \$16,000 is reflected in this year's proposed budget.

Note that approximately \$95,000 had to be returned to DLCD in FY 25 due to an appeal of the Housing Needs Analysis adopted in 2024, which delayed work on the land-use efficiencies resulting in some work not being accomplished in the grant period.

General Fund – Community Development

GRANTS:	
PLANNING	
Certified Local Government (2025/2027)	\$16,000
DLCD TA – Housing Production Strategy (2024/2025)	\$35,000
DLCD TA – UGB Land Use Efficiencies and Alternatives Analysis (2024/2025)	\$55,000
Certified Local Government (2024/2025)	\$15,000
DLCD DEI – Public Facility Planning (2023/2024)	\$48,000
DLCD HB 2001/2003 Grant – Housing Needs Analysis Update (2022/2023)	\$35,000
Certified Local Government (2021/2022)	\$12,000
DLCD Missing Middle Housing Code Assistance (2020/2021)	\$20,000
DLCD Missing Middle Housing – IBTER (2021/2022)	\$30,500
TGM – Three Mile Lane Area Plan (2017/2020)	\$225,000
Certified Local Government (2021/2022)	\$11,500
DLCD TA Grant – Housing Needs Analysis, Economic Opportunity Analysis (2018/2019)	\$30,000
Certified Local Government (2018/2019)	\$12,000
TOTAL (2018 – 2025)	\$545,000



Ground-Breaking - Stratus Village Project





Ribbon Cutting - Three Mile Lane Bridge

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 the goal of voluntary code compliance and neighborhood revitalization, two code compliance officers were hired.

In 2024, the Code Compliance team was reduced to one FTE, keeping one position vacant to pay for the Planning Manager position that was added to the planning team. With this reduction,

the one Code Compliance Officer still responded to 375 complaints with voluntary compliance in 98% of the cases.

The FY 26 budget maintains this reduction in FTEs as part of the reductions to balance the General Fund.

CASELOAD	
375	98%
Cases	Voluntary Compliance

The most common complaints were for noise (63 complaints), noxious vegetation (53 complaints), debris, junk and garbage (49 complaints), motor vehicles (32 complaints), and sidewalks (24 complaints). The noise complaints were primarily dog barking complaints.

Complaints regarding homeless camps on city owned property were down from 27 in 2023 to 8 in 2024. These complaints declined immediately following the adoption of Ordinance Resolution #5144 now allowing public works staff to remove camps, debris and garbage without posting a 72-hour notice for camps that have not been established for at least at least 5 days.

The department was not able to coordinate special projects or volunteer programs this year due to limited staffing.



Before Code Compliance



After Voluntary Compliance



Before Code Compliance



After Voluntary Compliance

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.

GRANTS:	
ECONOMIC DEVELOPMENT:	
Business Oregon – MV Advancements Infrastructure*	\$195,094
Business Oregon – Holt Homes Infrastructure*	\$2,000,000
Business Oregon – Innovation Campus Grant (2024/2025)	\$160,000
City of McMinnville – ARPA – Innovation Campus (2024/2025)	\$250,000
City of McMinnville – ARPA - ADA Transition Plan (2024/2025)	\$300,000
State Business Resiliency and Recovery Grant (2023/2024)	\$750,000
State Emergency Business Assistance Grants (2020/2021)	\$125,000
TOTAL:	\$3,780,094

 $\hbox{*Since these two grants are for housing projects they are reflected in the Affordable Housing Fund.}$

The FY 2025/2026 budget year will focus on the continuation of the planning for the Third Street Improvement Project with an emphasis on a business resiliency program; and the continuation of the planning for the Innovation Campus with a focus on a preferred land use scenario for the 200 acres of the subject site, public infrastructure feasibility analysis, design and development standards and a branding program; and the initiation of an ADA Transition Plan.

Part of the FY 2025/2026 budget reductions is the elimination of the legislative program support.



Innovation Campus Site

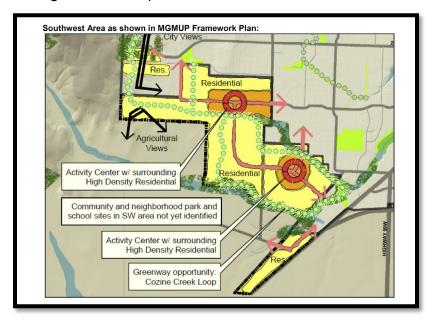


Innovation Campus Preferred Land Use Scenario Open House

General Fund – Community Development

The Community Development Department's 2025-26 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 2020 by developing an Area Plan for the Southwest Area; facilitate the coordination of the Transportation System Plan Update; prepare the City's response to HB 2003 (2019 Legislative Session) by developing a Housing Production Strategy; evaluating landuse efficiencies and a potential UGB amendment per the City's Sequential UGB Agreement with the Department of Land Conservation and Development: finish the 2020 UGB proposal by adopting the Natural Hazards and Natural Resources Plans started in 2020; 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 longrange 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.
- 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 Campus master planning and public infrastructure feasibility analysis and the Third Street Improvement Project public engagement.
- Code Compliance/Enforcement: Deliver 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.

Mac-Town 2032 Strategic Plan Community Development Department Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan that will guide the City for the next decade or so. The Community Development Department 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 2025-26 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.

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

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

- In 2024/25, 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 2024/25 Planning will work with property owners and community stakeholders on a Southwest Area Plan to plan for future growth in that area.
- In 2024/2025, the Planning Division will continue the grown planning for 2021 – 2041 by evaluating land-use efficiencies within the existing UGB to meet identified land need for housing and employment lands and initiating a UGB amendment if needed.

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 2025/2026, the City will adopt a Housing Production Strategy for meeting the city's needed housing, especially affordable housing. 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.



Proposed Baker Creek North Mixed-Use Development

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.
- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. 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 and 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.

General Fund – Community Development

Core Services

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

With the 50% reductions in the FY 26 budget, the Code Compliance team will be working at a base level of service.

In FY 24, the Planning team was working at a below-base level of service for its core services, primarily focused on transactional planning and not proactive, strategic planning. However, with the addition of a Planning Manager in FY 25, the planning team started to work at a base level of service. Below is a chart itemizing what the Planning team would need in terms of FTEs and Professional Services dollars to achieve each level of service.

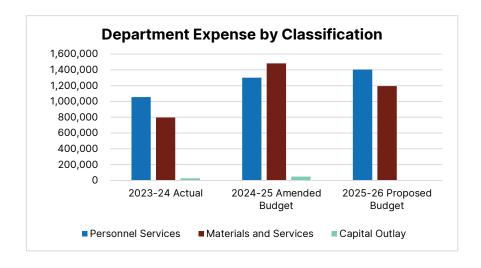
Base Level	Mid Level	Optimal Level
6.0 FTEs	7.0 FTEs	8.0 FTEs
\$325,000	\$325,000	\$400,000
Professional	Professional	Professional
Services	Services	Services
Add 1.0 FTE	Add 2.0 FTE	Add 3.0 FTEs plus
Planning Manager	Planning Manager	\$50,000
	GIS Planner	professional
		services.
		Planning Manager
		Associate Planner
		GIS Planner

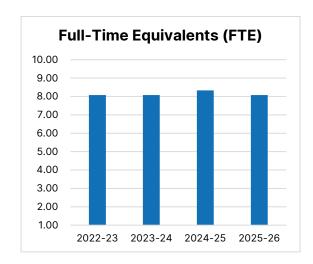


General Fund - Community Development

Department Cost Summary				
		2024-25 Amended	2025-26 Proposed	
	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Fines and Forfeitures	5,224	7,500	7,500	0
Charges for Services	250	0	0	0
Intergovernmental	13,020	325,000	16,000	(309,000)
Licenses and Permits	217,879	190,000	240,000	50,000
Miscellaneous	15,392	500	600	100
Revenue Total	251,764	523,000	264,100	(258,900)
Expenses				
Personnel Services	1,054,701	1,299,913	1,403,762	103,849
Materials and Services	796,601	1,482,106	1,194,001	(288,105)
Capital Outlay	28,247	49,034	2,200	(46,834)
Expenses Total	1,879,548	2,831,053	2,599,963	(231,090)
Unrestricted Resources Required	1,627,785	2,308,053	2,335,863	27,810

	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	8.08	8.08	8.33	8.08







General Fund – Community Development

Historical Highlights

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 was adopted establishing zoning districts, directing the location of industry and trade, and regulating the 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) approved the plan in 1983.

1993 City residents exceed more than 20,000.

1996 City voters pass a Charter amendment requiring voter-approved annexation.

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

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

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

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



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



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.

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.

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

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



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 lowincome 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 colocate 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.

2024 The City adopted a
Housing Needs Analysis,
Economic Opportunities
Analysis and Buildable
Lands Inventory, February.

2025 The City hired a Planning Manager to lead the planning team, reducing the director reports to the Community Development Director from 10 to 5 personnel.

				0. 01.11.11.11			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 001 - ADMINISTRATION Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
1,250	0	0	4546	American Rescue Plan	0	0	0
1,250	0	0		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	0	0	6600-06	Other Income - Paid Leave OR	0	0	0
77	2,076	200	6600-99	Other Income - Community Development	200	0	0
77	2,076	200		TOTAL MISCELLANEOUS	200	0	0
1,327	2,076	200		TOTAL RESOURCES	200	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 001 - ADMINISTRATION Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,813	-239	0	7000	Salaries & Wages	0	0	0
20,975	24,463	26,051		Salaries & Wages - Regular Full Time Development Director - 0.10 FTE Development Director - 0.10 FTE	27,496	0	0
308	219	160	7000-20	Salaries & Wages - Overtime	607	0	0
2,311	-575	0	7300	Fringe Benefits	0	0	0
1,297	1,503	1,586	7300-05	Fringe Benefits - FICA - Social Security	1,699	0	0
303	352	380	7300-06	Fringe Benefits - FICA - Medicare	408	0	0
4,648	7,494	7,968	7300-15	Fringe Benefits - PERS - OPSRP - IAP	9,187	0	0
2,731	3,098	3,236	7300-20	Fringe Benefits - Medical Insurance	3,548	0	0
300	450	450	7300-22	Fringe Benefits - VEBA Plan	450	0	0
13	15	15	7300-25	Fringe Benefits - Life Insurance	15	0	0
51	61	60	7300-30	Fringe Benefits - Long Term Disability	62	0	0
258	327	366	7300-35	Fringe Benefits - Workers' Compensation Insurance	390	0	0
4	5	5	7300-37	Fringe Benefits - Workers' Benefit Fund	5	0	0
0	16	20	7300-45	Fringe Benefits - Paid Family Leave City Share	241	0	0
38,013	37,189	40,297		TOTAL PERSONNEL SERVICES	44,108	0	0
				MATERIALS AND SERVICES			
48	96	100	7515	City Services Charge expense	100	0	0
845	0	1,000	7520	Public Notices & Printing	1,000	0	0
776	288	400	7540 Costs shared	Employee Events city-wide for employee training, materials, and events.	100	0	0
230	0	0	7550	Travel & Education	0	0	0
4,364	3,889	5,400	7600 Department's	Utilities share of Community Development Center electricity expense.	5,400	0	0
10,071	6,814	7,259	7610-05	Insurance - Liability	10,841	0	0
2,096	2,446	6,767	7610-10	Insurance - Property	3,686	0	0
3,883	3,865	4,400	7620	Telecommunications	4,800	0	0
4,632	4,289	3,900	7650 Department's	Janitorial share of Community Development Center janitorial service and supply costs.	4,400	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - CC Section : 001 - A l Program : N/ A		PMENT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
6,964	7,122	5,000	7660 Office suppl	Materials & Supplies ies and work station support.				5,000	0	0
2,792	3,216	2,200	7720-08 Department	Repairs & Maintenance - s share of Community Developme		improvement	3.	2,220	0	0
3,564	1,697	5,400	7720-10	Repairs & Maintenance -	Building Maintenan	ce		6,000	0	0
0	0	5,000		Professional Services work on fee structure update.				5,000	0	0
2,794	2,549	4,520	Costs share	Professional Services - A d city-wide for audit, Section 125 p us professional service expenses				5,530	0	0
6,115	7,959	11,400	7790-20 Copier Leas (Community	Maintenance & Rental Co Center e, HVAC, Fire/Security Alarm, Pal Development's share of CDC Bui	rking Lot Sweeping, Ork			11,400	0	0
1,846	1,728	2,872		M & S Computer Charges aterials & supplies costs shared ci				2,915	0	0
0	168	500	7840-16	M & S Computer Charges	s - Community Dev I	Administrat	ion	3,500	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Pro Renewals	1	200	200			
			•	ement mobile computer	1	3,000	3,000			
			Office 3	65 licensing	1	300	300			
51,021	46,126	66,118		TOTAL MAT	TERIALS AND SEI	RVICES		71,892	0	0
				CAPITAL OUTLAY						
0	425	303	8750 I.S. Fund ca	Capital Outlay Computer pital outlay costs shared city-wide				177	0	0
0	21,531	19,425	8800	Building Improvements				0	0	0
0	21,956	19,728		TOTAL	CAPITAL OUTLA	<u>AY</u>		177	0	0
89,034	105,271	126,143		TOTA	L REQUIREMENT	S		116,177	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 07 - COMMUNITY DEVELOPMENT Section: 025 - CURRENT PLANNING	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGET
				Program : N/A RESOURCES			
				LICENSES AND PERMITS			
143,483	141,552	140,000	Fees for pro	Planning Fees - Land Use Fees cessing land use applications (e.g. variances, conditional use permits, zone d plan amendments).	190,000	0	O
73,125	76,327	50,000	4250-25 Fees to cover applications	Planning Fees - Building Permit Review Fees er Planning Division costs associated with the review of building permit .	50,000	0	C
216,607	217,879	190,000		TOTAL LICENSES AND PERMITS	240,000	0	C
216,607	217,879	190,000		TOTAL RESOURCES	240,000	0	C

01 - GENERAL FUND

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 07 - COMMUNITY DEVELOPMENT Section: 025 - CURRENT PLANNING Program: N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
194,676	207,689	266,799	Planning Ma Senior Plan Associate P Planning Ar	Salaries & Wages - Regular Full Time Development Director - 0.25 FTE anager - 0.50 FTE ner - 1.00 FTE lanner - 0.50 FTE allyst - 0.55 FTE nt Customer Service Technician - Combined Depts - 0.25 FTE	324,456	0	(
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
6,093	0	0	7000-15	Salaries & Wages - Temporary	0	0	(
4,075	3,178	1,120	7000-20	Salaries & Wages - Overtime	2,428	0	(
600	300	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	0	0	7300	Fringe Benefits	0	0	
12,590	12,921	16,209	7300-05	Fringe Benefits - FICA - Social Security	19,776	0	(
2,945	3,022	3,885	7300-06	Fringe Benefits - FICA - Medicare	4,740	0	(
56,670	68,290	85,277	7300-15	Fringe Benefits - PERS - OPSRP - IAP	109,422	0	(
20,167	21,136	43,896	7300-20	Fringe Benefits - Medical Insurance	42,476	0	(
3,500	3,550	5,800	7300-22	Fringe Benefits - VEBA Plan	5,050	0	(
135	141	166	7300-25	Fringe Benefits - Life Insurance	183	0	(
476	517	632	7300-30	Fringe Benefits - Long Term Disability	764	0	(
2,285	2,593	3,550	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,330	0	(
48	44	55	7300-37	Fringe Benefits - Workers' Benefit Fund	61	0	(
0	134	208	7300-45	Fringe Benefits - Paid Family Leave City Share	2,815	0	(
304,259	323,514	427,597		TOTAL PERSONNEL SERVICES	516,501	0	
				MATERIALS AND SERVICES			
1,585	1,625	2,000	7500 Fees paid to card transac	Credit Card Fees offer credit card payment services - monthly and percentage of overall credit ctions.	2,500	0	
6,772	4,995	7,000		Public Notices & Printing s for public hearings, public open houses, printing brochures, forms and surveys.	7,000	0	
119	245	400	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	300	0	(

City of McMinnville Budget Document Report

						OI - OLINEINAL I OND				
2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET		PMENT		Department : 07 - COMMUNITY Section : 025 - CURRENT PL A Program : N A		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
0	0	6,000	,); staff training	ULI, ICMA			6,000	1,744	3,946
0	0	500				90 Fuel - Vehicle & Equipment	250 759 0	250	373	224
0	0	3,000		olanning)	ong range	Telecommunications Il phones for planners (split 50/50 between current and lo	,	2,500	1,761	1,528
0	0	3,500				Materials & Supplies ice supplies and work station support.	3,500 7660 Offic	3,500	2,974	3,491
0	0	32,500				50 Professional Services	2,500 775 0	32,500	12,672	13,122
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	ļ			
			7,500	7,500	1	Transcriptionist PC, LRC, HLC				
			25,000	25,000	1	Contract Transportation Planning	(
0	0	0		de prof svc	r city-wi	50-01 Professional Services - Audit & other	0 7750	0	15	11
0	0	25,398				40 M & S Computer Charges Fund materials & supplies costs shared city-wide	0,681 784(I.S. F	20,681	12,444	5,169
0	0	26,600		Current	ity Dev (40-17 M & S Computer Charges - Commur	5,000 784 0	5,000	8,095	9,602
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u> </u>			
			1,350	1,350	1	ESRI Software - 12.5%				
			12,500	2,500	5	ESRI licensing				
			7,500	2,500	3	Replacement Computers				
			1,400	200	7	Adobe Pro Renewals				
			1,700	1,700	1	Bluebeam licensing				
			500	500	1	Leased Copier (shared with Municipal Court, Admin)				
			750 900	750 900	1 1	AutoCAD Maintenance Office 365 licensing				
0	0	107,298		RVICES	ND SE	TOTAL MATERIALS A	,831	79,831	46,944	45,570
						CAPITAL OUTLAY				
0	0	1,543				Capital Outlay Computer Charges Fund capital outlay costs shared city-wide	2,183 875 (I.S. F	2,183	3,061	0
0	0	0					5,000 885 0	25,000	0	0
0	0	1,543		<u>.Y</u>	. OUTLA	TOTAL CAPITAL	,183	27,183	3,061	0
0	0	625,342		9	FMENT	TOTAL REQUIR	L 611	534,611	373,519	349,829

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
9,488	13,020	15,000		Federal NPS CLG Grant ational Park Service Certified Local Government grant for historic preservation	16,000	0	0
25,000	0	150,000	4778 Technical	OR Dept of Land Conservation & Dev (DLCD) Assistance and Planning grants.	0	0	0
34,488	13,020	165,000		TOTAL INTERGOVERNMENTAL	16,000	0	0
				CHARGES FOR SERVICES			
34	250	0	5410	Sales	0	0	0
34	250	0		TOTAL CHARGES FOR SERVICES	0	0	0
34,522	13,270	165,000		TOTAL RESOURCES	16,000	0	0

01 - GENERAL FUND

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	C
173,778	188,225	308,040	Planning Ma Senior Plan Associate P Planning Ar	Salaries & Wages - Regular Full Time Development Director - 0.30 FTE anager - 0.50 FTE ner - 1.00 FTE Planner - 0.50 FTE nalyst - 0.20 FTE nt Customer Service Technician - Combined Depts - 0.05 FTE	293,620	0	(
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
6,093	0	0	7000-15	Salaries & Wages - Temporary	0	0	(
1,085	767	853	7000-20	Salaries & Wages - Overtime	1,822	0	(
600	300	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	0	0	7300	Fringe Benefits	0	0	(
11,123	11,573	18,687	7300-05	Fringe Benefits - FICA - Social Security	17,874	0	(
2,601	2,706	4,478	7300-06	Fringe Benefits - FICA - Medicare	4,283	0	(
53,312	59,313	97,727	7300-15	Fringe Benefits - PERS - OPSRP - IAP	99,132	0	(
17,675	19,477	56,068	7300-20	Fringe Benefits - Medical Insurance	38,687	0	(
3,450	3,650	7,650	7300-22	Fringe Benefits - VEBA Plan	4,650	0	(
110	117	175	7300-25	Fringe Benefits - Life Insurance	153	0	(
424	467	730	7300-30	Fringe Benefits - Long Term Disability	688	0	(
2,118	2,476	4,284	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,063	0	(
38	35	59	7300-37	Fringe Benefits - Workers' Benefit Fund	51	0	(
0	121	240	7300-45	Fringe Benefits - Paid Family Leave City Share	2,544	0	(
272,407	289,226	498,991		TOTAL PERSONNEL SERVICES	467,567	0	C
				MATERIALS AND SERVICES			
20,831	6,639	10,000	Legal notice	Public Notices & Printing es for public hearings, public open houses, printing brochures, forms and surveys ge planning projects	10,000	0	(
328	69	500	7540 Costs share	Employee Events and city-wide for employee training, materials, and events.	400	0	(
3,358	6,559	7,000	7550 Membership	Travel & Education os in professional organizations. Staff training. Planning Commissioner training.	6,000	0	(

City of McMinnville Budget Document Report

4 500		AMENDED BUDGET		Section: 028 - LONG RANGE Program: N/A	PLANNIN	IG		PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
1,528	1,761	3,000		Telecommunications s for planners (split 50/50 between current and lo	ng range	planning)		3,200	0	0
3,868	5,139	7,000	Office supp	Materials & Supplies lies and work station support. Work station and office supplies		-		6,000	0	0
0	0	0	7710	Materials & Supplies - Grants				0	0	0
192,323	205,754	544,000	7750	Professional Services				488,000	0	0
			Descri	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			· · · · · · · · · · · · · · · · · · ·	vest Area Plan (FY 2025 Carryover)	1	235,000	235,000			
			Natura Carryo	Resources Planning - Goal 5 (FY 2025 ver)	1	50,000	50,000			
				mendment - Alternatives Analysis	1	100,000	100,000			
				Jse Efficiencies (FY 2025 Carryover)	1	35,000	35,000			
			Carryo	•	1	25,000	25,000			
				P Grant Match	1	16,000	16,000			
			Transc	riptionist	1	7,000	7,000			
			Consul	Itant Services	1	20,000	20,000			
14	13	0	7750-01 Costs share miscellaned	Professional Services - Audit & other ed city-wide for audit, Section 125 plan administra ous professional service expenses			;	0	0	0
26,094	6,083	165,000	7750-04	Professional Services - Grants				16,000	0	0
			Descri	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				P Grant	1	16,000	16,000			
2,954	8,988	13,213		M & S Computer Charges naterials & supplies costs shared city-wide				2,915	0	0
6,859	3,622	3,600	7840-18	M & S Computer Charges - Commun	ity Dev I	Long Rang	е	3,700	0	0
			Descri	otion	Units	Amt/Unit	<u>Total</u>			
			· · · · · · · · · · · · · · · · · · ·	Software - 12.5%	1	1,350	1,350			
				AD Maintenance	1	750	750			
			Adobe	Pro Renewals	2	200	400			
			Office 3	365 licensing	1	600	600			
			Bluebe	eam licensing	1	600	600			
258,157	244,627	753,313		TOTAL MATERIALS A	ND SEI	RVICES		536,215	0	0
				CAPITAL OUTLAY						
0	2,210	1,395		Capital Outlay Computer Charges apital outlay costs shared city-wide				177	0	0
		1,395		TOTAL CAPITAL				177	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
530,564	536,063	1,253,699	TOTAL REQUIREMENTS	1,003,959	0	0

				0. 01.11.11.11.11			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 031 - CODE COMPLIANCE Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
1,200	0	0	4546	American Rescue Plan	0	0	0
1,200	0	0		TOTAL INTERGOVERNMENTAL	0	0	0
				FINES AND FORFEITURES			
6,181	5,224	7,500	6115 Fines for no involuntary	Code Enforcement n-compliance with City ordinances and reimbursement to City for costs for abatement.	7,500	0	0
6,181	5,224	7,500		TOTAL FINES AND FORFEITURES	7,500	0	0
				MISCELLANEOUS			
2	0	50	6310	Interest	0	0	0
0	0	250	6407-31	Donations-Community Development - Code Compliance	250	0	0
0	16,357	0	6600-06	Other Income - Paid Leave OR	0	0	0
0	-3,041	0	6600-99	Other Income - Community Development	150	0	0
2	13,316	300		TOTAL MISCELLANEOUS	400	0	0
7,383	18,540	7,800		TOTAL RESOURCES	7,900	0	0

01 - GENERAL FUND

				01 - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 031 - CODE COMPLIANCE Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
113,222	142,968	86,653	Code Compl Code Compl Planning An	Salaries & Wages - Regular Full Time Development Director - 0.10 FTE liance Officer - Lead - 1.00 FTE (Unfunded) liance Officer - 1.00 FTE alyst - 0.10 FTE at Customer Service Technician - Combined Depts - 0.03 FTE	91,454	0	(
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
1,330	431	10,168	7000-20	Salaries & Wages - Overtime	2,428	0	(
0	0	0	7300	Fringe Benefits	0	0	(
6,867	8,655	5,859	7300-05	Fringe Benefits - FICA - Social Security	5,682	0	(
1,606	2,024	1,403	7300-06	Fringe Benefits - FICA - Medicare	1,361	0	(
25,843	42,196	29,440	7300-15	Fringe Benefits - PERS - OPSRP - IAP	30,717	0	(
26,020	26,769	11,184	7300-20	Fringe Benefits - Medical Insurance	12,270	0	(
4,330	4,430	1,430	7300-22	Fringe Benefits - VEBA Plan	1,430	0	(
107	118	74	7300-25	Fringe Benefits - Life Insurance	74	0	(
303	348	202	7300-30	Fringe Benefits - Long Term Disability	212	0	(
1,413	1,820	1,331	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,280	0	C
31	33	26	7300-37	Fringe Benefits - Workers' Benefit Fund	26	0	(
0	89	76	7300-45	Fringe Benefits - Paid Family Leave City Share	808	0	C
0	89	0	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
181,070	229,971	147,846		TOTAL PERSONNEL SERVICES	147,742	0	0
				MATERIALS AND SERVICES			
0	0	100	7500 Transactiona	Credit Card Fees al fees for paying code enforcement fines with credit card.	100	0	(
665	749	3,000	7520 Print materia	Public Notices & Printing als for door hangers, property notices, certified mailings.	1,500	0	(
58	102	600	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	200	0	(
2,266	1,542	5,000	7550 Membership	Travel & Education sin Oregon Code Enforcement Association, staff training.	2,500	0	(
1,368	851	1,500	7590	Fuel - Vehicle & Equipment	750	0	C

City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - CON Section : 031 - COD Program : N/ A		PMENT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
2,816	2,942	3,400	7620	Telecommunications				1,900	0	0
630	437	600	7630	Uniforms				300	0	0
2,633	1,480	4,000	7660 Office suppli	Materials & Supplies es, work station support, neighborho	ood clean-up supplies	i.		2,000	0	0
0	0	250	7680-31	Materials & Supplies - Dona	ations - Code Con	npliance		250	0	0
1,590	9,374	18,000	7750	Professional Services				14,000	0	0
			<u>Descrip</u> Hearing Abatem	s Officer	<u>Units</u> 1 1	Amt/Unit 3,000 11,000	<u>Total</u> 3,000 11,000			
50	19	0		Professional Services - Aud d city-wide for audit, Section 125 pla us professional service expenses				0	0	0
2,954	2,765	4,596		M & S Computer Charges aterials & supplies costs shared city-	wide			3,331	0	0
0	6,063	1,400	7840-19	M & S Computer Charges -	Community Dev (Code Compl	iance	1,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
				65 licensing	1	600	600			
			Adobe I	Pro licensing	2	200	400			
15,029	26,323	42,446		TOTAL MATE	RIALS AND SE	RVICES		27,831	0	0
				CAPITAL OUTLAY						
0	680	485		Capital Outlay Computer C pital outlay costs shared city-wide	harges			202	0	0
0	680	485		TOTAL (CAPITAL OUTLA	<u>AY</u>		202	0	0
196,099	256,974	190,777		TOTAL	REQUIREMENT	S		175,775	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 035 - ECONOMIC DEVELOPMENT Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
17,410	0	0	4546	American Rescue Plan	0	0	0
0	0	160,000		Business Oregon (State) Oregon Grants - Innovation Campus master planning, infrastructure analysis and	0	0	0
17,410	0	160,000		TOTAL INTERGOVERNMENTAL	0	0	0
17,410	0	160,000		TOTAL RESOURCES	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY Section : 035 - ECONOMIC DE Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREME	ENTS					
				PERSONNEL SERVICES						
93,177	123,908	131,388	7000-05 Community [Salaries & Wages - Regular Full Time Development Special Projects Manager - 1.00 F				138,098	0	0
1,000	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out		е		0	0	0
5,839	7,757	8,022	7300-05	Fringe Benefits - FICA - Social Secur	ity			8,355	0	0
1,366	1,814	1,923	7300-06	Fringe Benefits - FICA - Medicare				2,002	0	0
27,358	37,986	40,306	7300-15	Fringe Benefits - PERS - OPSRP - IA	P			45,172	0	0
0	0	0	7300-20	Fringe Benefits - Medical Insurance				29,957	0	0
0	0	0	7300-22	Fringe Benefits - VEBA Plan				750	0	0
50	60	60	7300-25	Fringe Benefits - Life Insurance				60	0	0
249	291	303	7300-30	Fringe Benefits - Long Term Disabili	ty			320	0	0
1,100	1,685	1,856	7300-35	Fringe Benefits - Workers' Compens	ation Ins	surance		1,920	0	0
16	20	21	7300-37	Fringe Benefits - Workers' Benefit Fu	ınd			21	0	0
0	82	103	7300-45	Fringe Benefits - Paid Family Leave	City Sha	re		1,189	0	0
130,153	174,801	185,182		TOTAL PERSONNE	L SERV	<u>ICES</u>		227,844	0	0
				MATERIALS AND SERVICES						
0	34	200	7540 Costs shared	Employee Events d city-wide for employee training, materials, and	events.			100	0	0
20,000	113,195	0	7595-10	Business Assistance Grant - Busines	ss Resil	iency		0	0	0
1,601	716	0	7660-25	Materials & Supplies - Grants				0	0	0
0	6	0	7750-01	Professional Services - Audit & othe	r city-wi	de prof svo	;	0	0	0
31,414	317,079	537,400	7750-04	Professional Services - Grants				448,500	0	0
			ADA Tra	ion on Campus - City ARPA (FY 2025 Carryover) ansition Plan - City ARPA ant (Business Resiliency - DAS State)	<u>Units</u> 1 1 1	Amt/Unit 119,000 275,000 54,500	<u>Total</u> 119,000 275,000 54,500			
0	1,383	2,298	7840	M & S Computer Charges terials & supplies costs shared city-wide		,	·	1,665	0	0

				OI OLIVEINAL	I OND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 035 - ECONOMIC DEVELOPMENT Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET	
3,824	168	500	7840-14	M & S Computer Charg	ges - Community Dev I	Ec	on Develo	oment	500	0	0
			Descrip	<u>tion</u>	<u>Units</u>	1	Amt/Unit	<u>Total</u>			
			Adobe F	Pro Renewal	1		200	200			
			Office 3	65 licensing	1		300	300			
56,839	432,580	540,398		TOTAL M	IATERIALS AND SEI	RV	'ICES		450,765	0	0
				CAPITAL OUTLAY							
0	340	243	8750 I.S. Fund ca	Capital Outlay Comput pital outlay costs shared city-w	•				101	0	0
0	0	0	8750-14	Capital Outlay Comput Development	ter Charges - Commun	nity	Dev Econ	l	0	0	0
0	340	243		<u>T01</u>	AL CAPITAL OUTLA	ΑY			101	0	0
186,992	607,722	725,823		ТО	TAL REQUIREMENT	TS			678,710	0	0

POLICE DEPARTMENT

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

General Fund - Police

2025 - 2026 Proposed Budget --- Budget Summary

Budget Highlights

The McMinnville Police Department (MPD) is committed to the safety and livability of our community. The FY2025-26 proposed budget reflects MPD's best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. Reductions in



sworn Officer positions and non-sworn administrative positions are reflected in the proposed budget. This proposal reflects a significant reduction to personnel with an 11.5% reduction to sworn police officer positions. Programs and materials and services have similarly been reduced to meet fiscal constraints. The department requested no add packages and has requested to replace only 1 critical need K9 vehicle. Goals to create efficiencies and upgrade select technologies are included in this proposal but primarily achieved without requesting new or additional funds.

The project to replace the Department's antiquated Records Management System (RMS) continues to move forward with funds allocated in previous budget cycles. This replacement will take upwards of 18 months.

Chief Scales retired in January 2025. Chief Cord Wood was selected to lead the Department and assumed the Chief's position January 6, 2025. Chief Wood comes to MPD from the Oregon State Police and has over 27 years of policing experience.

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
- o High School and Middle School Resource Officers (SRO's)
- Public Information
- Emergency Management
- Liaison to State and Federal agencies
- 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
- o 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 Spring of 2025, the Police Department was reaccredited through the OAA. This is a massive undertaking, and we are proud to receive our 7th reaccreditation, reaffirming our compliance with law enforcement best practices.

2025-2026 Budgeted Organizational Structure

1 Chief of Police

2 Captains

1 Administrative Sergeant

4 Patrol Sergeants

4 Corporals

19 Police Officers

1 Detective Sergeant

5 Detectives

1 Support Services Manager

3 Support Service Specialists

1 Evidence and Property Tech

1 School Resource Officer

1 Parking Enforcement Officer

1 Facilities Maintenance (P/T)

The State of MPD

The Past Year

MPD is committed to providing the highest level of services possible to our city and citizens during what can only be described as a challenging time. Like many agencies, MPD faces a challenge in recruiting new officers. Law enforcement also continues to see heightened scrutiny of our profession, complex legislative mandates, and continuous changes in responding to drug crimes, unlawful camping and related criminal/community livability issues among many other changes. Unlike previous years, this proposal reflects significant cuts instead of seeking opportunities to grow Department operations.

As always, 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. The Department and McMinnville Community continue to maintain police/community partnerships that help support department operations and work toward resolutions to criminal and livability issues.

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.

The filing of vacancies within the organization continues to be one of the highest priorities. 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 are among the best and brightest in the State of Oregon and are continually looking for ways to improve the services we provide.

The Department never stops building for the future. Succession planning and personnel development are a primary focus for Department leadership as MPD continues to build a bench of future leaders.

In previous years the Department expanded the technology package to include the purchase of Axon "Fleet 3" in-car video system, which will match our Axon "Body 3" body worn cameras. Those purchases will require ongoing commitments in future funding to continue to make these technologies available.

MPD is looking forward to the implementation of the new records management system (RMS). The new RMS system will be robust and allow greater access to data, increasing our capacity to use data in deployment of resources and response to policing issues in the community. Greater access to data also makes MPD operations more transparent for the McMinnville community. As importantly, the new system will make our staff's jobs (both sworn and unsworn) more efficient.

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 2025-26 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. The Department will also continue partnerships with non-police partners such as DHS, Yamhill County Mental Health and ODOT.
- Invest in the City's Workforce
 - Police staff will regularly attend in-service training, conferences, and other training opportunities to improve their professional/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.
 - Succession planning and employee wellness are primary focuses for MPD. The Department will continue to invest in Professional development, a Peer Support Program, and ensure employee wellness is an engrained piece of our culture.
 - 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.

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. The Department has participated in the development of the City's Emergency Operations Plan. Department leaders are also looking to host FEMA training for front line supervisors.

Engagement and Inclusion

- MPD will investigate and enforce criminal violations of Oregon bias crime statutes
- Since 2019 MPD has reported data collected for Oregon's statewide STOP Program to the Oregon Criminal Justice Commission. This program was implemented by the Oregon State Legislature to ensure

General Fund - Police

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 to improve our organization and understand explicit and implicit bias.
- Grow City's employees and Boards and Commissions to reflect our community.
 - MPD will recruit the best possible candidates seeking a diverse workforce which reflects our City's demographic make-up. We will seek opportunities for our staff to take part in boards, committees, and with communities which will open opportunities to forge new relationships with our diverse city and its citizens.

Economic Prosperity

- Maintain and enhance our high quality of life
 - Community livability and safety are key contributors to maintaining our city's high quality of life and a prosperous economy. MPD will enforce the criminal statutes of the State of Oregon and the Municipal Code for the City of McMinnville. The Department will seek and maintain police and non-police partnerships that reduce crime and increase safety and livability. MPD will also seek to further implement data driven solutions toward the reduction of crime and public safety issues throughout the City to enhance safety for residents and visitors and make McMinnville an attractive place to visit and do business.



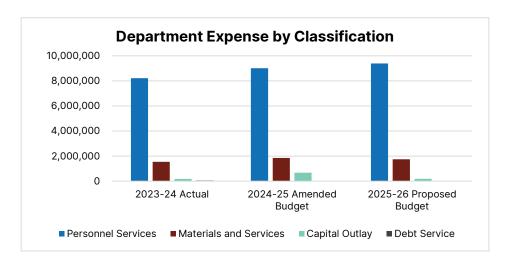


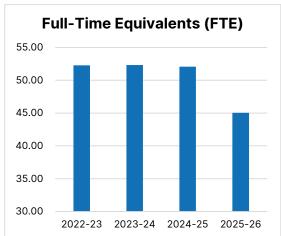
General Fund - Police

Full-Time Equivalents (FTE)

.,		2024-25 Amended	2025-26 Proposed	
	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	55,734	58,289	60,955	2,666
Intergovernmental	94,883	243,500	101,370	(142,130)
Licenses and Permits	12,846	25,000	13,000	(12,000)
Miscellaneous	233,519	104,129	147,000	42,871
Other Financing Source	0	6,000	8,000	2,000
Revenue Total	396,982	436,918	330,325	(106,593)
Expenses				
Personnel Services	8,214,191	9,010,945	9,389,116	378,171
Materials and Services	1,546,175	1,848,973	1,741,073	(107,900)
Capital Outlay	183,771	681,697	187,218	(494,479)
Debt Service	33,080	0	0	0
Transfers Out	577,972	642,869	691,324	48,455
Expenses Total	10,555,189	12,184,484	12,008,731	(175,753)
Unrestricted Resources Required	10,158,208	11,747,566	11,678,406	(69,160)
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26

52.27





52.06

45.03

52.31

General Fund – Police

2022

2023

Historical Highlights

POLICE	viimiville	Gene
2020	MPD and the City the importance of wellness and ente agreement with th begin officer welln checkups.	officer r into an e MPA to
2020	The COVID-19 par requires MPD to co some City services closes our front of public, and we have no school resource deployment. Traffi enforcement is lim	urtail s. MPD fice to the ve little to e officer ic
	MDP canine Axell due to an aggress medical issue. He passes away.	ive
	MPD launches und	hatad

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

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.

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.

MPD obtains a federal grant to fund the first year of Body Worn Camera program and acquires Axon Body Cameras.

MPD obtains an Oregon Emergency Management Homeland Security Grant in the amount of \$90,000 to fund the purchase of an event surveillance trailer to monitor mass gatherings.

MPD command staff contracts with All Star Talent, a law enforcement specific recruitment firm to assist in deepening our hiring pool.

2024 In February of 2024 Chief
Scales announced his
retirement effective the end

of 2024 after 10 years as Chief and 31 with the City.

The department fielded body worn camera and incar camera systems for transparency and enhanced evidence capability.

2025 Cord Wood is hired as the new Police Chief.

MPD detection canine Tucker retires after 10 years of service to the McMinnville community.

MPD is re-accredited by the Oregon Accreditation Alliance. This is the Department's 7th time passing OAA accreditation standards.

POLICE DEPARTMENT Chief's Office

Organization Set - Programs

- Administration
- Records
- IS Technology
- Community Education

Organization Set #

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

01 - GENERAL FUND

				UI - GENERAL FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				RESOURCES			
				LICENSES AND PERMITS			
19,702	12,846	25,000	Permit fee fo	Licenses & Permits - Misc or second hand merchants and pawnbrokers. Canine licensing fee received m Yamhill County.	13,000	0	(
				e: Revenue from canine licensing fees over the past several years has continued ue to less licensing fees being collected by Yamhill County.			
19,702	12,846	25,000		TOTAL LICENSES AND PERMITS	13,000	0	C
				INTERGOVERNMENTAL			
0	0	90,000	4545	Federal FEMA Grant	0	0	0
4,267	0	0	4546	American Rescue Plan	0	0	0
5,125	5,254	7,200		BVP Grant etproof Vest Partnership Grant which funds 50% of the bulletproof vest	7,200	0	O
353	0	0	4596-16	OR Criminal Justice Commission - CESF Grant	0	0	C
0	40,467	0	4597-05	US Department of Justice - SRT Body Worn/In Car Cameras	0	0	0
21,548	0	0	4597-10	US Department of Justice - BJS NCHIP Grant-Fingerprinting	0	0	0
552	378	7,000	4600	Traffic Safety Grant-DUII	5,000	0	0
1,875	5,540	5,000	4605	Traffic Safety Grant-Speed	5,000	0	0
490	2,811	5,000	4609	Distracted Driving Enforcement Grant	5,000	0	0
2,334	3,983	5,000	4610	Traffic Safety Grant-Safety Belt	5,000	0	0
36,545	58,433	119,200		TOTAL INTERGOVERNMENTAL	27,200	0	0
				CHARGES FOR SERVICES			
12,885	13,097	15,000		Police Fees ed by the Police Department for public records requests and special event	17,000	0	0
31,997	32,637	33,289		Property Rentals - YCOM nmunications Agency (YCOM) rental of space in Police Department for communications operation.	33,955	0	O
44,882	45,734	48,289		TOTAL CHARGES FOR SERVICES	50,955	0	0
				MISCELLANEOUS			
				Grants - City County Insurance Services			0

City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
5,214	7,465	9,812	6400	Donations - Police	10,000	0	0
4,678	0	0		Other Income - Workers' Comp Reimbursement impensation time-loss reimbursements while injured worker is unable to work due to binjury. Also, State of Oregon Employer-at-Injury Program pays 50% of light duty to a cap.	0	0	0
0	66,246	0	6600-06	Other Income - Paid Leave OR	60,000	0	0
16,000	38,889	38,000	6600-22	Other Income - Airshow	42,000	0	0
0	0	250	Revenue re	Other Income - PD Reserves eceived for police reserve coverage of special events, primarily from Linfield d McMinnville School District #40.	0	0	0
19,329	113,967	50,000	Miscellaneo	Other Income - Police ous police revenue including unclaimed property and surplus property sale; police ess fees for appearing in other than Municipal Court, such as before the Grand out Court; and special event police officer coverage	35,000	0	0
45,222	233,519	98,062		TOTAL MISCELLANEOUS	147,000	0	0
				OTHER FINANCING SOURCE			
5,605	0	6,000		Proceeds from asset sale sets such as police vehicles	8,000	0	0
5,605	0	6,000		TOTAL OTHER FINANCING SOURCE	8,000	0	0
151,956	350,532	296,551		TOTAL RESOURCES	246,155	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
11,989	4,999	16,800	7000	Salaries & Wages	0	0	(
225,370	290,123	353,012		Salaries & Wages - Regular Full Time - 1.00 FTE rices Manager - 1.00 FTE : Support Tech - 1.00 FTE (Unfunded)	294,208	0	1
21,522	20,689	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
4,200	4,440	4,200	7000-30 Police Chief's	Salaries & Wages - Auto Allowance s \$350 per month automobile allowance.	4,200	0	(
600	420	720	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	
4,403	3,339	9,600	7300	Fringe Benefits	0	0	
14,886	19,119	18,295	7300-05	Fringe Benefits - FICA - Social Security	17,451	0	
3,571	4,479	4,794	7300-06	Fringe Benefits - FICA - Medicare	4,327	0	
69,378	97,036	101,190	7300-15	Fringe Benefits - PERS - OPSRP - IAP	105,312	0	
37,641	47,833	90,262	7300-20	Fringe Benefits - Medical Insurance	51,106	0	
6,000	6,000	6,000	7300-22	Fringe Benefits - VEBA Plan	6,000	0	
161	171	186	7300-25	Fringe Benefits - Life Insurance	126	0	
580	670	658	7300-30	Fringe Benefits - Long Term Disability	702	0	
4,444	5,068	4,789	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,781	0	
46	49	54	7300-37	Fringe Benefits - Workers' Benefit Fund	42	0	(
0	203	257	7300-45	Fringe Benefits - Paid Family Leave City Share	2,569	0	
0	0	45	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	
404,791	504,640	610,862		TOTAL PERSONNEL SERVICES	491,869	0	
				MATERIALS AND SERVICES			
753	885	1,260	7500	Credit Card Fees	0	0	
2,037	1,789	12,000		Public Notices & Printing or employment positions, community events, and newspaper subscriptions.	5,000	0	1
1,824	950	2,850	7530 Safety Traini	Training ng and Equipment	2,500	0	

2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET				Department : 11 - POLICE Section : 040 - CHIEF'S Program : 501 - ADMINISTF		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
0	0	5,200				Employee Events		8,100	3,479	4,362
0	0	10,000				d city-wide for employee training, materia Travel & Education s and training for Chief, Support Services	7550	10,000	7,764	13,148
0	0	8,000		rtificates etc	Ü	Dept Employee Recognition volunteers, and reserves appreciation dir	7570	9,000	10,176	1,099
0	0	1,000			p.a.q.a.o., o.	Fuel - Vehicle & Equipment		1,000	804	697
0	0	281,876				Insurance - Liability	7610-05	239,309	224,650	171,740
0	0	36,910				Insurance - Property	7610-10	30,531	26,153	24,754
0	0	11,085				Telecommunications	7620	11,084	10,203	9,592
0	0	1,000				Uniforms - Employee Chief	7630-05 Uniforms for 0	1,000	647	1,126
0	0	14,000				Materials & Supplies	7660	12,000	11,682	13,891
0	0	0				Materials & Supplies - Grants	7660-25	0	0	0
0	0	10,000	ice.	onations - Pol	unt 6400, D	Materials & Supplies - Donation d supplies purchases funded by revenue		9,812	7,465	5,214
0	0	0			F Grant	Materials & Supplies - Grants -	7710-16	0	0	42
0	0	2,500				Repairs & Maintenance - Vehicle and Surveillance Trailer	7720-14 Admin Vehicle	1,000	548	951
0	0	51,010				Professional Services	7750	88,010	75,439	64,485
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descripti</u>			
			43,800 7,210	3,650 7,210	12 1	ard Bound Pets - kenneling fees ard Bound Pets - contract to redeem dogs				
0	0	25,510		•	•	Professional Services - Audit & d city-wide for audit, Section 125 plan adrus professional service expenses		30,240	17,045	15,764
0	0	0				Professional Services - Grants	7750-04	0	0	0
0	0	72,200				Maintenance & Rental Contract	7790	70,000	63,994	67,983
			Total 33,000 4,200 18,000 3,480	Amt/Unit 8,250 350 1,500 290	<u>Units</u> 4 12 12 12	lot lease	Copier le Verizon i			
			3,500	3,500	1	on Line contract				
			5,650 1,020	5,650 85	1 12	annual subscription	•			
			1,020 950	950	12	ng service aver annual maintenance				
			2,400	600	4		Copier us			

				0: 02:12:10:12						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : 11 - POLICE				2026 PROPOSED	2026 APPROVED	2026 ADOPTED
ACTUAL	ACTUAL	BUDGET		Section: 040 - CHIEF'S OFF				BUDGET	BUDGET	BUDGET
0	0	0	7800	Program : 501 - ADMINISTRATION M & S Equipment	JN			0	0	0
_	•	_		• •					•	_
13,147	10,730	14,400	7820	M & S Equipment - Grants				15,000	0	0
0	87,887	0	7820-10	M & S Equipment - Grants - SRT Bo	dy Worn	In Car Can	neras	0	0	0
412,609	562,290	551,596		TOTAL MATERIALS	AND SE	RVICES		552,791	0	0
				CAPITAL OUTLAY						
24,242	0	90,000	8720	Equipment - Grants				0	0	0
24,242	0	90,000		TOTAL CAPITA	L OUTL	<u>AY</u>		0	0	0
				TRANSFERS OUT						
0	577,972	642,869	9700-15	Transfers Out - Emergency Commu	ınications	;		691,324	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				I Fund support for Emergency Comm ent debt pymt	1	37,172	37,172			
			Genera	I Fund support for YCOM dispatching service	1	654,152	654,152			
0	577,972	642,869		TOTAL TRANS	FERS OL	<u>JT</u>		691,324	0	0
841,642	1,644,902	1,895,327		TOTAL REQUI	REMENT	S		1,735,984	0	0

			UI - GENERAL FUND			•	•
2026 ADOPTEI BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 580 - RECORDS	ED	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			REQUIREMENTS				
			PERSONNEL SERVICES				
0	0	217,274	Salaries & Wages - Regular Full Time rices Specialist - 3.00 FTE		207,681	198,319	185,961
0	0	993	Salaries & Wages - Overtime	08 7000-20	1,008	2,385	0
0	0	13,201	Fringe Benefits - FICA - Social Security	25 7300-05	12,625	12,079	11,207
0	0	3,164	Fringe Benefits - FICA - Medicare	26 7300-06	3,026	2,825	2,621
0	0	71,374	Fringe Benefits - PERS - OPSRP - IAP	41 7300-15	63,441	60,939	54,022
0	0	65,376	Fringe Benefits - Medical Insurance	09 7300-20	60,609	55,934	53,172
0	0	1,350	Fringe Benefits - VEBA Plan	50 7300-22	1,350	1,350	1,350
0	0	180	Fringe Benefits - Life Insurance	80 7300-25	180	180	180
0	0	502	Fringe Benefits - Long Term Disability	78 7300-30	478	487	448
0	0	225	Fringe Benefits - Workers' Compensation Insurance	55 7300-35	255	207	193
0	0	63	Fringe Benefits - Workers' Benefit Fund	63 7300-37	63	54	58
0	0	1,879	Fringe Benefits - Paid Family Leave City Share	63 7300-45	163	127	0
0	0	375,581	TOTAL PERSONNEL SERVICES	79	350,879	334,885	309,213
			MATERIALS AND SERVICES				
0	0	3,500	Travel & Education	00 7550	3,500	883	1,193
0	0	750	Uniforms - Employee	50 7630-05	750	711	771
0	0	6,000	Materials & Supplies	00 7660	6,000	5,826	5,281
0	0	0	Professional Services - Audit & other city-wide prof svc	0 7750-01	0	15	68
0	0	5,000	M & S Equipment	00 7800	5,000	0	207
0	0	5,600	Regional Automated Info Network	00 8040	5,600	5,588	6,828
0	0	20,850	TOTAL MATERIALS AND SERVICES	50	20,850	13,023	14,347
0	0	396,431	TOTAL REQUIREMENTS	29	371,729	347,908	323,560

				OI - OLINEINAL I OND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : 11 - POLICE Section : 040 - CHIEF'S OFFI	CE			2026 PROPOSED	2026 APPROVED	202 ADOPTE
		BUDGET		Program : 589 - IS - TECHNOLO	BUDGET	BUDGET	BUDGE			
				REQUIREM	IENTS					
				MATERIALS AND SERVICES						
93,038	85,728	149,361		M & S Computer Charges sterials & supplies costs shared city-wide				113,254	0	(
83,456	127,273	204,800	7840-20	M & S Computer Charges - Police				161,800	0	(
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				ment computers	12	2,000	24,000			
				Replacement	1	1,400	1,400			
			Toughb	ooks	2	6,000	12,000			
			Office 3	65 licensing	1	17,000	17,000			
			Replace	ment Scanner	1	1,000	1,000			
			MDT Re	pair	1	2,000	2,000			
			InTime S	Software	1	5,000	5,000			
				nintenance	1	17,000	17,000			
				on Maintenance	1	5,000	5,000			
				ntenance	1	34,500	34,500			
				DMS software	1	5,000	5,000			
				Pro Renewals	12	200	2,400			
				ing Renewal	1	16,000	16,000			
				ughbook Software licensing	20	500	10,000			
			IA Pro S	oftware	1	9,500	9,500			
176,494	213,001	354,161		TOTAL MATERIALS	AND SE	RVICES		275,054	0	C
				CAPITAL OUTLAY						
0	21,084	15,769		Capital Outlay Computer Charges oital outlay costs shared city-wide				6,883	0	(
0	91,321	114,000	8750-20	Capital Outlay Computer Charges -	Police			80,000	0	(
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			RMS Up		1	80,000	80,000			
0	112,404	129,769		TOTAL CAPITA	L OUTLA	<u>VY</u>		86,883	0	
176,494	325,405	483,930		TOTAL REQUI	REMENT	······································		361,937	0	(

2024	2025	Department : 11 - POLICE	2026	2026	2026
ACTUAL	AMENDED	Section: 040 - CHIEF'S OFFICE	PROPOSED	APPROVED	ADOPTED
	BUDGET	Program: 592 - COMMUNITY EDUCATION	BUDGET	BUDGET	BUDGET
		REQUIREMENTS			
		MATERIALS AND SERVICES			
3,025	3,700 7660	Materials & Supplies	3,700	0	0
3,025	3,700	TOTAL MATERIALS AND SERVICES	3,700	0	0
3,025	3,700	TOTAL REQUIREMENTS	3,700	0	0
	3,025 3,025	3,025 3,700 7660 3,025 3,700	ACTUAL AMENDED Section: 040 - CHIEF'S OFFICE Program: 592 - COMMUNITY EDUCATION REQUIREMENTS MATERIALS AND SERVICES 3,025 3,700 7660 Materials & Supplies 3,025 3,700 TOTAL MATERIALS AND SERVICES	ACTUAL AMENDED BUDGET Section: 040 - CHIEF'S OFFICE PROPOSED BUDGET REQUIREMENTS MATERIALS AND SERVICES 3,025 3,700 7660 Materials & Supplies 3,700 TOTAL MATERIALS AND SERVICES 3,700	ACTUAL AMENDED BUDGET Section : 040 - CHIEF'S OFFICE PROPOSED BUDGET

POLICE DEPARTMENT Field Operations

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

iii itopoit			UI - GENERAL FUI	שוי					
2024 ACTUAL	2025 AMENDED		•				2026 PROPOSED	2026 APPROVED	2026 ADOPTEI
	BUDGET		Program : 501 - ADMINIS	STRATION			BUDGET	BUDGET	BUDGE
			REQU	JIREMENTS					
			PERSONNEL SERVICES						
134,210	152,224			ull Time			155,994	0	0
8,219	9,210	7300-05	Fringe Benefits - FICA - Socia	al Security			9,438	0	0
1,922	2,207	7300-06	Fringe Benefits - FICA - Medi	care			2,262	0	0
41,537	47,174	7300-15	Fringe Benefits - PERS - OPS	RP - IAP			48,124	0	0
14,872	16,950	7300-20	Fringe Benefits - Medical Inst	urance			18,606	0	0
2,000	2,000	7300-22	Fringe Benefits - VEBA Plan				2,000	0	0
61	66	7300-25	Fringe Benefits - Life Insuran	ce			66	0	0
305	334	7300-30	Fringe Benefits - Long Term	Disability			344	0	0
3,578	4,049	7300-35					4,649	0	0
19	21	7300-37	7 Fringe Benefits - Workers' Benefit Fund				21	0	0
85	119	7300-45	Fringe Benefits - Paid Family Leave City Share				1,343	0	0
206,808	234,354		TOTAL PERS	SONNEL SERV	<u>/ICES</u>		242,847	0	0
			MATERIALS AND SERVIC	<u>ES</u>					
187	1,500	7530	Training				1,500	0	0
1,853	2,000		Travel & Education of and training				3,000	0	0
		<u>Descrip</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			'	1	500				
22 077	27 204		-	1	2,500	2,500	25 204	0	0
22,011	21,204			ations Division.			25,204	U	U
				<u>Units</u>	Amt/Unit	<u>Total</u>			
				1					
		•	•	•		-			
00	000	•		1	1,000	1,000	000	•	•
62	900	7630-05	Unitorms - Employee				900	Ü	0
	2024 ACTUAL 134,210 8,219 1,922 41,537 14,872 2,000 61 305 3,578 19 85 206,808	134,210 152,224 8,219 9,210 1,922 2,207 41,537 47,174 14,872 16,950 2,000 2,000 61 66 305 334 3,578 4,049 19 21 85 119 206,808 234,354 187 1,500 1,853 2,000	134,210 152,224 7000-05 Police Capt 8,219 9,210 7300-05 1,922 2,207 7300-06 41,537 47,174 7300-15 14,872 16,950 7300-20 2,000 2,000 7300-22 61 66 7300-25 305 334 7300-30 3,578 4,049 7300-35 19 21 7300-37 85 119 7300-45 206,808 234,354 187 1,500 7530 1,853 2,000 7550 Membership Descrip Membe Training 22,877 27,204 7620 Includes tell Descrip Telecon Cell ph Repair-	Department : 11 - POLIC	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2024 ACTUAL AMENDED Section: 043 - FIELD OPERATIONS PROPOSED Program: 501 - ADMINISTRATION PROPOSED Program: 501 - ADMINISTRATION PROPOSED PROPOSED PROPOSED PROPOSED PROPOSED PROGRATIONS PROPOSED PROPOSED PROPOSED	

2026	2026	2026				Department : 11 - POLICE		2025	2024	2023
ADOPTED	APPROVED	PROPOSED			TIONS	Section : 043 - FIELD OPER		AMENDED	ACTUAL	ACTUAL
BUDGET	BUDGET	BUDGET			N	Program : 501 - ADMINISTRATION		BUDGET		
0	0	7,000				7660 Materials & Supplies	7660	1,000	596	476
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>Descrip</u>			
			1,000	1,000	1	Misc patrol supplies	Misc pa			
			2,000	2,000	1	Awards, recognition, etc	Awards			
			3,000	3,000	1	Peer Support Program (Pick-a-Perk, other events)	Peer Su			
			1,000	1,000	1	1033 surplus program yearly fee	1033 su			
0	0	0				7750 Professional Services	7750	0	0	0
0	0	0		de prof svc	r city-wi	7750-01 Professional Services - Audit & oth	7750-01	0	7	23
0	0	0				7800 M & S Equipment	7800	0	0	0
0	0	37,604		RVICES	ND SE	TOTAL MATERIALS		32,604	25,582	26,318
0	0	280,451		S	EMENT	TOTAL REQUI		266,958	232,391	270,588

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2026 ADOPTEI	2026 APPROVED	2026 PROPOSED				Department : 11 - POLI 0 Section : 043 - FIEL 0		2025 AMENDED	2024 ACTUAL	2023 ACTUAL
BUDGE	BUDGET	BUDGET				Program : 553 - PATRO		BUDGET		
					IREMENTS	REQ				
						PERSONNEL SERVICES				
0	0	3,015,425			ull Time	Salaries & Wages - Regular ant - 4.00 FTE ral - 4.00 FTE r - 19.00 FTE r - 3.00 FTE (Unfunded)	Police Sergea Police Corpor Police Officer	2,886,500	2,635,070	2,605,996
0	0	60,244			′	Salaries & Wages - Tempora Police Officer - 0.60 FTE	7000-15 Extra Help - F	58,769	36,513	0
0	0	499,993				Salaries & Wages - Overtime	7000-20	499,954	563,766	531,885
0	0	216,331			l Security	Fringe Benefits - FICA - Soc	7300-05	211,141	197,577	192,622
0	0	51,848			are	Fringe Benefits - FICA - Med	7300-06	50,605	46,426	45,049
0	0	1,314,453			RP - IAP	Fringe Benefits - PERS - OP	7300-15	1,141,148	1,055,199	947,027
0	0	588,384			rance	Fringe Benefits - Medical Ins	7300-20	612,426	477,587	475,679
0	0	10,350				Fringe Benefits - VEBA Plan	7300-22	10,200	10,650	10,050
0	0	1,782			e	Fringe Benefits - Life Insura	7300-25	1,782	1,676	1,765
0	0	6,683			isability	Fringe Benefits - Long Term	7300-30	6,340	5,905	5,811
0	0	106,553		urance	mpensation Ins	Fringe Benefits - Workers' C	7300-35	92,833	76,583	79,485
0	0	625			nefit Fund	Fringe Benefits - Workers' B	7300-37	603	561	634
0	0	0			ent	Fringe Benefits - Unemployr	7300-40	0	0	0
0	0	30,787		е	Leave City Shar	Fringe Benefits - Paid Family	7300-45	2,722	2,064	0
0	0	5,903,458		ICES	ONNEL SERV	TOTAL PER		5,575,023	5,109,578	4,896,004
					<u>S</u>	MATERIALS AND SERVICE				
0	0	11,700				Travel & Education	7550	13,000	7,691	6,114
			<u>Total</u> 5,700 3,000 3,000	Amt/Unit 5,700 3,000 3,000	<u>Units</u> 1 1 1	ion ships and training for patrol division hip training for Sergeants hip training for Corporals	Leadersh			
0	0	80,000				Fuel - Vehicle & Equipment	7590	90,000	64,771	70,182
0	0	28,500	atrol	updates for p	acements, uniform	Uniforms - Employee or new hires, rain jacket and pants re	7630-05 Equipment for	32,000	31,231	21,496

2026 ADOPTEI BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET			ONS	Department : 11 - POLICE Section : 043 - FIELD OPERAT I Program : 553 - PATROL		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
0	0	16,000				Materials & Supplies	7660	14,000	15,744	11,896
			<u>Total</u> 11,000 5,000	Amt/Unit 11,000 5,000	<u>Units</u> 1 1	<u>tion</u> s, USBs, forms and equipment for patrol kit supplies				
0	0	0				Repairs & Maintenance ations every other year		2,700	0	0
0	0	70,000				Repairs & Maintenance - Vehicles	7720-14	70,000	54,697	34,736
0	0	2,500			ronics	Repairs & Maintenance - Vehicle Elec	7720-20	2,500	0	0
0	0	0				Professional Services	7750	0	0	224
0	0	0		e prof svc	city-wic	Professional Services - Audit & other	7750-01	0	53	304
0	0	28,900				M & S Equipment	7800	33,500	49,560	40,538
			Total 5,200 2,500 3,600 3,200 9,600 1,500 3,300	Amt/Unit 130 2,500 900 800 800 1,500 1,650	Units 40 1 4 4 12 1 2	tion a APX4000 extended life batteries trol items helmets (final purchase for full staffing) le plates (final purchase for full staffing) e plates (optional; by officer request) e scene lights (2 light stands, batteries, charger) ld radars (Stalker brand)	Misc pat Ballistic Front rifl Rear rifle Portable			
0	0	237,600		<u>VICES</u>	ID SER	TOTAL MATERIALS A		257,700	223,748	185,489
						CAPITAL OUTLAY				
0	0	0				Vehicles	8850	377,928	51,220	0
0	0	0		<u>′</u>	OUTLA	TOTAL CAPITAL		377,928	51,220	0
						DEBT SERVICE				
0	0	0				Vehicle Lease/Purchase - Principal	9410-05	0	31,844	30,655
0	0	0				Vehicle Lease/Purchase - Interest	9410-10	0	1,236	2,425
0	0	0			RVICE	TOTAL DEBT SE		0	33,080	33,080
0	0	6,141,058			MENT	TOTAL REQUIRE		6,210,651	5,417,626	,114,573

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			MISCELLANEOUS			
2,191	0	2,500 6331	MVRT Academy Tuition	0	0	0
2,191	0	2,500	TOTAL MISCELLANEOUS	0	0	0
2,191	0	2,500	TOTAL RESOURCES	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
214	8,575	14,590	7000-15	Salaries & Wages - Temporary	0	0	0
13	532	883	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
3	124	212	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
7	228	388	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	3	4	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	7	11	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
18	13	20	7400-05	Fringe Benefits - Volunteers - Life Insurance	20	0	0
889	288	995	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	995	0	0
1,145	9,770	17,103		TOTAL PERSONNEL SERVICES	1,015	0	0
				MATERIALS AND SERVICES			
800	0	1,300	7550	Travel & Education	0	0	0
1,686	100	4,600	7630-10	Uniforms - Volunteer	0	0	0
186	10	3,200	7660	Materials & Supplies	0	0	0
2,191	0	2,500	7660-31 This expend	Materials & Supplies - Mid Valley Reserve Training iture account is tied directly to the MVRT revenue account 01-11-043-562.6331	0	0	0
4,864	110	11,600		TOTAL MATERIALS AND SERVICES	0	0	0
6,008	9,880	28,703		TOTAL REQUIREMENTS	1,015	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			MISCELLANEOUS			
0	0	3,567 6400	Donations - Police	0	0	0
0	0	3,567	TOTAL MISCELLANEOUS	0	0	0
0	0	3,567	TOTAL RESOURCES	0	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPER Program : 565 - CANINE	ATIONS			2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIRE	MENTS					
				MATERIALS AND SERVICES						
8,937	3,759	13,445	7550	Travel & Education				6,145	0	0
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			OPCA	conferences (two per FY - Spring & Fall)	1	3,000	3,000			
			OPCA	/CNCA yearly dues	1	145	145			
				training	1	1,000	1,000			
			Specia	lized trainer assistance	1	2,000	2,000			
7,830	7,797	11,430	7660	Materials & Supplies				10,080	0	0
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Medica	al and professional	1	4,500	4,500			
			Dog fo	od	1	2,800	2,800			
				es, harnesses, kennel supplies, misc equipmer		1,000	1,000			
			Boardi	<u> </u>	1	1,500	1,500			
				ack K9 record keeping software (2 subscription	s) 2	140	280			
0	0	3,567		Materials & Supplies - Donations th Donation revenue account 01-11-043-565.6	400			0	0	0
16,767	11,556	28,442		TOTAL MATERIALS	AND SE	RVICES		16,225	0	0
				CAPITAL OUTLAY						
18,190	7,658	0	8710-15	Equipment - Canine				16,000	0	0
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replac	cement K9	1	16,000	16,000			
0	0	0	8850	Vehicles				84,335	0	0
			Descri	ption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replac	cement K9 Vehicle	1	84,335	84,335			
18,190	7,658	0		TOTAL CAPITA	L OUTL	<u>4Y</u>		100,335	0	0
34,957	19,214	28,442		TOTAL REQUI	REMENT	<u></u>		116,560	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
 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

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLIC Section : 046 - INVES Program : 501 - ADMINI	STIGATIONS AND	SUPPORT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
					UIREMENTS					
				PERSONNEL SERVICES						
214,785	238,858	279,809		Salaries & Wages - Regular F tain - 1.00 FTE geant - Administration - 1.00 FTE	Full Time			287,512	0	C
23,476	0	0	7000-15	Salaries & Wages - Temporar	ry			0	0	0
20,373	32,522	39,981	7000-20	Salaries & Wages - Overtime				35,033	0	0
2,880	2,640	2,880	7000-30 Police Capt	Salaries & Wages - Auto Allo tain's \$240 per month automobile allowa				2,880	0	0
13,648	16,415	18,311	7300-05	Fringe Benefits - FICA - Socia	al Security			19,683	0	0
3,711	3,893	4,389	7300-06	Fringe Benefits - FICA - Medi	icare			4,718	0	0
76,564	93,056	106,363	7300-15	Fringe Benefits - PERS - OPS	SRP - IAP			108,953	0	0
32,164	36,072	43,499	7300-20	Fringe Benefits - Medical Ins	urance			47,345	0	0
3,450	3,450	3,450	7300-22	Fringe Benefits - VEBA Plan				3,450	0	0
106	116	132	7300-25	Fringe Benefits - Life Insuran		132	0	0		
423	527	604	7300-30	30 Fringe Benefits - Long Term Disability					0	0
6,466	6,385	8,051	7300-35	Fringe Benefits - Workers' Co	ompensation In	surance		9,698	0	0
44	37	42	7300-37	Fringe Benefits - Workers' Be	enefit Fund			42	0	0
0	191	236	7300-45	Fringe Benefits - Paid Family	Leave City Sha	ire		2,801	0	0
398,089	434,161	507,747		TOTAL PERS	SONNEL SERV	/ICES		522,875	0	0
				MATERIALS AND SERVIC	ES					
1,947	4,144	3,000	7550	Travel & Education				3,000	0	0
			<u>Descri</u> Membe Trainin	erships	<u>Units</u> 1 1	Amt/Unit 600 2,400	<u>Total</u> 600 2,400			
14,665	14,995	15,720	7620	Telecommunications				14,798	0	0
			15 cell	otion ecom - landlines phones ce facility landline	<u>Units</u> 12 11 12	Amt/Unit 650 615 45	<u>Total</u> 7,800 6,458 540			
700	483	600	7630-05	Uniforms - Employee or Captain and Park Rangers				600	0	0
832	1,126	800	7660	Materials & Supplies				800	0	0

City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGA Program : 501 - ADMINISTRA		SUPPORT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
285	190	1,000	7720-16	Repairs & Maintenance - Radio &				1,000	0	0
19,950	21,818	179,448	7750	Professional Services				185,647	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Comput	er forensics (Newberg-Dundee Police)	1	20,000	20,000			
			Axon au	uto-tagging	1	6,955	6,955			
			Axon bo	ody worn cameras	42	1,927	80,934			
			Axon in	-car video system	18	3,081	55,458			
			Axon Ta	aser 7 plan	1	22,300	22,300			
0	7	0		Professional Services - Audit & cunder Police - Chief's Office - Admin, #01-				0	0	0
1,343	1,932	0	7800	M & S Equipment				0	0	0
7,625	5,964	0	7800-06	M & S Equipment - Weapons				3,200	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			40mm l	aunchers	2	1,600	3,200			
47,346	50,660	200,568		TOTAL MATERIAL	S AND SE	RVICES		209,045	0	0
				CAPITAL OUTLAY						
16,032	0	0	8710	Equipment				0	0	0
16,032	0	0		TOTAL CAPIT	TAL OUTLA	<u> </u>		0	0	0
461,467	484,821	708,315		TOTAL REQ	UIREMENT	S		731,920	0	0

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2024 ACTUAL	2025 AMENDED BUDGET		Section : 046 - INVE	STIGATIONS AND	SUPPORT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			PERSONNEL SERVICES						
46,192	0	7000-10	Salaries & Wages - Regular	Part Time			0	0	0
0	0	7000-20	Salaries & Wages - Overtime	•			0	0	0
2,864	2,918	7300-05	Fringe Benefits - FICA - Soc	ial Security			0	0	0
670	699	7300-06	Fringe Benefits - FICA - Med	icare			0	0	0
11,253	1,074	7300-15	Fringe Benefits - PERS - OP	SRP - IAP			0	0	0
55	60	7300-25	Fringe Benefits - Life Insura	nce			0	0	0
109	120	7300-30	Fringe Benefits - Long Term	Disability			0	0	0
1,363	1,423	7300-35	Fringe Benefits - Workers' C	ompensation Ins	surance		0	0	0
17	17	7300-37	Fringe Benefits - Workers' B	enefit Fund			0	0	0
30	38	7300-45	Fringe Benefits - Paid Family	y Leave City Sha	re		0	0	0
62,553	6,349		TOTAL PER	SONNEL SERV	ICES		0	0	0
			MATERIALS AND SERVICE	CES					
1,092	1,130	7515	City Services Charge expens	se			1,150	0	0
50,281	45,000	7600	Utilities				50,000	0	0
2,732	2,910	7610-05	Insurance - Liability				3,347	0	0
14,784	17,621	7610-10	Insurance - Property				22,827	0	0
0	100	7630-05	Uniforms - Employee				0	0	0
42,326	40,600	7650-10	Janitorial - Services				45,600	0	0
		Janitoria	al services contract	<u>Units</u> 1 1	Amt/Unit 40,600 5,000	<u>Total</u> 40,600 5,000			
	0.000	76E0 4E	Innitorial Cumplies				3,600	0	0
3,188	3,380	7650-15	Janitorial - Supplies				5,000	O .	Ū
	46,192 0 2,864 670 11,253 55 109 1,363 17 30 62,553 1,092 50,281 2,732 14,784 0	ACTUAL AMENDED BUDGET 46,192 0 0 0 2,864 2,918 670 699 11,253 1,074 55 60 109 120 1,363 1,423 17 17 30 38 62,553 6,349 1,092 1,130 50,281 45,000 2,732 2,910 14,784 17,621 0 100	ACTUAL AMENDED BUDGET 46,192	ACTUAL BUDGET Section: 046 - INVEST Program: 550 - BUILDINGER REQUEST PERSONNEL SERVICES 46,192 0 7000-10 Salaries & Wages - Regular O 7000-20 Salaries & Wages - Overtime Regular	ACTUAL AMENDED BUDGET Section : 046 - INVESTIGATIONS AND Program : 550 - BUILDING MAINTENANCE	Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	ACTUAL AMENDED BUDGET	ACTUAL AMENDED BUDGET Section : 046 - INVESTIGATIONS AND SUPPORT PROPOSED BUDGET	ACTUAL AMENDED BUGET Section : 046 - INVESTIGATIONS AND SUPPORT Program : \$50 - BUILDING MAINTENANCE

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 11 - POLI 0 Section : 046 - INVE Program : 550 - BUILD	STIGATIONS AND	SUPPORT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	Amt/Unit	Total			
			Maintenance contracts	1	39,000	39,000			
			Facility repairs and maintenance	1	13,500	13,500			
			Parts and supplies	1	10,000	10,000			
			Building projects	1	8,000	8,000			
			Miscellaneous	1	10,000	10,000			
186,776	188,059	188,153	TOTAL MATER	RIALS AND SE	RVICES		207,024	0	0
250,309	250,612	194,502	TOTAL I	REQUIREMENT	S		207,024	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 11 - POLICE Section: 046 - INVESTIGATIONS AND SUPPORT Program: 559 - PARKING ENFORCEMENT	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
53,051	58,453	63,501		Salaries & Wages - Regular Full Time procement Specialist - 1.00 FTE	68,623	0	0
0	147	315	7000-20	Salaries & Wages - Overtime	993	0	0
3,231	3,572	3,861	7300-05	Fringe Benefits - FICA - Social Security	4,208	0	0
756	835	926	7300-06	Fringe Benefits - FICA - Medicare	1,008	0	0
10,314	17,792	19,400	7300-15	Fringe Benefits - PERS - OPSRP - IAP	22,750	0	0
17,724	18,645	20,203	7300-20	Fringe Benefits - Medical Insurance	21,792	0	0
450	450	450	7300-22	Fringe Benefits - VEBA Plan	450	0	0
60	60	60	7300-25	Fringe Benefits - Life Insurance	60	0	0
134	152	146	7300-30	Fringe Benefits - Long Term Disability	158	0	0
1,504	1,490	1,697	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,075	0	0
21	19	21	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
0	37	50	7300-45	Fringe Benefits - Paid Family Leave City Share	599	0	0
358	280	995	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	995	0	0
87,602	101,933	111,625		TOTAL PERSONNEL SERVICES	123,732	0	0
				MATERIALS AND SERVICES			
0	90	1,300		Travel & Education is and training	700	0	0
1,926	1,210	2,000	7590	Fuel - Vehicle & Equipment	1,500	0	0
947	403	750	7630-05	Uniforms - Employee	750	0	0
2,462	8,357	3,000		Materials & Supplies s, postal charges, tow stickers, parking permits	3,000	0	0
178	404	500	7720-14	Repairs & Maintenance - Vehicles	1,000	0	0
56,338	132,486	60,000		Professional Services RV tows for dismantling	40,000	0	0
61,851	142,951	67,550		TOTAL MATERIALS AND SERVICES	46,950	0	0
149,453	244,884	179,175		TOTAL REQUIREMENTS	170,682	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : 11 - P (Section : 046 - I N	OLICE IVESTIGATIONS AND	SUPPORT		2026 PROPOSED	2026 APPROVED	2026 ADOPTEI
		BUDGET		Program : 568 - IN	VESTIGATIONS			BUDGET	BUDGET	BUDGET
				R	EQUIREMENTS					
				PERSONNEL SERVICE	<u> </u>					
563,981	527,720	573,729	Police Office	Salaries & Wages - Regu eant - 1.00 FTE er - 5.00 FTE er - 1.00 FTE (Unfunded)	lar Full Time			689,162	0	0
13,275	36,689	45,000	7000-15 Extra Help -	Salaries & Wages - Temp Investigations - 0.43 FTE	oorary			38,187	0	0
145,066	160,269	150,029	7000-20	Salaries & Wages - Over	time			119,998	0	0
3,579	1,750	3,508	7000-35 Detectives'	Salaries & Wages - Cloth \$500 annual clothing allowance.	ing Allowance			2,516	0	0
42,176	38,912	52,634	7300-05	Fringe Benefits - FICA - S	Social Security			51,413	0	0
10,431	10,460	12,616	7300-06	Fringe Benefits - FICA - I	Medicare			12,324	0	0
248,347	240,044	280,537	7300-15	Fringe Benefits - PERS -	OPSRP - IAP			303,750	0	0
97,381	87,594	101,421	7300-20	Fringe Benefits - Medica	l Insurance			130,752	0	0
2,400	2,100	3,000	7300-22	Fringe Benefits - VEBA F	Plan			2,550	0	0
365	307	462	7300-25	Fringe Benefits - Life Ins	urance			396	0	0
1,208	1,094	1,562	7300-30	Fringe Benefits - Long To	erm Disability			1,468	0	0
18,058	15,925	23,049	7300-35	Fringe Benefits - Worker	s' Compensation Ins	surance		25,250	0	0
130	109	155	7300-37	Fringe Benefits - Worker	s' Benefit Fund			135	0	0
0	470	679	7300-45	Fringe Benefits - Paid Fa	mily Leave City Sha	re		7,317	0	0
1,146,396	1,123,443	1,248,381		TOTAL P	ERSONNEL SERV	'ICES		1,385,218	0	0
				MATERIALS AND SER	VICES					
10,140	12,063	12,850	7550	Travel & Education				10,280	0	0
			Miscella Homicio	otion isor training aneous training de conference buse summit	<u>Units</u> 1 1 1 1	Amt/Unit 500 2,930 3,850 3,000	Total 500 2,930 3,850 3,000			
7,207	5,259	6,000	7590	Fuel - Vehicle & Equipme	ent			6,000	0	0
2,786	1,092	1,500	7630-05	Uniforms - Employee				700	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLI (Section : 046 - INVES Program : 568 - INVES T	STIGATIONS AND	SUPPORT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,077	1,111	4,000	7660	Materials & Supplies				4,000	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Investig	ative funds	1	2,000	2,000			
			Materia	ls and supplies	1	2,000	2,000			
6,187	9,458	3,000	7720-14	Repairs & Maintenance - Vel	nicles			3,000	0	0
8,494	3,964	11,380	7750	Professional Services				6,380	0	0
			Descrip	tion_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Comcas	st internet line	1	480	480			
			The last	t one (TLO)	1	900	900			
			Transcr	iption services	1	5,000	5,000			
45	7	0		Professional Services - Audi under Police - Chief's Office - Admin,				0	0	0
0	0	650	7800	M & S Equipment				0	0	0
35,936	32,955	39,380		TOTAL MATER	RIALS AND SEI	RVICES		30,360	0	0
				CAPITAL OUTLAY						
0	0	84,000	8850	Vehicles				0	0	0
0	0	84,000		TOTAL C	APITAL OUTLA	<u>AY</u>		0	0	0
,182,331	1,156,398	1,371,761		TOTAL F	REQUIREMENT	<u></u>		1,415,578	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
58,958	36,450	67,840	McMinnville	McMinnville School Dist #40 - SRO - High School School District #40 reimburses the City for 50% of School Resource Officer's ringe benefits for the nine-month school year.	74,170	0	О
0	0	56,460	5020-10	McMinnville School Dist #40 - SRO - Middle School	0	0	0
58,958	36,450	124,300		TOTAL INTERGOVERNMENTAL	74,170	0	0
58,958	36,450	124,300		TOTAL RESOURCES	74,170	0	0

2023 CTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
80,910	103,467	115,904	7000-05 Police Officer Police Officer	Salaries & Wages - Regular Full Time - 1.00 FTE - 1.00 FTE (Unfunded)	118,141	0	0
8,289	4,564	6,492	7000-20	Salaries & Wages - Overtime	3,245	0	0
5,461	6,600	12,486	7300-05	Fringe Benefits - FICA - Social Security	7,343	0	0
1,277	1,544	2,993	7300-06	Fringe Benefits - FICA - Medicare	1,760	0	0
28,897	36,638	39,281	7300-15	Fringe Benefits - PERS - OPSRP - IAP	45,890	0	0
14,770	18,645	20,406	7300-20	Fringe Benefits - Medical Insurance	21,792	0	0
300	600	900	7300-22	Fringe Benefits - VEBA Plan	450	0	0
55	66	132	7300-25	Fringe Benefits - Life Insurance	66	0	0
181	236	434	7300-30	Fringe Benefits - Long Term Disability	242	0	0
2,341	2,681	5,490	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,618	0	0
17	13	42	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
0	70	162	7300-45	Fringe Benefits - Paid Family Leave City Share	1,045	0	0
12,500	175,123	204,722		TOTAL PERSONNEL SERVICES	203,613	0	0
				MATERIALS AND SERVICES			
1,076	468	2,500	7550	Travel & Education	1,250	0	0
0	0	300	7660	Materials & Supplies	300	0	0
45	7	0		Professional Services - Audit & other city-wide prof svc under Police - Chief's Office - Admin, #01-11-040-501.7750-01.	0	0	0
1,121	476	2,800		TOTAL MATERIALS AND SERVICES	1,550	0	0
13,621	175,599	207,522		TOTAL REQUIREMENTS	205,163	0	0

2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 575 - UNMANNED AIRCRAFT SYSTEM					2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
					MENTS	REQUIR				
						MATERIALS AND SERVICES				
0	0	8,400				7550 Travel & Education	7550	6,400	3,121	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>Descrip</u>			
			6,000	6,000	1	Drone conference (LEDA conf, out of state)	Drone			
			1,600	400	4	Pilot Part 107 initial online training and FAA test	Pilot Pa			
			800	800	1	Membership in LEDA (drone association)	Membe			
0	0	3,500				7660 Materials & Supplies	7660	3,000	15	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descrip			
			2,500	2,500	1	Drone batteries (M30T, Avata)	Drone l			
			1,000	1,000	1	Misc supplies (cords, props, parts)	Misc su			
0	0	10,000				7800 M & S Equipment	7800	9,500	7,225	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descrip			
			7,500	7,500	1	Flight management software (for two M30Ts)	Flight n			
			2,500	2,500	1	Misc repairs and/or replace Avata	Misc re			
0	0	21,900		RVICES	AND SE	TOTAL MATERIAL		18,900	10,362	0
						CAPITAL OUTLAY				
0	0	0				8710 Equipment	8710	0	12,489	0
0	0	0		<u>\Y</u>	L OUTLA	TOTAL CAPI		0	12,489	0
0	0	21,900		S	REMENT	TOTAL REQ		18,900	22,851	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
9,500	10,000	10,000	5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.	10,000	0	0
9,500	10,000	10,000	TOTAL CHARGES FOR SERVICES	10,000	0	0
9,500	10,000	10,000	TOTAL RESOURCES	10,000	0	0

				01 - GENERAL I GND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGA Program : 577 - IN-SERVICE	TIONS AND	SUPPORT		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIRE	MENTS					
				MATERIALS AND SERVICES						
0	990	0	7550-05	Travel & Education - Defensive Ta	actics			2,000	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	ve tactics instructor training	1	2,000	2,000			
439	32	1,000	7550-10	Travel & Education - Driving Train	ning	,	,	0	0	0
-15	1,778	4,000	7550-20	Travel & Education - Firearms Tra	•			2,500	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	or training	1	2,500	2,500			
23,047	25,523	41,344	7660	Materials & Supplies				47,795	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			•	e Training Munitions training facemasks	15	90	1,350			
				g goggles with helmet attachment	15	50	750			
				storage case	2	500	1,000			
			Defensi	ve tactics training aids	1	1,200	1,200			
			WRAP	shield	1	1,285	1,285			
			Firearm and trai	s ammunition (handgun, rifle, shotgun) duty ning	1	30,950	30,950			
			Supplie	s and maintenance	1	5,360	5,360			
			40mm r	nunitions	1	900	900			
			Tactica	first aid training supplies	1	5,000	5,000			
3,911	453	4,100	7720-18	Repairs & Maintenance - Training	Facility			7,600	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Gravel		1	2,000	2,000			
			Chem o	an rental	1	1,500	1,500			
			Mowing	and range maintenance	1	1,000	1,000			
			Tractor	maintenance	1	750	750			
			Supplie	s	1	2,350	2,350			
5,632	22,299	0	7800	M & S Equipment				0	0	0
33,013	51,076	50,444		TOTAL MATERIALS	S AND SE	RVICES		59,895	0	0
33,013	51,076	50,444		TOTAL REQU	IIREMENT	-5		59,895	0	0

01 - GENERAL FUND

2026 ADOPTED BUDGET
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City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
16,910	14,328	17,550	TOTAL MATERIALS AND SERVICES	17,550	0	0
154,391	165,624	161,450	TOTAL REQUIREMENTS	156,458	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 586 - PROFESSIONAL STANDARDS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7550	Travel & Education	0	0	0
2,975	2,975	2,975	7660	Materials & Supplies	2,975	0	0
2,975	2,975	2,975		TOTAL MATERIALS AND SERVICES	2,975	0	0
2,975	2,975	2,975		TOTAL REQUIREMENTS	2,975	0	0

MUNICIPAL COURT

Organization Set – Sections

- Court
- Parking Tickets

Organization Set

01-13-060

01-13-063



General Fund – Municipal Court

2025 – 2026 Proposed Budget --- Budget Summary

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. Community restoration projects have been a highlight of this current fiscal cycle and will continue to play an integral part of the Municipal Court going into FY2025-26.

The Court believes that open and accessible venues such as City Hall during the week and at the Court on Wednesdays are integral to access to justice for members of the community.

The FY2025-26 budget reflects a change in staffing due to the departure of a court clerk in November 2024 that will remain vacant for FY2025-26.

A trend in an increasing number of citations for crimes is causing the Court to be stretched operationally. A reduction in staff capacity is concerning. The Court will need to be creative and look for increased efficiency to serve the citizens of McMinnville in FY2025-26.

The Court is also partnering with Yamhill County to have behavioral health assessments referred to through our court and also has begun offering an option to defendants to join the work crew in lieu of paying fines/fees. These programs will become the cornerstones of a community court restoration model that the Municipal Court will begin utilizing into the next fiscal cycle.

Judge Arnold Poole will continue serving on the bench for FY2025-26. Our pro tempore judge Tyler Reid will be joined by Elijah Brown to round out our judicial bench for the foreseeable future. Michael Videtich served as our pro tempore in recent years, will not be able to serve in that capacity in FY2025-26.

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.

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.



Community Safety & Resiliency

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.

Sensitive to some of the issues currently being experienced by the community, the Municipal Court will strive to continue a balance between enforcing judgments out of court and continuing to help defendants through the process.

General Fund – Municipal Court

The Court is working proactively with local agencies to assist some of the community's most vulnerable offenders. The Court will continue to look for partnerships from community resources. Our partners, Provoking Hope, Encompass Yamhill Valley, and Yamhill County Behavior Health are present during court proceedings to be able to contact defendants who may need the services they provide.

The loss of a 1.0 FTE court clerk will affect the timely services the court will be able to provide for the 2025-26 fiscal cycle. Recovery of court fines/fees that are owed to the City of McMinnville will be hindered due to a staff shortage. Timely processing of data entry of violations and criminal judgments will be delayed due to the staff shortage. Reporting criminal offenses and criminal convictions to the Oregon State Police for compliance with computerized criminal history data will not be completed in FY2025-26 due to staff shortage. Follow up tasks regarding defendants on probation to the McMinnville Municipal Court will be hindered significantly by staff shortage.

Future Challenges and Opportunities

House Bill 4002 – Recriminalization of drug possession was passed and took effect in September 2024. This change will be a challenge as any drug-related citation and its associated charges will be adjudicated through the Yamhill County Circuit Court. It has yet to be seen if this change will reduce the number of criminal citations referred to the McMinnville Municipal Court.

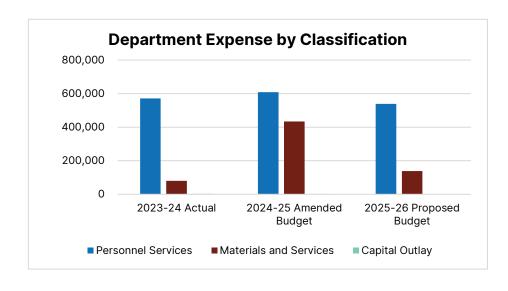
The McMinnville Navigation Center, an emergency shelter and hub for services to support those transitioning into more stable housing opportunities, may have an impact on the number of prohibited camping and criminal trespassing citations, a growing proportion of cases heard in Court.

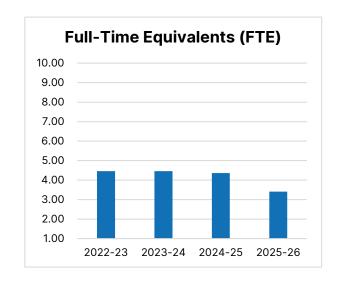
The court is using software that's been in place for 20 years, in line with a city-wide trend to make use of technological resources longer than typically is seen in other sectors of the economy. A new software solution, which would add efficiencies in real-time court case processing; improved functionality with communicating with defendants, lawyers and other court partners; and data analytics capacity among other benefits, will not be implemented in FY2025-26.

New court software was approved for funding in FY2024-25 budget cycle but after management review of the City's financial situation and upcoming necessary cuts, the court software will continue to remain on the list of projects that the court will look to implement in future fiscal cycles.

General Fund - Municipal Court

Department Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	378,325	270,540	275,500	4,960
Intergovernmental	0	315,644	0	(315,644)
Miscellaneous	186	200	200	0
Revenue Total	378,511	586,384	275,700	(310,684)
Expenses				
Personnel Services	571,244	608,903	539,319	(69,584)
Materials and Services	80,445	433,694	137,998	(295,696)
Capital Outlay	2,720	1,941	607	(1,334)
Expenses Total	654,409	1,044,538	677,924	(366,614)
Unrestricted Resources Required	275,899	458,154	402,224	(55,930)
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	4.46	4.46	4.36	3.41





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.



and disorderly, but the horse

didn't make another

appearance.

General Fund – Municipal Court

1846	First entry in McMinnville Municipal Court docket—a disorderly conduct charge	1848	First trial. Defendants John Harvey and Martin Highley	2004	Municipal Court transitions to windows-based Caselle Software.
	against Henry Johnson for "assaulting" the neighbors' children by "throwing things at them" fine of \$9.75.		charged with selling spirituous, vinous, and malt liquors without a license.	2006	Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.
1846	First drunk and disorderly charge, filed against Bud Turner fine of \$9.75.	1876	Being drunk and disorderly in the street or in any house within	2009	Court sessions held in new Civic Hall.
1847	First speeding charge. The defendant, James Badley,		the town limits resulted in a fine of not less than \$3.00 and not more	2014	Honorable Cynthia Kaufman Noble appointed as Judge.
	was arrested and jailed until sober, at which time he	1924	than \$20.00. Possession of or	2017	Municipal Court Software upgraded.
	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,		smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.	2020	Municipal Court reorganization, moving from Legal Department to Finance Department and staffing roles
	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	1971	First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.		re-defined to meet programmatic needs of the court including adding Spanish speaking capacity to the staff.
	picked up again within two weeks on charges of drunk	1991	Personal computers	2020	Established a remote court in May 2020, one of the first

first used for Municipal

Court docket and

citation tracking.



General Fund – Municipal Court

2022	Judge Poole appointed
	presiding McMinnville
	Municipal Court Judge

2022 McMinnville City Hall opens to the public after remodel

2024 Tyler Reid joins the court as Pro Tempore

2024 Court expands to offer two additional court sessions a month



0004						
2024 ACTUAL	2025 AMENDED BUDGET		Department : 13 - MUNICIPAL COURT Section : 060 - COURT	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	4546	American Rescue Plan	0	0	0
0	315,644	4597	US Department of Justice	0	0	0
0	315,644		TOTAL INTERGOVERNMENTAL	0	0	0
			FINES AND FORFEITURES			
355,861	252,000	The City of		260,000	0	0
40	40	County Pee	er Court Program. The Court will continue to collect assessments on citations	0	0	0
4,684	3,500	Municipal C expense if	the defendants allege they can not afford to hire counsel. Whenever possible,	3,500	0	0
360,586	255,540		TOTAL FINES AND FORFEITURES	263,500	0	0
			MISCELLANEOUS			
186	200	6600-93	Other Income - Municipal Court	200	0	0
186	200		TOTAL MISCELLANEOUS	200	0	0
360,771	571,384		TOTAL RESOURCES	263,700	0	0
	0 0 0 355,861 40 4,684 360,586 186	0 0 0 315,644 0 315,644 355,861 252,000 40 40 4,684 3,500 360,586 255,540 186 200	BUDGET 0 0 4546 0 315,644 4597 0 315,644 355,861 252,000 6120 The City of Departmen 40 40 6140 Prior to 201 County Pec issued prior 4,684 3,500 6150 Municipal C expense if defendants 360,586 255,540 186 200 6600-93	RESOURCES INTERGOVERNMENTAL 0 4546 American Rescue Plan 0 315,644 4597 US Department of Justice 0 315,644 TOTAL INTERGOVERNMENTAL FINES AND FORFEITURES 355,861 252,000 6120 Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court. 40 40 6140 Peer Court Assessment Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012. 4,684 3,500 6150 Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs. 360,586 255,540 TOTAL FINES AND FORFEITURES MISCELLANEOUS 186 200 6600-93 Other Income - Municipal Court	BUDGET Program: N/A RESOURCES INTERGOVERNMENTAL 0 0 4546 American Rescue Plan 0 0 315,644 4597 US Department of Justice 0 0 315,644 4597 US Department of Justice 0 1 TOTAL INTERGOVERNMENTAL 0 FINES AND FORFEITURES 355,861 252,000 6120 Fines & Bail Forfeitures The City of McMinoville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court. 40 40 6140 Peer Court Assessment Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012. 4,684 3,500 6150 Court Appointed Attorney Fees Municipal Court defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs. 360,586 255,540 TOTAL FINES AND FORFEITURES 263,500 MISCELLANEOUS 186 200 6600-93 Other Income - Municipal Court 2000 TOTAL MISCELLANEOUS 200	Name

01 - GENERAL FUND

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,933	387	0	7000	Salaries & Wages	0	0	C
227,027	270,015	258,795	Court Super Senior Cour Court Clerk	Salaries & Wages - Regular Full Time ector - 0.10 FTE rvisor - 1.00 FTE tt Clerk - 0.95 FTE I - 1.00 FTE (Unfunded) ervices Specialist - 0.05 FTE	198,626	0	(
83,925	82,731	111,760	Municipal C	Salaries & Wages - Regular Part Time 3 FTE 1 - 0.60 FTE ourt - Interpreter - 0.08 FTE ourt Security Officer - 0.20 FTE	124,032	0	(
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	(
16	0	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	(
78	919	0	7300	Fringe Benefits	0	0	(
18,761	21,279	22,722	7300-05	Fringe Benefits - FICA - Social Security	19,825	0	(
4,388	4,977	5,446	7300-06	Fringe Benefits - FICA - Medicare	4,751	0	(
94,682	104,903	114,200	7300-15	Fringe Benefits - PERS - OPSRP - IAP	107,082	0	(
64,514	70,240	74,878	7300-20	Fringe Benefits - Medical Insurance	62,211	0	(
9,925	8,175	8,175	7300-22	Fringe Benefits - VEBA Plan	7,250	0	(
224	241	243	7300-25	Fringe Benefits - Life Insurance	186	0	(
599	681	663	7300-30	Fringe Benefits - Long Term Disability	532	0	(
334	522	415	7300-35	Fringe Benefits - Workers' Compensation Insurance	295	0	(
82	85	93	7300-37	Fringe Benefits - Workers' Benefit Fund	70	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	224	293	7300-45	Fringe Benefits - Paid Family Leave City Share	2,821	0	(
506,488	565,379	602,683		TOTAL PERSONNEL SERVICES	532,681	0	
				MATERIALS AND SERVICES			
0	0	0	7510	Service Fees	250	0	(
0	0	0	7520	Public Notices & Printing	0	0	(
468	377	700	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	500	0	(

City of McMinnville Budget Document Report

2026 ADOPTEI BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
0	0	7,000	· · · · · · · · · · · · · · · · · · ·	7,000	2,402	4,281
0	0	4,195	7610-05 Insurance - Liability	2,567	2,410	4,960
0	0	6,000	7620 Telecommunications	6,000	4,988	5,000
0	0	4,000	7630 Uniforms	2,000	1,448	990
0	0	20,000	7660-05 Materials & Supplies - Office Supplies	17,000	6,499	5,681
0	0	6,500	7660-15 Materials & Supplies - Postage	5,000	1,951	4,911
0	0	2,000	7750 Professional Services	1,600	1,476	1,313
0	0	1,660	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	1,960	1,284	1,755
0	0	0	7750-04 Professional Services - Grants	315,644	0	0
0	0	2,500	7750-12 Professional Services - Contract Judge Back-up Judge if necessary to cover Judge's absences.	1,500	2,175	600
0	0	40,000	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.	25,000	29,625	20,250
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
0	0	200	7750-21 Professional Services - Security Security contract to provide panic button monitoring.	200	162	83
0	0	0	7750-22 Professional Services - Peer Court Assessment Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.	40	40	20
0	0	1,500	7800 M & S Equipment	1,200	0	1,245
0	0	9,993	7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	18,383	11,062	11,814
0	0	29,700	7840-25 M & S Computer Charges - Municipal Court	25,900	13,366	16,636

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 13 - MUNICIPA Section : 060 - COURT Program : N/A	L COURT			2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	Total			
			Caselle	Utils/Integration	1	5,000	5,000			
			E-ticket	ting Maintenance	1	7,000	7,000			
			Caselle	Maintenance	1	7,800	7,800			
			Polycoi	m Replacement	1	2,500	2,500			
			Leased	Copier (shared with Admin, Planning)	1	500	500			
			Adobe	Pro license	1	200	200			
			Replac	ement Computers	2	2,500	5,000			
			Office 3	365 licensing	1	1,700	1,700			
205	1,178	2,000		Trial Expense ss, and special interpreter fees for Municipal			ls.	2,000	0	0
80,213	80,443	433,694		TOTAL MATERIALS	S AND SE	RVICES		137,998	0	0
				CAPITAL OUTLAY						
0	2,720	1,941	8750 I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide	;			607	0	0
0	0	0	8750-25	Capital Outlay Computer Charges	- Municipa	al Court		0	0	0
0	2,720	1,941		TOTAL CAPIT	AL OUTL	<u>AY</u>		607	0	0
586,700	648,543	1,038,318		TOTAL REQU	JIREMENT	S		671,286	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N /A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
10,909	17,740	15,000 (Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	12,000	0	0
10,909	17,740	15,000	TOTAL FINES AND FORFEITURES	12,000	0	0
10,909	17,740	15,000	TOTAL RESOURCES	12,000	0	0

2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A)	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			REQUIREMENTS				
			PERSONNEL SERVICES				
0	0	3,682	Salaries & Wages - Regular Full Time rt Clerk - 0.05 FTE	7000-05 Senior Court	3,542	3,331	8,214
0	0	0	Salaries & Wages - Regular Part Time	7000-10	0	0	0
0	0	0	Salaries & Wages - Overtime	7000-20	0	0	0
0	0	223	Fringe Benefits - FICA - Social Security	7300-05	214	194	479
0	0	53	Fringe Benefits - FICA - Medicare	7300-06	51	45	112
0	0	1,205	Fringe Benefits - PERS - OPSRP - IAP	7300-15	1,078	1,011	2,386
0	0	1,278	Fringe Benefits - Medical Insurance	7300-20	1,166	1,115	2,913
0	0	150	Fringe Benefits - VEBA Plan	7300-22	150	150	150
0	0	3	Fringe Benefits - Life Insurance	7300-25	3	3	8
0	0	8	Fringe Benefits - Long Term Disability	7300-30	8	9	21
0	0	3	Fringe Benefits - Workers' Compensation Insurance	7300-35	4	4	9
0	0	1	Fringe Benefits - Workers' Benefit Fund	7300-37	1	1	2
0	0	32	Fringe Benefits - Paid Family Leave City Share	7300-45	3	2	0
0	0	6,638	TOTAL PERSONNEL SERVICES		6,220	5,865	14,294
			MATERIALS AND SERVICES				
0	0	0	Service Fees	7510	0	0	81
0	0	0	Professional Services - Audit & other city-wide prof svc ad city-wide for audit, Section 125 plan administrative fees, and other pus professional service expenses		0	1	0
0	0	0	TOTAL MATERIALS AND SERVICES		0	1	81
0	0	6,638	TOTAL REQUIREMENTS)	6,220	5,867	14,376



Voter approval of creation for a new fire district was approved May 2023.

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

			01 - GENERAL I GND				
2026 ADOPTE BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			RESOURCES				
			LICENSES AND PERMITS				
C	0	0	Licenses & Permits - Misc	4490	0	0	8,140
(0	0	TOTAL LICENSES AND PERMITS		0	0	8,140
			INTERGOVERNMENTAL				
C	0	0	Ground Emergency Medical Transport (GEMT) Reimbursement	4555	0	0	52,651
C	0	0	OR Dept of Public Safety Standards & Training (DPSST) - Wildland Training Grant	4773-05	0	0	1,500
C	0	0	OR State Fire Marshall - 2022 Wildfire Season Staff Grant	4774-05	0	0	25,063
C	0	0	OR Conflagration Reimbursement - Personnel	4840-05	0	0	15,690
C	0	0	OR Conflagration Reimbursement - Equipment	4840-10	0	0	6,619
C	0	0	McMinnville Rural Fire District - Contract Fire Protection	5030-05	0	0	573,016
C	0	0	TOTAL INTERGOVERNMENTAL		0	0	674,539
			CHARGES FOR SERVICES				
C	0	0	Fire Department Service Fees	5340	0	0	5,281
C	0	0	Property Rentals	5400	0	0	29,082
C	0	0	TOTAL CHARGES FOR SERVICES		0	0	34,363
			MISCELLANEOUS				
C	0	0	Interest - LOSAP	6310-07	0	0	25,963
(0	0	Donations - Fire	6410	0	0	4,029
C	0	0	Other Income	6600	0	0	5,984
C	0	0	Other Income - Workers' Comp Reimbursement	6600-05	0	0	3,844
C	0	0	Other Income - Airshow	6600-22	0	0	29,743
C	0	0	TOTAL MISCELLANEOUS		0	0	69,563
C	0	0	TOTAL RESOURCES		0	0	786,606

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N /A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
2,320	0	0 7000	Salaries & Wages	0	0	0
1,466,631	0	0 7000-05	Salaries & Wages - Regular Full Time	0	0	0
30,680	0	0 7000-15	Salaries & Wages - Temporary	0	0	0
20,085	0	0 7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	0
246,454	0	0 7000-20	Salaries & Wages - Overtime	0	0	0
1,600	0	0 7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
3,509	0	0 7300	Fringe Benefits	0	0	0
106,725	0	0 7300-05	Fringe Benefits - FICA - Social Security	0	0	0
25,066	0	0 7300-06	Fringe Benefits - FICA - Medicare	0	0	0
523,643	0	0 7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	C
249,723	0	0 7300-20	Fringe Benefits - Medical Insurance	0	0	C
49,382	0	0 7300-22	Fringe Benefits - VEBA Plan	0	0	C
1,086	0	0 7300-25	Fringe Benefits - Life Insurance	0	0	0
3,375	0	0 7300-30	Fringe Benefits - Long Term Disability	0	0	C
55,542	0	0 7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	C
475	0	0 7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
226	0	0 7400-05	Fringe Benefits - Volunteers - Life Insurance	0	0	0
12,493	0	0 7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
26,341	0	0 7400-15	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current	0	0	0
6,341	0	0 7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance	0	0	0
2,831,696	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			MATERIALS AND SERVICES			
1,289	0	0 7515	City Services Charge expense	0	0	0
4,158	0	0 7540	Employee Events	0	0	0
28,013	0	0 7550	Travel & Education	0	0	C
32,683	0	0 7590	Fuel - Vehicle & Equipment	0	0	C
22,363	0	0 7600	Utilities	0	0	0
,	-				-	

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department: 15 - FIRE Section: 070 - FIRE ADMINISTRATION & OPERATIONS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
34,000	0	0 7610-05	Program : N/A Insurance - Liability	0	0	0
30,429	0	0 7610-10	Insurance - Property	0	0	0
24,614	0	0 7620	Telecommunications	0	0	0
15,260	0	0 7630-05	Uniforms - Employee	0	0	0
65,289	0	0 7630-15	Uniforms - Protective Clothing	0	0	0
10,123	0	0 7650	Janitorial	0	0	0
24,549	0	0 7660	Materials & Supplies	0	0	0
4,029	0	0 7680	Materials & Supplies - Donations	0	0	0
388	0	0 7700	Hazardous Materials	0	0	0
1,500	0	0 7710	Materials & Supplies - Grants	0	0	0
784	0	0 7720	Repairs & Maintenance	0	0	0
9,526	0	0 7720-06	Repairs & Maintenance - Equipment	0	0	0
36,639	0	0 7720-08	Repairs & Maintenance - Building Repairs	0	0	0
157,444	0	0 7720-14	Repairs & Maintenance - Vehicles	0	0	0
384	0	0 7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
7,621	0	0 7720-22	Repairs & Maintenance - Breathing Apparatus	0	0	0
162,772	0	0 7750	Professional Services	0	0	0
10,045	0	0 7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
23,206	0	0 7790	Maintenance & Rental Contracts	0	0	0
5,591	0	0 7800	M & S Equipment	0	0	0
893	0	0 7800-09	M & S Equipment - Radios	0	0	0
7,022	0	0 7800-30	M & S Equipment - Breathing Apparatus	0	0	0
48,734	0	0 7840	M & S Computer Charges	0	0	0
46,968	0	0 7840-30	M & S Computer Charges - Fire	0	0	0
72,939	0	0 8090	Hydrant Rental & Maintenance	0	0	0
12,918	0	0 8110	Hoses, Nozzles, & Adapters	0	0	0
5,606	0	0 8120	Hose & Ladder Testing	0	0	0
907,776	0	0	TOTAL MATERIALS AND SERVICES	0	0	0

2023 ACTUAL	2024 2025 ACTUAL AMENDED BUDGET		Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			DEBT SERVICE			
93,677	0	0 9442-05	2014 Fire Vehicle Financing - Principal	0	0	0
21,615	0	0 9442-10	2014 Fire Vehicle Financing - Interest	0	0	0
115,291	0	0	TOTAL DEBT SERVICE	0	0	0
3,854,763	0	0	TOTAL REQUIREMENTS	0	0	0

	-		01 - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
226,584	0	0 7000-05	Salaries & Wages - Regular Full Time	0	0	0
2,519	0	0 7000-15	Salaries & Wages - Temporary	0	0	0
3,066	0	0 7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	0
10,713	0	0 7000-20	Salaries & Wages - Overtime	0	0	0
14,754	0	0 7300-05	Fringe Benefits - FICA - Social Security	0	0	0
3,451	0	0 7300-06	Fringe Benefits - FICA - Medicare	0	0	0
77,504	0	0 7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
38,830	0	0 7300-20	Fringe Benefits - Medical Insurance	0	0	0
7,500	0	0 7300-22	Fringe Benefits - VEBA Plan	0	0	0
127	0	0 7300-25	Fringe Benefits - Life Insurance	0	0	0
521	0	0 7300-30	Fringe Benefits - Long Term Disability	0	0	0
8,482	0	0 7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
39	0	0 7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
167	0	0 7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
394,258	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			MATERIALS AND SERVICES			
6	0	0 7540	Employee Events	0	0	0
5,661	0	0 7550	Travel & Education	0	0	0
100	0	0 7750	Professional Services	0	0	0
23	0	0 7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
4,970	0	0 8080	Fire Prevention Education	0	0	0
10,759	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
405,017	0	0	TOTAL REQUIREMENTS	0	0	0

2024 ACTUAL	2025 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGE
		RESOURCES			
		INTERGOVERNMENTAL			
0	0 4546	American Rescue Plan	0	0	0
0	0 4555	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
0	⁰ 4555-05	Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)	0	0	0
0	0 4840-05	OR Conflagration Reimbursement - Personnel	0	0	0
0	0	TOTAL INTERGOVERNMENTAL	0	0	0
		CHARGES FOR SERVICES			
0	0 5700	Transport Fees	0	0	0
0	0 5710	FireMed Fees	0	0	0
0	0	TOTAL CHARGES FOR SERVICES	0	0	0
		MISCELLANEOUS			
0	0 6600	Other Income	0	0	0
0	0 6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0 6600-22	Other Income - Airshow	0	0	0
0	0 6610	Collections - EMS	0	0	0
0	0	TOTAL MISCELLANEOUS	0	0	0
0	0	TOTAL RESOURCES	0	0	0
	0 0 0 0 0 0 0	ACTUAL AMENDED BUDGET 0	Section : 079 - AMBULANCE Program : N/A	ACTUAL AMENDED BUDGET Section : 079 - AMBULANCE PROPOSED BUDGET	ACTUAL AMENDED BUDGET Section : 079 - AMBULANCE PROPOSED BUDGET BUDGET

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
7,587	0	0 7000	Salaries & Wages	0	0	(
2,236,516	0	0 7000-05	Salaries & Wages - Regular Full Time	0	0	(
451,590	0	0 7000-20	Salaries & Wages - Overtime	0	0	
1,600	0	0 7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	
6,789	0	0 7300	Fringe Benefits	0	0	(
163,008	0	0 7300-05	Fringe Benefits - FICA - Social Security	0	0	
38,246	0	0 7300-06	Fringe Benefits - FICA - Medicare	0	0	
808,167	0	0 7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	
385,346	0	0 7300-20	Fringe Benefits - Medical Insurance	0	0	
77,656	0	0 7300-22	Fringe Benefits - VEBA Plan	0	0	
1,733	0	0 7300-25	Fringe Benefits - Life Insurance	0	0	
5,116	0	0 7300-30	Fringe Benefits - Long Term Disability	0	0	
89,521	0	0 7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	
757	0	0 7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	
4,273,633	0	0	TOTAL PERSONNEL SERVICES	0	0	
			MATERIALS AND SERVICES			
1,966	0	0 7500	Credit Card Fees	0	0	
121	0	0 7515	City Services Charge expense	0	0	
75	0	0 7540	Employee Events	0	0	
24,569	0	0 7550	Travel & Education	0	0	
61,516	0	0 7590	Fuel - Vehicle & Equipment	0	0	
3,307	0	0 7600	Utilities	0	0	
38,983	0	0 7610-05	Insurance - Liability	0	0	
15,604	0	0 7610-10	Insurance - Property	0	0	
26,051	0	0 7620	Telecommunications	0	0	
24,072	0	0 7630-05	Uniforms - Employee	0	0	
		0 7640		0	0	

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
3,374	0	0 7	7650	Janitorial	0	0	0
29,451	0	0 7	7660	Materials & Supplies	0	0	0
164	0	0 7	7660-15	Materials & Supplies - Postage	0	0	0
131,354	0	0 7	7660-45	Materials & Supplies - Medical Equipment & Supplies	0	0	0
1,765	0	0 7	7660-55	Materials & Supplies - Oxygen	0	0	0
4,576	0	0 7	7720-06	Repairs & Maintenance - Equipment	0	0	0
12,159	0	0 7	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
104,359	0	0 7	7720-14	Repairs & Maintenance - Vehicles	0	0	0
712	0	0 7	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
20,048	0	0 7	7735	Rental Property	0	0	0
261,583	0	0 7	7750	Professional Services	0	0	0
6,259	0	0 7	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
15,473	0	0 7	7790	Maintenance & Rental Contracts	0	0	0
140	0	0 7	7800	M & S Equipment	0	0	0
1,659	0	0 7	7800-09	M & S Equipment - Radios	0	0	0
32,490	0	0 7	7840	M & S Computer Charges	0	0	0
19,605	0	0 7	7840-95	M & S Computer Charges - Ambulance	0	0	0
841,644	0	0		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
19,901	0		8710 Hands-free 0	Equipment CPR device	0	0	0
198,686	0	0 8	8850	Vehicles	0	0	0
32,112	0	0 8	8850-15	Vehicles - Grants	0	0	0
250,699	0	0		TOTAL CAPITAL OUTLAY	0	0	0
,365,976	0	0		TOTAL REQUIREMENTS	0	0	0
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PARKS & RECREATION

Organization Set - Sections	Organization Set #
 Administration 	01-17-001
 Aquatics Center 	01-17-087
 Community Center & Rec Prog 	01-17-090
 Recreational Sports 	01-17-096
Senior Center	01-17-099



2025 – 2026 Proposed Budget Summary

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).

Challenges and Opportunities

Challenges:



- Without a doubt, keeping the doors open at the Aquatic Center and Community Center is the largest challenge facing Parks and Recreation. Budget reductions to the maintenance budgets date back to 2012, the adopted budgets clearly showed a shift from preventive maintenance to reactionary run to fail - models for the two buildings. The economy and difficult budget decisions have led us down this inevitable path and we are at the point where critical failures are happening.
- We are concerned that participation in our programs and facilities will decrease due to the condition of the buildings, providing less opportunity for revenue/fees.
- The Culture, Parks and Recreation plan is at risk of losing support and becoming outdated. City resources, and perhaps

- even more valuable, community support and volunteer hours went into developing a plan to provide continuity in services as we plan for a transition to a new building.
- Two goals of our community that came out of the Parks, Recreation and Open Space Plan (adopted by resolution 2024-38) include providing a welcoming parks and recreation system and providing clean and safe parks. Real and perceived safety concerns exist for our community in our buildings and parks.



- The current location of the Community Center, approximately 300' away the Yamhill County jail and where inmates are released, creates a significant conflict in uses.
- Recent progress made to build back the parks maintenance resources in the Public Works Department, is at risk of being cut, or already has been cut. The level of park service the community wants does not match the resources available to maintain the existing parks, much less more parkland.

- Park Ranger resources, which provide a friendly and helpful presence in our parks to improve behaviors, have shifted to protecting bathrooms and other park amenities from camping and vandalism. The only resource for park rule enforcement is the police department, who have higher priority calls to manage, often leaving lower-level park code violations, such as dogs off leash, unanswered.
- Proposed budget cuts to address the current general fund shortfall are a reduction in mailers to notify residents of programs and schedules. Less costly methods of communication, like social media, will increase.

Opportunities:

 The Culture, Parks and Recreation plan is still relevant and viable and with minor adjustments, could be put out for a general obligation bond.



- With the recent retirement of Parks and Recreation executive and management level staff, the potential for new ideas and energy coming into the department is exciting.
- Community support and advocates for Parks and Recreation continue to grow and spread throughout the community.



- P&R continues to strengthen and build external partnerships across the spectrum. Strong partnerships exist between the McMinnville School District, Friends of the Senior Center, Willamette Valley Medical Center, Camp Fire Columbia, club sports, MV Advancements, and others allow us to broaden our reach and collaborate to serve our community.
- 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).
- Under the bilingual pay incentive, we have been able to bring in more dual language speakers and attract a more diverse staff. This ultimately helps us remove language barriers to our programs and information.
- The Senior Center applied for and received a grant for a 12person bus to help make day trips more cost effective. We are excited to put the bus out on the streets and bring more fun and connections to older adults.
- 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.



- Parks and Recreation continues to offer Adaptive programming (Sensory Swim, Adaptive Sports, Craft Group in the Makerspace, etc) and has expanded our marketing including working with the School District to have information in Peachjar, offered financial assistance, and more outreach. Despite those efforts, we have had less participants in programs and have had to cancel a variety of Adaptive programs due to low or no enrollment. Staff will continue working with our community partners and evaluate the best way forward with these programs
- In March of 2023, the Senior Center received a generous donation of almost \$130,000 from the Glaze Family Trust. These funds are being used to support social activities for older adults. Over the past couple of years, the Senior Center has spent about 1/3 of the donation to provide free or low-cost events to our community. Music, Mingle and Mocktails is the largest and most popular event that is offered monthly and often sold out. We have served over 1,000 people with this programming. These events consist of live music from local musicians, heavy hors d'oeuvres from local restaurants and themed mocktails that are offered in our large multi-purpose room.



The Parks and Recreation personnel budgets were changed last FY year to reflect changes in the new city handbook and to better address the difference between temporary, part-time and seasonal employees. Previously, almost all P&R part time employees were considered 'temporary'. However, some employees have been in these 'temporary' positions for decades and there is nothing temporary about them or the important work they do. There are minor cost differentials but ultimately this shift is consistent with other departments and meets the Mac-Town 2032 objective of investing in the city's workforce, creating more employment and income security, and creating a unified, service driven work force.



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

o A strengthened scholarship program, along with free programming, remove financial barriers to participation.

Be a leader in hospitality and place-based tourism

- o 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.

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.

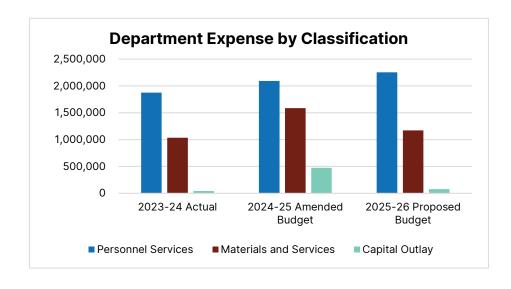
- Enhanced financial assistance program and process for families needing privacy and respect while on the path to participation.
- Continue with improvements to our written materials, such as the Recreation Activity Guide update that published in dual languages and taking advantage of the City's new translation services.

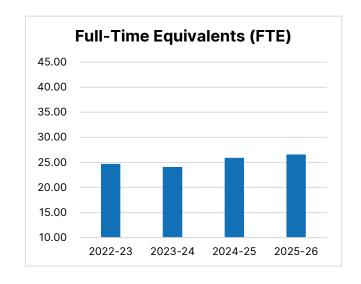
Core Services

- 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 longterm 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. Following the pandemic, we have chosen to prioritize P&R program use of spaces over rentals due to the core services exercise.

General Fund - Parks & Rec

Department Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Charges for Services	850,547	863,800	949,050	85,250
Intergovernmental	0	50,000	0	(50,000)
Miscellaneous	77,209	94,825	89,450	(5,375)
Revenue Total	927,756	1,008,625	1,038,500	29,875
Expenses				
Personnel Services	1,873,425	2,092,351	2,252,045	159,694
Materials and Services	1,035,736	1,586,251	1,170,459	(415,792)
Capital Outlay	42,383	473,381	77,855	(395,526)
Expenses Total	2,951,544	4,151,983	3,500,359	(651,624)
Unrestricted Resources Required	2,023,788	3,143,358	2,461,859	(681,499)
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	24.71	24.11	25.91	26.58







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

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.
- 2024 The City enters into a memorandum of understanding with Mac W&L to purchase the Miller property, the future home of the city's proposed rec center.

PARKS & RECREATION Administration

				<u> </u>			
2023	2024	2025		Department: 17 - PARKS & RECREATION	2026	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET		Section: 001 - ADMINISTRATION	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
53,967	0	0	4546	American Rescue Plan	0	0	0
53,967	0	0		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	69	0	6420	Donations - Parks & Recreation	0	0	0
-215	233	2,000	Account #8140	Donations - Parks & Recreation - Community Events O Community Events is the expenditure line but they are not matching 20-02 only funds a portion of the expenditures in #8140.	2,000	0	0
5,552	11,736	10,000		Donations - Parks & Recreation - Scholarships venue that is disbursed to Parks & Recreation programs	5,000	0	0
6,381	15,545	27,000		Donations - Parks & Recreation - Sponsorships to support Parks & Recreation programs.	25,000	0	0
1,485	1,275	3,000		Other Income Income including large event permits or revenue from food carts as part of ents	3,000	0	0
13,203	28,859	42,000		TOTAL MISCELLANEOUS	35,000	0	0
67,170	28,859	42,000		TOTAL RESOURCES	35,000	0	0

01 - GENERAL FUND

2020 ADOPTE T BUDGE
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City of McMinnville Budget Document Report

				OI SEITEITAL	OND					
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		•	ARKS & RECREATION	ON		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
114	13,600	359,000		Professional Services	unnort o futuro gonoral o	bligation b	an d	0	0	0
1,165	4,010	8,620	7750-01 Costs share	e: Reduction of CPR dollars to so Professional Services - d city-wide for audit, Section 125 us professional service expenses	Audit & other city-wi	ide prof s	SVC	7,550	0	0
0	38,108	120,000	Approx. \$38	Professional Services - dollars for this project = \$200,00 k spent in FY 24. This is project enter and pool	0 in FY24.	Council pric	ority for a new	41,892	0	0
1,477	1,383	2,298		M & S Computer Charge aterials & supplies costs shared				3,331	0	0
1,440	1,497	2,340	7840-35	M & S Computer Charge	•	ninistratio	on	6,500	0	0
			Activen	oWork Renewal et Renewal 65 licensing	<u>Units</u> 1 1 1 2	Amt/Uni 600 1,600 300 2,000	600 0 1,600 0 300			
5,552	11,736	10,000	8137 Parks & Red	Scholarships Utilized creation Scholarships matched was Scholarships	ith revenue account #64			5,000	0	0
6,381	15,545	27,000	Parks & Red	Sponsorships Utilized creation Sponsorships matched varietion Sponsorships	vith revenue account #64	120-06 Dor	nations -	25,000	0	0
24,729	15,830	27,000	Core Service events, Park	Community Events es: Removing barriers to particip as and Rec month, concerts, mov funds some of this.	pation. This is for special ries (Summer Fun, etc.).	l, free, com Admin do	nmunity wide nation line	30,000	0	0
106,037	177,638	632,742		TOTAL MA	TERIALS AND SE	RVICES		159,325	0	0
				CAPITAL OUTLAY						
0	340	243	8750 I.S. Fund ca	Capital Outlay Compute pital outlay costs shared city-wid				202	0	0
53,967	0		8850-15	Vehicles - Grants				0	0	0
0	0	10,000	8900	Land Acquisition				0	0	0
53,967	340	38,276		TOTA	L CAPITAL OUTL	AY		202	0	0
366,729	398,998	906,378		тот	AL REQUIREMENT	rs		403,195	0	0

PARKS & RECREATION Aquatic Center

<u>Organization Set - Programs</u>	Organization Set #
 Administration 	01-17-087-501
 Swim Lessons 	01-17-087-621
 Fitness Classes 	01-17-087-626
Pro Shop	01-17-087-632
· Classes & Programs	01-17-087-635

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2023	2024	2025		Department : 17 - PARKS & RECREATION	2026	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET	GET GESTION AGENTS SERVER		PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
		BODGET		Program : 501 - ADMINISTRATION	BODGET	BODGET	BODGE
				RESOURCES			
				CHARGES FOR SERVICES			
24,520	28,980	35,000	5360-05 Aquatic Cen	Admissions - Child/Student ter daily child/student admission fees.	36,000	0	0
46,461	47,470	56,000	5360-10 Aquatic Cen	Admissions - Adult/Seniors ter daily adult/senior admission fees.	57,000	0	0
61,850	63,588	66,000	5370-05 Aquatic Cen	Memberships - Family ter family memberships.	73,000	0	0
104,935	109,110	100,000	5370-10 Aquatic Cen	Memberships - Individual ter individual memberships.	115,000	0	0
5,595	10,754	12,000		Facility Rentals - Pool & Facility ter facility rental fees received from private groups, public agencies, schools, and other organizations.	13,500	0	0
19,237	24,944	17,500	5380-10 Mac Swim C from meets/p	Facility Rentals - McM Swim Club & McM High School club (MSC) and Mac High School swim team reimbursement for lifeguard costs practices.	18,500	0	0
			Budget Note single memb	e: In addition, the MSC families purchase approximately \$27,000 in family and perships.			
2,315	2,672	3,500	5380-15	Facility Rentals - Lockers & Equipment	3,500	0	0
264,913	287,518	290,000		TOTAL CHARGES FOR SERVICES	316,500	0	0
				MISCELLANEOUS			
0	0	0	6420	Donations - Parks & Recreation	0	0	0
420	0	0	6420-05	Donations - Parks & Recreation - Scholarships	0	0	0
0	2,500	2,500	6420-06 Parks & Rec	Donations - Parks & Recreation - Sponsorships reation Sponsorships for Aquatic Center programs.	2,500	0	0
460	0	0	6420-10 Donations th	Donations - Parks & Recreation - Equipment nat fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. sed to purchase Aquatic Center equipment.	0	0	0
238	3,479	100	6600	Other Income	100	0	0
0	0	0	6600-06	Other Income - Paid Leave OR	0	0	0
1,117	5,979	2,600		TOTAL MISCELLANEOUS	2,600	0	0
					319,100	0	0

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2023	2024	2025		Department : 17 - PARKS & RECREATION	2026 PROPOSED	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET	RUDGET			APPROVED BUDGET	ADOPTED BUDGET
				Program : 501 - ADMINISTRATION REQUIREMENTS			
				PERSONNEL SERVICES			
1,545	250	0	7000	Salaries & Wages	0	0	0
223,307	244,231	260,437	Recreation S	Salaries & Wages - Regular Full Time Manager - 1.00 FTE Supervisor - 1.00 FTE nt Support Specialist - 1.00 FTE	236,271	0	0
35,401	38,945	233,443	Head Guard Head Guard Lifeguard / S	Salaries & Wages - Regular Part Time Program Coordinator - 0.60 FTE I - Shift Supervisor - 0.39 FTE I - 1.06 FTE Swim Instructor - 3.46 FTE ervice Assistant - 0.85 FTE	246,641	0	0
154,642	183,016	0	7000-15	Salaries & Wages - Temporary	0	0	0
407	181	500	7000-20	Salaries & Wages - Overtime	600	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
670	-27	0	7300	Fringe Benefits	0	0	0
25,270	28,543	29,909	7300-05	Fringe Benefits - FICA - Social Security	29,251	0	0
5,910	6,675	7,168	7300-06	Fringe Benefits - FICA - Medicare	7,012	0	0
110,749	124,472	133,251	7300-15	Fringe Benefits - PERS - OPSRP - IAP	130,983	0	0
53,376	54,058	64,598	7300-20	Fringe Benefits - Medical Insurance	85,553	0	0
7,000	7,000	8,000	7300-22	Fringe Benefits - VEBA Plan	7,000	0	0
240	240	300	7300-25	Fringe Benefits - Life Insurance	240	0	0
646	696	754	7300-30	Fringe Benefits - Long Term Disability	698	0	0
12,887	13,658	14,586	7300-35	Fringe Benefits - Workers' Compensation Insurance	13,541	0	0
190	194	198	7300-37	Fringe Benefits - Workers' Benefit Fund	196	0	0
0	296	386	7300-45	Fringe Benefits - Paid Family Leave City Share	4,163	0	0
93	12	45	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	0
632,332	702,440	753,575		TOTAL PERSONNEL SERVICES	762,194	0	0
				MATERIALS AND SERVICES			
8,054	8,398	8,500	7500	Credit Card Fees	9,500	0	0
832	1,665	1,700	7515	City Services Charge expense	1,700	0	0

			OI GENERALI GIO			
20: ADOPT	2026 APPROVED	2026 PROPOSED	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER	2025 AMENDED	2024 ACTUAL	2023 ACTUAL
BUDG	BUDGET	BUDGET	Program: 501 - ADMINISTRATION	BUDGET		
	0	150		150	515	0
	0	1,100	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	1,600	246	309
	0	2,250	7550 Travel & Education Primarily re-certification training for Aquatic Center lifeguards. May also include limited egistration fees and other expenses associated with professional development workshops.	2,250	2,207	945
	0	100,000	600 Utilities	100,000	106,631	106,778
	0	8,008	610-05 Insurance - Liability	6,212	5,832	5,817
	0	18,937	610-10 Insurance - Property	14,579	12,488	10,639
	0	5,500	Telecommunications Seneral facility phone line usage expense including manager, supervisor, and business office ell phones.	5,500	4,414	3,718
	0	50,250	650-10 Janitorial - Services	50,250	47,072	45,291
	0	5,500	650-15 Janitorial - Supplies	5,000	4,353	2,142
	0	1,750	660-05 Materials & Supplies - Office Supplies	1,500	405	1,862
	0	0	Materials & Supplies - Donations	0	0	0
	0	18,000	Chemicals Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., hlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium niosulfate.	16,000	17,432	13,857
	0	100,000	Repairs & Maintenance General day to day repairs and maintenance of the AC building including hvac, electrical, illumbing and mechanical systems. Budget Note: minimum anticipated given current condition of the building.	75,000	73,873	58,486
	0	0	750-01 Professional Services - Audit & other city-wide prof svc	0	25	1,917
	0	20,000	Maintenance & Rental Contracts unnual chlorinator service, hvac preventative maintenance visits, annual fire prevention ystem testing, fire alarm monitoring, copy machine contract, garbage service, etc. Budget Note: chlorinator service costs have significantly increased.	19,000	14,400	13,044
	0	8,500	• • •	4,854	0	0
	0	2,000	7800-03 M & S Equipment - Office Aliscellaneous office equipment such as tables and chairs for new AC staff.	300	116	180
	0	0	800-36 M & S Equipment - Weight Room	0	0	0
	0	0	7810 M & S Equipment - Donations Onations used to purchase Aquatic Center equipment. Funded by revenue account 6420-0, Donations-Parks & Recreation-Equipment.	0	0	460

						• • • • • • • • • • • • • • • • • • •				
2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET		N	ENTER	Department : 17 - PA Section : 087 - AC		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
BODGET	DODGET				ION	Program : 501 - ADN				
0	0	9,993				40 M & S Computer Charges . Fund materials & supplies costs shared city	7840	13,787	6,914	7,384
0	0	8,400			c Center	• •		11,090	3,844	2,341
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	Descrip		·	·
			2,500	2,500	1	Replacement computer	Replace			
			200	200	1	Adobe Pro Renewal	•			
			1,000	1,000	1	Printer Maintenance	Printer I			
			1,500	1,500	1	ActiveNet Peripherals	ActiveN			
			1,600	1,600	1	Activenet Renewal				
			1,600	1,600	1	Office 365 licensing	Office 3			
0	0	7,000				30 Recreation Program Experoclase of general recreation program supplied		7,000	4,351	5,471
0	0	2,500				38 Sponsorships Utilized rks & Recreation Sponsorships matched with rks & Recreation Sponsorships and some States.		2,500	0	0
0	0	381,038		VICES	AND SEI	TOTAL MAT		346,772	315,179	289,527
						CAPITAL OUTLAY				
0	0	607				50 Capital Outlay Computer (Fund capital outlay costs shared city-wide		1,456	1,700	0
0	0	607		<u>Y</u>	AL OUTLA	<u>TOTAL</u>		1,456	1,700	0
0	0	1,143,839		S	IREMENT	TOTAL		1,101,803	1,019,319	921,860

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
67,842	79,665	100,000 5350 Aqua	Registration Fees atic Center - Swim Lessons	105,000	0	0
67,842	79,665	100,000	TOTAL CHARGES FOR SERVICES	105,000	0	0
67,842	79,665	100,000	TOTAL RESOURCES	105,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	25,814		Salaries & Wages - Regular Part Time Swim Instructor - 0.90 FTE	29,851	0	0
18,418	22,970	0	7000-15	Salaries & Wages - Temporary	0	0	0
1,142	1,424	1,563	7300-05	Fringe Benefits - FICA - Social Security	1,807	0	0
267	333	375	7300-06	Fringe Benefits - FICA - Medicare	433	0	0
836	1,134	2,904	7300-15	Fringe Benefits - PERS - OPSRP - IAP	4,850	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
0	0	761	7300-35	Fringe Benefits - Workers' Compensation Insurance	835	0	0
15	17	18	7300-37	Fringe Benefits - Workers' Benefit Fund	19	0	0
0	11	20	7300-45	Fringe Benefits - Paid Family Leave City Share	257	0	0
20,678	25,889	31,455		TOTAL PERSONNEL SERVICES	38,052	0	0
				MATERIALS AND SERVICES			
647	672	750		Recreation Program Expenses esson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation	800	0	0
647	672	750		TOTAL MATERIALS AND SERVICES	800	0	0
21,325	26,561	32,205		TOTAL REQUIREMENTS	38,852	0	0

2024 ACTUAL	2025 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 087 - AQUATIC CENTER Program: 636 - EITNESS CLASSES	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	8,923		Salaries & Wages - Regular Part Time m Instructor 1, 2, & 3 - 0.21 FTE	9,225	0	0
3,528	0	7000-15	Salaries & Wages - Temporary	0	0	0
219	540	7300-05	Fringe Benefits - FICA - Social Security	558	0	0
51	129	7300-06	Fringe Benefits - FICA - Medicare	134	0	0
19	1,004	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,499	0	0
0	263	7300-35	Fringe Benefits - Workers' Compensation Insurance	258	0	0
2	5	7300-37	Fringe Benefits - Workers' Benefit Fund	5	0	0
3	7	7300-45	Fringe Benefits - Paid Family Leave City Share	79	0	0
3,821	10,871		TOTAL PERSONNEL SERVICES	11,758	0	0
			MATERIALS AND SERVICES			
231	1,000		Recreation Program Expenses gram supplies (i.e. exercise belts & hand weights).	1,100	0	0
231	1,000		TOTAL MATERIALS AND SERVICES	1,100	0	0
4,052	11,871		TOTAL REQUIREMENTS	12,858	0	0
	0 3,528 219 51 19 0 2 3 3,821 231	ACTUAL AMENDED BUDGET 0 8,923 3,528 0 219 540 51 129 19 1,004 0 263 2 5 3 7 3,821 10,871 231 1,000	ACTUAL AMENDED BUDGET 0 8,923 7000-10 Rec Prograt 3,528 0 7000-15 219 540 7300-05 51 129 7300-06 19 1,004 7300-15 0 263 7300-35 2 5 7300-37 3 7 7300-45 3,821 10,871 231 1,000 8130 Fitness progrations and services are services and services are services and services are services are services and services are services and services are servic	Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES	ACTUAL AMENDED BUDGET Section : 087 - AQUATIC CENTER PROPOSED BUDGET	ACTUAL AMENDED BUDGET Section : 087 - AQUATIC CENTER PROGRED BUDGET BUDGET

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
5,078	5,169	6,000	5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	6,000	0	0
5,078	5,169	6,000	TOTAL CHARGES FOR SERVICES	6,000	0	0
5,078	5,169	6,000	TOTAL RESOURCES	6,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	· ·	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
2,862	1,675	3,500	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	0	0
2,862	1,675	3,500	TOTAL MATERIALS AND SERVICES	3,750	0	0
2,862	1,675	3,500	TOTAL REQUIREMENTS	3,750	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION	2026 PROPOSED	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			Section: 087 - AQUATIC CENTER Program: 635 - CLASSES & PROGRAMS			
				BUDGET		
			RESOURCES			
			CHARGES FOR SERVICES			
302	200	350	5350 Registration Fees Aquatic Center - Classes & Programs (Lifeguard Training) Budget Note: Lifeguard Training classes are being offered at low cost to encourage employment at the pool.	350	0	0
302	200	350	TOTAL CHARGES FOR SERVICES	350	0	0
302	200	350	TOTAL RESOURCES	350	0	0

				· · · · · · · · · · · · · · · · · · ·			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	1	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	312		Salaries & Wages - Regular Part Time Swim Instructor - 0.01 FTE	320	0	0
0	84	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	5	18	7300-05	Fringe Benefits - FICA - Social Security	19	0	0
0	1	4	7300-06	Fringe Benefits - FICA - Medicare	4	0	0
0	0	36	7300-15	Fringe Benefits - PERS - OPSRP - IAP	52	0	0
0	121	10	7300-35	Fringe Benefits - Workers' Compensation Insurance	9	0	0
0	0	0	7300-45	Fringe Benefits - Paid Family Leave City Share	3	0	0
0	211	380		TOTAL PERSONNEL SERVICES	407	0	0
				MATERIALS AND SERVICES			
883	891	1,200		Recreation Program Expenses aining Class materials.	1,200	0	0
883	891	1,200		TOTAL MATERIALS AND SERVICES	1,200	0	0
883	1,102	1,580		TOTAL REQUIREMENTS	1,607	0	0

PARKS & RECREATION Community Center & Rec Programs

Organization Set - Programs

- Administration
- Classes and Programs
- Tiny Tots
- Special Events

Organization Set

01-17-090-501

01-17-090-635

01-17-090-638

01-17-090-641

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			RESOURCES			
			<u>INTERGOVERNMENTAL</u>			
44,876	0	0	5061 Clackamas Education Services District	0	0	(
44,876	0	0	TOTAL INTERGOVERNMENTAL	0	0	
			CHARGES FOR SERVICES			
21,418	12,042	15,000	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	12,000	0	(
10,760	7,815	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	(
2,320	3,429	2,500	5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	4,000	0	1
9,691	7,488	10,000	5380-35 Facility Rentals - Athletic Facilities Community Center athletic membership fees for track, racquetball, basketball, pickleball, and various recreation drop-in programs.	10,000	0	
5,940	4,572	3,500	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	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	
50,128	35,345	41,200	TOTAL CHARGES FOR SERVICES	39,200	0	
			MISCELLANEOUS			
0	2,403	0	6360-17 Grants - Oregon Community Foundation	0	0	
0	0	0	6420 Donations - Parks & Recreation Matches with Donation expense account 01-17-090-501.7680	1,000	0	
0	0	2,000	6420-06 Donations - Parks & Recreation - Sponsorships Parks & Recreation Sponsorships for Community Center programs. Matching acct 8138	2,000	0	
803	1,009	700	6600 Other Income Incidental revenue received at Community Center from copy machine, av equipment user fees, etc .	700	0	
803	3,412	2,700	TOTAL MISCELLANEOUS	3,700	0	
95,808	38,757	43,900	TOTAL RESOURCES	42,900	0	

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS Program: 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,851	-385	0	7000	Salaries & Wages	0	0	(
172,740	177,264	203,568	Recreation I	Salaries & Wages - Regular Full Time Manager - 1.00 FTE Program Coordinator - 1.00 FTE nt Support Technician - 1.00 FTE	219,069	0	(
0	0	68,797	7000-10 Customer S	Salaries & Wages - Regular Part Time ervice Assistant - 2.23 FTE	75,658	0	(
59,180	64,186	7,940	7000-15 Customer S	Salaries & Wages - Temporary ervice Assistant - 0.66 FTE	20,818	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
537	-227	0	7300	Fringe Benefits	0	0	(
14,221	14,814	16,957	7300-05	Fringe Benefits - FICA - Social Security	17,832	0	(
3,326	3,465	4,065	7300-06	Fringe Benefits - FICA - Medicare	4,273	0	
59,596	64,649	74,039	7300-15	Fringe Benefits - PERS - OPSRP - IAP	91,098	0	(
22,989	22,669	47,648	7300-20	Fringe Benefits - Medical Insurance	28,345	0	(
3,000	3,250	4,000	7300-22	Fringe Benefits - VEBA Plan	2,250	0	(
180	173	240	7300-25	Fringe Benefits - Life Insurance	180	0	(
439	456	557	7300-30	Fringe Benefits - Long Term Disability	506	0	(
1,714	1,815	1,941	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,198	0	(
109	101	136	7300-37	Fringe Benefits - Workers' Benefit Fund	109	0	(
0	155	218	7300-45	Fringe Benefits - Paid Family Leave City Share	2,717	0	(
219	30	92	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	92	0	(
340,102	352,414	430,198		TOTAL PERSONNEL SERVICES	465,145	0	
				MATERIALS AND SERVICES			
6,119	6,932	5,000	7500	Credit Card Fees	5,000	0	(
832	1,665	1,700	7515	City Services Charge expense	1,700	0	(
255	205	1,100	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	800	0	
15	180	300	7550 Professiona	Travel & Education I development conferences and workshops and membership in the Oregon and Parks Association and National Recreation and Park Association.	300	0	(

01 - GENERAL FUND

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PAR Section : 090 - COM Program : 501 - ADMIN	MUNITY CENTER		C PROGR	AMS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2020 ADOPTE BUDGE
76,423	81,595	85,000	7600	Utilities					85,000	0	(
7,584	6,907	7,358	7610-05	Insurance - Liability					8,698	0	
24,894	29,514	34,455	7610-10	Insurance - Property					44,755	0	
4,457	5,135	6,500	7620	Telecommunications					6,000	0	(
56,840	62,862	64,000	7650-10	Janitorial - Services					67,000	0	(
6,534	4,729	6,000	7650-15	Janitorial - Supplies					6,000	0	
617	3,672	3,500	7660	Materials & Supplies					3,500	0	(
17,120	2,403	0	7660-25	Materials & Supplies - Grant	ts				0	0	(
0	0	0	7680 Matches wit	Materials & Supplies - Dona n Donation revenue account 01-17-09					1,000	0	(
28,912	28,968	40,000		Repairs & Maintenance ual maintenance and special projects	;.				40,000	0	(
0	175	500	7750	Professional Services					500	0	(
1,611	18	0	7750-01	Professional Services - Aud	it & other city-w	ide p	orof svc		0	0	(
13,584	20,946	18,000	7790	Maintenance & Rental Contr	racts				18,000	0	(
0	0	0	7800 Misc. equipr	M & S Equipment nent replacement					0	0	(
7,384	8,296	13,787		M & S Computer Charges aterials & supplies costs shared city-w	vide				9,993	0	
5,024	1,929	3,240	7840-45	M & S Computer Charges - 0	Community Cent	ter			7,400	0	
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	<u>A</u> ı	mt/Unit	<u>Total</u>			
				et Renewal	1		1,600	1,600			
			Laptop Card Re	oodoro	1		2,000 1,000	2,000 1,000			
				et peripherals	1		1,000	1,000			
				65 licensing	1		1,600	1,600			
				icensing	1		200	200			
0	0	2,000	Parks & Red	Sponsorships Utilized creation Sponsorships matched with re- creation Sponsorships	evenue account #64	420-0	06 Donation	ns -	2,000	0	
258,206	266,133	292,440	T dino di Noc	<u> </u>	RIALS AND SE	RVI	CES		307,646	0	
	•			CAPITAL OUTLAY					·		
0	2,040	1,456		Capital Outlay Computer Ch pital outlay costs shared city-wide	narges				607	0	(
0	36,830	102,000		Building Improvements					0	0	
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City of McMinnville Budget Document Report

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	38,870	103,456	TOTAL CAPITAL OUTLAY	607	0	0
598,308	657,417	826,094	TOTAL REQUIREMENTS	773,398	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
114,395	181,632	190,000	5350 Registration Fees Community Center special interest programs and classes serving children and adults.	200,000	0	0
114,395	181,632	190,000	TOTAL CHARGES FOR SERVICES	200,000	0	0
114,395	181,632	190,000	TOTAL RESOURCES	200,000	0	0

		2005	Denominant 17 DADICE & DECREATION			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED	Department: 17 - PARKS & RECREATION Section: 090 - COMMUNITY CENTER & REC PROGRAMS	2026 PROPOSED	2026 APPROVED	2026 ADOPTED
		BUDGET	Program: 635 - CLASSES & PROGRAMS	BUDGET	BUDGET	BUDGET
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	113	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
0	0	63,981	7000-10 Salaries & Wages - Regular Part Time Recreation Program Instructors 1, 2, & 3 - 1.00 FTE	72,573	0	0
49,906	81,757	22,360	7000-15 Salaries & Wages - Temporary Recreation Program Instructor 1, 2, & 3 - 0.32 FTE Recreation Assistant - 0.60 FTE Program Assistant - 0.13 FTE	35,545	0	0
0	26	0	7000-20 Salaries & Wages - Overtime	0	0	0
3,094	5,078	5,223	7300-05 Fringe Benefits - FICA - Social Security	6,269	0	0
724	1,188	1,252	7300-06 Fringe Benefits - FICA - Medicare	1,502	0	0
7,509	7,485	9,714	7300-15 Fringe Benefits - PERS - OPSRP - IAP	17,570	0	0
1,068	1,257	734	7300-35 Fringe Benefits - Workers' Compensation Insurance	856	0	0
32	50	44	7300-37 Fringe Benefits - Workers' Benefit Fund	53	0	0
0	44	68	7300-45 Fringe Benefits - Paid Family Leave City Share	932	0	0
62,333	96,998	103,376	TOTAL PERSONNEL SERVICES	135,300	0	0
			MATERIALS AND SERVICES			
37,183	38,552	45,000	Recreation Program Expenses Materials and supplies consumed in recreational classes and programs offered for childrer and adults. Also includes fees paid to contract instructors/camps.	42,000	0	0
37,183	38,552	45,000	TOTAL MATERIALS AND SERVICES	42,000	0	0
99,517	135,550	148,376	TOTAL REQUIREMENTS	177,300	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	The state of the s	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
6,006	9,420	6,500	CHARGES FOR SERVICES 5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	8,000	0	0
6,006	9,420	6,500	TOTAL CHARGES FOR SERVICES	8,000	0	0
6,006	9,420	6,500	TOTAL RESOURCES	8,000	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RE Section : 090 - COMMUNITY (Program : 638 - TINY TOTS		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			REQUIREM	ENTS			
			MATERIALS AND SERVICES				
216	194	400	Recreation Program Expenses erials and supplies needed to support Tiny Tots Indoor	Playpark.	500	0	0
216	194	400	TOTAL MATERIALS A	ND SERVICES	500	0	0
216	194	400	TOTAL REQUIR	REMENTS	500	0	0

			0. 01.11.11.11.11			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
4,450	5,762	5,500	5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Fun Runs, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	6,500	0	0
4,450	5,762	5,500	TOTAL CHARGES FOR SERVICES	6,500	0	0
4,450	5,762	5,500	TOTAL RESOURCES	6,500	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	· ·	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			MATERIALS AND SERVICES			
2,316	2,897	2,700	8130 Recreation Program Expenses Expenses for major community events or department-sponsored special events including Alien Abduction Dash.	3,500	0	0
2,316	2,897	2,700	TOTAL MATERIALS AND SERVICES	3,500	0	0
2,316	2,897	2,700	TOTAL REQUIREMENTS	3,500	0	0

PARKS & RECREATION Recreational Sports

<u>Organization Set – Programs</u>	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

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
665	1,315	,	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.	1,500	0	0
665	1,315	1,500	TOTAL CHARGES FOR SERVICES	1,500	0	0
665	1,315	1,500	TOTAL RESOURCES	1,500	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,141	-1,070	0	7000	Salaries & Wages	0	0	0
98,786	111,029		7000-05	Salaries & Wages - Regular Full Time Supervisor - 1.00 FTE	69,864	0	0
0	17,149	53,178	7000-10 Recreation N	Salaries & Wages - Regular Part Time Manager - 0.50 FTE	53,541	0	0
361	958	13,149	7000-15 Program As:	Salaries & Wages - Temporary sistant - 0.33 FTE	13,081	0	0
0	84	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	250	600	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	0
166	-487	0	7300	Fringe Benefits	0	0	0
5,981	7,923	7,990	7300-05	Fringe Benefits - FICA - Social Security	8,294	0	0
1,399	1,853	1,915	7300-06	Fringe Benefits - FICA - Medicare	1,988	0	0
35,705	44,922	37,944	7300-15	Fringe Benefits - PERS - OPSRP - IAP	41,681	0	0
16,017	12,368	8,108	7300-20	Fringe Benefits - Medical Insurance	8,894	0	0
2,000	2,000	1,000	7300-22	Fringe Benefits - VEBA Plan	1,000	0	0
60	83	120	7300-25	Fringe Benefits - Life Insurance	120	0	0
237	271	286	7300-30	Fringe Benefits - Long Term Disability	296	0	0
1,676	2,084	977	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,041	0	0
20	37	39	7300-37	Fringe Benefits - Workers' Benefit Fund	39	0	0
0	86	103	7300-45	Fringe Benefits - Paid Family Leave City Share	1,180	0	0
3,972	887	3,073	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,073	0	0
167,521	200,428	193,610		TOTAL PERSONNEL SERVICES	204,692	0	0
				MATERIALS AND SERVICES			
5,052	5,194	5,300	7500	Credit Card Fees	5,300	0	0
86	68	500	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	400	0	0
25	48	300	7550 Professional	Travel & Education memberships and miscellaneous workshops.	300	0	0
535	471	1,000	7590 Rec Van & 1	Fuel - Vehicle & Equipment Fruck	1,000	0	0
1,469	1,729	1,842	7610-05	Insurance - Liability	2,545	0	0

City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PAF Section : 096 - RE c Program : 501 - AD M	CREATIONAL SPORT			2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
141	163	190	7610-10	Insurance - Property				242	0	0
1,539	1,870	2,600	7620	Telecommunications				2,600	0	0
43	5	50	7660-05	Materials & Supplies - Offi	ce Supplies			50	0	0
0	0	650	7750	Professional Services				0	0	0
1,157	12	0	7750-01	Professional Services - Au	dit & other city-wid	de prof	svc	0	0	0
0	0	0	7800	M & S Equipment				0	0	0
1,477	1,383	4,596	7840 I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city	-wide			3,331	0	0
1,440	1,597	6,090	7840-55	M & S Computer Charges	- Recreational Spo	rts		6,400	0	0
			Replace Office 3	tion Pro Renewal Pment laptops 65 licensing et Renewal	<u>Units</u> 1 2 1 1	2,0	200 200 200 4,000 200 600			
0	0	0	8130-15	Recreation Program Expen	nses - Concession	S		0	0	0
12,963	12,541	23,118		TOTAL MATI	ERIALS AND SEF	RVICES	<u>3</u>	22,168	0	0
				CAPITAL OUTLAY						
0	340	485	8750 I.S. Fund ca	Capital Outlay Computer Opital outlay costs shared city-wide	Charges			202	0	0
0	340	485		<u>TOTAL</u>	CAPITAL OUTLA	<u>\Y</u>		202	0	0
180,485	213,308	217,213		TOTAL	REQUIREMENT	S		227,062	0	0

2023	2024	2025	Department : 17 - PARKS & RECREATION	2026	2026	2026
ACTUAL	ACTUAL	AMENDED	Section: 096 - RECREATIONAL SPORTS	PROPOSED	APPROVED	ADOPTE
		BUDGET	Program : 647 - ADULT SPORTS	BUDGET	BUDGET	BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
17,784	20,265	19,000	5350 Registration Fees	20,000	0	0
			Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.			
17,784	20,265	19,000	TOTAL CHARGES FOR SERVICES	20,000	0	0
17,784	20,265	19,000	TOTAL RESOURCES	20,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 096 - RECREATIONAL SPORTS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				Program : 647 - ADULT SPORTS REQUIREMENTS			
				PERSONNEL SERVICES			
6,818	9,984	18,922	Program As	Salaries & Wages - Temporary sistant - 0.22 FTE Assistant - 0.27 FTE	18,583	0	0
423	619	1,144	7300-05	Fringe Benefits - FICA - Social Security	1,124	0	0
99	145	275	7300-06	Fringe Benefits - FICA - Medicare	270	0	0
0	218	2,130	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,020	0	0
0	0	382	7300-35	Fringe Benefits - Workers' Compensation Insurance	377	0	0
5	5	11	7300-37	Fringe Benefits - Workers' Benefit Fund	10	0	0
0	5	15	7300-45	Fringe Benefits - Paid Family Leave City Share	160	0	0
7,345	10,975	22,879		TOTAL PERSONNEL SERVICES	23,544	0	0
				MATERIALS AND SERVICES			
10,814	8,423	9,500	8130 Portable toil Adult Sports	Recreation Program Expenses et rentals, field paint/chalk, balls, and other expenses/supplies related to the Program.	10,500	0	0
10,814	8,423	9,500		TOTAL MATERIALS AND SERVICES	10,500	0	0
18,159	19,398	32,379		TOTAL REQUIREMENTS	34,044	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
97,249	100,328	98,000	Recreationa	Registration Fees al Sports registration fees for fall and spring Youth Soccer seasons. \$7,000 goes soccer field maintenance improvements (matched by park maintenance).	105,000	0	0
0	0	200	5380-55	Facility Rentals - Concessions	400	0	0
97,249	100,328	98,200		TOTAL CHARGES FOR SERVICES	105,400	0	0
97,249	100,328	98,200		TOTAL RESOURCES	105,400	0	0

				OT SEINERWET SIND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
20,569	24,484	25,872	Program As	Salaries & Wages - Temporary sistant - 0.19 FTE Assistant - 0.53 FTE	26,968	0	0
1,275	1,518	1,565	7300-05	Fringe Benefits - FICA - Social Security	1,631	0	0
298	355	375	7300-06	Fringe Benefits - FICA - Medicare	390	0	0
0	247	2,910	7300-15	Fringe Benefits - PERS - OPSRP - IAP	4,382	0	0
0	0	649	7300-35	Fringe Benefits - Workers' Compensation Insurance	666	0	0
17	7	15	7300-37	Fringe Benefits - Workers' Benefit Fund	15	0	0
0	19	21	7300-45	Fringe Benefits - Paid Family Leave City Share	232	0	0
22,160	26,631	31,407		TOTAL PERSONNEL SERVICES	34,284	0	0
				MATERIALS AND SERVICES			
34,025	24,525	30,000	Soccer equi	Recreation Program Expenses pment, team t-shirts, field supplies, and printing, etc. over additional field maintenance.	32,000	0	0
34,025	24,525	30,000		TOTAL MATERIALS AND SERVICES	32,000	0	0
56,185	51,156	61,407		TOTAL REQUIREMENTS	66,284	0	0

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
			CHA	RGES FOR SERVICES			
15,205	16,728	17,000		tration Fees gistration fees or Youth Basketball.	17,000	0	0
15,205	16,728	17,000		TOTAL CHARGES FOR SERVICES	17,000	0	0
15,205	16,728	17,000		TOTAL RESOURCES	17,000	0	0

				0. 01.11.11.11			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department: 17 - PARKS & RECREATION Section: 096 - RECREATIONAL SPORTS Program: 653 - YOUTH BASKETBALL	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
9,746	13,683	12,549		Salaries & Wages - Temporary sistant - 0.23 FTE Assistant - 0.14 FTE	14,084	0	0
604	848	759	7300-05	Fringe Benefits - FICA - Social Security	852	0	0
141	199	182	7300-06	Fringe Benefits - FICA - Medicare	204	0	0
151	224	1,413	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,289	0	0
0	0	318	7300-35	Fringe Benefits - Workers' Compensation Insurance	226	0	0
8	6	7	7300-37	Fringe Benefits - Workers' Benefit Fund	8	0	0
0	11	10	7300-45	Fringe Benefits - Paid Family Leave City Share	121	0	0
10,651	14,971	15,238		TOTAL PERSONNEL SERVICES	17,784	0	0
				MATERIALS AND SERVICES			
2,735	3,364	3,200		Recreation Program Expenses sketballs, printing, and other supplies related to the Youth Basketball Program.	3,200	0	0
2,735	3,364	3,200		TOTAL MATERIALS AND SERVICES	3,200	0	0
13,386	18,335	18,438		TOTAL REQUIREMENTS	20,984	0	0

			<u> </u>			
2023	2024	2025	Department : 17 - PARKS & RECREATION	2026	2026	2026
ACTUAL	ACTUAL	AMENDED	Section: 096 - RECREATIONAL SPORTS	PROPOSED	APPROVED	ADOPTE
		BUDGET	Program: 656 - YOUTH BASEBALL/SOFTBALL	BUDGET	BUDGET	BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
50,650	52,426	47,000	5350 Registration Fees	50,000	0	0
			Recreational Sports registration fees for Youth Baseball and Softball Programs.			
260	300	500	5380-55 Facility Rentals - Concessions	600	0	0
			Baseball/Softball concessionaire profit sharing with City.			
50,910	52,726	47,500	TOTAL CHARGES FOR SERVICES	50,600	0	0
			MISCELLANEOUS			
0	12,750	15,500	6420-06 Donations - Parks & Recreation - Sponsorships Parks & Recreation Sponsorships for Recreational Sports programs.	15,500	0	0
7,069	0	0	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. Donations collected in P&R Admin 01-17-090-501.	0	0	0
7,069	12,750	15,500	TOTAL MISCELLANEOUS	15,500	0	0
57,980	65,476	63,000	TOTAL RESOURCES	66,100	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
10,348	11,941	15,002	Program As	Salaries & Wages - Temporary sistant - 0.15 FTE Assistant - 0.26 FTE	15,378	0	0
642	740	908	7300-05	Fringe Benefits - FICA - Social Security	930	0	0
150	173	218	7300-06	Fringe Benefits - FICA - Medicare	223	0	0
71	50	1,687	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,500	0	0
0	0	338	7300-35	Fringe Benefits - Workers' Compensation Insurance	346	0	0
8	7	8	7300-37	Fringe Benefits - Workers' Benefit Fund	8	0	0
0	4	12	7300-45	Fringe Benefits - Paid Family Leave City Share	132	0	0
11,218	12,916	18,173		TOTAL PERSONNEL SERVICES	19,517	0	0
				MATERIALS AND SERVICES			
8,434	0	0	Baseball/So Baseball/So	Materials & Supplies - Donations ftball field improvements and other equipment purchased in support of the Youth ftball Program funded by revenue account 6420-35, Donations-Parks & Baseball & Softball Sponsorships.	0	0	0
21,836	17,810	20,000	Youth baset	Recreation Program Expenses pall/softball related materials, supplies, and equipment necessary to sustain erations for boys and girls 6-14 years.	21,000	0	0
0	12,750	15,500	Parks & Red	Sponsorships Utilized creation Sponsorships matched with revenue account #6420-06 Donations - creation Sponsorships	15,500	0	0
30,270	30,560	35,500		TOTAL MATERIALS AND SERVICES	36,500	0	0
41,488	43,476	53,673		TOTAL REQUIREMENTS	56,017	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
990	672	50	Registration Fees onal Sports registration fees for classes, camps, clinics. s and revenues are moving into Rec Sports from CC Programs for FY 26.	16,500	0	0
990	672	50	TOTAL CHARGES FOR SERVICES	16,500	0	0
990	672	50	TOTAL RESOURCES	16,500	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
		BODOLI		Program: 659 - YOUTH SPORTS CAMPS	BODOLI	BODGET	BODGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0		Salaries & Wages - Regular Part Time Program Instructor 2 - 0.01 FTE	416	0	0
0	0	52	Recreation A	Salaries & Wages - Temporary Assistant - 0.05 FTE sistant - 0.04 FTE	3,468	0	0
0	0	4	7300-05	Fringe Benefits - FICA - Social Security	235	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	57	0	0
0	0	7	7300-15	Fringe Benefits - PERS - OPSRP - IAP	631	0	0
0	0	1	7300-35	Fringe Benefits - Workers' Compensation Insurance	76	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	35	0	0
0	0	65		TOTAL PERSONNEL SERVICES	4,920	0	0
				MATERIALS AND SERVICES			
0	0	50		Recreation Program Expenses quipment or supplies to support youth sports camps and classes as needed.	3,000	0	0
			Expenses a	nd revenues are moving into Rec Sports from CC Programs for FY26.			
0	0	50		TOTAL MATERIALS AND SERVICES	3,000	0	0
0	0	115		TOTAL REQUIREMENTS	7,920	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

2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			RESOURCES			
			<u>INTERGOVERNMENTAL</u>			
0	0	0	4830-05 OR Dept of Human Services - Transportation grant	50,000	0	0
0	0	0	TOTAL INTERGOVERNMENTAL	50,000	0	0
			CHARGES FOR SERVICES			
0	0	4,500	5380-20 Facility Rentals - Meeting Rooms	3,200	3,330	3,894
0	0	1,500	5380-40 Facility Rentals - Staff Fees	300	563	533
0	0	1,000	5380-45 Facility Rentals - Reception Facilities	500	305	1,595
0	0	7,000	TOTAL CHARGES FOR SERVICES	4,000	4,198	6,021
			MISCELLANEOUS			
0	0	500	6420-06 Donations - Parks & Recreation - Sponsorships Parks & Recreation Sponsorships for Senior Center programs.	500	0	0
0	0	30,000	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities. Expenses posted to account #7680. Received a substantial donation in March 2023 from the Glaze Family 1990 Trust to support recreation and social opportunities the Senior Center provides.	30,000	23,495	2,701
0	0	0	6420-60 Donations - Parks & Recreation - Building Improvements	0	0	0
0	0	350	6600 Other Income Senior Center equipment rental fees and other incidental revenues (copies).	25	405	269
0	0	1,800	1 Other Income - Wortman Gallery 1 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	2,310	1,387
0	0	32,650	TOTAL MISCELLANEOUS	32,025	26,210	4,356
0	0	39,650	TOTAL RESOURCES	86,025	30,407	10,377

01 - GENERAL FUND

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
		DODOLI		Program: 501 - ADMINISTRATION		505021	50502
				REQUIREMENTS			
				PERSONNEL SERVICES			
181	717	0	7000	Salaries & Wages	0	0	0
64,981	74,805	80,698	7000-05 Recreation	Salaries & Wages - Regular Full Time Manager - 1.00 FTE	85,555	0	0
30,501	33,108	48,230		Salaries & Wages - Regular Part Time nt Support Technician - 0.80 FTE ervice Assistant - 0.80 FTE	68,710	0	0
3,594	12,287	9,564	7000-15 Customer S	Salaries & Wages - Temporary Pervice Assistant - 0.17 FTE	5,394	0	0
17	125	0	7000-20	Salaries & Wages - Overtime	0	0	0
68	164	0	7300	Fringe Benefits	0	0	0
5,817	7,160	8,379	7300-05	Fringe Benefits - FICA - Social Security	9,659	0	0
1,360	1,675	2,009	7300-06	Fringe Benefits - FICA - Medicare	2,315	0	0
27,738	32,288	37,989	7300-15	Fringe Benefits - PERS - OPSRP - IAP	46,287	0	0
29,688	30,071	31,404	7300-20	Fringe Benefits - Medical Insurance	34,447	0	0
4,000	4,000	4,000	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
120	120	120	7300-25	Fringe Benefits - Life Insurance	120	0	0
249	289	278	7300-30	Fringe Benefits - Long Term Disability	296	0	0
804	1,204	1,495	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,724	0	0
39	42	52	7300-37	Fringe Benefits - Workers' Benefit Fund	62	0	0
0	77	107	7300-45	Fringe Benefits - Paid Family Leave City Share	1,375	0	0
700	148	902	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	902	0	0
169,857	198,278	225,227		TOTAL PERSONNEL SERVICES	260,846	0	0
				MATERIALS AND SERVICES			
1,042	1,548	1,800	7500	Credit Card Fees	2,000	0	0
416	832	860	7515	City Services Charge expense	860	0	0
153	123	500	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	300	0	0
1,462	1,064	1,000	7550 Registration	Travel & Education fees and other expenses associated with professional development workshops, and training for Senior Center staff.	1,000	0	0
0	0	0	7590	Fuel - Vehicle & Equipment	1,500	0	0

City of McMinnville Budget Document Report

01 - GENERAL FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - P A Section : 099 - SI Program : 501 - AD	ENIOR CENTER	ON			2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
10,057	6,046	14,000	7600	Utilities					14,000	0	0
2,624	1,762	1,877	7610-05 Increase in	Insurance - Liability insurance for the bus					3,642	0	0
4,285	5,011	5,850	7610-10	Insurance - Property					7,584	0	0
5,334	6,126	7,300	7620	Telecommunications					7,300	0	0
22,318	19,815	24,000	7650-10	Janitorial - Services					22,000	0	0
0	2,801	2,500	7650-15	Janitorial - Supplies					2,500	0	0
1,779	1,877	2,100	7660	Materials & Supplies					2,300	0	0
2,701	23,495	30,000	Materials ar	Materials & Supplies - Donations - Donatio	al donations that suppor	t the Soniors.	enior Ce	enter	30,000	0	0
15,330	38,920	20,000	7720	Repairs & Maintenance					20,000	0	0
1,238	15	0	7750-01	·					0	0	0
17,702	17,099	12,500	7790	90 Maintenance & Rental Contracts					12,500	0	0
487	504	500	7800	M & S Equipment					500	0	0
0	0	0	7810	M & S Equipment - Donat	tions				0	0	0
4,430	4,604	7,652		M & S Computer Charges aterials & supplies costs shared ci					5,546	0	0
6,456	3,126	5,140	7840-60	M & S Computer Charges	s - Senior Center				7,400	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/		<u>Total</u>			
				ement Computer	1		500	2,500			
			Card R	et Peripherals	1		000 000	1,000 1,000			
				865 licensing	1		900	900			
				Pro Renewals	2		200	400			
			Activen	et Renewal	1	1,	600	1,600			
1,452	1,761	1,800	Reflects pay	Wortman Gallery Expens yments to Gallery artists from sales upporting the Gallery (artist cards)	s of their art work. Inclu				1,800	0	0
0	0	500		Sponsorships Utilized creation Sponsorships matched wi creation Sponsorships	ith revenue account #64	20-06	Donatio	ns -	500	0	0
99,268	136,529	139,879		TOTAL MA	TERIALS AND SE	RVICE	<u>s</u>		143,232	0	0
				CAPITAL OUTLAY							
0	1,132	808	8750 I.S. Fund ca	Capital Outlay Computer apital outlay costs shared city-wide					337	0	0

City of McMinnville Budget Document Report

4/14/2025

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
11,648	0	278,900	 Building Improvements nyl flooring replacement	66,400	0	0
0	0	50,000	 Vehicles r accessible bus vinyl wrap.	9,500	0	0
11,648	1,132	329,708	TOTAL CAPITAL OUTLAY	76,237	0	0
280,772	335,940	694,814	TOTAL REQUIREMENTS	480,315	0	0

2023	2024		2025	Department : 17 - PARKS & RECREATION	2026	2026	2026
ACTUAL ACTUAL	Occilon . 033	Section: 099 - SENIOR CENTER	PROPOSED	APPROVED	ADOPTED		
		BUDGET	Program: 635 - CLASSES & PROGRAMS	BUDGET	BUDGET	BUDGET	
			RESOURCES				
			CHARGES FOR SERVICES				
29,934	44,251	30,000 5350	Registration Fees	41,000	0	0	
29,934	44,251	30,000	TOTAL CHARGES FOR SERVICES	41,000	0	0	
29,934	44,251	30,000	TOTAL RESOURCES	41,000	0	0	

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	4,203	7000-10	Salaries & Wages - Regular Part Time	0	0	0
4,111	5,865	10,968	Recreation F	Salaries & Wages - Temporary Program Instructor 2 - 0.06 FTE Program Instructor 3 - 0.35 FTE	21,484	0	0
255	361	917	7300-05	Fringe Benefits - FICA - Social Security	1,300	0	0
60	84	220	7300-06	Fringe Benefits - FICA - Medicare	311	0	0
0	33	1,707	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,491	0	0
46	84	164	7300-35	Fringe Benefits - Workers' Compensation Insurance	232	0	0
2	3	6	7300-37	Fringe Benefits - Workers' Benefit Fund	8	0	0
0	4	11	7300-45	Fringe Benefits - Paid Family Leave City Share	184	0	0
4,473	6,434	18,196		TOTAL PERSONNEL SERVICES	27,010	0	0
				MATERIALS AND SERVICES			
10,916	13,125	12,500	Materials an with instruct	Recreation Program Expenses and supplies for Senior Center classes and programs including costs associated ors who are independent contractors. checks for new instructors.	13,500	0	0
10,916	13,125	12,500		TOTAL MATERIALS AND SERVICES	13,500	0	0
15,388	19,559	30,696		TOTAL REQUIREMENTS	40,510	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
786	1,181	500 5350	Registration Fees	2,000	0	0
786	1,181	500	TOTAL CHARGES FOR SERVICES	2,000	0	0
786	1,181	500	TOTAL RESOURCES	2,000	0	0

23 2024 L ACTUAL	2025	Department : 17 - PARKS & RECREATION	2026	2026	2026
ACTUAL	Section . 033 - Senior Center	PROPOSED	APPROVED	ADOPTED	
	BUDGET	Program: 641 - SPECIAL EVENTS	CIAL EVENTS BUDGET BU		BUDGET
		REQUIREMENTS			
		MATERIALS AND SERVICES			
0	0 8130	Recreation Program Expenses	0	0	0
0	0	TOTAL MATERIALS AND SERVICES	0	0	0
0	0	TOTAL REQUIREMENTS	0	0	0
	0 0	ACTUAL AMENDED BUDGET 0 0 8130 0 0	ACTUAL AMENDED Section: 099 - SENIOR CENTER Program: 641 - SPECIAL EVENTS REQUIREMENTS MATERIALS AND SERVICES 0 0 8130 Recreation Program Expenses 0 TOTAL MATERIALS AND SERVICES	ACTUAL AMENDED BUDGET Section: 099 - SENIOR CENTER PROPOSED BUDGET REQUIREMENTS MATERIALS AND SERVICES 0 0 8130 Recreation Program Expenses 0 TOTAL MATERIALS AND SERVICES 0	ACTUAL AMENDED BUDGET Section: 099 - SENIOR CENTER PROPOSED BUDGET Program: 641 - SPECIAL EVENTS REQUIREMENTS MATERIALS AND SERVICES 0 0 8130 Recreation Program Expenses 0 0 0 TOTAL MATERIALS AND SERVICES 0 0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
0	3,524	6,000	5350 Registration	Registration Fees on income from Senior Center sponsored day-long field trip and tour event on fees	6,000	0	0
0	3,524	6,000		TOTAL CHARGES FOR SERVICES	6,000	0	0
0	3,524	6,000		TOTAL RESOURCES	6,000	0	0

2026 ADOPTEI	2026 APPROVED	2026 PROPOSED	Department : 17 - PARKS & RECREATION	2025 AMENDED	2024 ACTUAL	2023 ACTUAL
BUDGET	BUDGET	BUDGET	Section: 099 - SENIOR CENTER	BUDGET	ACTUAL	ACTUAL
			Program: 665 - DAY TOURS			
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	2,325	7000-15 Salaries & Wages - Temporary Program Assistant - 0.06 FTE	1,952	0	0
0	0	141	7300-05 Fringe Benefits - FICA - Social Security	118	0	0
0	0	34	7300-06 Fringe Benefits - FICA - Medicare	28	0	0
0	0	378	7300-15 Fringe Benefits - PERS - OPSRP - IAP	220	0	0
0	0	25	7300-35 Fringe Benefits - Workers' Compensation Insurance	21	0	0
0	0	1	7300-37 Fringe Benefits - Workers' Benefit Fund	1	0	0
0	0	20	7300-45 Fringe Benefits - Paid Family Leave City Share	1	0	0
0	0	2,924	TOTAL PERSONNEL SERVICES	2,341	0	0
			MATERIALS AND SERVICES			
0	0	5,500	Recreation Program Expenses Senior Center day tour excursions including bus fuel, staffing, admission fees, meals, and other event related expenses.		2,608	0
0	0	5,500	TOTAL MATERIALS AND SERVICES	6,000	2,608	0
0	0	8,424	TOTAL REQUIREMENTS	8,341	2,608	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 668 - OVERNIGHT TOURS	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	649	500	Registration Fees asses attached to this program. Revenue is a percentage from a participant g for an Overnight Trip through Collette Travel.	500	0	0
0	649	500	TOTAL CHARGES FOR SERVICES	500	0	0
0	649	500	TOTAL RESOURCES	500	0	0

PARK MAINTENANCE



2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

- The FY 2025-26 budget proposal reflects the Division's approach to aligning maintenance service levels to the City's resource constraints. As a result, services levels will be noticeably reduced and will remain "below base" levels as described in the Core Services analysis several years ago. The result will be a decline in park aesthetics, and a significantly reduced financial capacity to address repairs using contract forces.
- In FY 2022-23, staff developed and proposed a three-phase approach to move park maintenance service levels to base levels from below base. This included additional staffing, additional Materials and Services (M&S) funding, and additional funding to begin to address much needed fleet, equipment and park structures/amenities replacements. The additional funding for M&S was allocated beginning in FY 2023-24, as was additional funding for annual fleet/equipment renewal. This funding was continued for FY 2024-25. The result has been steadily improved park aesthetics over the past two years, and an ability to update fleet and equipment annually. Unfortunately, competing budget priorities over that same time have precluded being able to fund additional staffing or sustained resources to address larger park asset renewal work (such as playground replacement). Thus, only one phase of the three was implemented, and resource constraints will require the elimination of that funding for this budget cycle.
- The FY 2025-26 budget reduces funding for seasonal help from about 1 FTE to about 0.28 FTE. M&S funding for Park Maintenance and Facility Maintenance has been reduced by approximately 29% relative to budgeted amounts for FY 2024-25.

- The FY 2025-26 proposal does not include resources to continue updating fleet and equipment assets on a more proactive basis.
- The proposal includes funding for the continuation of the contracted park security program initiated in 2023 in response to overnight negative behaviors. This program has enabled the City to keep park restrooms open and has eased the maintenance impacts of negative behaviors.
- The FY 2025-26 budget proposal continues the transition to a more centralized approach to Facility Maintenance. To help with financial constraints, filling one position was deferred until FY 2025-26. Funding for city facility maintenance contracts has been significantly reduced. The result of this will be slower than hoped for growth of the program in terms of meeting the daily needs of operating the City's various facilities.
- The budget proposal includes the continuation of several ARPA funded projects:
 - Neighborhood park renovations
 - Park System irrigation renovations



Fall at Joe Dancer Park

- Staff will continue to partner with key volunteer groups. The inmate work crew is no longer available to the City for projects, so staff has continued to develop new relationships. 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), 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. However, resource constraints will limit the City's ability to support these efforts.
- Some maintenance needs will continue to be addressed using 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. These resources help fund backlogged maintenance work such as roof repairs, skate park repairs, bridge repairs and sports turf renovation projects. Given the significant reduction in M&S resources, staff will need to carefully prioritize when and where to use contract forces, and as a result resolving some maintenance issues may take longer than is desirable, and availability may be impacted.
- 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. To continue the invitation to our residents to come and enjoy the benefits of these spaces, quality maintenance is essential. Unfortunately, this budget proposal does not position the Division to continue the recent upward trajectory in improving maintenance service levels.

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 facilities, 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 work is also accomplished in 58 City owned structures. 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 and visitors 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.). Restroom closures are not being considered in service level reductions. However, in the event of major damage or vandalism, some closures may be required due to resource constraints, and repairs may take longer than is desirable.

Turf/Landscape Maintenance

- Turf stands are mowed and edged; landscape areas are weeded; irrigation systems are maintained and operated. Without the "add package" resources allocated in the past two budget cycles, progress made towards reducing are areas that are allowed to "go brown" will be stalled, since staff capacity to mow and maintain irrigation will be reduced.
- 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 property is recorded and tracked. Resource constraints will limit the Division's ability to purchase some of this material, which will have an impact on park aesthetics.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. Mulch application will be eliminated in some areas, and application frequencies reduced in others to save material and labor costs.
- 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. Staff estimates that this service will be

- reduced to an "as needed" basis, with the capacity to support volunteer groups helping with this service reduced.
- Park Maintenance staff are 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 recreational sports 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 to support a healthy turf stand that can withstand the high activity levels these programs bring. This work is critical in maintaining a safe, high quality athletic turf stand. Staff will make every effort to maintain service levels for this core service to keep these facilities as safe as possible for sports users.

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 division remains committed to support this important programming, but current resource constraints will reduce staff's capacity to support this programming.

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.

Park Amenities

Maintain courts, benches, 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. Resource constraints will impact maintenance frequencies for court cleaning and may impact the Division's ability to replace/repair damaged amenities.

Park Building Maintenance

Building lighting, security, and plumbing systems are repaired as resources allow, and vandalism is cleaned up as soon as possible. During the winter, each restroom is closed for a brief period to allow for annual maintenance (cleaning, repairs, painting). Resource limitations will likely mean slower response times to address damage and vandalism.

Skate Park Maintenance

 Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and cleanup of vandalism and graffiti. The elimination of additional core services resources will mean less of this work can be funded.

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 topped off every other year.

Facility Maintenance

The Facility Maintenance program will continue to develop and implement a centralized approach to how the City provides maintenance management facilities city wide. The City owns and operates 58 structures, ranging from the historic Carnegie Library to park shelters. The new model is intended to begin to address the impacts of a decentralized approach that consumes staff capacity for both building managers and various other supporting departments (primarily Operations staff). The work plan for FY25-26 includes providing maintenance and project support for department building managers, as well as developing individual maintenance plans for each facility. Ultimately the program will include staff, equipment, and capital funding to fully implement a comprehensive facility maintenance program. The current program staffing includes 1 full-time Facility Maintenance Coordinator and 1 full-time Facility Maintenance Tech. Given the workload, and with the reduction in resources, service provision will remain below base. For the near term, building specific asset renewal or repair projects (roofs, HVAC equipment, lighting, etc.) will continue to be carried in each department's budget, and Facility staff will assist in procuring and managing the work.

Community Event/Volunteer support

- Prepare facilities for special community events.
- Provide materials and support for volunteer events. Resource limitations will negatively impact the Division's ability to provide a higher level of support for these activities.

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 and ice 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, with both teams trained to the "Operations" level in Haz Mat response. Reducing full-time Park Maintenance staffing levels would negatively impact the City's latent capacity to handle emergency response activities vital for community safety.



Parks Maintenance crew clearing catch basins

Future Challenges and Opportunities

Maintenance planning

- o 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/Dancer improvements, Chegwyn Farms, Riverside Dog Park, BPA linear park extensions, Jay Pearson Park and BPA North all being added in that time period. In 2032, the City will be required to take on maintenance responsibility for an additional 14 acres of natural space acreage at Baker Creek North. Throughout the past decade, resource constraints have intermittently 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, reduced annual flower plantings, reducing tree replacements, reducing maintenance cycles on various building and play equipment structures, and continued deferred maintenance in the system overall. This resulted in a lower quality of aesthetics than the typical McMinnville standard. Additional resources provided, as a result of the 2022 core services analysis, have reversed that trend in the past two budget cycles. However, the resource constraints that shape the FY 25-26 proposed budget will significantly slow progress towards restoring park maintenance service levels and improving aesthetics.
- The current proposal does not allocate resources that allow the division to annually fund fleet and equipment renewal needs. It is important to note that to that a key step in restoring service levels will be to address asset renewal/repair needs on an annual, programmed basis for both fleet and park system assets.
- One time funding via ARPA is being utilized to address some backlogged items such as irrigation system renovations, and small neighborhood park renovations. Items such as

- pavement rehabilitation, restoring shrub beds system wide, replacing picnic tables, roof maintenance, flatwork repairs, skate park repairs, sports turf renovations, shelter replacements and playground replacements all remain unfunded.
- Without additional staffing resources there is no maintenance capacity within this work group to take on additional new facilities or responsibilities.
- Staff will continue the use of a computerized maintenance management system (CMMS) to plan, schedule, and track work. Using this tool, staff continue to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices. This tool was updated in early 2024.



Kicking wall art mural at Joe Dancer

Capital Planning

As the park system overall continues to age, planning for and funding capital improvements continues to be a critical element of the City's asset management strategy relative to parks. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment will all 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. One time ARPA funding has been allocated to "kick start" this effort with funding in recent budget cycles for vehicle and equipment needs, as well funding to address some asset renewal within the park system. However, the challenge will continue to be to develop a sustainable annual funding source that will address larger capital 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 the impacts of these activities. Staff and resources are diverted on a demand basis to address these impacts.
- In 2023, the City initiated a contracted security program to address overnight behavior issues in parks. The program has worked well and has improved user safety and reduced maintenance impacts on staff.
- 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.

Water Conservation Strategies.

Staff continue to monitor water use and evaluate the 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

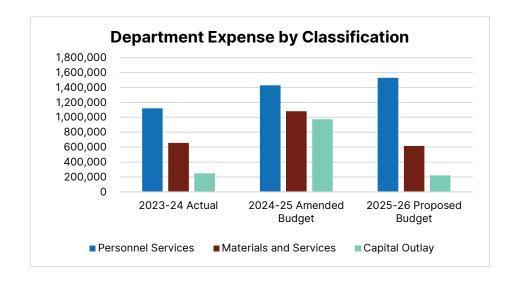
- Evaluate and address ADA issues within the park system; identify opportunities to remedy problems as projects are scoped and developed.
- Ensure that new facilities meet ADA requirements.

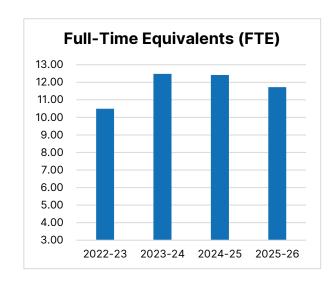


Mike Farmer at East Wortman

Jopan amont occi camman,	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Charges for Services	4,119	5,000	5,000	0
Intergovernmental	11,702	0	0	0
Miscellaneous	3,953	0	1,500	1,500
Revenue Total	19,775	5,000	6,500	1,500
Expenses				
Personnel Services	1,119,804	1,429,104	1,529,928	100,824
Materials and Services	656,669	1,081,001	615,628	(465,373)
Capital Outlay	249,188	973,956	220,207	(753,749)
Expenses Total	2,025,661	3,484,061	2,365,763	(1,118,298)
Unrestricted Resources Required	2,005,887	3,479,061	2,359,263	(1,119,798)

	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	10.49	12.48	12.42	11.72







Historical Highlights

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. 2005 Remodel of City Park and irrigation basketball hoop, lawn area, skatepan including play equipment, basketball hoop, lawn area, and irrigation plase to the grounds. 2002 Development of Thompson Park - 2.40 acre - with facility, restroom facility, play equipment, brisestem. 2006 32 trees value we which turf, irrigation, benches, and plantings. 2007 Compute manager including play equipment, basketball hoop, lawn area, and irrigation play acre including play equipment, basketball hoop, lawn area, and irrigation play equipment, basketball hoop, lawn area, and irrigation play equipment, brisestem. 2006 32 trees value we which turf, irrigation, benches, and plantings. 2006 32 trees value we with turf, irrigation, benches, and plantings. 2007 Compute manager implement work or asset me play area						
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. 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 35 acres. 2005 Remodel of City Park and wortman Park along with upgraded - 1.29 acres - with turf, irrigation, benches, and plantings. 2007 Compute managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department. 2004 Dancer Park Phase III completed increasing the total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2007 Compute managerial oversight total acreage maintained to 75 acres. 2008 Remodel of City Park and Wortman Park completed. 2009 Dancer a play are new play protectic benches 2007 Dancer a play are new play protectic benches 2008 BPA Pathway completed — surfigation, parking lot, and turf.	1994	acre park - developed with turf, irrigation, benches, and	2000	River Park - 0.33 acre - including play equipment, basketball hoop, lawn area,	2005	Discover Commur 21.45 ac skatepar
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. 2005 BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five	1995	Wortman Park along with	2002	Development of Thompson Park - 2.40 acre - with		courts, v shelters
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. 2003 Ash Meadows Park upgraded - 1.29 acres - with turf, irrigation, benches, and plantings. 2004 Dancer Park Phase III complete dincreasing the total acreage maintained to 75 acres. 2007 Compute manager impleme work ord asset may of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation. 2007 Dancer a play area new play protection benches 2005 Remodel of City Park and Wortman Park completed - 8.43 acres - with 51 miles of concrete path and five	1996	completed, increasing the total acreage maintained to		equipment, horseshoe court, basketball court, and	2006	of mainta acres. 32 trees
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. 2004 Dancer Park Phase III completed increasing the total acreage maintained to 75 acres. 2007 Compute managerial vork orc 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation. 2007 Dancer of play area new play protectic benches PAP Pathway completed – 8.43 acres - with 51 miles of concrete path and five	1996	Installation of recreation	2003	upgraded - 1.29 acres - with turf, irrigation,		McMinn windstor
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. 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	1997	managerial oversight transferred to Public Works Superintendent and becomes part of the newly	2004	Dancer Park Phase III completed increasing the total acreage maintained to	2007	replante complete planned. Compute manager
1998 Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf. 2005 Remodel of City Park and Wortman Park completed. 2005 BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five	1997	Development Department. Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and	2004	completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility,	2007	impleme work ord asset ma Dancer a play area new play
irrigation, parking lot, and 2005 BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five	1998	Lower City Park remodeled		•		protection benches
		irrigation, parking lot, and	2005	8.43 acres – with 51 miles of concrete path and five		

- 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.

to complete projects such as replenishing dog park and play

equipment surfacing material,

mulching landscape beds and trails, mural painting and more.

2008	Dancer Park inundated in December 2007 flood, resulting in significant	2011	Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park	2016	As part of succession planning, Senior Utility Worker position implemented.
	damage to roads, sports fields, fencing and trail system. With the help of		features two farm themed playgrounds and is leased by the City in a partnership with	2017	Lower City Park upgraded with new small shelter and bridge.
	volunteers, park is made ready for 2008 soccer and baseball season in time.		the Yamhill Soil and Water Conservation District.	2018	Utility Worker I position added as part of a two-year phased
2010	Three new park facilities	2012	Discovery Meadows water feature chemical controller		process to restore park maintenance service levels.
	come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.		upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to ensure	2018	City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.
2010	Two of five staff certified as Aquatic Facility Operator's		constant compliance with Oregon Health Division rules.	2019	Utility Worker I position added.
	through the National Parks and Recreation Association to meet expected state requirements for water feature operation.	2014	Parks Maintenance staff plays a key role in Public Work's response to a major February snowstorm, working alongside Street and Wastewater	2019	Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.
2010	Staff manages over 1,900 hours of volunteer and inmate labor in support of		Services staff on deicing and sanding crews and clearing sidewalks along City facilities.	2021	City crews responded to a historic February ice storm the damaged or destroyed over 270 trees in McMinnville's park
	Park Maintenance operations.	2014	Riverside Dog Park lighting system installed. Park		system.
			Maintenance staff participated in design review and	2022	Park Maintenance staff worked with more than 440 volunteers

lighting project.

inspections on the park

systems' first significant LED

2023 Westside Bicycle/Pedestrian Greenway, also known as the BPA pathway, extended north of Baker Creek Rd.







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2023 ACTUAL	2024 ACTUAL		2025 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/ A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
	,			RESOURCES			
				INTERGOVERNMENTAL			
0	11,702	0 11,70	0 4545	Federal FEMA Grant	0	0	0
321,234	0	,234	0 4546	American Rescue Plan	0	0	0
321,234	11,702	,234 11,70	0	TOTAL INTERGOVERNMENTAL	0	0	0
				CHARGES FOR SERVICES			
4,102	4,119	4,102 4,11	5,000 5390 Picnic	Park Rentals site reservation fees for Wortman and Discovery Meadows picnic facilities.	5,000	0	0
4,102	4,119	,102 4,119	5,000	TOTAL CHARGES FOR SERVICES	5,000	0	0
				MISCELLANEOUS			
2,149	3,287	2,149 3,28	0 6600	Other Income	500	0	0
0	667	0 66	0 6600	-06 Other Income - Paid Leave OR	1,000	0	0
2,149	3,953	,149 3,95	0	TOTAL MISCELLANEOUS	1,500	0	0
327,485	19,775	,485 19,77	5,000	TOTAL RESOURCES	6,500	0	0
327,485	19,775	,485 19,77	5,000	TOTAL RESOURCES	6,500	0	_

01 - GENERAL FUND

•	-			01 - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : 19 - PARK MAINTENANCE Section : N/A	2026 PROPOSED	2026 APPROVED	2026 ADOPTE
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
776	3,389	0	7000	Salaries & Wages	0	0	0
607,136	651,036	792,978	Maintenance Maintenance Facility Main Facility Main Senior Utility Utility Works Mechanic -	_		0	C
33,420	31,479	83,777	7000-15 Extra Help -	Salaries & Wages - Temporary Park Maintenance - 0.27 FTE	11,816	0	(
9,992	9,325	13,000		Salaries & Wages - Overtime enance OT = \$14,000 entenance OT = \$7,000	21,000	0	C
2,400	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	C
342	1,236	0	7300	Fringe Benefits	0	0	C
39,559	42,074	53,974	7300-05	Fringe Benefits - FICA - Social Security	56,342	0	C
9,252	9,840	12,937	7300-06	Fringe Benefits - FICA - Medicare	13,503	0	C
189,879	215,190	270,121	7300-15	Fringe Benefits - PERS - OPSRP - IAP	307,879	0	C
125,609	113,936	150,038	7300-20	Fringe Benefits - Medical Insurance	162,377	0	C
15,500	15,250	17,350	7300-22	Fringe Benefits - VEBA Plan	17,700	0	(
567	570	627	7300-25	Fringe Benefits - Life Insurance	687	0	C
1,520	1,668	1,846	7300-30	Fringe Benefits - Long Term Disability	2,125	0	C
20,143	21,662	29,101	7300-35	Fringe Benefits - Workers' Compensation Insurance	29,789	0	C
208	191	260	7300-37	Fringe Benefits - Workers' Benefit Fund	245	0	C
0	440	695	7300-45	Fringe Benefits - Paid Family Leave City Share	8,020	0	C
0	118	0	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	C
1,056,304	1,119,804	1,429,104		TOTAL PERSONNEL SERVICES	1,529,928	0	0
				MATERIALS AND SERVICES			
2,444	4,888	4,889	7515	City Services Charge expense	5,035	0	0
1,484	1,182	1,200	7530	Training	1,200	0	0

City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
872	697	2,000		Employee Events	1,300	0	0
5,656	10,724	7,500	7550 Registration	d city-wide for employee training, materials, and events. Travel & Education for professional conferences and reimbursement to employees for approved grams, licenses, and certifications.	13,500	0	0
25,234	21,605	30,000	0.	Fuel - Vehicle & Equipment	30,000	0	0
29,178	27,224	29,000	7600	Utilities	29,000	0	0
18,641	17,085	18,199	7610-05	Insurance - Liability	22,893	0	0
16,483	23,511	24,806	7610-10	Insurance - Property	36,147	0	0
7,782	7,821	9,000	7620	Telecommunications	9,000	0	0
2,515	2,531	2,900	7650	Janitorial	2,900	0	0
18,982	18,899	24,000	7660	Materials & Supplies	20,000	0	0
0	549	0	7660-16	Materials & Supplies - Facilities Maintenance	5,000	0	0
2,710	5,383	4,500	7720-10 Parks Maint maintenance	Repairs & Maintenance - Building Maintenance enance Department's shared cost of Public Works Shop buildings and grounds e.	4,500	0	0
17,722	18,615	16,000	7720-14	Repairs & Maintenance - Vehicles	16,000	0	0
111,771	136,419	150,000	amenity rep	Repairs & Maintenance - Park Maintenance nance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park airs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation equipment parts, landscape bark, fall attenuation material, dog park surfacing and g material.	115,000	0	0
			Budget Note	e: Resource constraints require service level reduction.			
22,242	25,149	27,000		Repairs & Maintenance - Park Vandalism ism costs including contract and material expenses to clean up graffiti and repair elements in the park system.	25,000	0	0
553	253	0	7750	Professional Services	500	0	0
3,070	2,850	5,870		Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	5,110	0	0
0	36,284	55,000	7750-04	Professional Services - Grants	0	0	0
11,186	11,694	12,600	7780-07 Downtown 8	Contract Services - Downtown A Alpine Avenue solid waste disposal	12,600	0	0
107,200	259,038	613,500	7780-15	Contract Services - Park Maintenance	178,000	0	0

	•			OT - OLIVERAL I OND						
2023	2024	2025		Department : 19 - PARK MAINTE	NANCE			2026	2026	202
ACTUAL	ACTUAL	AMENDED BUDGET		Section : N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPT BUDG
		BUDGET		Program : N/A				BUDGET	BUDGET	БОРС
			building mai equipment r	rvices augment staff capacity to address systems ntenance, electrical, plumbing, light construction epairs, tree planting/pruning/removal, turf/landsc esticide applications and water feature maintenar	, irrigatior ape main	n repairs, pla	y			
				e: Resource constraints significantly reduce the h will have significant negative impact on service		acity to utiliz	e contract			
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Park Se	ecurity Services	1	120,000	120,000			
			Park M	aintenance Contract Services	1	58,000	58,000			
0	133	0		Contract Services - Facilities Mainter e contracts for Facility Maintenance citywide. Se electrical, plumbing, painting, and other facility	ervices ind			40,000	0	
				e: Resource constraints will significantly reduce ces, which will have corresponding negative impals.						
0	1,468	0	7800-16 Misc. small	M & S Equipment - Facilities Mainten equipment and tools for Facility Maintenance	ance			5,000	0	
2,104	2,817	4,000	7800-39 Miscellaneo	M & S Equipment - Parks us small equipment for operations and maintena	nce			4,000	0	
1,539	1,513	4,500	7800-42 Miscellaneo	M & S Equipment - Shop us small equipment and tools for Fleet shop				2,500	0	
5,169	7,605	13,787		M & S Computer Charges aterials & supplies costs shared city-wide				9,993	0	
11,832	10,735	20,750	7840-65	M & S Computer Charges - Park Mair	tenance	•		21,450	0	
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ESRI S	W - 17%, shared w/Bldg,Comm Eng,Street,WWS	1	2,700	2,700			
			Hanser WWS	SW Maintenance- 25%, shared w/Street, Eng,	1	4,500	4,500			
				Development - 25%	1	5,000	5,000			
				o replacements (3) - 50%, shared with Street	1	5,500	5,500			
				Pro licensing	2	200	400			
				Mobiles	1	1,500	1,500			
				am Licensing 655 licensing	1	400	400			
			Office 3		- 1	1,450	1,450			
426,370	656,669	1,081,001		TOTAL MATERIALS A	ND SEF	RVICES		615,628	0	
				CAPITAL OUTLAY					_	
0	1,870	1,456	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				607	0	
0	26,249	0	8750-65	Capital Outlay Computer Charges - P	ark Mai	ntenance		0	0	
of McMinnville	Budget Docume	ent Report							4/14/2	2025

						_				
2023	2024	2025		Department : 19 - PARK N	MAINTENANCE	Ē		2026	2026	2026
ACTUAL	ACTUAL	AMENDED		Section: N/A				PROPOSED	APPROVED	ADOPTED
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGET
0	0	17,500	8800	Building Improvements				0	0	0
0	56,408	211,000	8850	Vehicles				0	0	0
308,034	89,121	0	8850-15	Vehicles - Grants				0	0	0
13,200	75,540	729,000	9300-02	Park Improvements - Grants				219,600	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ARPA -	Park Irrigation Renovations	1	94,600	94,600			
			Neighbo	orhood Park Renovations	1	125,000	125,000			
0	0	15,000	9300-05	Park Improvements - Play Equ	ipment			0	0	0
321,234	249,188	973,956		TOTAL CA	PITAL OUTL	AY		220,207	0	0
1,803,908	2,025,661	3,484,061		TOTAL RE	QUIREMENT	S		2,365,763	0	0

LIBRARY DEPARTMENT

Budget Highlights

The City of McMinnville Executive Team approaches the budget as a collaborative effort. That is a highlight, especially in tough times when reductions are required. The Executive Team shares the burden of reductions with an understanding that we are a full-service City that is providing a variety of amenities for our community.

With a focus on safety, one highlight of the library budget is the addition of a full-time security guard. This began as a pilot project funded by the Friends of the McMinnville Public Library in 2024 and was quickly recognized as a valuable addition for library patrons and staff. After many years of library staff managing difficult behaviors, it is a relief to have the security quard manage behavior issues so that library staff can serve the needs of library patrons. With the reduction of staffing this year, the need for this



support is even more important. Gail, best security guard ever!

Challenges and Opportunities

Challenges

Given that the City was facing a budget shortfall, the McMinnville Public Library made the decision to reduce hours in April 2025 to create saving prior to FY 2025-26. The FY 2025-26 budget reflects reductions in open hours, programs, and personnel.

New library hours implemented April 14, 2025:

Tuesday-Wednesday: 10am-7pm Thursday-Saturday: 10am-5pm Sunday-Monday: closed

This is a reduction of 44 open hours to 39 open hours.

It is unfortunate to close the library on Sundays, but this decision was made due to staffing efficiencies, with a 2.6 FTE reduction (103 staffing hours per week). Some of these reductions in staffing started April 14, 2025, and others will be implemented later in the year based on library programs and one staff retirement.

As part of the budget reductions, following the retirement of the library manager the position will remain unfilled. The current library manager has been in the position since 2013 and has a great deal of institutional knowledge. The remaining staff will be challenged to take on additional duties of budget tracking, building maintenance, staff supervision, strategic planning, and more.

Opportunities

While it is difficult to look at reducing hours and services as an opportunity, staff have been working to streamline, focusing on efficiency and the basics of library service.

Library Core Services

Maintain a safe and comfortable space

- City funding for a full-time contracted security guard is reflected in this budget.
- The redesign of the Parkview Room will continue at the beginning of FY 2025-26, with the addition of new seating and tables. This redesign is entirely funded by donations to the Library Foundation of McMinnville.
- Open hours move from 44 to 39, with the library closed on Sundays and Mondays. This is an unfortunate consequence of the budget constraints and will have an effect on community access to library services. Past library statistics show that a decrease in hours corresponds to a decrease in library use.





Just a few of the hundreds of items one can borrow from the Library of Things

Offer materials for borrowing

- The library continues to offer a wide variety of materials for all ages to borrow.
 - Books
 - Large print books
 - Magazines
 - o Ebooks
 - o Audio books on CD
 - o Downloadable audiobooks
 - Music CDs
 - o DVDs and Blu-Ray
 - o "Library of Things" items of all types

Offer access to materials from other libraries

The Library continues to be a member of the Chemeketa Cooperative Regional Library Service (CCRLS), which is a tri-County tax district that provides an integrated library computer catalog system, courier services, and other resources to all residents in Polk, Yamhill, and Marion Counties. CCRLS greatly expands the borrowing collection for McMinnville residents.



Krystal and the bookmobile

Deliver early literacy programming and education for children and caregivers

 Summer Reading/Summer Fun events such as Reptile Man, Ocasio the Clown, Art in the Park, and other programs will continue this year. These programs keep children engaged in learning and reading during the summer, helping them maintain and improve the learning and education they receive during the school year. Summer Reading programs have been recognized as preventing the "summer slide", which can be an unfortunate loss of learning during the summer break.



Storytime at City Park

Bridge the digital/technological divide

- The City Information Systems team does an excellent job of keeping the computers used by patrons and staff in good working order. There is a slight reduction in the number of staff computers reflected in FY 2025-26.
- Even with the reduction in staff hours, focus remains on offering one-on-one technology sessions with those needing extra assistance. Through one-on-one sessions patrons learn to use the computer to improve job prospects, engage more fully with family, and gain new computer skills to improve their lives.



Eli assists a patron at the computer

Inform the public of available resources

 Library staff will continue to prioritize informing our community of the many resources the library offers beyond books.



Jackie and Eli out in the community

Plan and strategize for now and the future

- Reduction in staffing means that the focus is on serving library patrons day to day, with less time available to focus on long-term library needs and goals.
- On a positive note, the library has many long-term staff members who will continue to plan for the library to serve the community in the best manner possible.



Teen Game Night Dungeons & Dragons

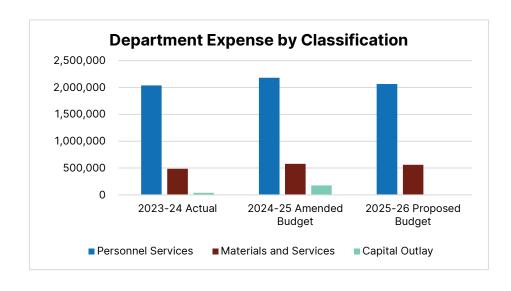
Offer educational, cultural, and community programs.

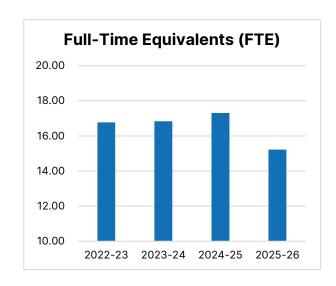
• Staffing reduction will necessitate a reduction in educational and cultural programs for the community.

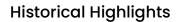


Summer Reading for the entire family

Department Cost Summary				
		2024-25 Amended	2025-26 Proposed	
	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	420	480	480	0
Fines and Forfeitures	8,236	5,000	7,000	2,000
Intergovernmental	284,793	277,750	222,800	(54,950)
Miscellaneous	83,705	66,100	66,800	700
Revenue Total	377,153	349,330	297,080	(52,250)
Expenses				
Personnel Services	2,037,532	2,180,765	2,063,997	(116,768)
Materials and Services	486,992	578,139	561,057	(17,082)
Capital Outlay	39,427	176,586	5,364	(171,222)
Expenses Total	2,563,951	2,935,490	2,630,418	(305,072)
Unrestricted Resources Required	2,186,798	2,586,160	2,333,338	(252,822)
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	16.77	16.84	17.31	15.22









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

				OF SENERAL FORD			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2020 ADOPTE BUDGE
				Program : N/A RESOURCES			
				<u>INTERGOVERNMENTAL</u>			
0	381	0	4530-05	Fed State Library of OR - LSTA Grant	0	0	
0	3,620	0	4532	Fed Oregon Humanities Grant	0	0	
53,196	0	0	4546	American Rescue Plan	0	0	
0	0	0	4780	OR State Aid Grant - Library	0	0	
3,318	2,253	3,500	to all Orego	OR State Aid Grant - Library - Odd CY to Read Grant is provided annually the Oregon State Library on a per capita basis n libraries, expended through account 8150-55 Books & Materials-State Grant this grant is run on a calendar year, so is listed in separate accounts for easier	0	0	
981	5,670	2,170	to all Orego	OR State Aid Grant - Library - Even CY to Read Grant is provided annually the Oregon State Library on a per capita basis n libraries, expended through account 8150-56 Books & Materials-State Grant this grant is run on a calendar year, so is listed in separate accounts for easier	5,800	0	
4,715	0	2,885	4781-05	State Library of Oregon - Library Svcs and Tech Grant	0	0	
0	43,325	50,000	Grant will fu to communi children, ma	Yamhill Community Care Org and the expansion of the Library of Things collection, offering tools and education ty members to increase ability to perform household maintenance, educate aintain gardens, mend clothing, and operate technology. Expended through to Materials & Supplies - Grants and 7000-15 Salaries & Wages - Temporary.	0	0	
299,733	229,544	219,195	Chemeketa by individua to equalize	CCRLS - Library Cooperative Regional Library Service (CCRLS) reimburses cities for library use als who live outside the City service area (generally the school district boundaries) the property tax disparity between what City residents pay for library service and residents pay.	217,000	0	
361,943	284,793	277,750		TOTAL INTERGOVERNMENTAL	222,800	0	
				CHARGES FOR SERVICES			
490	420	480	Cooperative	Outside City User Fee usehold per year for full borrowing privileges as determined by the Chemeketa Regional Library Service(CCRLS) Advisory Council to provide "equity" for the netween City resident tax rate and county resident tax rate dedicated to CCRLS.	480	0	
490	420	480		TOTAL CHARGES FOR SERVICES	480	0	
				FINES AND FORFEITURES			
11,457	8,236	5,000	6160 Charges to	Fines & Lost Books library patrons for materials borrowed and not returned.	7,000	0	
11,457	8,236	5,000		TOTAL FINES AND FORFEITURES	7,000	0	

City of McMinnville Budget Document Report

Department : 21 - LIBRARY	2026	2026	
2024 2025 Department : 21 - LIBRARY CTUAL AMENDED Section : N/A BUDGET Program : N/A		APPROVED BUDGET	2026 ADOPTED BUDGET
MISCELLANEOUS			
It for the 2024 Dia de los Muertos Celebration event. Expended through account 7710	0	0	0
eral library donations received from the public and local service groups for books, erials, equipment, and special programs. These funds are expended through account	500	0	0
ations received from the public and local service groups for bookmobile materials. These	0	0	0
Library Foundation raises money to support the bookmobile program, the purchase of brials for borrowing, and other library programs. These funds are expensed through unts 8160-25 Donations - Library Foundation Even CY and 7000-10 Salaries & Wages -	22,000	0	0
Library Foundation raises money to support the bookmobile program, the purchase of brials for borrowing, and other library programs. These funds are expensed through unt 8160-30 Donations - Library Foundation Odd CY and 7000-10 Salaries & Wages -	21,000	0	0
Friends of the Library support library programming and the purchase of materials for owing. These funds are expensed through account 8160-40 Donations - Friends of the	13,700	0	0
ations received from the public, granting agencies, and local service groups. These funds	100	0	0
ations received from this local service group. These funds are expended through account	4,500	0	0
0-06 Other Income - Paid Leave OR	0	0	0
rry revenues including reimbursement for postage charge on inter-library loans, public ss computer terminal printing fees, public access copy machine copy fees, and	5,000	0	0
TOTAL MISCELLANEOUS	66,800	0	0
TOTAL RESOURCES	297,080	0	0
ne Ceeo Cas Cleou Cleou Choa Cae Cao Cas	MISCELLANEOUS 0-19 Grants - Yamhill County Cultural Coalitio Int for the 2024 Dia de los Muertos Celebration event. Expended through account 7710 Interest and Security of the 2024 Dia de los Muertos Celebration event. Expended through account 7710 Interest and Security of Donations - Library Interest library donations received from the public and local service groups for books, erials, equipment, and special programs. These funds are expended through account 0 Interest and Security of Donations - Library - Bookmobile Interest and Security of Donations - Library - Bookmobile Interest and Security of Donations - Library - Bookmobile Interest Security of Donations - Library - Library Foundation Even CY Ibrary Foundation raises money to support the bookmobile program, the purchase of Interest Time. Interest Time. Interest Time. Interest Time. Interest Time of Donations - Library - Library Foundation Odd CY Ibrary Foundation raises money to support the bookmobile program, the purchase of Interest Time. Interest Time of Donations - Library - Library Foundation Odd CY Ibrary Foundation raises money to support the bookmobile program, the purchase of Interest Time. Interest Time of the Library Foundation Odd CY and 7000-10 Salaries & Wages - Interest Time. Interest Time of the Library Foundation Odd CY and 7000-10 Salaries & Wages - Interest Time. Interest Time of the Library - Friends of the Library Interest Time of the Library support library programming and the purchase of materials for owing. These funds are expensed through account 8160-40 Donations - Friends of the Interest of the Library Foundation Count 8160-40 Donations - Friends of the Interest Children's Programs Interest Canadian - Friends of the Interest Children's Programs. Interest Canadian - Friends of the Interest Children's Programs. Interest Canadian - Friends of the Interest Children's Programs. Interest Canadian - Friends of the Interest Cana	MISCELLANEOUS 0-19 Grants - Yamhill County Cultural Coalitio 0 to for the 2024 Dia de los Muertos Celebration event. Expended through account 7710 erials & Supplies - Grants. 0 Donations - Library 10 Donations - Library 500 Donations received from the public and local service groups for books, erials, equipment, and special programs. These funds are expended through account 20 Donations-Library. 0-05 Donations - Library - Bookmobile 600 Donations-Library - Bookmobile 800 Donations-Library. 0-10 Donations - Library - Library Foundation Even CY 22,000 Library Foundation raises money to support the bookmobile program, the purchase of erials for borrowing, and other library programs. These funds are expensed through bounts 8160-25 Donations - Library Foundation Even CY and 7000-10 Salaries & Wages - ular Part Time. 0-11 Donations - Library - Library Foundation Odd CY 21,000 Library Foundation raises money to support the bookmobile program, the purchase of erials for borrowing, and other library programs. These funds are expensed through bounts 8160-30 Donations - Library Foundation Odd CY 21,000 Library Foundation raises money to support the bookmobile program, the purchase of erials for borrowing, and other library programs. These funds are expensed through bounts 8160-30 Donations - Library Foundation Odd CY 21,000 Library Foundation Programs. These funds are expensed through substitute of the Library support library programming and the purchase of materials for owing. These funds are expensed through account 8160-40 Donations - Friends of the ary. 0-15 Donations - Library - Children's Programs 100 ations received from the public, granting agencies, and local service groups. These funds expended through account 8160-15 Donations - Children's Programs. 100 Donations - Library - Kiwanis 200-05 Donations - Library - Kiwanis 200-06 Other Income - Paid Leave OR 201 Ofter Income - Library - Kiwanis 201 Donations - Library - Kiwanis 202 Donations - Library - Kiwanis 203 Donations - Library - Kiwanis 204 D	MISCELLANEOUS 0-19 Grants - Yamhill County Cultural Coalitio 0 ont for the 2024 Dia de los Muertos Celebration event. Expended through account 7710 erials & Supplies - Grants. 0 Donations - Library 0 Donations - Library 10 Donations - Library - Bookmobile 10 Donations - Library - Bookmobile 11 Donations - Library - Bookmobile 12 Donations - Library - Library - Library - Bookmobile program, the purchase of erials for borrowing, and other library programs. These funds are expended through account 10 Donations - Library - Library Foundation Even CY 12 Donations - Library - Library Foundation Even CY 12 Donations - Library - Library Foundation Even CY 12 Donations - Library - Library Foundation Even CY 12 Donations - Library programs. These funds are expensed through account and the library programs. These funds are expensed through account and the library programs. These funds are expensed through account and the library programs. These funds are expensed through account and the library programs. These funds are expensed through account and the library programs. These funds are expensed through account and the library programs and the purchase of erials for borrowing, and other library programs. These funds are expensed through account and the library programs and the purchase of erials for borrowing. These funds are expensed through account and the purchase of materials for owing. These funds are expensed through account and the purchase of expensed through account and the purchase of expensed through account and the purchase of materials for owing. These funds are expensed through account and the purchase of expensed through account and the purchase of expensed through account and the purchase of the library brograms. 100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

	-			OI - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,633	1,444	0	7000	Salaries & Wages	0	0	0
990,986	1,026,818	1,102,299	Library Dire Library Man Library Sup- Librarian - 2	Salaries & Wages - Regular Full Time ager - 0.51 FTE (anticipated retirement Jan 2026) ervisor - 2.50 FTE 2.00 FTE cialist - 3.00 FTE	836,216	0	0
182,892	256,450	283,740	Library Assi Library Tech	Salaries & Wages - Regular Part Time 2.63 FTE cialist - 1.89 FTE istant - 0.85 FTE hnician - 0.55 FTE er I - 0.13 FTE	442,003	0	0
12,139	22,354	18,708	7000-15	Salaries & Wages - Temporary hnician - 0.16 FTE	6,895	0	0
2,399	637	0	7000-20	Salaries & Wages - Overtime	0	0	0
3,313	2,600	2,100	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,100	0	0
988	1,554	0	7300	Fringe Benefits	0	0	0
72,246	79,436	85,116	7300-05	Fringe Benefits - FICA - Social Security	77,877	0	0
16,896	18,578	20,401	7300-06	Fringe Benefits - FICA - Medicare	18,665	0	0
367,843	418,607	456,789	7300-15	Fringe Benefits - PERS - OPSRP - IAP	436,632	0	0
159,296	177,976	182,330	7300-20	Fringe Benefits - Medical Insurance	202,638	0	0
26,000	24,395	22,250	7300-22	Fringe Benefits - VEBA Plan	24,110	0	0
875	898	900	7300-25	Fringe Benefits - Life Insurance	930	0	0
2,733	2,934	2,850	7300-30	Fringe Benefits - Long Term Disability	2,944	0	0
1,235	1,366	1,551	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,318	0	0
345	332	362	7300-37	Fringe Benefits - Workers' Benefit Fund	316	0	0
0	828	1,098	7300-45	Fringe Benefits - Paid Family Leave City Share	11,082	0	0
307	325	271	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	271	0	0
1,842,124	2,037,532	2,180,765		TOTAL PERSONNEL SERVICES	2,063,997	0	0
				MATERIALS AND SERVICES			
511	495	500	7500	Credit Card Fees	600	0	0

				OI GENERALI GND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
		BODGET	Charges for	Program: N/A credit card payment at circulation desk for lost items and out of area library card	505021	505021	
			fees.	credit card payment at circulation desk for lost items and out of area library card			
1,553	1,243	2,600	7540	Employee Events	1,800	0	(
				ed city-wide for employee training, materials, and events.			
11,057	4,121	10,000		Travel & Education of in professional organizations, registration and travel to workshops, conferences	2,000	0	C
			and semina				
2,050	858	2,250	7580	Volunteer Recognition	2,250	0	0
			Online back Volunteer A	ground checks for library volunteers, recognition and gifts, including annual ppreciation Day program and refreshments.			
2,267	634	1,000	7590	Fuel - Vehicle & Equipment	1,000	0	C
				or the bookmobile. Mileage reimbursement for the homebound program, and preschools and daycares.			
27,198	19,200	25,000		Utilities	25,000	0	0
23,557	14,804	15,769	7610-05	Insurance - Liability	20,261	0	0
14,268	17,064	19,920	7610-10	Insurance - Property	25,865	0	0
14,862	14,879	15,000	7620	Telecommunications	15,000	0	C
				one service, elevator phone line, public WiFi, bookmobile hotspot, and home			
48,315	51,181	54,000	delivery cell	Janitorial	54,000	0	0
10,010	01,101	01,000		nitorial services and supplies, and other supplies.	01,000	· ·	· ·
614	452	600	7660	Materials & Supplies	1,000	0	0
	100	500		ary and staff room supplies.	500	•	•
626	486	500	7660-15 Inter-library	Materials & Supplies - Postage loan books returned by mail and other library mailing costs.	500	0	0
4,057	3,100	3,500	7660-20	Materials & Supplies - Public Services	3,500	0	0
,	•	·	Supplies for	adult services work group including office supplies, copy paper, toner, and	·		
2 620	0.510	2 500		teen and adult computer use.	2 500	0	0
2,620	2,510	3,500	7660-30 Brochures.	Materials & Supplies - Public Information bookmarks, and other materials to inform public of library services, hours, and	3,500	0	U
			contact info	rmation.			
1,777	1,031	1,500	7660-60	Materials & Supplies - Administration	1,500	0	C
2,791	2,589	2,500	7660-63	Materials & Supplies - Library Circulation	2,500	0	C
				Cooperative Regional Library Service (CCRLS) chargebacks for courier service ion work group supplies.			
6,040	6,814	8.000	7660-64	Materials & Supplies - Library Technical Services	8,000	0	0
0,010	0,0 : :	5,000	Processing	supplies for books, AV, and Library of Things; book covers, labels, AV cases, and	5,555	-	_
			Library of Togroup.	hings containers and supplies. Office supplies for the technical services work			
2,549	2,500	2.500	7660-65	Materials & Supplies - Children's Programs	2,500	0	C
2,0 .0	2,000	_,500	Supplies for	the children's services work group including staff office supplies, craft supplies,	_,550	3	· ·
			and other m	iscellaneous costs for children's programming.			

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 21 - LIB Section : N/A Program : N/ A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE			
0	40,589	42,000	Yamhill Concollection, of household rechnology. YCCC grant	Materials & Supplies - Grain munity Care Organization grant will ffering tools and education to common aintenance, educate children, mair Revenue account 5015 Yamhill Cores will support the 2024 Dia de los Mumhill County Cultural Coalition.	0	0	(
13,433	23,896	20,000	7720-08 HVAC, plum	Repairs & Maintenance - B bing, and electrical repairs.	uilding Repairs			20,000	0	(
23,843	34,149	28,000	roof, elevato	Repairs & Maintenance - B intenance including pest control, insor and HVAC maintenance, garbage uilding maintenance.	28,000	0	(
709	28	1,000	7720-14	Repairs & Maintenance - V intenance, and supplies for the libra	2,000	0	(
0	0	0	7750	Professional Services and at 40 hours per week.	81,120	0	(
4,349	4,833	7,650	7750-01 Costs share	Professional Services - Au d city-wide for audit, Section 125 pla us professional service expenses	6,490	0	(
9,557	8,593	10,000	7790 Equipment	Maintenance & Rental Con maintenance agreements, leases, so age meter lease, book vendor acces	10,000	0	(
5,071	3,225	4,000		M & S Equipment d equipment.	2,000	0	(
87,131	78,815	128,680	7840	M & S Computer Charges aterials & supplies costs shared city	-wide			88,271	0	(
9,492	8,745	35,400	7840-70	M & S Computer Charges	Library			27,800	0	
			Adobe Replac Replac	tion 165 licensing Creative Cloud ement Desktops ement Mobile Computer Renewal	<u>Units</u> 1 1 2 6 1	Amt/Unit 7,000 900 2,500 2,200 1,700	Total 7,000 900 5,000 13,200 1,700			
21,966	20,030	28,000	8150-05 Fiction and	Books & Materials - Adult hon-fiction print books for adult born				28,000	0	
12,399	11,925	12,000	8150-20	Books & Materials - Childro visuals, and other materials for bo	en's Books	ges 0 - 12.		12,000	0	(
4,501	4,517	4,500	8150-25	Books & Materials - Young prrowing for young adults ages 12 -	Adult Books	-		4,500	0	
5,708	5,796	6,000	8150-30	Books & Materials - Large books for borrowing for visually impa	Print Books			6,000	0	(

			OI GENERALI GND		
2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2024 ACTUAL	2023 ACTUAL
0	0	2,000	8150-35 Books & Materials - Spanish Language Materials Books and media for borrowing in Spanish.	2,025	1,964
0	0	0	8150-40 Books & Materials - Bookmobile	0	0
0	0	4,500	Newspaper subscriptions for in library reading and magazine subscriptions for borrowing.	4,501	4,260
0	0	5,000	Note: 1 State 8150-50 Books & Materials - Audio Visuals-DVD DVDs and Blu-rays for borrowing.	8,118	8,395
0	0	4,000	8150-51 Books & Materials - Audio Visuals-CD Books Audiobooks on CD for borrowing.	5,577	5,229
0	0	4,000	9 8150-53 Books & Materials - Audio & Ebooks Downloadable audiobooks and ebooks.	2,994	4,001
0	0	0	8150-54 Books & Materials - Grants	0	2,413
0	0	0	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.	2,253	3,318
0	0	5,800	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.	5,670	981
0	0	2,000	9 8150-60 Books & Materials - Emerging Collections New trends in public library service emerge regularly to offer unique items for borrowing. This budget is used to purchase such items for library patrons to borrow.	1,666	3,421
0	0	500	Nations - Library Various library purchases funded through revenue account 6440 Donations-Library.	2,471	8,020
0	0	0	9 8160-05 Donations - Library - Bookmobile Books Books and materials for bookmobile funded through revenue account 6440-05 Donations-Library-Bookmobile.	0	0
0	0	100	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.	284	0
0	0	15,000	Donations - Library - Library Foundation Even CY Support of the bookmobile program, Summer Fun, and the purchase of materials for borrowing (books, ebooks, and hotspots). Revenue account 6440-10 Donations - Library - Library Foundation Even CY includes funds to reimburse this line.	23,610	9,121
0	0	13,000	Donations - Library - Library Foundation Odd CY Support of the bookmobile program, Summer Fun, and the purchase of materials for borrowing (books, ebooks, and hotspots). Revenue account 6440-11 Donations - Library - Library Foundation Odd CY includes funds to reimburse this line.	14,419	14,518
0	0	4,500	Sponsoring the purchase of books for the First Grade Reading Program. Revenue account 6440-35 Donations - Library - Kiwanis.	3,592	2,422

2024						
2024	2025		Department : 21 - LIBRARY	2026	2026	2026
TUAL	AMENDED		Section: N/A	PROPOSED	APPROVED	ADOPTED
	BUDGET		Program : N/A	BUDGET	BUDGET	BUDGET
0,708	15,000	8160-40	Donations - Library - Friends of the Library	13,700	0	0
6,992	578,139		TOTAL MATERIALS AND SERVICES	561,057	0	0
			CAPITAL OUTLAY			
9,384	13,586	8750 I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide	5,364	0	0
0,044	25,000	8800	Building Improvements	0	0	0
0	138,000	8800-02	Building Improvements - Grants	0	0	0
0	0	8850-15	Vehicles - Grants	0	0	0
9,427	176,586		TOTAL CAPITAL OUTLAY	5,364	0	0
3,951	2,935,490		TOTAL REQUIREMENTS	2,630,418	0	0
6	70AL 0,708 6,992 9,384 0,044 0 0	AMENDED BUDGET 0,708 15,000 5,992 578,139 9,384 13,586 0,044 25,000 0 138,000 0 0 0,427 176,586	AMENDED BUDGET 0,708 15,000 15,000 The purchas Donations - 5,992 578,139 9,384 13,586 8750 I.S. Fund ca 0,044 25,000 8800 0 138,000 8800-02 0 0 8850-15 0,427 176,586	Section: N/A Program: N/A Program: N/A Program: N/A 15,000 8160-40 The purchase of materials for borrowing and library programs. Revenue account 6440-15 Donations - Library - Friends of the Library The purchase of materials for borrowing and library programs. Revenue account 6440-15 Donations - Library - Friends of the Library includes funds to reimburse this line. TOTAL MATERIALS AND SERVICES CAPITAL OUTLAY 9,384 13,586 8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide 0,044 25,000 8800 Building Improvements 0 138,000 8800-02 Building Improvements - Grants 0 0 8850-15 Vehicles - Grants TOTAL CAPITAL OUTLAY	Section : N/A PROPOSED BUDGET Program : N/A Program	No.

GENERAL FUND NON-DEPARTMENTAL



General Fund - Non- Departmental

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

Revenues

Property Taxes

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value (AV). This budget includes an under levy of \$0.50, meaning a planned assessment of \$4.52 per \$1,000 of AV. The reason for the under levy is that FY2025-26 is the third year with the existence of the voter-approved McMinnville Fire District (MFD). These services had previously been included in City of McMinnville budget and had an approximate investment of \$1.50 of the total permanent rate in fire and emergency management services. In FY2023-24, the City budget under levied this amount. After a community engagement process in the summer and fall of 2023, the Budget Committee asked staff to create this budget adding back 50 cents of the \$1.50 foregone last year. Another 50 cents has been added back for this proposed budget.

- The 2025-26 proposed budget projects a 3.2% increase in assessed value (AV) compared to 2024-25. The AV increase in 2024-25 was 3.16% 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 \$15.86 million for current receipts in fiscal year 2025-26 with an additional \$200,000 budgeted for prior year taxes.
- The year over year budget increase in current property tax is 17.05%, or \$2.3 million. As noted, the primary driver of this increase is bringing back half of the amount under levied in the prior year, which makes up \$1.85 million of the increase.

 The estimate for prior year property tax has been reduced by \$25,000 due to under levies; this revenue is volatile generally.

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 2025-26 is \$2.63 million, an increase relative to the estimated payments for 2024-25 of \$75,000. The estimates for both years include calculations to quantify the impact of a modest customer rebate from the Bonneville Power Authority.

Franchise Fees

- Franchise fee revenue totaling \$1,078,700 for cable, telephone, natural gas, and waste collection are projected for FY2025-26 and will reflect a 10% increase relative to the current year's budget. Revenue trends show declines in cable franchise fees but these are offset by increasing waste collection franchise fees and an expected rate increase in natural gas.
- The City's franchise fee on wastewater services has been set at 6%. It is budgeted to contribute \$700,000 for FY2025-26.

Local Revenues

- The City Services Charge began in January 2023 as a central component of McMinnville's work to create a more sustainable revenue structure to fund core city services. Estimates for the current year revenue is \$2.26 million.
- The local 3% tax receipts on recreational marijuana sales increased slightly in the FY2025-26 budget to \$220,000.

Intergovernmental

 State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. The

General Fund – Non-Departmental

League of Oregon Cities (LOC) projections are mixed with liquor and cigarette taxes declining while marijuana taxes are estimated to rise in FY2025-26. Many of the shared revenues include a population factor for its disbursement. McMinnville remains the 18th largest city in the state, but its share of total Oregon population continues to waiver while other larger cities have increased.

- The City's allocation of state shared revenue of \$420,000 in FY2025-26 is 6.7% lower than the prior budget. Liquor tax revenue is anticipated to decline relative to the prior year with \$640,500 budgeted for the upcoming fiscal period. Cigarette taxes continue declining and are projected to be \$19,900, down relative to the current year's \$22,150 estimate.
- State marijuana tax levels are anticipated to increase slightly relative to the budgeted FY2024-25 estimate of \$58,700 to \$60,000. When recreational marijuana became legal in Oregon, projected tax revenues were anticipated to be shared out to McMinnville in the \$200,000 year level; the passage of Measure 110 in November 2020 meant a considerable proportion of these taxes were diverted from the local government share to supporting direct drug addiction support service delivery carried out by other agencies.
- The MFD's intergovernmental revenue is related to its ongoing contribution to pay its proportion of the PERS transitional liability bond, \$115,985 in FY2025-26. The share is 26.41%, the proportion that fire department employee budgeted PERS contributions in FY24 had the ballot measure not been approved. This will continue until that loan matures in FY2027-28.

Interest Earnings

 Prior year short term investments have matured in a currently volatile market. The General Fund share of interest earnings budgeted in FY2025-26 is \$475,000, down \$45,000 from FY2024-25 budget. The spend down of ARPA funds that were set aside for large projects currently under way, as well as the decrease in interest rates in the market combine to cause this decline.

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 2025-26 Proposed Budget in the amount of \$187,292.
- In FY2023-24 the City's General Fund took on a 5-year, interest-only internal loan from the Wastewater Capital Fund to purchase an industrial property in the McMinnville urban renewal area. An intergovernmental agreement was signed between the City and the McMinnville Urban Renewal Agency (UR) by which the UR agreed to pay the interest payment. This additional \$216,000 is included in the Transfers in interfund debt from Urban Renewal line item.

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 2025-26 Proposed Budget will be paid from general operating funds of the City that have payroll costs that are subject to PERS, as well as the MFD contribution noted earlier in this write up.

General Fund – Non-Departmental

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 \$1.8 million to the General Fund in the FY2025-26 proposed budget.
- Transient Lodging Tax of \$669,478 represents 30% of the net Tax collected and reimbursement of Finance, Planning, and Administration costs to administer the tax.
- The Insurance Services fund makes a transfer to the General Fund for staffing and administering these activities, which brings in \$81,499.
- o In FY2025-26 the General Fund continues to lack the financial capacity to pay for the annual capital investments required to maintain its facilities and keep up with prudent vehicle and equipment replacement cycles. Interfund loans will be used to finance capital costs of the final remaining projects that were approved in previous years. A total of \$90,400 from the Wastewater Capital Fund is budgeted for flooring replacement at the Senior Center that was originally budgeted in FY2024-25 but was delayed. The loans will be repaid over five years starting in FY2026-27 at an interest rate that is set 50 basis points over the current Local Government Investment Pool's rate of return of 4.6%.

Expenditures

Materials and Services

 The cost of General Fund unemployment (\$10,080) and billing services costs for the city services charge (\$161,500) are included in the non-departmental portion of the fund's budget.

Transfers Out

- Transfer out to Stormwater is for the committed dollars from ARPA for storm line work at 13th and Galloway in the amount of \$500,000.
- Transfer to Information Systems includes the reimbursement for Information Systems and Services (IS) Fund for personnel services support, anticipated to be \$609,096. It also distributes ARPA funding associated with technology costs in several projects for a total of \$163,430.
- Transfers out to the Wastewater Capital Fund for annual interfund debt payments total \$469,236.

Contingency and Ending Fund Balance

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). The City defines reserves in its policy to be the sum of contingency and unappropriated ending fund balance. Incremental progress of 0.25 additional months of reserves have been added in the FY2021-22 to FY2023-24 years. However, in preparing the FY2024-25 budget, rather than making FY2024-25 budget cuts of steady-state core services, the adopted budget reduced the reserve held for subsequent periods in hopes of updating the strategy for rebuilding those reserves over the next few years.

Mid-year review of financial status by executive management indicated significant fund balance concerns for FY2025-26 if adjustments were not made to FY2024-25 operations. These adjustments have improved the FY2024-25 estimated unappropriated ending fund balance by \$2,563,373.

General Fund – Non-Departmental

The City has budgeted about 5% of total general fund expenditures, \$1,500,000, in contingency funds for FY2025-26. By reducing service levels in several different departments across the City, the proposed budget brings the unappropriated ending fund balance to \$3,224,313 and the final reserves to \$4,724,313. This represents about 2 months of operating expense.

In addition to this reserve, the proposed budget sets aside \$1,000,000 for future capital expenditures to begin addressing the capital needs of aging buildings and equipment owned and operated by the City.

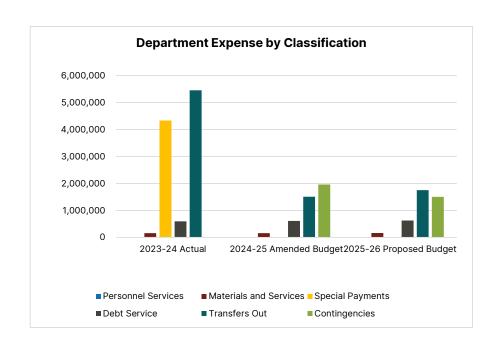
Future Challenges and Opportunities

The deficit in the FY2024-25 budget, combined with many years of deferred maintenance, has resulted in necessary cuts to the City's budget. This results in an unavoidable decrease in staffing and service levels and aging buildings and equipment. A multipronged approach will be needed to address the budgetary issues faced by looking at both revenues and expenditures as we move forward.

A sustainable General Fund would include the ability to reestablish core services; address deferred maintenance in its facilities; maintain prudent capital replacement cycles; and meet reserve targets requires a funding level that exceeds the current revenue available for FY2025-26. To address acute, unfunded community needs such as houselessness; improve under-performing core service levels; advance MacTown2032 and annual council goals; and support investments in facilities such as a new community recreationaquatic center and the expanded programming a modern facility would enable exceeds the revenues that levying the full permanent rate would allow.

General Fund - Non-Departmental

Department Cost Summary				
		2024-25 Amended	2025-26 Proposed	
	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	2,202,033	2,240,000	2,265,000	25,000
Intergovernmental	5,168,069	1,369,227	1,261,385	(107,842)
Licenses and Permits	4,425,129	4,431,000	4,627,500	196,500
Miscellaneous	1,227,036	881,194	833,225	(47,969)
Property Taxes	11,726,204	13,750,000	16,060,000	2,310,000
Transfers In	11,032,852	3,859,359	3,067,123	(792,236)
Revenue Total	35,781,323	26,530,780	28,114,233	1,583,453
Expenses				
Personnel Services	0	10,080	10,080	0
Materials and Services	155,664	154,750	161,500	6,750
Debt Service	597,058	611,508	626,502	14,994
Special Payments	4,340,581	0	0	0
Transfers Out	5,456,268	1,508,055	1,751,762	243,707
Other Financing Uses	930,615	0	0	0
Contingencies	0	1,962,400	1,500,000	(462,400)
Expenses Total	11,480,187	4,246,793	4,049,844	(196,949)
Unrestricted Resources Available	24,301,137	22,283,987	24,064,389	1,780,402





General Fund – Non-Departmental

1916 1980 1985	Voters establish original operating property tax base. First library operations 3-year serial levy passed - \$45,000 per year. Second library operations 3-	1990	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.	1997 1997	May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates. City's permanent rate is
	year serial levy passed - \$65,000 per year.	1996	November 1996, Oregon voters passed Measure	2000	established at \$5.02. First year City levies entire
1986	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.		47 rolling back assessed values two years and limiting yearly assessed value increases to 3%		\$5.02 per thousand assessed value permanent rate.
1988	March election passed library operations 1-year serial levy - \$80,000 per year.	1997	unless significant improvements made to property. January and February	2002	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed
1988	November 1988 general election, "Life McMinnville Style" new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.		1997, City 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.	2003	value fails. 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

2005

\$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.

2025 Established a Designated

Fund Balance for future

capital projects.

01 - GENERAL FUND

			01 - GENERAL FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			RESOURCES			
			PROPERTY TAXES			
45 500 000	44 407 004	42 550 000		45 000 000	0	0
15,568,266	11,467,391	13,550,000	4100-05 Property Taxes - Current Permanent operating property tax levy is \$5.02 per \$1,000 of assessed value. For FY2025-26, the proposed amount to underlevy is \$4.52 per \$1,000 of assessed value, up from the prior year's underlevy of \$4.02	15,860,000	0	0
288,610	258,812	200,000	4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies. With underlevies, amounts will decline.	200,000	0	0
15,856,876	11,726,204	13,750,000	TOTAL PROPERTY TAXES	16,060,000	0	0
			LICENSES AND PERMITS			
2,336,051	2,496,781	2,550,000	4204 W&L Payment in Lieu of Tax McMinnville Water and Light payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users.	2,625,000	0	0
8,081	7,906	6,000	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.	6,500	0	0
12,639	8,869	1,000	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. Anticipate company exiting cable business in FY2025-26.	1,000	0	0
22,856	22,789	22,900	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.	22,800	0	0
178,885	154,006	164,000	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.	150,000	0	0
464,378	481,025	478,000	4205-20 Franchise Fees - Recology Western Oregon Recology franchise fee was increased by 4.7% in FY24-25.	500,000	0	0
280,135	329,261	305,000	4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 5%.	398,400	0	0
663,891	683,426	700,000	4205-30 Franchise Fees - McMinnville Wastewater Services Wastewater Services franchise fee is 6%	700,000	0	0
200,517	237,237	200,500		220,000	0	0
3,573	3,829	3,600	4490 Licenses & Permits - Misc Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,800	0	0

City of McMinnville Budget Document Report

				UI - GENERAL FU	שאו					
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 99 - NON- Section : N/A Program : N/A	DEPARTMENTA	L		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
4,171,005	4,425,129	4,431,000		TOTAL LICE	NSES AND PER	RMITS		4,627,500	0	0
				INTERGOVERNMENTAL						
159,583	0	0	4545	Federal FEMA Grant				0	0	0
6,494,348	0	0		American Rescue Plan nt out with revenue recovery in FY23. Cit pend on originally approved ARPA project			nd balance	0	0	0
0	0	0	4548	Coronavirus Relief Fund (CF	RF)			0	0	0
25,270	22,688	23,500	State Sha The news share so	OR State Cigarette Taxes ared Revenue Cigarette taxes designe set taxes imposed on cigarettes and other cities now receive approximately 0.6% or on a per capita basis to Oregon cities. T ds.	r tobacco products f state imposed taxe	do not include s on cigarette	e a city e sales	19,900	0	0
448,127	428,226	450,000	State Sha	OR State Revenue Sharing ared Revenue Statutory distribution of an a formula basis under ORS 221.	14% of the state's I	iquor receipts	allocated	420,000	0	0
675,767	650,740	720,000	State Sha	OR State Liquor Taxes ared Revenue Statutory distribution of on a per capita basis under ORS 471 and		iquor receipts	allocated	640,500	0	0
53,964	61,167	58,700	State sha 10% of st	OR State Marijuana Taxes ared revenue - Measure 110 reduced by a ate's marijuana tax receipts allocated to y cities under the new formula will not income.	cities on a per capit	a basis. The a	amount	60,000	0	0
0	15,939	0	FY2023-2	OR Conflagration Reimburse elated reimbursements will flow to indepe 24. The actual amount registered in FY20 (2022-23 that arrived after that year was	ndent McMinnville F 023-24 is associated			0	0	0
8,655	4,892	5,000	5010-01 Miscellan	Yamhill County - Other Cour eous revenue from Yamhill County sent				5,000	0	0
0	3,984,417	112,027	5029 Payment Desc PER	McMinnville Fire District for portion of PERS debt service; continuation Signature Sig			<u>Total</u> 57,488 58,497	115,985	0	0
7,865,713	5,168,069	1,369,227		TOTAL INTE	RGOVERNME	NTAL		1,261,385	0	0

				OF SEINERAL FORD						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 99 - NON-DEPAR Section : N/A Program : N /A	TMENTA	L		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				CHARGES FOR SERVICES						
1,104,480	2,202,033	2,240,000	Base rate of	City Service Charge \$13.27/ per month with discounts for low inco s increase for calendar year 2026.	me (90%) a	and multifami	ly (25%).	2,265,000	0	0
1,104,480	2,202,033	2,240,000		TOTAL CHARGES F	OR SER	VICES		2,265,000	0	0
				MISCELLANEOUS						
321,052	680,771	520,000		Interest terest income earned on investments				475,000	0	0
40,386	41,676	35,000	6310-01 Share of inte	Interest - Property taxes rest from delinquent taxes collected at Yamhil	I County			35,000	0	0
94,394	94,826	14,000	6600	Other Income				0	0	0
395,781	409,764	312,194	paying debt s	Other Income - PERS Transition Lia ed PERS transition liability for lower interest ra service payments on refinancing loan and ope d based on the department's covered payroll.	ate in 2016	. General Fu		323,225	0	0
			NOTE: Redu	uced by McMinnville Fire District's portion of P	ERS expe	nse.				
851,613	1,227,037	881,194		TOTAL MISCEL	LANEO	<u>JS</u>		833,225	0	0
				TRANSFERS IN						
9,470	9,777	12,158	6900-05	Transfers In - Special Assessments	i			12,643	0	0
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Administ support.	tration and Finance personnel services	1	12,643	12,643			
573,797	605,567	660,130	6900-07	Transfers In - Transient Lodging Ta	X			669,478	0	0
			<u>Descript</u>		<u>Units</u>	Amt/Unit	Total			
			services	Finance, & Comm Development personnel support.	1	37,435	37,435			
			revenue		1	632,043	632,043			
39,357	91,331	8,782	6900-08	Transfers In - Affordable Housing				2,500	0	0
			<u>Descript</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			support.		1	2,500	2,500			
1,718	2,550	2,334	6900-15	Transfers In - Emergency Commun	ications			2,371	0	0
			<u>Descript</u> Finance	ion personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 2,371	<u>Total</u> 2,371			

						OI - GLINLINAL I UND			
202 ADOPTI BUDGI	2026 APPROVED BUDGET	2026 PROPOSED BUDGET		-	MENTAI	Department : 99 - NON-DEPART Section : N/A Program : N/ A	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
	0	309,072				6900-20 Transfers In - Street	303,906 6900-2 0	329,113	337,516
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	Des		
			277,117	277,117	1	Engineering, Admin, & Finance personnel services	•		
			20,116	20,116	1	support. Street Fund support of Engineering operations.			
			11,839	11,839	1	Street Fund support of centralized Facility operations.			
	0	70,518				6900-25 Transfers In - Airport	62,136 6900-25	60,153	53,801
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Des		
			51,414	51,414	1	Engineering, Admin, & Finance personnel services support.			
			1,575	1,575	1	Airport Fund support of Engineering operations.			
			17,529	17,529	1	Airport Fund support of centralized Facility operations	Airp		
	0	139,952				6900-45 Transfers In - Transportation	138,075 6900-45	124,529	120,219
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			130,425	130,425	1	Engineering, Admin, & Finance personnel services support.			
			9,527	9,527	1	Transportation Fund support of Engineering operations.			
	0	63,889				6900-50 Transfers In - Park Development	70,648 6900-5 0	62,573	58,460
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description	Des		
			62,314	62,314	1	Parks & Rec Admin, Finance, & Eng personnel srvcs			
			·	·		support. Park Development Fund support of Engineering			
			1,575	1,575	1	operations			
	0	66,200				6900-58 Transfers In - Urban Renewal	61,800 6900-58	67,343	52,498
			Total	Amt/Unit	<u>Units</u>	<u>Description</u>	<u>Des</u>		
			66,200	66,200	1	Community Development personnel services support	Com		
	0	65,324				6900-70 Transfers In - Building	68,266 6900-7 0	27,846	25,371
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	·		
			61,437	61,437	1	Admin, Finance, & Engineering personnel services support.			
			3,887	3,887	1	Building Fund support of centralized Facility operations.	Build		
	0	624,694				·	667,053 6900-75	601,532	436,227
	-	,	<u>Total</u>	Amt/Unit	<u>Units</u>	Description		,	,
			47,987	47,987	1	Wastewater Services Fund support of Engineering			
			71,301	41,501	ı	operations. Engineering, Admin, & Finance personnel services	•		
			576,707		1	EDUNGGING AGMIN & FINANCA NATSONNAI SATVICAS	⊢na		

						<u> </u>				
2026 ADOPTE	2026 APPROVED	2026 PROPOSED		L	IMENTA	Department : 99 - NON-DEPAR		2025 AMENDED	2024	2023
BUDGE	BUDGET	BUDGET				Section: N/A		BUDGET	ACTUAL	ACTUAL
						Program : N/A	2000 77		000 700	000 000
0	0	464,525				6900-77 Transfers In - Wastewater Capital	6900-77	271,481	268,733	229,238
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descr			
			422,364	422,364	1	Engineering, Admin, & Finance personnel services support.	_			
			42,161	42,161	1	Wastewater Capital Fund support of Engineering operations.				
0	0	82,499				6900-85 Transfers In - Insurance Services	6900-85	82,528	205,297	208,884
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descr			
			82,499	82,499	1	Administration and Finance personnel services support.				
0	0	403,058	vice	l Debt Serv	Renewa	6901-59 Transfers In - Interfund Debt - Urbar	6901-59	403,052	187,295	187,288
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>	Descr			
			164,980	164,980	1	Bank loan payment - Principal	Bank I			
			22,312	22,312	1	Bank loan payment - Interest	Bank I			
			215,766	215,766	1	Payment on 2024 Admin/UR NE Gateway property purchase				
0	0	90,400	gin FY27			Expense in Wastewater Capital Fund 77.9701-01. Five-yea	6901-77 Expense in until FY31.	1,047,010	8,389,213	0
0	0	3,067,123		1	FERS IN	TOTAL TRANS		3,859,359	11,032,852	2,333,844
0	0	28,114,233			URCES	TOTAL RESO		26,530,780	35,781,323	2,183,532

			OI - GENERAL I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	10,080	<u> </u>	10,080	0	(
0	0	10,080	TOTAL PERSONNEL SERVICES	10,080	0	(
			MATERIALS AND SERVICES			
1,411	3,581	3,750	500 Credit Card Fees hare of MWL credit card fees for city services charge	4,000	0	(
41,715	62,182	65,000	750 Professional Services hare of MWL software system	67,500	0	(
68,281	89,901	86,000		90,000	0	(
111,406	155,664	154,750	TOTAL MATERIALS AND SERVICES	161,500	0	
			SPECIAL PAYMENTS			
0	4,340,581	0	394 Inter-Agency Payment Out	0	0	
0	4,340,581	0	TOTAL SPECIAL PAYMENTS	0	0	
			DEBT SERVICE			
338,820	362,210	386,720	417-05 PERS Transition Liability - Principal a 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	412,440	0	
56,961	47,554	37,501	417-10 PERS Transition Liability - Interest a 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	26,770	0	ı
155,230	158,420	161,660	540-05 Alpine Avenue-Urban Renewal - Principal ayment of principal on debt issued by City in 2016-17 for construction of Urban Reortion of Alpine Ave	164,980 enewal	0	(
32,058	28,875	25,627	Alpine Avenue-Urban Renewal - Interest ayment of interest on debt issued by City in 2016-17 for construction of Urban Reportion of Alpine Ave	22,312 newal	0	(
583,069	597,058	611,508	TOTAL DEBT SERVICE	626,502	0	
			OTHER FINANCING USES			
0	930,615	0	685 Elimination of Asset	0	0	(
0	930,615	0	TOTAL OTHER FINANCING USES	0	0	
			TRANSFERS OUT			
0	0	15,000	700-05 Transfers Out - Special Assessments RPA support of Yamhill County Crisis Outreach Services Program.	10,000	0	(

01 - GENERAL FUND

			OI OLIVERALI OND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 99 - NON-DEPAI Section : N/A Program : N/ A	RTMENTA	L		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
0	567,200	325,754 970	<u> </u>]			0	0	C
702,772	0		O-15 Transfers Out - Emergency Communication 11-040-501.9700-15.			lice org set:	0	0	0
0	0	0 970					0	0	C
0	0	0 970 ARP	10-72 Transfers Out - Stormwater Capital PA 13th & Galloway storm line work				500,000	0	C
0	43,638	128,525 970	0-75 Transfers Out - Wastewater Service	es			0	0	C
501,315	527,497	645,821 970	0-80 Transfers Out - Information System	าร			772,526	0	C
			Description	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Information Systems personnel services support.	1	609,096	609,096			
			ARPA - Software renewals, licensing, set-up costs, firewall	1	163,430	163,430			
0	252,888	0 970	0-99 Transfers Out - Fire District Transi	tion			0	0	C
157,625	4,065,045	392,955 970	11-77 Transfers Out - Interfund Debt - Wa	stewater	Capital		469,236	0	(
			Description	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Payment on 2021 Police audio visual equipment	1	5,716	5,716			
			Payment on 2024 Admin/UR NE Gateway property purchase	1	215,766	215,766			
			Payment on 2024 CDC Secure building entry way	1	9,956	9,956			
			Payment on 2024 Police vehicle 837	1	15,512	15,512			
			Payment on 2024 IS shared VM servers, Domain, Storage	1	16,209	16,209			
			Payment on 2024 Police vehicle 834	1	15,512	15,512			
			Payment on 2021 Police vehicles - 3	1	37,699	37,699			
			Payment on 2024 Library security system cameras	1	4,163	4,163			
			Payment on 2024 Comm Ctr Resurfacing playing courts	1	8,401	8,401			
			Payment on 2024 Police MDT Equip in vehicles	1	2,251	2,251			
			New FY26 internal borrowing payments	1	138,051	138,051			
1,361,712	5,456,268	1,508,055	TOTAL TRANS	FERS OL	<u>JT</u>		1,751,762	0	C
			CONTINGENCIES						
0	0	1,962,400 980	0 Contingencies				1,500,000	0	C
0	0	1,962,400	TOTAL CONTI	NGENCIE	<u>S</u>		1,500,000	0	C
			ENDING FUND BALANCE						
647,203	109,540	0 990 Bala	11-01 Designated End FB - General Fd - Gener	Grants			0	0	0

City of McMinnville Budget Document Report

			OI GENERALE I GND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			Program : N/A			
883,782	0	0	9901-07 Designated End FB - General Fd - LOSAP Designated carryover from proposed budget year to subsequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	0	0	0
0	0	0	9901-25 Designated End FB - General Fd - Future Capital Projects	1,000,000	0	0
6,494,348	4,639,157	2,017,303	9901-90 Designated End FB - General Fd - Committed Estimate of committed funds remaining at FY25 year's end that represent ARPA revenue replacement to be spent on projects as approved by Council.	818,641	0	0
5,105,180	4,620,395	424,498	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.	3,224,313	0	0
13,130,513	9,369,092	2,441,801	TOTAL ENDING FUND BALANCE	5,042,954	0	0
15,186,700	20,849,278	6,688,594	TOTAL REQUIREMENTS	9,092,798	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
46,369,330	51,433,772	38,984,129	TOTAL RESOURCES	37,957,964	0	0
46,369,330	51,433,772	38,984,129	TOTAL REQUIREMENTS	37,957,964	0	0

GRANTS & SPECIAL ASSESSMENT FUND



Grants & Special Assessments Fund

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

Downtown Economic Improvement District (DEID) --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The 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 were 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 $3^{\rm rd}$ Street. For properties in Zone 2, the rate is \$0.425 per square foot. Zone 2 is primarily the downtown portion of $2^{\rm nd}$ Street and $4^{\rm th}$ 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. The next assessment will be developed at the end of FY2024-25 for any update in rates or other terms starting in FY2025-26.

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. For FY2025-26 no grants are budgeted.

Opioid Settlement – The Grants and Special Assessments Fund also reflect the National Opioid Settlement dollars which may be utilized in FY2025-26. Because these revenues are recognized when used for allowable activities, only the annual potential use is included in the Budget. Through March 2025, the City has collected about \$483,000 in opioid settlement disbursements.

Continuing into FY2025-26 the City anticipates receiving a \$25,000 private grant. This grant along with allocation of prior ARPA funds and opioid settlement match will support community outreach services in partnership with Yamhill Couty.

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 MacFresco outside dining to support local downtown eateries and businesses... The MDA also organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

Community Safety and Resiliency

Grants & Special Assessments Fund

Proactively plan for and responsively maintain a safe and resilient community.

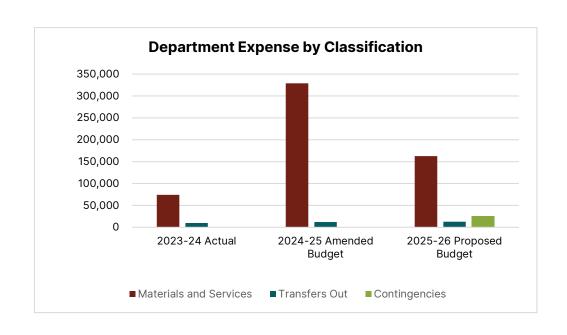
Funds from the National Opioid Settlements are restricted for use to help members of our community who are impacted by the opioid epidemic.

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

	2024-25 Amended	2025-26 Proposed	
2023-24 Actual	Budget	Budget	Budget Variance
145,411	152,934	0	(152,934)
2,400	250,000	95,000	(155,000)
26,091	35,300	35,100	(200)
60,937	62,000	60,000	(2,000)
0	15,000	10,000	(5,000)
234,839	515,234	200,100	(315,134)
74,137	329,000	162,457	(166,543)
9,777	12,158	12,643	485
0	0	25,000	25,000
83,914	341,158	200,100	(141,058)
150,926	174,076	0	(174,076)
	145,411 2,400 26,091 60,937 0 234,839 74,137 9,777 0 83,914	2023-24 Actual Budget 145,411 152,934 2,400 250,000 26,091 35,300 60,937 62,000 0 15,000 234,839 515,234 74,137 329,000 9,777 12,158 0 0 83,914 341,158	2023-24 Actual Budget Budget 145,411 152,934 0 2,400 250,000 95,000 26,091 35,300 35,100 60,937 62,000 60,000 0 15,000 10,000 234,839 515,234 200,100 74,137 329,000 162,457 9,777 12,158 12,643 0 0 25,000 83,914 341,158 200,100





Grants and Special Assessment Fund

1976	City Council establishes Villard Street Local	1993	Pacific Avenue Local Improvement District - \$30,000.	2022	City receives \$7.7 million in American Rescue Plan Act
	Improvement District.	1995	DEID – 4th three-year		federal funding to spend over FY21 to FY24 period.
1986	Cleveland Avenue Local Improvement District - \$77,500.	1998	assessment district Burnette Road Local Improvement District -	2022	City receives \$1.5 million in state funds to support the creation of a Navigation Center
1986	City Council establishes Downtown Economic Improvement District (DEID)	4000	\$361,500 and DEID – 5th three- year assessment district.		to support access to affordable housing (since moved to the Affordable Housing Fund)
	 1 - 1st three-year assessment district. DEID assessments 	1999	Newby Sidewalk Local Improvement District - \$23,000.	2023	City begins receiving national
	collected "passed through" to McMinnville Downtown Association (MDA).	2013	DEID – 10 th three-year assessment district.		opioid settlement funding that will be spent on programs to support those negatively
1987	Michelbook Lane Local Improvement District - \$71,500.	2015	\$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and		impacted by this drug crisis
1989	DEID – 2nd three-year assessment district ~\$33,000.	2019	moderate income homeowners. \$500,000 Community Development Block Grant		
1991	NE Hembree Street Local Improvement District - \$130,000 and NE Newby Street Local Improvement	2021	(CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.		
1992	District - \$98,000. DEID – 3rd three-year	2021	City distributed \$57,000 in Covid-19 relief grants to local businesses.		
	assessment district				

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	0	4005-01 Designated Begin Fd Balance - Grants & Special Assess - Grants	0	0	C
148,758	145,411	152,934	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	0	0	C
148,758	145,411	152,934	TOTAL BEGINNING FUND BALANCE	0	0	C
			FINES AND FORFEITURES			
0	2,400	250,000	6105 Opioid Settlement Funds from two national opioid settlements to be used on addressing the opioid crisis in the community	95,000	0	0
0	2,400	250,000	TOTAL FINES AND FORFEITURES	95,000	0	0
			SPECIAL ASSESSMENTS			
64,200	60,937	62,000	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.	60,000	0	0
			Budget Note: Renewal of a three-year DEID Assessment District's duration would be from August 1, 2025 to July 31, 2028. Assumed no rate increase.			
64,200	60,937	62,000	TOTAL SPECIAL ASSESSMENTS	60,000	0	0
			MISCELLANEOUS			
5,844	19,838	10,000	6310 Interest	10,000	0	0
279	4	300	6310-25 Interest - Assessments Interest collected on past due assessment accounts.	100	0	0
0	6,250	25,000	6360-05 Grants - Local McMinnville Industrial Promotions funding support for Yamhill County Enhanced Care Outreach Services (ECOS).	25,000	0	0
			Budget Note: 2nd year of 4 yearly agreement renewal extensions.			
6,123	26,091	35,300	TOTAL MISCELLANEOUS	35,100	0	0
			TRANSFERS IN			
0	0	15,000	6900-01 Transfers In - General Fund ARPA support for Yamhill County Crisis Outreach Services Program.	10,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	0	15,000	TOTAL TRANSFERS IN	10,000	0	0
219,081	234,839	515,234	TOTAL RESOURCES	200,100	0	0

			03 - GRANTO AND OF EGIAL AGGLOGIMENT	0.0		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	210,000	7660-07 Materials & Supplies - Opioid Settlement Programming to address the opioid crisis in the community	62,457	0	0
0	13,200	57,000	7750 Professional Services Yamhill County Community Outreach Services	40,000	0	0
64,200	60,937	62,000	8020 McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	60,000	0	0
64,200	74,137	329,000	TOTAL MATERIALS AND SERVICES	162,457	0	0
			TRANSFERS OUT			
9,470	9,777	12,158	9700-01 Transfers Out - General Fund	12,643	0	0
			DescriptionUnitsAmt/UnitTotalAdministration and Finance personnel services support.112,64312,643			
9,470	9,777	12,158	TOTAL TRANSFERS OUT	12,643	0	0
			CONTINGENCIES			
0	0	0	9800 Contingencies	25,000	0	0
0	0	0	TOTAL CONTINGENCIES	25,000	0	0
			ENDING FUND BALANCE			
0	0	0	9905-01 Designated Ending Fund Balance - Grants & Special Assess - Grants	0	0	0
145,411	150,926	174,076	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.	0	0	0
145,411	150,926	174,076	TOTAL ENDING FUND BALANCE	0	0	0
219,081	234,840	515,234	TOTAL REQUIREMENTS	200,100	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
219,081	234,839	515,234	TOTAL RESOURCES	200,100	0	0
219,081	234,839	515,234	TOTAL REQUIREMENTS	200,100	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.
- 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 2025-26 proposed budget includes a transfer of those discretionary funds to the General Fund.
- The FY2025-26 budget assumes a 2% increase over the updated estimate for FY2024-25 revenues for a total of \$2.15 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 2025-26 budget will support the City's ability to focus on Visit McMinnville's activities, especially to contribute to a cohesive, long-term vision and connection of our Downtown, Granary, and Alpine districts.

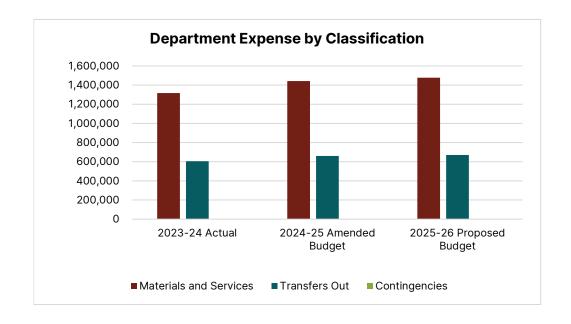
Mac-Town 2032 Strategic Plan

- 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.
- The current economic stressors have contributed to a decline in travel which impacts revenues in this fund. The City continues to work closely with Visit McMinnville to keep a close eye on the trends and to adjust the focus of activities to adapt to the changing environment.

Fund Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	464	0	0	0
Licenses and Permits	1,915,759	2,100,403	2,145,000	44,597
Miscellaneous	6,742	2,000	2,500	500
Revenue Total	1,922,965	2,102,403	2,147,500	45,097
Expenses				
Materials and Services	1,317,398	1,442,273	1,478,022	35,749
Transfers Out	605,567	660,130	669,478	9,348
Contingencies	0	0	0	0
Expenses Total	1,922,965	2,102,403	2,147,500	45,097
Ending Fund Balance	0	0	0	0





Transient Lodging Tax Fund

2023

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.

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.

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

		or mandiem coboling tax fond			
2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
		RESOURCES			
		BEGINNING FUND BALANCE			
464	0	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	0	0	0
464	0	TOTAL BEGINNING FUND BALANCE	0	0	0
		LICENSES AND PERMITS			
1,915,759	2,100,403	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.	2,145,000	0	0
		Budget Note: Assumes 2% growth			
1,915,759	2,100,403	TOTAL LICENSES AND PERMITS	2,145,000	0	0
		MISCELLANEOUS			
5,058	2,000	6310 Interest Interest on past due transient lodging tax payments	2,500	0	0
1,684	0	6600 Other Income Penalties on past due transient lodging tax payments	0	0	0
6,742	2,000	TOTAL MISCELLANEOUS	2,500	0	0
1,922,965	2,102,403	TOTAL RESOURCES	2,147,500	0	0
	464 464 1,915,759 1,915,759 5,058 1,684 6,742	ACTUAL AMENDED BUDGET 464 0 464 0 1,915,759 2,100,403 5,058 2,000 1,684 0 6,742 2,000	ACTUAL AMENDED BUDGET Section: N/A Section: N/A Program: N/A RESOURCES BEGINNING FUND BALANCE 464 0 4090 Beginning Fund Balance Estimated July 1 carryover from prior year 464 0 TOTAL BEGINNING FUND BALANCE LICENSES AND PERMITS 1,915,759 2,100,403 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. Budget Note: Assumes 2% growth 1,915,759 2,100,403 TOTAL LICENSES AND PERMITS MISCELLANEOUS 5,058 2,000 6310 Interest Interest on past due transient lodging tax payments 1,684 0 6600 Other Income Penalties on past due transient lodging tax payments 6,742 2,000 TOTAL MISCELLANEOUS	Department : N/A Section : N/A Proposed Section : N/A Proposed Pr	Department : N/A Section : N/A Proposed Propose

07 - TRANSIENT LODGING TAX FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
0	0	0	7660	Materials & Supplies				35	0	0
864	2,036	4,080	Costs shared	Professional Services - Audit & othe I city-wide for audit, Section 125 plan administration is professional service expenses			:	3,220	0	0
1,259,683	1,315,362	1,438,193		Tourism Promotion & Programs dging Taxes paid to Visit McMinnville.				1,474,767	0	0
1,260,547	1,317,398	1,442,273		TOTAL MATERIALS A	ND SEI	RVICES		1,478,022	0	0
				TRANSFERS OUT						
573,797	605,567	660,130	9700-01	Transfers Out - General Fund				669,478	0	0
			<u>Descripti</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Transfer revenue	30% of transient lodging taxes collected-net	1	632,043	632,043			
				inance, & Comm Development personnel support.	1	37,435	37,435			
573,797	605,567	660,130		TOTAL TRANSF	ERS OL	<u>JT</u>		669,478	0	0
				ENDING FUND BALANCE						
464	0	0	Excess of rev	Unappropriated Ending Fd Balance venue over expenditures that is carried over to This allows all available dollars to be spent du				0	0	0
464	0	0		TOTAL ENDING FUN	ID BAL	ANCE		0	0	0
1,834,808	1,922,965	2,102,403		TOTAL REQUIR	EMENT	S		2,147,500	0	0

07 - TRANSIENT LODGING TAX FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,834,808	1,922,965	2,102,403	TOTAL RESOURCES	2,147,500	0	0
1,834,808	1,922,965	2,102,403	TOTAL REQUIREMENTS	2,147,500	0	0

AFFORDABLE HOUSING FUND

Organization Set – Sections

• Construction Excise Tax

Grants

Organization Set

08-25

08-26



Affordable Housing Fund

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

The Affordable Housing Fund is divided into two sub-funds, Construction Excise Tax (CET) (08-25) and Grants (08-26).

It was established in the fiscal year 2022-23 budget when the City adopted an affordable housing construction excise tax program, and evolved into two sub-funds, one for the construction excise tax and one for grants, for program administration efficiencies and transparency.

This year's CET sub-fund includes the construction excise tax (CET) revenue accumulated in FY 2022-23, FY 2023-24 and FY 2024-25 as well as the forecasted revenue for FY 2025-26. And the grant sub-fund includes an Oregon Community Development Block Grant to support a housing rehabilitation program for low-and moderate-income households as well as two Business Oregon grants to support infrastructure for workforce housing projects.

Affordable Housing Construction Excise Tax (08-25):

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 (3% to the Building Fund and 1% to the General Fund respectively). 15% of the CET collected on residential permits is paid to the Oregon Housing and Community Services per state regulations. The

remaining funds are distributed into affordable housing programs and developer incentives.

In FY 2024-25, the affordable housing fund funded 0.75 FTE (Associate Housing Planner) to develop and manage the affordable housing programs and developer incentives funded by the CET revenue. In FY 2025-26, 100% of this FTE will be funded by the Affordable Housing Fund due to the amount of work anticipated in administering the CET programs.

Interest collected on the CET funds will remain within the CET Affordable Housing Fund (08-25).

Affordable Housing Grants (08-26):

The FY 2025-26 Affordable Housing Fund includes a \$450,000 Oregon Community Development Block Grant dedicated to support a housing rehabilitation program for low and moderate-income households, as well as \$2,195,094 of grant funds from Business Oregon supporting infrastructure projects for the Hillcrest Subdivision and MV Advancements to provide the necessary gap funding for these housing projects in exchange for proportional dedicated work force housing serving households making 130% area median income or less.

Housing for every income











FY 2024-25 Accomplishments

Affordable Housing Construction Excise Tax (08-25):

In February 2024, the City hired its first Associate Housing Planner to develop and manage the Construction Excise Tax program. Working with the Affordable Housing Committee and the City Council, this planner developed the City's first Housing Production Strategy with 16 different actions identified to help the City meet its future housing needs as identified in the City's adopted 2024 Housing Needs Analysis.

McMinnville's future housing needs for the planning horizon of 2021-2041 as determined by the Housing Needs Analysis is that 59% of future homes built in McMinnville need to serve households making 120% area median income or less. Currently in the private development market, most homes for sale cater to household incomes greater than 120% area median income due to low supply and high demand, and housing for households at 120% area median income or less is restricted to multi-unit developments. The City though has a goal of providing rental and home ownership opportunities for as many income levels as possible to provide equal opportunity for generational real estate wealth and equity, and ensure long-term enduring value in all McMinnville neighborhoods. The actions in this Housing Production Strategy reflect those future housing needs and goals.

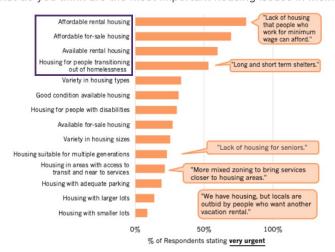


Housing Production Strategy, Action Plan

		Imple	ement	ation \	/ ears	Impact on	
Action Group	Action Name	1-2	3-4	5-6	7-8	Housing	
	Use more land in the Urban Holding Plan Designation for housing					High	
Long-Range	2. Rezone land to R-5 within the existing city limits for housing					Medium	
Planning	Develop area plans for Urban Growth Boundary areas	SW		RSS		High	
	4. Infrastructure planning to support residential development		On-0	Going		High	
	Implement and codify Great Neighborhood principles					Medium	
Regulatory Amendments	6. Require a mix of housing types for to-be-annexed land	On-Going			On-Going		Medium
Amendments	7. Adopt code amendments to support transitional housing					Medium	
Incentives	Incentivize and promote accessible design					Medium	
for New	Establish a Multiple-unit tax exemption (MUPTE) program					Medium	
Housing	10. Scaling of systems development charges (SDCs)					Medium	
Land-Based	11. Partner with Community Land Trusts (CLT)					Medium	
Programs	Support affordable housing development through land provision	On-Going				Medium	
	13. Develop and adopt a Strategic Housing Opportunities Plan					Medium	
Housing Choice and	Mitigate displacement through the adoption of anti- displacement policies and strategies					Medium	
Preservation	15. Implement a fee for demolition of existing affordable homes					Low	
	16. Preserve and Support Development of Manufactured Home Parks					High	

Survey Results

Q8. What do you think are the most important housing issues in McMinnville?



Housing Production Strategy Survey, 459 Respondents

General Fund – Affordable Housing Fund

Affordable Housing Grants (08-26):

In FY 2024-25, the City of McMinnville managed several large affordable housing grants to support the development of a Navigation Center (AnyDoor Place), and the rehabilitation of housing for low and moderate-income households.

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 the Yamhill Community Action Partnership (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 were 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 received a \$609,500 grant from the Yamhill County Care Organization (YCCO) and the City allocated \$500,000 of ARPA funds to the project.

Grant Funds for the Navigation Center							
Source	Amount						
State of Oregon (DAS)	\$1,500,000						
Oregon Housing and Community Services (through YCAP)	\$500,000						
YCCO	\$609,500						
City of McMinnville (ARPA)	\$500,000						





Concept Drawings of AnyDoor Place (McMinnville's Navigation Center) Provided by FFA Architecture

General Fund – Affordable Housing Fund

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 2023/2024, the City conducted and approved a Housing Needs Analysis to support forecasted growth in McMinnville through 2041. The City Council adopted this analysis via Ordinance No. 5112 in February, 2024.
- In 2024/2025, the City worked with a project advisory committee, the Affordable Housing Committee, City Council and community members to develop a Housing Production Strategy that identified the tools, programs, and regulatory framework that the city needs to develop and deploy to meet the community's housing needs, especially the city's affordable housing needs.

Future Challenges and Opportunities

- 35% of McMinnville's households make 80% or less of area median income. The City will need to continue to aggressively pursue grants and other funding sources to help offset the costs of housing in order to build more affordable housing in McMinnville.
- 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.

Affordable Housing Fund

Fund Cost Summary

Contingencies

Expenses Total

Ending Fund Balance

		2024-25 Amended	2025-26 Proposed	
	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	306,877	764,973	1,168,333	403,360
Intergovernmental	2,094,131	500,000	2,645,094	2,145,094
Licenses and Permits	611,875	450,000	250,000	(200,000)
Miscellaneous	84,394	85,000	40,000	(45,000)
Transfers In	567,200	325,754	0	(325,754)
Revenue Total	3,664,478	2,125,727	4,103,427	1,977,700
Expenses				
Personnel Services	33,579	123,796	169,407	45,611
Materials and Services	347,874	1,651,009	1,728,447	77,438
Capital Outlay	2,388,940	325,936	2,195,170	1,869,234
Transfers Out	98,661	18,000	10,000	(8,000)

	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	-	1.00	0.75	1.00

0

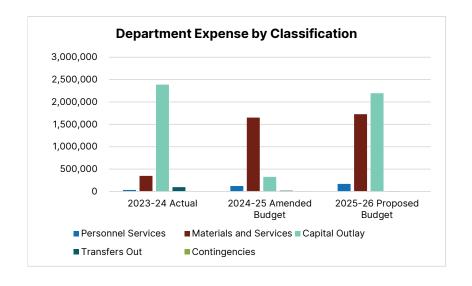
2,869,054

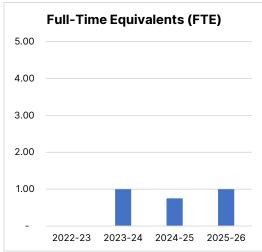
795,424

6,064

922

2,124,805





0

403

4,103,024

(6,064)

(519)

1,978,219



Affordable Housing Fund

2021	City receives \$1,500,000
	state grant to build a
	Navigation Center as an
	emergency low barrier
	shelter with supportive
	services.

2022 City authorizes a
Construction Excise Tax for
Affordable Housing

2023 City adds Affordable Housing Fund to the budget.

2024 City hires an Associated Housing Planner to administer the Construction Excise Tax for affordable housing and other city affordable housing programs.



2024 City authorizes a
Construction Excise Tax for
Affordable Housing

2024 City receives \$500,000
Community Development
Block Grant for Housing
Rehabilitation for low and
moderate-income
households.

2025 City adopts first Housing Production Strategy.

				00 / 11 O 10 / 10 O O 11 O 10 O O 10 O 10			
2023 ACTUAL	2024 ACTUAL)	Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
0	306,064	5,064 764,051		Beginning Fund Balance 1 undesignated carryover from the prior year.	1,168,333	0	0
0	306,064	,064 764,051		TOTAL BEGINNING FUND BALANCE	1,168,333	0	0
				LICENSES AND PERMITS			
287,226	307,801	7,801 350,000	4208-05	Construction Excise Tax - Residential	150,000	0	0
26,730	304,074	1,074 100,000	4208-10	Construction Excise Tax - Commercial	100,000	0	0
313,956	611,875	,875 450,000		TOTAL LICENSES AND PERMITS	250,000	0	0
				MISCELLANEOUS			
34,318	84,394	1,394 85,000	6310	Interest	40,000	0	0
34,318	84,394	,394 85,000		TOTAL MISCELLANEOUS	40,000	0	0
348,274	1,002,333	,333 1,299,05°	ĺ	TOTAL RESOURCES	1,458,333	0	0

J	•			00 - ALLONDADEL HOUSING LOND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				Program : N/A REQUIREMENTS			
				PERSONNEL SERVICES			
0	1,482	0	7000	Salaries & Wages	0	0	(
0	23,069			Salaries & Wages - Regular Full Time Planner - Housing - 1.00 FTE	103,341	0	(
0	0	1,599	7000-20	Salaries & Wages - Overtime	1,215	0	(
0	386	0	7300	Fringe Benefits	0	0	(
0	1,396	4,505	7300-05	Fringe Benefits - FICA - Social Security	6,325	0	(
0	327	1,079	7300-06	Fringe Benefits - FICA - Medicare	1,516	0	(
0	0	22,633	7300-15	Fringe Benefits - PERS - OPSRP - IAP	34,199	0	(
0	4,947	17,546	7300-20	Fringe Benefits - Medical Insurance	18,132	0	(
0	1,500	2,250	7300-22	Fringe Benefits - VEBA Plan	2,000	0	(
0	19	45	7300-25	Fringe Benefits - Life Insurance	60	0	(
0	67	174	7300-30	Fringe Benefits - Long Term Disability	244	0	(
0	365	1,042	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,454	0	(
0	5	16	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	(
0	18	58	7300-45	Fringe Benefits - Paid Family Leave City Share	900	0	(
0	33,579	123,796		TOTAL PERSONNEL SERVICES	169,407	0	
				MATERIALS AND SERVICES			
0	0	2,500	7520	Public Notices & Printing	2,500	0	(
0	34	200	7540 Costs share	Employee Events ad city-wide for employee training, materials, and events.	100	0	(
0	62	66	7610-05	Insurance - Liability	138	0	(
0	0	2,500	7660	Materials & Supplies	1,500	0	(
0	0	50,400	7750	Professional Services	0	0	(
0	0	1,620		Professional Services - Audit & other city-wide prof svc ed city-wide for audit, Section 125 plan administrative fees, and other east professional service expenses	9,520	0	1
0	0	1,723	7840	M & S Computer Charges aterials & supplies costs shared city-wide	1,249	0	
0	3,428	0	7840-68	M & S Computer Charges - Affordable Housing	0	0	(

•	•			00 - ALLONDADEL HO		I OIND	,			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 25 - CONSTRUCT Section : N/A Program : N/A	ION EXC	ISE TAX		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	0	477,600	8016	Affordable Housing Programs				588,520	0	0
			<u>Descript</u> 25 Rollo 26 Proje	ver	<u>Units</u> 1 1	Amt/Unit 477,600 110,920	<u>Total</u> 477,600 110,920			
29,080	44,349	50,400		Construction Excise Tax expense CET - OR Housing Fund (15% Residential)				22,500	0	0
0	0	564,000	8226	Developer Incentives				652,420	0	0
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			25 Rollo	ver	1	564,000	564,000			
			26 Proje	ections	1	88,420	88,420			
29,080	47,874	1,151,009		TOTAL MATERIALS A	AND SEI	RVICES		1,278,447	0	0
				CAPITAL OUTLAY						
0	0	182	8750 I.S. Fund cap	Capital Outlay Computer Charges oital outlay costs shared city-wide				76	0	0
0	0	182		TOTAL CAPITAL OUTLAY				76	0	0
				TRANSFERS OUT						
4,876	4,989	8,782	9700-01	Transfers Out - General Fund				2,500	0	0
			<u>Descript</u> Administ	ion tration & Finance personnel services support	<u>Units</u> 1	Amt/Unit 2,500	<u>Total</u> 2,500			
8,254	7,330	9,218	9700-70	Transfers Out - Building				7,500	0	0
			Descript	ion_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Building	personnel services support	1	7,500	7,500			
13,130	12,319	18,000		TOTAL TRANSF	ERS OL	<u>JT</u>		10,000	0	0
				CONTINGENCIES						
0	0	6,064	9800	Contingencies				0	0	0
0	0	6,064		TOTAL CONTIN	GENCIE	: <u>S</u>		0	0	0
				ENDING FUND BALANCE						
306,064	908,561	0	9999	Unappropriated Ending Fd Balance				403	0	0
306,064	908,561	0		TOTAL ENDING FUI	ND BAL	ANCE		403	0	0
348,274	1,002,333	1,299,051		TOTAL REQUIR	REMENT	S		1,458,333	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 26 - GRANTS Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
813	813	922	4008-01	Designated Begin Fd Balance - Affordable Housing - Grants	0	0	0
813	813	922		TOTAL BEGINNING FUND BALANCE	0	0	0
				INTERGOVERNMENTAL			
0	0	500,000		Community Development Block Grnt Housing Rehabilitation Program	450,000	0	0
0	0	0	4771-05	Business Oregon (State) - MV Advancement - Infrastructure	195,094	0	0
0	0	0	4771-10	Business Oregon (State) - Holt Homes - Water Infrastructur	2,000,000	0	0
34,894	1,465,106	0	4776-05	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
480,475	19,525	0	4779-05	YCAP - Navigation Center Grant	0	0	0
0	609,500	0	5015	Yamhill Community Care Org	0	0	0
515,369	2,094,131	500,000		TOTAL INTERGOVERNMENTAL	2,645,094	0	0
				TRANSFERS IN			
0	567,200	325,754	6900-01	Transfers In - General Fund	0	0	0
0	567,200	325,754		TOTAL TRANSFERS IN	0	0	0
516,182	2,662,144	826,676		TOTAL RESOURCES	2,645,094	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 26 - GRANTS Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				Program : N/A REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7660	Materials & Supplies	0	0	0
0	0	0	7660-25	Materials & Supplies - Grants	0	0	0
200	300,000	500,000	7750	Professional Services	450,000	0	0
0	0	0	7750-04	Professional Services - Grants	0	0	0
200	300,000	500,000		TOTAL MATERIALS AND SERVICES	450,000	0	0
				CAPITAL OUTLAY			
480,688	2,388,940	325,754	8800	Building Improvements	0	0	0
0	0	0	8800-02 Infrastructur	Building Improvements - Grants re for Holt Home and MV Advancements Workforce Housing	2,195,094	0	0
480,688	2,388,940	325,754		TOTAL CAPITAL OUTLAY	2,195,094	0	0
				TRANSFERS OUT			
34,481	86,342	0	9700-01	Transfers Out - General Fund	0	0	0
34,481	86,342	0		TOTAL TRANSFERS OUT	0	0	0
				ENDING FUND BALANCE			
813	-113,137	922	9908-01	Designated Ending Fund Balance - Affordable Housing - Grants	0	0	0
813	-113,137	922		TOTAL ENDING FUND BALANCE	0	0	0
516,182	2,662,145	826,676		TOTAL REQUIREMENTS	2,645,094	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
864,455	3,664,478	2,125,727	TOTAL RESOURCES	4,103,427	0	0
864,456	3,664,478	2,125,727	TOTAL REQUIREMENTS	4,103,427	0	0

TELECOMMUNICATIONS FUND

McMinnville 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 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

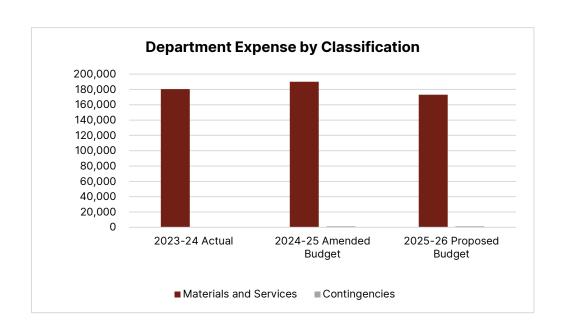
Cable franchise fee levels vary between the two cable operators in the McMinnville local market. Revenues from franchise and PEG fees combined from Comcast remained

- fairly stable between FY 2017-18 and FY 2022-23 with a more recent decline. Ziply Fiber has reported a steady decline in cable revenues since FY2020-21.
- The FY2025-26 budget includes a flat estimate for Comcast (\$172,000), anticipating upcoming rate increases compensating for decreasing customer levels relative FY2024-25 and a 68% decline for Ziply (\$1,050) combined PEG and the allocation of franchise fees passed on to MCM.
- Ziply, through the renewal process, has let the City know that it anticipates being out of the cable business by the end of 2025. with the expectation of having updated contracts in place by the beginning of FY2023-24.
- Comcast's renewed 10-year franchise agreement became effective December 2024. Ordinance 5151 established what is believed to be a more sustainable source of revenue for the Public Education Governmental access channel (PEG) revenue to support capital investments as it moves from being based on number of subscribers to being based on gross revenue.

Mac-Town 2032 Strategic Plan

- The City's financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan qoals:
 - 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 underserved populations and reflects a broad range of community interests.

Fund Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	2,005	2,105	2,243	138
Licenses and Permits	180,359	190,150	173,050	(17,100)
Miscellaneous	118	100	100	0
Revenue Total	182,482	192,355	175,393	(16,962)
Expenses				
Materials and Services	180,359	190,150	173,050	(17,100)
Contingencies	0	1,500	1,500	0
Expenses Total	180,359	191,650	174,550	(17,100)
Ending Fund Balance	2,123	705	843	138





Telecommunications Fund

2002

1982	Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.	2001	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. City contracts with McMinnville	2003 2005	January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations. MCM expands media literacy curriculum and creates digital learning lab for computer
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	Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel. McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local	2006 2007	editing and production. January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings. Estimated "past sins" balance remaining at July 1, 2007 is
2001	New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.		access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.	2008	~\$120,000. MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
2001	New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.	2001	City receives \$453,500 from TCI / AT&T a combination of \$352,500 of "past sins money", \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.	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.

April 1, 2002 MCM takes over operating McMinnville's local access Channel 11 from MCTV.

10 - TELECOMMUNICATIONS FUND

•	-		10 - TELECOMMUNICATIONS FOR	1D		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
1,958	2,005	2,105	D90 Beginning Fund Balance stimated July 1 carryover from the prior year	2,243	0	0
1,958	2,005	2,105	TOTAL BEGINNING FUND BALANCI	<u>E</u> 2,243	0	0
			LICENSES AND PERMITS			
10,341	7,257	800	P05-07 Franchise Fees - Ziply-Cable able franchise fee is 5% and is allocated to General Fund Non-Departmental elecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fatributed to McMinnville Community Media (MCM) for management of local plannel.	Fund is	0	0
			ote: Estimating decrease due to company's possible reduction of services.			
146,360	126,005	134,100	Pranchise Fees - Comcast Communications-Cable Sable franchise fee is 5% and is allocated to General Fund Non-Departmental elecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fatributed to McMinnville Community Media (MCM) for management of local plannel.	Fund is '	0	0
2,435	1,411	250	275-07 Subscriber Fees - PEG - Ziply-Cable per month subscriber fee received from Ziply Fiber for public access channel penditures; passed through to McMinnville Community Media (MCM).	250 el capital	0	0
			ote: Estimating decrease due to company's possible reduction of services.			
56,790	45,686	55,000	275-15 Subscriber Fees - PEG - Comcast-Cable 013-2023 Franchise is for \$1 per month subscriber fee received from Comcast cross channel capital expenditures; passed through to McMinnville Communi 1CM).		0	0
215,926	180,359	190,150	TOTAL LICENSES AND PERMITS	173,050	0	0
			MISCELLANEOUS			
47	118	100	310 Interest	100	0	0
47	118	100	TOTAL MISCELLANEOUS	100	0	0
217,931	182,482	192,355	TOTAL RESOURCES	175,393	0	0

10 - TELECOMMUNICATIONS FUND

202 ADOPTI BUDG	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/A	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			REQUIREMENTS			
			MATERIALS AND SERVICES			
	0	122,000	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.	134,100	126,005	146,360
	0	800	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.	800	7,257	10,341
			Note: Estimating decrease due to company's possible reduction of services.			
	0	50,000	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.	55,000	45,686	56,790
	0	250	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.	250	1,411	2,435
			Note: Estimating decrease due to company's possible reduction of services.			
	0	173,050	TOTAL MATERIALS AND SERVICES	190,150	180,359	215,926
			<u>CONTINGENCIES</u>			
	0	1,500	9800 Contingencies	1,500	0	0
	0	1,500	TOTAL CONTINGENCIES	1,500	0	0
			ENDING FUND BALANCE			
	0	843	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.	705	2,123	2,005
	0	843	TOTAL ENDING FUND BALANCE	705	2,123	2,005
	0	175,393	TOTAL REQUIREMENTS	192,355	182,482	217,931

10 - TELECOMMUNICATIONS FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
217,931	182,482	192,355	TOTAL RESOURCES	175,393	0	0
217,931	182,482	192,355	TOTAL REQUIREMENTS	175,393	0	0



Emergency Communications Fund

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

- Ziply 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 \$654,152, reflecting an assumed 8% 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.

- 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. The McMinnville Fire District will be paying its share for the system directly.
- 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 to YCOM is based on a formula that distributes YCOM actual costs proportionally according to use 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.

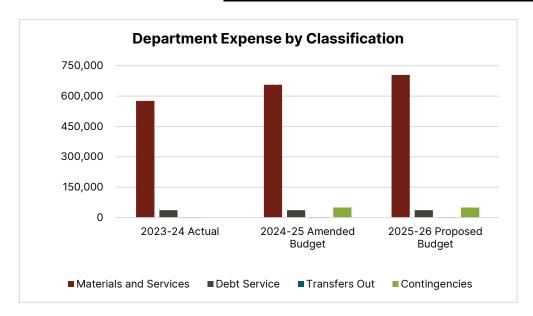
Future Challenges and Opportunities

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

Emergency Communications Fund

Fund Cost Summary

Tuna Goot Guillinary		2024-25 Amended	2025-26 Proposed	
-	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	154,231	145,633	169,991	24,358
Charges for Services	15,480	24,750	14,666	(10,084)
Intergovernmental	8,000	8,000	8,000	0
Licenses and Permits	23,057	21,800	22,100	300
Miscellaneous	7,381	7,000	7,000	0
Transfers In	577,972	642,869	691,324	48,455
Revenue Total	786,121	850,052	913,081	63,029
Expenses				
Materials and Services	576,392	656,254	704,762	48,508
Debt Service	37,172	37,173	37,173	0
Transfers Out	2,550	2,334	2,371	37
Contingencies	0	50,000	50,000	0
Expenses Total	616,114	745,761	794,306	48,545
Ending Fund Balance	170,007	104,291	118,775	14,484





Emergency Communications Fund

1987	Yamhill Communications
	Agency (YCOM) is formed
	under ORS 190. Previously
	Yamhill County and City of
	McMinnville operated joint
	emergency communication
	center in the basement of
	Yamhill County Courthouse.
	During this time, emergency
	communication expenses
	are a department in the
	General Fund.

1988 YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.

1990 July 1, 1990, telephone franchise fee increased from four percent to seven percent. Franchise fee increase allowed by State of Oregon to fund enhanced 911 telephone service.

1990 July 1, 1990, Emergency
Communications Fund
implemented to receive
additional three percent of
telephone franchise fee
dedicated to enhanced 911
with original four percent of
telephone franchise fee
continuing as General Fund
revenues.

1990 State of Oregon shared revenues distributed from telephone tax revenue moved from General Fund to the new Emergency Communication Fund.

1990 YCOM City of McMinnville membership contribution made from the new Emergency Communication Fund.

1990 Emergency
Communications Fund
balanced by an annual
transfer from the General
Fund. Transfer funded
75% from General Fund
property taxes, 8.75% Fire
Fund property taxes, and
16.25% Ambulance Fund
emergency medical
service fees.

1992 City funds YCOM equipment purchase to move toward providing enhanced 911 - \$86,800.

2002 YCOM Policy Board revises funding formula to allocate costs 85% to police member entities and 15% to fire member entities.

2004 City's first budgets to implement its Emergency Operations Center (EOC).

<u>Fiscal Year</u>	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 intergovernmental 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.
- 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 - EMERGENCI COMMUNICATIONS FU	שאו		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	202 ADOPTE BUDGI
			RESOURCES			
			BEGINNING FUND BALANCE			
152,468	154,231	145,633	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	169,991	0	
152,468	154,231	145,633	TOTAL BEGINNING FUND BALANCE	169,991	0	
			LICENSES AND PERMITS			
6,090	5,939	4,500	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.	5,000	0	
17,144	17,118	17,300	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.	17,100	0	
23,234	23,057	21,800	TOTAL LICENSES AND PERMITS	22,100	0	
			INTERGOVERNMENTAL			
8,000	8,000	8,000	5040-05 Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County	8,000	0	
8,000	8,000	8,000	TOTAL INTERGOVERNMENTAL	8,000	0	
			CHARGES FOR SERVICES			
15,480	15,480	24,750	5325 System Access Fees Fees charged for access to City's radio system.	14,666	0	
15,480	15,480	24,750	TOTAL CHARGES FOR SERVICES	14,666	0	
			MISCELLANEOUS			
3,150	7,381	7,000	6310 Interest	7,000	0	
3,150	7,381	7,000	TOTAL MISCELLANEOUS	7,000	0	
			TRANSFERS IN			
702,772	577,972	642,869	6900-01 Transfers In - General Fund	691,324	0	

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/ A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			Description	<u>Units</u>	Amt/Unit	Total			
			General Fund support for Emergency comm equipment debt payment	1	37,172	37,172			
			General Fund Police support for YCOM dispatching services	1	654,152	654,152			
702,772	577,972	642,869	TOTAL TRANS	FERS IN	<u>1</u>		691,324	0	0
905,104	786,121	850,052	TOTAL RESOURCES		913,081	0	0		

•	•		13 - EIVIERGEIGET COMMONICIA			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/ A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			MATERIALS AND SERVICES			
1 267	1 126	11,300		11,300	0	0
1,367	1,436			,	0	_
44,081	33,093	36,888		37,900	·	0
936	1,063	2,370	Professional Services - Audit & other city-wic osts shared city-wide for audit, Section 125 plan administrative fees, iscellaneous professional service expenses		0	0
665,600	540,800	605,696	·		0	0
711,984	576,392	656,254	TOTAL MATERIALS AND SER	<u>RVICES</u> 704,762	0	0
			CAPITAL OUTLAY			
0	0	0	710 Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLA	<u>Y</u> 0	0	0
			DEBT SERVICE			
31,592	32,903	34,269	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.		0	0
5,580	4,269	2,904	520-10 Equipment-Lease Purchase - Interest terest payment on lease due September 15th.	1,482	0	0
37,172	37,172	37,173	TOTAL DEBT SERVICE	37,173	0	0
			TRANSFERS OUT			
1,718	2,550	2,334	700-01 Transfers Out - General Fund	2,371	0	0
			DescriptionUnitsFinance personnel services support.1	Amt/Unit Total 2,371 2,371		
1,718	2,550	2,334	TOTAL TRANSFERS OU	<u>T</u> 2,371	0	0
			<u>CONTINGENCIES</u>			
0	0	50,000	300 Contingencies	50,000	0	0

ACTUAL AC							
ENDING FUND BALANCE 154,231 170,007 104,291 9999 Unappropriated Ending Fd Balance 118,775 0 Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations 154,231 170,007 104,291 TOTAL ENDING FUND BALANCE 118,775 0			AMENDED	Section : N/A	PROPOSED	APPROVED	2026 ADOPTED BUDGET
154,231 170,007 104,291 9999 Unappropriated Ending Fd Balance 118,775 0 Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations 154,231 170,007 104,291 TOTAL ENDING FUND BALANCE 118,775 0			505021	Program: N/A		505021	BODOLI
Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations 154,231 170,007 104,291 TOTAL ENDING FUND BALANCE 118,775 0				ENDING FUND BALANCE			
005.405 - 700.404 - 050.050	154,231	170,007	104,291	Undesignated carryover from proposed budget year to subsequent year, includes excess	118,775	0	0
905,105 786,121 850,052 TOTAL REQUIREMENTS 913,081 0	154,231	170,007	104,291	TOTAL ENDING FUND BALANCE	118,775	0	0
	905,105	786,121	850,052	TOTAL REQUIREMENTS	913,081	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	AMENDED Section: N/A PRO		2026 APPROVED BUDGET	2026 ADOPTED BUDGET
905,104	786,121	850,052	TOTAL RESOURCES	913,081	0	0
905,105	786,121	850,052	TOTAL REQUIREMENTS	913,081	0	0





2025 – 2026 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 installing pavement markings on Wallace Road

- The FY 2025-26 budget proposal continues to fund seasonal labor to address increased maintenance requirements related to stormwater quality facilities as well as to continue to support the Operations Division's maintenance efforts throughout the transportation system.
- The FY 2205-26 proposal continues efforts to upgrade the Division's fleet and equipment. The proposal includes funding

- to replace a 1995 backhoe attachment used in leaf collection and debris removal.
- The FY 2025-26 proposal continues funding for a vehicle/fleet equipment reserve to better position the Division to replace fleet assets on a programmed basis in future budget cycles.
- The proposed budget again includes an enhanced localized pavement repair work plan, focusing on pavement repairs on collectors. It should be noted that this is largely "stop-gap" work to address pavement conditions issues that cannot be adequately addressed via the City's pavement management program.
- For FY 2025-26, no gas tax funds are programmed to be transferred to the Transportation fund. This is due to a decision to fund an additional transfer amount in FY 2024-25 to allow pavement preservation work to begin prior to July 1, 2025, for this season's preservation project. Staff anticipate that this transfer will be restored in the FY 2026-27 budget.
- 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 in some cases can be useful in modifying driver's behavior.
- Staff utilize 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.

- Storm water maintenance continues to have no direct funding source, and repairs are made on a reactive basis only. The budget proposal continues to carry a small placeholder for reactive repairs. 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 to maintain their effectiveness, which is a requirement of the environmental permits for these projects.
- The budget continues funding for street lighting, with a forecasted increase of 10% for FY 2025-26. As background, 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 lead to significantly lower energy consumption, but at a higher capital cost than that of traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. An impact of this is that in late 2024, McMinnville Water and Light noted that due to findings in their most recent cost of service analysis, streetlighting rates charged to the City may need to increase significantly in the coming years to better cover costs. The 10% forecast is a placeholder, and staff will closely monitor this over the next budget cycle.

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 assets. 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 to maintain the City's

transportation system. This includes approximately 120.5 centerline miles of streets and gravel roads, beautification areas, undeveloped rights of way, regulatory signage, pavement markings, curb markings, 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 Rights 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 inhouse staff and contract forces.
- The City partners with property owners to conduct sidewalk repairs on corner properties to install PROWAG compliant curb ramps at street intersections where needed.
- City staff install and maintain accessible parking spaces downtown as well as spaces adjacent to private residences upon an approved request.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.
- Pedestrian crosswalk markings are installed and maintained as needed in the system.



Rapid Rectangular Flashing Beacon crossing installed by Street crew

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

Right-of-Way (ROW) maintenance

- City-owned areas are maintained on a scheduled basis with a combination of City personnel and contract labor.
- The pandemic 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. In 2023 the Division implemented a new "Adopt A Road" program to create opportunities for community volunteers to help with litter removal in the right of way. Funds to support that program are included in this budget request.

Nick Hubbard - UW Il spreading bark mulch in Hill Road planters



Community Event support

 Operations staff place barricades, hang and work with local groups in staging a wide variety of community events throughout the year downtown and on Alpine Avenue.



Jeff York, UW II 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 in the transportation system.
- Traffic signals are maintained by the Oregon Department of Transportation (ODOT) via an intergovernmental agreement (IGA).
- Pavement markings are inspected and replaced on a condition-based approach.
- Roadway striping is performed with an IGA with Marion County. Since 2021, largely due to material cost increases, this work has increased by over 50%.

- 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 recent years and increasing material costs.
- Staff reviews various traffic operations (stop signs, speed, crosswalks etc.) 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.
- Staff provides plan review input on street tree plans for various development proposals.
- Storm damaged trees in the right of way are removed and debris cleaned up at no cost to the adjoining property owner.
 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, medical emergency services (EMS), utility services and public works".



Sean Garrison, Sr. UW removing a downed tree on NW 20th

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.

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 80 vehicles and 180 various pieces of equipment at the Riverside Drive facility. This does not include Police fleet and equipment.

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.
- Continue effort to modernize tools available to staff to manage and use the CMMS system.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff review various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs. 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 issued a mercury TMDL (total

maximum daily load) limit for the Willamette River. Public Works staff (Engineering, Wastewater Services and Operations) are working to implement the TMDL plan. As the regulatory requirements unfold, the City is working on developing a dedicated funding source for this work.

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. Locations of impacts have largely moved to undeveloped areas, resultina increased impacts on the General Fund.



Marsh Lane prior to a scheduled clean up in 2023. As a result of local ordinance changes, these impacts have been reduced in the ROW

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 38 units with an estimated replacement value of \$2.25 million.
- Over the past three budget cycles, staff have used COVID relief funds from ODOT to update fleet and equipment assets. Those grant funds have been used to improve the fleet in terms of reliability, ease of maintenance and increased performance capability. However, this was a one-time revenue source. In FY2023-24, a reserve funding strategy was implemented. 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 the 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 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.

Accessibility

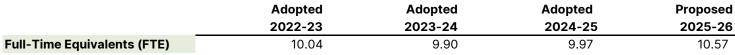
- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout the downtown area
- Continue to upgrade curb ramps along with street overlays as per accessibility requirements. This work typically comprises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

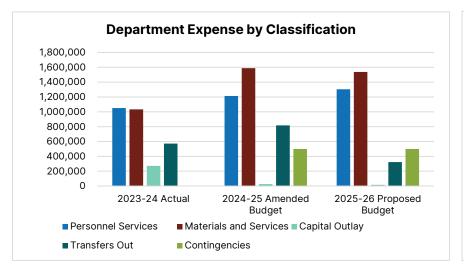
5,843	Street Signs maintained
851	Stop Signs
94,452 lineal ft	Yellow Curb, approximately ½ maintained yearly
13,266 lineal ft	Stop Bar Pavement Markings
161	Crosswalks
210	Pavement Marking Arrows
563	Misc. Pavement Markings – legends, bike lanes, Rf crossings
15,000 pounds	Crack Sealant Applied annually
1.3 miles	Gravel Streets maintained

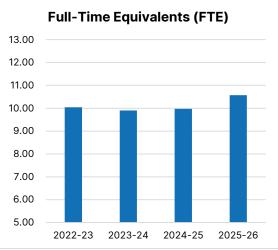
Street Fund

Fund Cost Sumr	

Tuna cost cummary	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	2,263,203	2,283,798	1,423,065	(860,733)
Intergovernmental	2,956,759	2,757,197	2,775,000	17,803
Licenses and Permits	12	50	50	0
Miscellaneous	112,651	110,000	95,000	(15,000)
Transfers In	7,225	0	0	0
Revenue Total	5,339,850	5,151,045	4,293,115	(857,930)
Expenses				
Personnel Services	1,050,132	1,213,015	1,304,659	91,644
Materials and Services	1,032,854	1,588,737	1,537,186	(51,551)
Capital Outlay	271,147	26,456	17,506	(8,950)
Transfers Out	571,846	817,223	323,281	(493,942)
Contingencies	0	500,000	500,000	0
Expenses Total	2,925,980	4,145,431	3,682,632	(462,799)
Ending Fund Balance	2,413,870	1,005,614	610,483	(395,131)
	Adopted	Adopted	Adopted	Proposed
	0000 00	0000 04	0004.05	0005 00









Historical Highlights

1962	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	1997	Public Works Superintendent assumes managerial responsibility over parks maintenance.	2007	Decorative antique streetlights installed along 3 rd Street, with new watering systems; cooperative effort between
1976	Downtown core area tree planting completed.	1997	City of McMinnville awarded "Tree City USA".		MDA, MW&L and the Street Division.
1986	Crack Sealing Program begins on city streets to prolong street life.	2003	Retrofitted 19 Americans with Disability Act (ADA) approved wheelchair ramps	2007	City awarded "Tree City USA" designation for the 10 th consecutive year.
1987	Public Works Superintendent assumes managerial responsibility over streets	2004	in school zones. Street Department maintains 97 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1000	and sewer operations.	2005	Street Department maintains	2008	First slurry seal project on city streets to prolong street life.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	100 miles of streets. 200 new street signs were installed.	2009	Completed regulatory sign updates from newly
1990	City maintains 64 miles of paved streets.	2006	Street, Parks Maintenance, and Wastewater Collection		implemented annual nighttime retro reflectivity ratings. Conducted second annual
1994	Public Works Shops undergo remodel and office modular units set up to develop office work areas.		Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 th storm event.		rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
1994	Street sweeping function partially contracted.	2007	Computerized maintenance management program	2010	In 20 th year of annual Leaf Collection program, Street Maintenance crews removed
1996	Seal Coating Program on city streets initiated to prolong street life.		implemented, including a work order system and an asset management system.		approximately 2,855 cubic yards of leaves from McMinnville's streets.

curb ramps, curb and gutter and

landscaping.

2010	Pavement management software system purchased to help track pavement conditions	2012	2 nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks Pedestrian safety improvements installed at mid-block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new	2016	As part of succession planning, Senior Utility Worker position implemented.
2010	and develop preservation strategies for street network. Implemented the use of liquid			2017	City awarded "Tree City USA" designation for the 20 th consecutive year.
	deicer on streets as a tool during snow and ice events.			2019	Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.
2011	City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W.				
2011	 2nd to Wallace Road. 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. 	2014	continental style crosswalks, signage and pedestrian paddles. Public Works crews in	2019	Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.
	Improvements include concrete crossing panels and new pedestrian crossings.		partnership with local contractors responded to a major February snowstorm, utilizing liquid deicer, abrasives and road graders to keep snow routes open. Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters	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.
2012	2 nd & Hill intersection safety improvements are completed in a joint project with Yamhill				
	County. Intersection converted to a four way stop with new pavement markings on all four approaches.	2015			
2012	Pedestrian crossing at 15 th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and		as recommended by Federal Highway Administration. Work to be completed over a 3 year period.		

- 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

				ZU-SIKEEI FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET)	Department : N/A Section : N/A Program : N /A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
2,224,397	2,263,203	2,253,798		Beginning Fund Balance uly 1 undesignated carryover from prior year	1,363,065	0	0
0	0	30,000		Designated Begin Fund Balance-Capital Replacement Reserve Beginning Fund Balance reserve for future vehicle and equipment acquisition.	60,000	0	0
2,224,397	2,263,203	2,283,798		TOTAL BEGINNING FUND BALANCE	1,423,065	0	0
				LICENSES AND PERMITS			
39	12	50	4300	Bicycle Fees	50	0	0
39	12	50		TOTAL LICENSES AND PERMITS	50	0	0
				INTERGOVERNMENTAL			
1,346	0	0	4545	Federal FEMA Grant	0	0	0
0	0	0	4546	American Rescue Plan	0	0	0
0	0	0	4548	Coronavirus Relief Fund (CRF)	0	0	0
226,263	248,974	32,197	4590-30	ODOT Federal Grants - Hwy Infrastruct Prog(HIP-CRRSAA)	0	0	0
2,704,049	2,707,786	2,725,000	State highway	OR State Gas Taxes ay revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to er capita basis.	2,775,000	0	0
0	0	0	4777	OR Department of Transportation	0	0	0
2,931,657	2,956,759	2,757,197		TOTAL INTERGOVERNMENTAL	2,775,000	0	0
				MISCELLANEOUS			
51,282	108,367	100,000	6310	Interest	85,000	0	0
17,653	565	10,000	6600	Other Income	10,000	0	0
0	3,719	0	6600-06	Other Income - Paid Leave OR	0	0	0
68,935	112,651	110,000		TOTAL MISCELLANEOUS	95,000	0	0
				TRANSFERS IN			
6,473	7,225	0	6900-85	Transfers In - Insurance Services	0	0	0
6,473	7,225	0		TOTAL TRANSFERS IN	0	0	0
5,231,501	5,339,850	5,151,045		TOTAL RESOURCES	4,293,115	0	0

20 - STREET FUND

	-			20 - STREET FOND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,112	1,697	0	7000	Salaries & Wages	0	0	0
506,153	560,524		7000-05 Maintenanc Maintenanc Wastewater Mechanic - Senior Utilit Senior Utilit Utility Work	Salaries & Wages Salaries & Wages - Regular Full Time ee & Operations - Superintendent - 0.50 FTE ee & Operations - Supervisor - Street - 0.95 FTE ee & Operations - Supervisor - Park Maint - 0.05 FTE r Svcs Supervisor-Conveyance - 0.15 FTE Ops & Maint - 0.45 FTE y Worker - 1.00 FTE y Worker - WWS - 0.15 FTE er II - WWS - 0.60 FTE	661,760	0	0
48,995	57,025	82,000	Managemei 7000-15	nt Support Specialist - Senior - 0.50 FTE Salaries & Wages - Temporary - Streets - 2.22 FTE	92,051	0	(
12,347	10,472	12,000	7000-20	Salaries & Wages - Overtime	13,500	0	(
0	40	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	180	0	C
1,731	491	0	7300	Fringe Benefits	0	0	C
33,947	37,509	43,599	7300-05	Fringe Benefits - FICA - Social Security	46,435	0	C
7,939	8,772	10,448	7300-06	Fringe Benefits - FICA - Medicare	11,128	0	0
149,501	183,697	215,501	7300-15	Fringe Benefits - PERS - OPSRP - IAP	233,084	0	(
131,723	141,678	162,216	7300-20	Fringe Benefits - Medical Insurance	177,326	0	C
21,700	17,900	20,000	7300-22	Fringe Benefits - VEBA Plan	21,150	0	C
456	467	483	7300-25	Fringe Benefits - Life Insurance	496	0	C
1,282	1,405	1,460	7300-30	Fringe Benefits - Long Term Disability	1,562	0	C
24,599	27,810	33,872	7300-35	Fringe Benefits - Workers' Compensation Insurance	35,171	0	(
177	175	207	7300-37	Fringe Benefits - Workers' Benefit Fund	218	0	(
0	0	3,990	7300-40	Fringe Benefits - Unemployment	3,990	0	C
0	381	564	7300-45	Fringe Benefits - Paid Family Leave City Share	6,608	0	C
0	89	0	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
944,662	1,050,132	1,213,015		TOTAL PERSONNEL SERVICES	1,304,659	0	0
				MATERIALS AND SERVICES			
2,378	1,626	2,850	7530	Training	2,750	0	0

City of McMinnville Budget Document Report

20 - STREET FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
690	551	1,600	7540 Costs shared	Employee Events d city-wide for employee training, mate	erials, and events.			1,000	0	0
2,708	6,350	7,900	7550	Travel & Education				12,750	0	0
32,658	27,829	35,000	7590	Fuel - Vehicle & Equipment				32,000	0	0
9,113	8,761	13,500	7600	Utilities				12,500	0	0
76,481	27,948	29,766	7610-05	Insurance - Liability				34,181	0	0
12,665	14,308	19,344	7610-10	Insurance - Property				22,308	0	0
17,555	10,459	11,000		Telecommunications ding for redundant communications ca	pability-cell phones	and radio s	ystem	11,000	0	0
2,515	2,531	2,900	7650	Janitorial				2,900	0	0
23,977	20,244	20,000	7660	Materials & Supplies				20,000	0	0
38,697	65,419	95,000		Repairs & Maintenance d supplies for street maintenance activ	vities			100,000	0	0
0	0	0	7720-05	Repairs & Maintenance - Inve	entory-InterDept	Projects		0	0	0
20,051	31,201	30,000	7720-06	Repairs & Maintenance - Equ	ipment			30,000	0	0
0	0	0	7720-07	Repairs & Maintenance - Inve	entory-Equipmer	nt		0	0	0
3,104	5,385	4,500	7720-10 Street Mainte maintenance	Repairs & Maintenance - Bui enance Section's shared cost of Public s.			unds	4,500	0	0
0	0	0	7720-14	Repairs & Maintenance - Veh	icles			0	0	0
4,677	5,058	7,500	7720-28 Materials and right-of-way.	Repairs & Maintenance - Rig d supplies for maintenance of right-of-		areas withir	n city street	7,500	0	0
54,444	51,382	50,000	7720-30 Repair and o	Repairs & Maintenance - Side construction of city sidewalks and whe				50,000	0	0
9,054	4,214	10,000	7720-32 Oregon Depa	Repairs & Maintenance - Tra artment of Transportation (ODOT) cor signals.		al maintenar	ice of City-	10,000	0	0
3,907	10,560	100,000	7720-35 Repair of the	Repairs & Maintenance - Sto e storm drainage system within the pul				20,000	0	0
168	29,912	27,000	7750	Professional Services				27,000	0	0
				tion ent Ratings Services neous Professional Services	<u>Units</u> 1 1	Amt/Unit 12,000 15,000	<u>Total</u> 12,000 15,000			
3,841	4,567	12,990		Professional Services - Audi d city-wide for audit, Section 125 plan us professional service expenses				6,070	0	0

City of McMinnville Budget Document Report

20 - STREET FUND

0000				Department - N/A						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : N/A				2026 PROPOSED	2026 APPROVED	2026 ADOPTE
ACTUAL	ACTUAL	BUDGET		Section : N/A				BUDGET	BUDGET	BUDGE
200 404	0.40.00.4		7700.40	Program : N/A						
332,194	348,924	699,950	7780-12	Contract Services - Street Maintena		for ouropina	atrinina	703,450	0	(
				ract services with private companies and other et repair, landscape, maintenance, snow remo		ioi sweeping	, surping,			
			<u>Descrip</u>	<u></u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Downto	wn Street Sweeping	1	35,000	35,000			
			Citywide	e Street Sweeping	1	280,200	280,200			
			Striping		1	50,000	50,000			
			Backflov	w Testing	1	1,250	1,250			
			Graffiti F	Removal	1	4,000	4,000			
			Homele	ss Camp Cleanup	1	25,000	25,000			
			Emerge	ncy Sweeping	1	3,000	3,000			
			Litter Pa	atrol	1	5,000	5,000			
			Paveme	ent Repairs	1	300,000	300,000			
5,489	5,406	5,000		M & S Equipment us small equipment for operations and mainten	ance			5,000	0	(
1,539	1,513	1,500	7800-42	M & S Equipment - Shop us small equipment and tools for shop operatio		intenance		2,000	0	C
9,599	7,605	13,787	7840	M & S Computer Charges aterials & supplies costs shared city-wide				8,327	0	(
15,125	12,670	23,750	7840-75	M & S Computer Charges - Street				24,450	0	C
			Descrip	tion_	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Street S	aver software	1	4,500	4,500			
				N - 17%, shared w/Bldg,Comm Eng,Park Maint,WWS	1	2,700	2,700			
			Desktop Maint	replacement (3) - 50%, shared with Park	1	5,500	5,500			
			Adobe F	Pro licensing	2	200	400			
			Hansen Maint,W	SW Maintenance - 25%, shared w/Eng,Park	1	4,500	4,500			
			Hansen	Development - 25%	1	5,000	5,000			
			Office 3	65 licensing	1	1,450	1,450			
			Bluebea	ım Licensing	1	400	400			
30,313	21,044	33,900		Signs g materials and supplies, along with replacement	ent of dowr	ntown parking	signage.	27,500	0	(
293,659	304,068	300,000	8200 McMinnville	Street & Parking Lot Lighting Water & Light Department charges for electrica and cost of material for maintenance of street light	al service, i			330,000	0	(
21,540	3,321	30,000	The street trees in the d	Street Tree Program ee program includes activities related to plantir downtown core. It also includes work on right corm damage, including clean-up, pruning, and r	of way tree			30,000	0	C

20 - STREET FUND

				ZU - STREET TOND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,028,144	1,032,854	1,588,737		TOTAL MATERIALS A	ND SEI	RVICES		1,537,186	0	0
				CAPITAL OUTLAY						
271,282	243,028	25,000	8710	Equipment				17,000	0	0
211,202	243,020	25,000	Descript	• •	Units	Amt/Unit	<u>Total</u>	17,000	O	O
				cket for Backhoe 19-2 (Replaces 1999 Tink	1	17,000				
			Bucket)		ı	17,000	17,000			
0	1,870	1,456		Capital Outlay Computer Charges pital outlay costs shared city-wide				506	0	0
0	26,249	0	8750-75	Capital Outlay Computer Charges - S	Street			0	0	0
271,282	271,147	26,456		TOTAL CAPITAL	OUTLA	<u>AY</u>		17,506	0	0
				TRANSFERS OUT						
337,516	329,113	303,906	9700-01	Transfers Out - General Fund				309,072	0	0
			<u>Descript</u>	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				und support of Engineering operations.	1	20,116	20,116			
				und support of centralized Facility operations.	1	11,839	11,839			
			Enginee support.	ring, Admin, & Finance personnel services	1	277,117	277,117			
375,000	230,000	500,000	9700-45	Transfers Out - Transportation				0	0	0
11,694	12,733	13,317	9700-80	Transfers Out - Information Systems	3			14,209	0	0
			<u>Descript</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informat	ion Systems personnel services support.	1	14,209	14,209			
724,210	571,846	817,223		TOTAL TRANSF	ERS OL	<u>JT</u>		323,281	0	0
				<u>CONTINGENCIES</u>						
0	0	500,000	9800	Contingencies				500,000	0	0
0	0	500,000		TOTAL CONTIN	GENCIE	<u>:S</u>		500,000	0	0
				ENDING FUND BALANCE						
0	30,000	60,000		Designated Ending Fund Balance-Co				90,000	0	0
2,263,203	2,383,870	945,614	9999	Unappropriated Ending Fd Balance		·		520,483	0	0
•			Undesignate (deficit) of re	d carryover from proposed budget year to subsvenues over (under) expenditures from propos	equent ye ed budget	ar, includes year operation	the excess ons.			
2,263,203	2,413,870	1,005,614	,	TOTAL ENDING FUI				610,483	0	0
5,231,501	5,339,850	5,151,045		TOTAL REQUIR		-		4,293,115	0	0

City of McMinnville Budget Document Report

4/14/2025

20 - STREET FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
5,231,501	5,339,850	5,151,045	TOTAL RESOURCES	4,293,115	0	0
5,231,501	5,339,850	5,151,045	TOTAL REQUIREMENTS	4,293,115	0	0

Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a modular building office.
- The FY2025-26 budget includes both increased revenues and building maintenance commitments outlined in the long-term lease with the Oregon State Police.
- The FY2025-26 budget includes the FAA funded update to the Airport Master Plan, which includes a new Airport Layout Plan. This is a multi-year project that began during the 2023-24 budget cycle. The City match of 10% of the cost will be covered in part by a separate State grant.
- The FY2025-26 budget includes the FAA funded Fence and Wind Cone project. This is a design and construction project to upgrade the fence on the north side of the airport.
- 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 2025 with an Airport Master Plan and Layout Plan. The new plans will identify projects necessary to improve airport capacity for corporate and general aviation activities and continue 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" were updated in 2022 and will be reviewed and updated in the spring of 2025.
- 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 and rotary wing flight instruction; aircraft storage; avionics maintenance; private business flights; corporate flights; and personal flying.

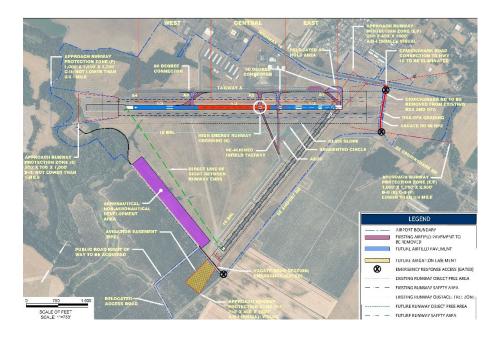


There are 128 based aircraft at the McMinnville Municipal Airport.

Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; Oregon State Police building; 4025 Nimbus (former Comcast building); and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

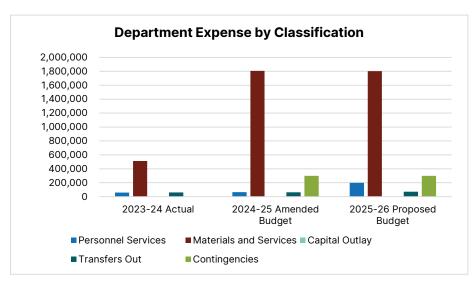
- City owned buildings and facilities (including hangars, maintenance hangars, and hangar taxiways) need repair and replacement. These projects are not eligible for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is 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 match for the runway 4-22 project; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation 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. No funding is available for the recommended plan. Potcake Aviation is currently operating out of a temporary facility.
- Development of the 3 Mile Lane Innovation Campus may contribute to airport development opportunities.
- Additional development is desired; however, simple land leases will not provide revenues necessary to keep the airport self-supporting.
- The Airport welcomes opportunities to expand and incorporate aeronautical research, development and manufacturing.
- $_{\circ}$ The budget includes funding for a full time City Airport Manager that would replace the $\frac{1}{2}$ time airport administrator.

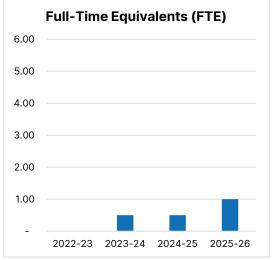




Airport Fund

Fund Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
D	2023-24 ACtual	buuget	Buuget	Budget Variance
Revenue				
Beginning Fund Balance	819,368	915,142	1,073,652	158,510
Charges for Services	381,179	414,000	459,995	45,995
Intergovernmental	463,460	1,257,500	1,253,224	(4,276)
Miscellaneous	64,944	58,000	65,000	7,000
Revenue Total	1,728,952	2,644,642	2,851,871	207,229
Expenses				
Personnel Services	58,312	64,837	198,326	133,489
Materials and Services	511,787	1,807,146	1,803,128	(4,018)
Capital Outlay	340	243	101	(142)
Transfers Out	60,153	62,136	70,518	8,382
Contingencies	0	300,000	300,000	0
Expenses Total	630,592	2,234,362	2,372,073	137,711
Ending Fund Balance	1,098,360	410,280	479,798	69,518
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	-	0.50	0.50	1.00







Airport Maintenance Fund

Historical Highlights

1942	McMinnville Municipal Airport constructed as national defense project for	2001	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA –	2007	Environmental and design work begin for major airport improvements.
	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.	2003	AIP Grant funded. Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90%	2008	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
1957	East Hangar is constructed.		FAA-AIP Grant funded.	2008	New taxiway to Evergreen hangar and reconstruction
1973	Airport Layout Plan (ALP) and Master Plan is written.	2004	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP		of Runway 17/35 completed.
1982	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	2005	Grant funded. Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat	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.
1987 1992	Annual \$60,000 Transfer to Debt Service Fund eliminated. Main runway 4/22		project, paid off above- ground fuel tanks, and completed major runway lighting repairs.	2010	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
	reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	2006	FAA contracts out Flight Services to Lockheed- Martin. Flight Services Station to close.	2014	City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway
1999	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.	2006	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	2016	re-construction project. Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

2017	Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
2018	Primary Runway 4/22

- 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.
- Restripe on runway 17-35 and taxiways completed.
- **2022** Hired Airport Administrator.
- 2022 The Oregon International
 Airshow hosts a successful
 three-day airshow at MMV,
 featuring the U.S. AIR FORCE
 Thunderbirds.

- 2023 The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the U.S. NAVY Blue Angels.
- 2023 Comcast building reverted to Airport ownership and available for lease.
- 2024 The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the Royal Canadian AIR FORCE Snowbirds.
- 2025 Scheduled completion of the Airport Master Plan and Airport Layout Plan.
- Planned completion of the north perimeter fence and wind-cone project.



				23 - AIRPORT WAINTENANCE FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
617,242	819,368	915,142		Beginning Fund Balance uly 1 carryover from prior year	1,073,652	0	0
617,242	819,368	915,142		TOTAL BEGINNING FUND BALANCE	1,073,652	0	0
				INTERGOVERNMENTAL			
2,634	446,893	1,237,500	FY26: FAA (FAA Grant Grant (90% FAA,10% Airport Fund) BIL Grant (90% FAA, 10% Airport Fund)	1,210,500	0	0
52,161	0	0	4580-22	FAA Grant - Airport Rescue Grant	0	0	0
0	16,567	20,000		OR Aviation Department Grant on Airport Relief (COAR) Program grant	42,724	0	0
54,795	463,460	1,257,500		TOTAL INTERGOVERNMENTAL	1,253,224	0	C
				CHARGES FOR SERVICES			
77,710	80,177	82,500	5400-05	Property Rentals - Crop Share & USDA	82,500	0	0
68,392	64,261	71,500	5400-10	Property Rentals - Land Leases	73,500	0	0
167,528	167,963	169,000	5400-15	Property Rentals - OSP Building	174,995	0	0
0	0	12,000	5400-17	Property Rentals - 4025 Nimbus Loop	50,000	0	0
10,263	11,278	11,000	5400-20	Property Rentals - Fixed Base Operator Lease	11,000	0	0
66,454	57,500	68,000	5400-25	Property Rentals - City Hangar	68,000	0	0
390,346	381,179	414,000		TOTAL CHARGES FOR SERVICES	459,995	0	0
				MISCELLANEOUS			
16,649	43,635	38,000	6310	Interest	45,000	0	0
4,800	0	0	6600	Other Income	0	0	0
11,850	12,050	10,000	6600-22	Other Income - Airshow	10,000	0	0
10,672	9,259	10,000	6600-40	Other Income - Fuel Flowage Fees	10,000	0	0
43,971	64,944	58,000		TOTAL MISCELLANEOUS	65,000	0	0
1,106,355	1,728,952	2,644,642		TOTAL RESOURCES	2,851,871	0	0

			23 - AIRI ORT MAINTENANCE FOND			
202 ADOPTE	2026 APPROVED	2026 PROPOSED	Department : N/A Section : N/A	2025 MENDED	2024 TUAL	
BUDGI	BUDGET	BUDGET	Program : N/A	BUDGET		
			REQUIREMENTS			
			PERSONNEL SERVICES			
	0	0	Salaries & Wages	0 7000	136	469
	0	120,073	Salaries & Wages - Regular Full Time ger - 1.00 FTE	0 7000-05 Airport Mana	0	0
	0	0	Salaries & Wages - Regular Part Time	60,124 7000-10	3,525	53,149 53
	0	0	Fringe Benefits	0 7300	6	40
	0	7,264	Fringe Benefits - FICA - Social Security	3,637 7300-05	3,319	3,295 3
	0	1,741	Fringe Benefits - FICA - Medicare	872 7300-06	776	771
	0	39,276	Fringe Benefits - PERS - OPSRP - IAP	0 7300-15	0	0
	0	25,553	Fringe Benefits - Medical Insurance	0 7300-20	0	0
	0	3,000	Fringe Benefits - VEBA Plan	0 7300-22	0	0
	0	60	Fringe Benefits - Life Insurance	60 7300-25	60	60
	0	304	Fringe Benefits - Long Term Disability	144 7300-30	153	139
	0	0	Fringe Benefits - Workers' Compensation Insurance	0 7300-35	339	195
	0	21	Fringe Benefits - Workers' Benefit Fund	0 7300-37	0	0
	0	1,034	Fringe Benefits - Paid Family Leave City Share	0 7300-45	0	0
	0	198,326	TOTAL PERSONNEL SERVICES	64,837	3,312	58,119 58,
			MATERIALS AND SERVICES			
	0	4,600	City Services Charge expense	3,580 7515	3,775	928 3
	0	100	Employee Events city-wide for employee training, materials, and events.	100 7540 Costs shared	17	0
	0	10,196	Insurance - Liability	10,972 7610-05	0,411	8,610 10
	0	16,742	Insurance - Property	19,539 7610-10	6,737	14,107 16
	0	9,000	Materials & Supplies om, janitorial and office supplies, miscellaneous permits.	5,000 7660 Airport restro	2,664	2,404 2
	0	5,000	Repairs & Maintenance aintenance required on city owned hangars and buildings. This includes locks, nterior repairs.		2,771	1,061 2

2023	2024	2025	5 Department : N/A		_ 1 0112		2026	2026	2026
UAL	ACTUAL	AMENDED	Section : N/A				PROPOSED	APPROVED	ADOPTED
		BUDGET	Program : N/A				BUDGET	BUDGET	BUDGET
682	423	31,000	7720-40 Repairs & Maintenance - Runway Anticipate asphalt striping in hangar area. This is not eli		or ODA grants	S.	40,000	0	0
			Description	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Stripe 6,000 feet of taxilanes, Design & Construct Phase	1	30,000	30,000			
			Additional unscheduled maintenance	1	10,000	10,000			
147	5,148	18,704	7740-05 Rental Property Repair & Maint -	Building			18,000	0	0
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Liability insurance	1	4,861	4,861			
			Property insurance	1	8,584	8,584			
			Misc building repair	1	4,555	4,555			
960	29,831	171,558	3 7740-10 Rental Property Repair & Maint - Includes carryover projects from FY 2024 which may include HVAC units		ing, Interior Pa	ainting, 2	138,685	0	0
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Liability insurance	1	1,151	1,151			
			Property insurance	1	7,534	7,534			
			Carpet Replacement	1	85,000	85,000			
			Interior Paint	1	40,000	40,000			
			Miscellaneous Repairs	1	5,000	5,000			
0	59	28,000	7740-15 Rental Property Repair & Maint -	Fuel Tanks			30,000	0	0
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Clean, Repair & Re-Plumb Center Fuel Tank	1	25,000	25,000			
			Miscellaneous Repairs, Service & Supplies	1	5,000	5,000			
0	12,199	10,845	7740-20 Rental Property Repair & Maint - New rental property	4025 Nimbu	is Loop		7,640	0	0
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Liability insurance	1	438	438			
			Property insurance	1	7,202	7,202			
430	37,493	103,000	7750 Professional Services				150,000	0	0
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Contract On Site Airport Management	1	36,000	36,000			
			Contract Airport Maintenance & Administration	1	28,000	28,000			
			Airport Engineering Consultant	1	30,000	30,000			
			Miscellaneous Professional Services	1	26,000	26,000			
			Contract Airport Manager Consultant	1	30,000	30,000			
105	5,099	750	7750-01 Professional Services - Audit & o Costs shared city-wide for audit, Section 125 plan admir miscellaneous professional service expenses				2,500	0	0
0	376,985	1,375,000	7750-04 Professional Services - Grants				1,345,000	0	0
	•						•	4/14/2	2025
105	5,099	750 1,375,000	Description Contract On Site Airport Management Contract Airport Maintenance & Administration Airport Engineering Consultant Miscellaneous Professional Services Contract Airport Manager Consultant 7750-01 Professional Services - Audit & o Costs shared city-wide for audit, Section 125 plan admin miscellaneous professional service expenses	1 1 1 1 1 ther city-wi	36,000 28,000 30,000 26,000 30,000 de prof svc	36,000 28,000 30,000 26,000 30,000	2,500	0	₹02

				23 - AINFONT WAINTEN	IAITO					
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			These are FAA, ODA, and BIL Grant funded projects. Gr		s cover 90	0-95% of cos	ts.			
				, . ,						
			<u>Descri</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
				Fence & Wind-Cone Design Phase	1	140,000	140,000			
			•	Fence & Wind-Cone Construction Phase ay A Lighting Environmental & Design Phase	1 1	685,000 300,000	685,000 300,000			
				Apron Asphalt Reconstruction Environmental &	•	•	•			
				Phase	1	200,000	200,000			
			Airport	Master Plan	1	20,000	20,000			
0	1,383	2,298	7840 I.S. Fund m	M & S Computer Charges naterials & supplies costs shared city-wide				1,665	0	(
0	168	800	7840-77	M & S Computer Charges - Airport				3,000	0	(
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adobe	Pro Renewal	1	200	200			
			•	cement laptop	1	2,500	2,500			
			Office :	365 licensing	1	300	300			
6,632	6,624	21,000		Airport Lighting eacon, street, and parking area lighting maintena	nce and p	ower costs.		21,000	0	(
175,067	511,787	1,807,146		TOTAL MATERIALS A	ND SE	RVICES		1,803,128	0	(
				CAPITAL OUTLAY						
0	340	243	8750 I.S. Fund ca	Capital Outlay Computer Charges apital outlay costs shared city-wide				101	0	(
0	340	243		TOTAL CAPITAL	OUTLA	<u>AY</u>		101	0	(
				TRANSFERS OUT						
53,801	60,153	62,136	9700-01	Transfers Out - General Fund				70,518	0	(
			Descri	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Airport	Fund support of centralized Facility operations.	1	17,529	17,529			
			•	Fund support of Engineering operations.	1	1,575	1,575			
			Engine suppor	ering, Admin, & Finance personnel services t.	1	51,414	51,414			
				TOTAL TRANSF	ERS OL	<u>JT</u>		70,518	0	
53,801	60,153	62,136								
53,801	60,153	62,136		CONTINGENCIES						
53,801	60,153	62,136 300,000	9800	CONTINGENCIES Contingencies				300,000	0	(

2023	2024	2025	Department : N/A	2026	2026	2026
ACTUAL	ACTUAL	AMENDED	OCCION . IVA	PROPOSED	APPROVED	ADOPTED
		BUDGET	Program: N/A	BUDGET	BUDGET	BUDGET
			ENDING FUND BALANCE			
819,368	1,098,360	410,280	9999 Unappropriated Ending Fd Balance	479,798	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.			
819,368	1,098,360	410,280	TOTAL ENDING FUND BALANCE	479,798	0	0
1,106,355	1,728,952	2,644,642	TOTAL REQUIREMENTS	2,851,871	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,106,355	1,728,952	2,644,642	TOTAL RESOURCES	2,851,871	0	0
1,106,355	1,728,952	2,644,642	TOTAL REQUIREMENTS	2,851,871	0	0

TRANSPORTATION FUND

Budget Highlights

- The FY2025-26 proposed budget includes \$875,000 for pavement rehabilitation and accessibility improvements on Cypress Lane near Willamette Elementary School.
- The FY2025-26 proposed budget includes \$500,000 for the update of the City's Transportation System Plan. This is a long-term transportation planning effort that will update the City's current plan which was done in 2010.
- The FY2025-26 proposed budget includes \$500,000 for a new traffic signal at the Baker Creek Road and Michelbook Lane intersection. Impending commercial/multi-family development near the Baker Creek Road/Hill Road intersection will trigger the need for this signal.
- Also included in the FY2025-26 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 the allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment.

Core Services

- Capital improvements to the City's transportation system that increase the system capacity
- Contracted maintenance projects that extend the life of pavement assets
- Transportation system planning

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

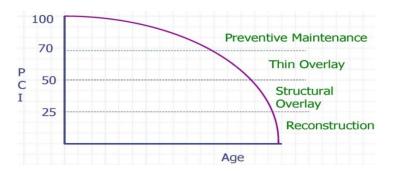
 Principal and interest payments will be approximately \$201,248 per year over the life of the loan, which was extended in 2022 to accommodate Phase 2 work on the bypass project. Original loan payments began in 2017. This obligation impacts available funding for local pavement preservation projects through 2066.

Surface Transportation Block Fund Grant-Fund Exchange

In 2023, given the financial constraints in their O & M budget. ODOT revamped this program to address declining state highway funds. HB 2101 authorized ODOT to use \$35 million of HB 2017 resources each year to "allocate" to eligible cities and counties, with no exchange rate applied. The revised formula yields about 20% less annual revenue to the City. Additionally, this funding source is also used to fund the annual Newberg Dundee bypass loan agreement.

Pavement Management Sustainable Funding

 This work includes tracking 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. The cost of preventative maintenance to keep streets in "Fair" or better condition is typically in the \$2-\$3 per square yard range, preservation costs to address

pavement conditions below that threshold are in \$50/square yard range. Costs to reconstruct failed streets are in the \$90-\$110 per square yard range. Streets that are in "good" condition have a PCI of 70 or greater.

- In FY2023-24, the City updated its pavement conditions rating, as well as to update preservation and rehabilitation costs. The City's current overall system PCI stands at 73. At this point, about 67.2% of the City's network meets that "good" condition threshold. Residential street PCI stands at 76. However, it is important to note that the PCI for collectors and arterials is below that threshold at 64 and 66 respectively. To maintain the current PCI level of 73 system wide will require an annual investment of approximately \$2.8 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 negatively impact that amount. The 2014 Transportation Bond provided an infusion of approximately \$5.3 million dollars, which was largely devoted to improving pavement conditions on residential streets.
- Over time, without additional preservation resources, pavement conditions will fall below the preventive maintenance threshold, leading to increased preservation and reconstruction costs. As noted above, 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/arterials, 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 to receive funding. The City completes and submits this report every odd year. A summary of current network conditions is below:

NETWORK BY CONDITON

Condition	PC Range	% of Network
Good	70-100	67.2%
Fair	50-70	19.5%
Poor	25-50	11.3%
Very Poor	0-25	2.1%

Capital Funding-Transportation Plan Update

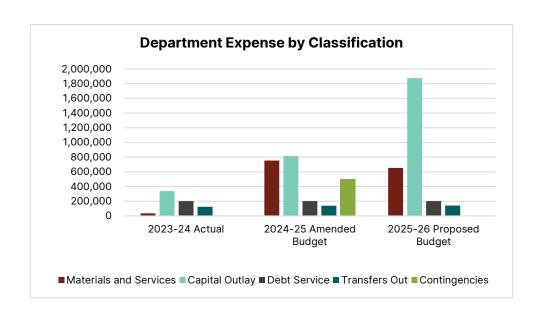
 Develop an implementation and funding plan to address the transportation capital needs identified in the updated Transportation System Plan (TSP). The TSP update is planned to begin in FY2025-



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.

Fund	Cost	Sumn	nary
-------------	------	------	------

r una coot cummary	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	4,127,693	6,003,615	7,267,113	1,263,498
Charges for Services	721,002	600,000	600,000	0
Intergovernmental	1,550,507	526,720	429,000	(97,720)
Miscellaneous	247,712	215,000	260,000	45,000
Other Financing Source	0	0	0	0
Transfers In	230,000	500,000	0	(500,000)
Revenue Total	6,876,914	7,845,335	8,556,113	710,778
Expenses				
Materials and Services	34,255	752,920	654,410	(98,510)
Capital Outlay	338,325	815,000	1,875,000	1,060,000
Debt Service	201,248	201,249	201,248	(1)
Transfers Out	124,529	138,075	139,952	1,877
Contingencies	0	500,000	0	(500,000)
Expenses Total	698,357	2,407,244	2,870,610	463,366
Ending Fund Balance	6,178,557	5,438,091	5,685,503	247,412





1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1st Street	1980 1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year. Voters pass 3-year	1995	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.
1900	/ Evans Street / 5 th Street. In the early 1900's, many	1903	street and traffic signal serial levy - \$140,000 per year.	1995	City Council adopts Resolution 1995-14 establishing system
1300	of the downtown area streets constructed.	1986	Voters pass 3-year serial levy for street		development charges (SDC) for street, traffic control, and pedestrian
1950	Approximately 15 miles of City streets mostly from the downtown area north to		maintenance, street repairs, and traffic signals - \$105,000 per year.		facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.
	15 th Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets development taking	1995	Transportation Fund implemented to account for SDCs and street
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		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	1996	capital projects. McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school
	in the Fellows / Brockwood area.	1994	industrial area. City adopts		zone safety projects - \$7,415,000. Expanded

1997	West 2 nd 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 NewbergDundee bypass project.

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

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.



2023 The City's first Rapid Rectangular Flashing Beacon pedestrian crossing is installed at the intersection NW Baker Creek Road and Meadows Drive.



45 - TRANSPORTATION FUND

•	•		43 - INANSI ONTATION I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	4,224,038	4045-05 Designated Begin FB-Transport Fd - Transportation SDC	5,128,235	0	0
0	0	1,349,259	4045-20 Designated Begin FB-Transport Fd - ODOT Fund Exchange Reserve	1,637,061	0	0
3,480,963	4,127,693	430,318	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	501,817	0	0
3,480,963	4,127,693	6,003,615	TOTAL BEGINNING FUND BALANCE	7,267,113	0	0
			<u>INTERGOVERNMENTAL</u>			
0	0	90,720	4777 OR Department of Transportation Safe Routes to School grant for school related pedestrian improvements	0	0	0
201,248	1,550,507	436,000	4810 OR Federal Exchange - TEA 21 The City receives its Federal Surface Transportation Program (STP) allocation on an annual basis, typically in January of each year.	429,000	0	0
201,248	1,550,507	526,720	TOTAL INTERGOVERNMENTAL	429,000	0	0
			CHARGES FOR SERVICES			
430,500	721,002	600,000	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.	600,000	0	0
430,500	721,002	600,000	TOTAL CHARGES FOR SERVICES	600,000	0	0
			MISCELLANEOUS			
82,453	247,712	215,000	6310 Interest	260,000	0	0
82,453	247,712	215,000	TOTAL MISCELLANEOUS	260,000	0	0
			TRANSFERS IN			
375,000	230,000	500,000	6900-20 Transfers In - Street	0	0	0
			Description Units Amt/Unit Total Gas tax revenues used to fund Transportation Fund expenses.	_		
375,000	230,000	500,000	TOTAL TRANSFERS IN	0	0	0
4,570,164	6,876,914	7,845,335	TOTAL RESOURCES	8,556,113	0	0

City of McMinnville Budget Document Report

45 - TRANSPORTATION FUND

			43 - INANSI ONTATION I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
13,427	21,521	131,900		18,500	0	0
-,	, -	,		, Гotal		
				,500		
3,528	4,268	1,020	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	910	0	0
0	0	500,000	7760-10 Professional Svcs - Plan/Study - Transportation System Plan Transportation System Plan Update	500,000	0	0
0	0	70,000	Professional Services - Projects - Baker Cr Rd & Michelbook signal	75,000	0	0
15,043	8,466	50,000	7770-67 Professional Services - Projects - Street Resurfacing	60,000	0	0
31,998	34,255	752,920	TOTAL MATERIALS AND SERVICES	654,410	0	0
			CAPITAL OUTLAY			
0	0	450,000	9000-20 Traffic Signals - Baker Cr Rd & Michelbook nstallation of new traffic signal.	500,000	0	0
1,060	302,308	315,000	9020-05 Street Resurfacing - Seal Coating Slurry seal application on various City streets.	0	0	0
0	0	0	Street Resurfacing - Contract Overlays Pavement overlay of various City streets, primarily using fund exchange resources.	1,375,000	0	0
87,946	0	0	9020-20 Street Resurfacing - Bond Measure	0	0	0
0	36,018	50,000	9030-12 Street Improvements - Pedestrian & Safety	0	0	0
0	0	0	9150-05 Developer Reimbursement - Storm Drainage	0	0	0
89,006	338,325	815,000	TOTAL CAPITAL OUTLAY	1,875,000	0	0
			DEBT SERVICE			
146,097	176,102	155,862	ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phases I and II of the Newberg/Dundee bypass project	143,410	0	0
55,151	25,146	45,387	9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest nterest payment for City's loan balance	57,838	0	0
		201,249	TOTAL DEBT SERVICE	201,248	0	0

45 - TRANSPORTATION FUND

2026	2026	2026					Department : N/A		2025	2024	2023
ADOPTED	APPROVED	PROPOSED					Section : N/A		AMENDED	ACTUAL	ACTUAL
BUDGET	BUDGET	BUDGET					Program : N/A		BUDGET		
							TRANSFERS OUT				
0	0	139,952					Transfers Out - General Fund	9700-01	138,075	124,529	120,219
			<u>Total</u>	/Unit	Amt/Ur	<u>Units</u>	<u>on</u>	<u>Description</u>			
			130,425	,425	130,42	1	ng, Admin, & Finance personnel services	Engineerir support.			
			9,527	,527	9,52	1	ation Fund support of Engineering s.	Transporta operations			
0	0	139,952			<u>JT</u>	ERS OL	TOTAL TRANSI		138,075	124,529	120,219
							CONTINGENCIES				
0	0	0					Contingencies	9800	500,000	0	0
0	0	0			<u>:S</u>	SENCIE	TOTAL CONTIN		500,000	0	0
							ENDING FUND BALANCE				
0	0	5,061,715	;	n SDC	rtation S	Γranspo	Designated End FB - Transport Fd -	9945-05	3,630,308	4,372,615	0
0	0	488,393	nge	xchan	und Exc	DDOT F	Designated End FB - Transport Fd - Reserve	9945-20	1,632,330	1,349,259	0
							e balance for future projects	Fund Exchange			
0	0	135,395	he excess	ludes the	ar, includ year ope	equent ye	Unappropriated Ending Fd Balance carryover from proposed budget year to subenues over (under) expenditures from proposed	9999 Undesignated (deficit) of reve	175,453	456,683	4,127,693
0	0	5,685,503		<u>E</u>	ANCE	D BAL	TOTAL ENDING FU		5,438,091	6,178,557	4,127,693
0	0	8,556,113			S	EMENT	TOTAL REQUIR		7,845,335	6,876,914	4,570,164

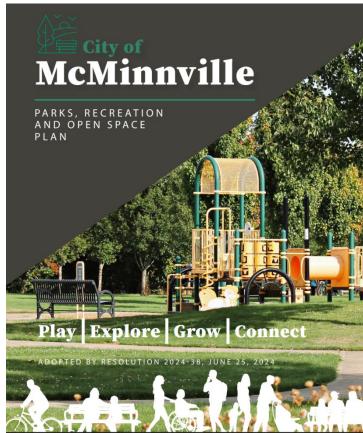
45 - TRANSPORTATION FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
4,570,164	6,876,914	7,845,335	TOTAL RESOURCES	8,556,113	0	0
4,570,164	6,876,914	7,845,335	TOTAL REQUIREMENTS	8,556,113	0	0

PARK DEVELOPMENT FUND

Budget Highlights

The long-awaited update to the 1999 Parks and Open Space (PROS) Plan was adopted by City Council through resolution 2024-38. This planning process engaged the public in an inclusive way and is truly a community plan.



The PROS Plan includes maintenance standards for maintaining parks across the system. City Council can now evaluate the operational funds needed when considering constructing, or acquiring new park land.

- Due to discussions about a capital bond, the System Development Charge methodology adoption was delayed to determine the best timing of new fees with the timing of a capital bond ask. The methodology is solid and ready to go when the City Council is ready to prop up all funding sources for the plan.
- A community prioritized, clear 5-year priority project list was included in the plan and will evolve into a CIP (Capital Improvement Plan).

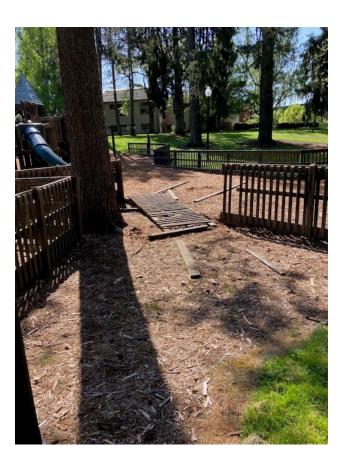
Future Challenges and Opportunities



The condition of our current parks continues to be a big issue for our community. Parks are not being maintained to the level that our community expects. Progress was made in the last few years to build back park maintenance, however those resources have been removed in this difficult budget year. Park maintenance is paid for out of the general fund, fund 50

- cannot be used for maintenance. However, the ability to maintain the park system as planned and constructed is integral to a successful park system.
- The community continues to lack trust in the city's ability to build and acquire new parks, due to the lack of maintenance resources.





The discussion to start development of Quarry Park created conflict between the city and the neighborhood immediately surrounding the park. Neighbors wanted the property to remain as is (undeveloped) and petitioned the City Council to not develop the park. Conflicts with developing existing parkland into built parks that are safe for everyone may continue to be challenging.

Fund 50 was obligated to share the construction costs of the streets abutting the Jay Pearson Neighborhood Park. One of those streets, NW Yohn Ranch Drive, was paid for and developed at the time of the park construction a few years ago. The second frontage, along Meadows Drive, was constructed this fiscal year and the city's share was approximately \$300,000.



Mac-Town 2032 Strategic Plan in Park Development

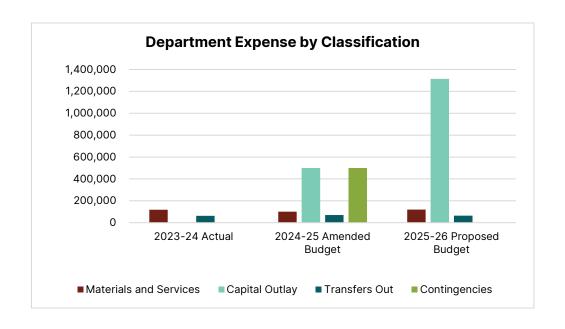
Continuing on the path of ensuring there are barrier free parks and recreational amenities for people of all abilities should be

at the forefront of future park development (Engagement and Inclusion). Leading with diversity, equity and inclusion in all our plans is not only best management practices but reflects our values as a city. The City's Diversity, Equity and Inclusion Advisory Committed played the role of project advisory committee for the plan update, ensuring that the community voice was lifted and strengthened through their leadership.

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.



	2024-25 Amended	2025-26 Proposed	
2023-24 Actual	Budget	Budget	Budget Variance
2,301,702	2,629,409	3,439,353	809,944
736,453	500,000	900,000	400,000
122,913	110,000	150,000	40,000
3,161,069	3,239,409	4,489,353	1,249,944
117,984	100,530	120,290	19,760
0	500,000	1,315,000	815,000
62,573	70,648	63,889	(6,759)
0	500,000	0	(500,000)
180,557	1,171,178	1,499,179	328,001
2,980,511	2,068,231	2,990,174	921,943
	2,301,702 736,453 122,913 3,161,069 117,984 0 62,573 0	2023-24 Actual Budget 2,301,702 2,629,409 736,453 500,000 122,913 110,000 3,161,069 3,239,409 117,984 100,530 0 500,000 62,573 70,648 0 500,000 180,557 1,171,178	2023-24 Actual Budget Budget 2,301,702 2,629,409 3,439,353 736,453 500,000 900,000 122,913 110,000 150,000 3,161,069 3,239,409 4,489,353 117,984 100,530 120,290 0 500,000 1,315,000 62,573 70,648 63,889 0 500,000 0 180,557 1,171,178 1,499,179





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	1927 1960	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. Wortman Park acquisition completed - Wortman/ Koch	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 Cityowned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
filled using a 5 horsep	planned water tower that was filled using a 5 horsepower pump that drew water from Cozine	ower pump	family donations.	1985	From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4
Creek.	Creek.	1968	Quarry Park Site on West Second Street acquired from State of Oregon.		
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.	1977	Airport Park completed. 1988		soccer fields. From 1988 – 1992, Westvale,
		1979	Tice Property purchased for \$200,000 with 10-year note secured by McMinnville	1300	Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
	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. 1979		Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.	1991	City Council adopts a park system development charge (SDC) of \$300 per residential
		1979	Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.	1993	unit. Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

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.

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.

Thompson Park construction complete; park opens in June.

2003 Marsh Lane Extension and Dancer Park Expansion Project substantially complete.

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, worldclass skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.

improvements will add a park

shelter, restroom, and a

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.

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

2010 Phases II and III of the offstreet Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

basketball court.

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.

- 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

•	-		30 - 1 AIN	V DEVELOI MILITI I OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		ent : N/A ion : N/A am : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				RESOURCES			
			BEGINNING I	FUND BALANCE			
0	0	0	Designated Be Proceeds	egin FB-Park Dev Fd - Park Development Bond	0	0	0
16,000	16,000	16,000		egin FB-Park Dev Fd - Heather Hollow e Heather Glen Homeowners Association for future Neighborhood Park.	16,000	0	0
2,033,951	2,285,702	2,613,409	Beginning Fur stimated July 1 undesignated ca		3,423,353	0	0
			alance. This negative balance is ave been all or partially funded	iscloses a negative system development charge (SDC) fund ndicates that qualifying park improvement projects could by SDCs, but were instead funded by park improvement DCs were not available. This will continue to be the case for			
2,049,951	2,301,702	2,629,409	<u>TC</u>	OTAL BEGINNING FUND BALANCE	3,439,353	0	0
			CHARGES FO	OR SERVICES			
370,802	736,453	500,000	•	ppment Charges ne updated methodology pending City Council approval, this FY.	900,000	0	0
370,802	736,453	500,000	<u></u>	OTAL CHARGES FOR SERVICES	900,000	0	0
			MISCELLANE	<u>EOUS</u>			
47,114	122,913	110,000	interest earned on SDC, grant, in	itergovernmental, etc balances	150,000	0	0
0	0	0	310-30 Interest - Bond	i	0	0	0
0	0	0	Donations - Pa	ark Development	0	0	0
0	0	0	600 Other Income		0	0	0
47,114	122,913	110,000		TOTAL MISCELLANEOUS	150,000	0	0
2,467,866	3,161,069	3,239,409		TOTAL RESOURCES	4,489,353	0	0

				30 - FAINN DEVELORIN) I I D				
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	MENDED Section : N/A					2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2020 ADOPTE BUDGE
				REQUIREM	IENTS					
				MATERIALS AND SERVICES						
0	0	0	7750	Professional Services				0	0	(
648	499		7750-01 Costs shared	Professional Services - Audit & other dicity-wide for audit, Section 125 plan administrations professional service expenses				290	0	
0	0	0	7750-57	Professional Services - Financing A	dministra	ion		0	0	(
107,055	117,204	100,000	7760-50 Parks design	Professional Svcs - Plan/Study - Pa	rks & Rec	Open Spa	ce Plan	120,000	0	
0	282	0	7840-63	M & S Computer Charges - Park De	velopment			0	0	(
107,703	117,984	100,530		TOTAL MATERIALS	AND SER	VICES		120,290	0	
				CAPITAL OUTLAY						
0	0	500,000	Unanticipate	Park Construction d park development either as grant match or to the Parks Master Plan that qualify for SDC for	o provide pa unding.	rtnership opp	oortunities	1,000,000	0	
0	0	0	9300-25	Park Improvements - Heather Hollo	-	k		0	0	
0	0	0	9300-31 Half paymen	Park Improvements - Jay Pearson F t for Meadows Drive, one of the requirements		operty was p	urchased.	315,000	0	
0	0	500,000		TOTAL CAPITA	L OUTLA	<u>Y</u>		1,315,000	0	
				TRANSFERS OUT						
58,460	62,573	70,648	9700-01	Transfers Out - General Fund				63,889	0	
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Parks & support.	Rec Admin, Finance, & Eng personnel srvc	1	62,314	62,314			
				velopment Fund support of Engineering	1	1,575	1,575			
58,460	62,573	70,648		TOTAL TRANSI	ERS OU	<u>Γ</u>		63,889	0	
				CONTINGENCIES						
0	0	500,000	9800	Contingencies				0	0	(
0	0	500,000		TOTAL CONTIN	IGENCIES	<u> </u>		0	0	
		· · · · · · · · · · · · · · · · · · ·		ENDING FUND BALANCE						
0	0	0	9950-05	Designated End FB - Park Dev Fd - Proceeds	Park Deve	lopment B	ond	0	0	1

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
16,000	16,000	16,000	9950-25	Designated End FB - Park Dev Fd - Heather Hollow	16,000	0	0
2,285,702	2,964,511	2,052,231	9999	Unappropriated Ending Fd Balance	2,974,174	0	0
2,301,702	2,980,511	2,068,231		TOTAL ENDING FUND BALANCE	2,990,174	0	0
2,467,865	3,161,068	3,239,409		TOTAL REQUIREMENTS	4,489,353	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
2,467,866	3,161,069	3,239,409	TOTAL RESOURCES	4,489,353	0	0
2,467,865	3,161,069	3,239,409	TOTAL REQUIREMENTS	4,489,353	0	0

DEBT SERVICE FUND



Debt Service Fund

Budget Highlights

Debt Service - Current Property Taxes

- In FY2025-26, the City will levy \$3,022,110 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 \$0.8165 per \$1,000 of assessed property value. This tax rate is down 2.1% from last year's estimated rate of \$0.8343 per \$1,000.
- Debt service expenses stayed relatively stable year over year for the three bonds which combined with a larger assessed value anticipated next year create the estimated tax rate decline.
- 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; the proceeds of the bonds paid off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The Refunding bonds will be fully paid in 2027.
- 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. These 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

- Since the City has been paying off the past debt and has not issued new bonds since 2018, the current use of the City's debt limit is only at 6%. This leaves nearly \$200 million in available debt capacity.
- 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.
- In Oregon, property taxes are used to pay debt service on general obligation bonds when these bonds are approved by the voters and these property taxes are exempt from property tax limitations.

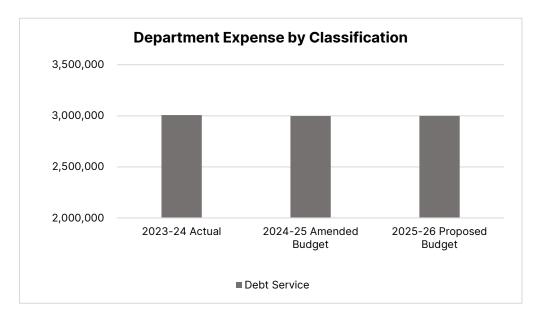
Mac-Town 2032 Strategic Plan

- 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

Debt Service Fund

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				
		2024-25 Amended	2025-26 Proposed	
_	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	313,575	304,575	247,276	(57,299)
Intergovernmental	1,225	0	0	0
Miscellaneous	35,382	22,975	26,974	3,999
Property Taxes	2,958,794	2,944,600	2,941,200	(3,400)
Revenue Total	3,308,976	3,272,150	3,215,450	(56,700)
Expenses				
Debt Service	3,007,500	2,997,900	2,998,500	600
Expenses Total	3,007,500	2,997,900	2,998,500	600
Ending Fund Balance	301,476	274,250	216,950	(57,300)





Debt Service Fund

1969	Voters approve \$710,000 six- year sewage disposal general obligation bond issue.	1984	Voters approve 20-year \$1,885,000 swimming pool renovation bond.	2006	Voters approve 20-year \$13,120,000 general obligation bonds for public safety and
1975	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	1986 1989	September 1986, voters approve 20-year \$1,995,000 fire station construction bond. Advance refunding bonds issued to refund library	2011	courtroom/civic buildings. Bonds sold November 2006. 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds. Projects in Public Safety
1978	March 1978, voters approve five- year \$190,000 armory purchase		and swimming pool renovation bond issues.	2012	Facilities Construction Fund completed.
1978	general obligation bond issue. November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	1995 1996	Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000. Bonds issued for advance	2014	November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements
1980	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	1996	refunding of 1989 bonds. Voters approve 10-year \$7,415,000 bond issue for transportation system	2015	Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
1982	May 1982, voters approve a seven-year property tax serial levy to construct airport office	1997	improvements. Bonds issued to refund	2015	First series of GO bonds approved in 2014 are issued
1982	building. August 1982, voters approve a		1979 community center bonds and 1987 fire station bonds.	2016	Second series of GO bonds approved in 2014 are issued
1982	seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.	2002	November 2002, voters approve 20-year \$9,500,000 park system improvement bond.	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

2024	2025	Department : N/A	2026	2026	2026
ACTUAL	AMENDED BUDGET	Section : N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGE
		ÿ	505021	20202.	20202
		BEGINNING FUND BALANCE			
313,575	304,575		247,276	0	0
313,575	304,575	TOTAL BEGINNING FUND BALANCE	247,276	0	0
,	,		,		
2,897,373	2,879,600	100-05 Property Taxes - Current 3,022,110 2025-26 debt service property tax levy \$143,910) Less uncollected taxes - 5%	2,878,200	0	0
			ompared		
61,421	65,000	the state of the s	63,000 ax levies.	0	0
2,958,794	2,944,600	TOTAL PROPERTY TAXES	2,941,200	0	0
		INTERGOVERNMENTAL			
1,225	0	010-01 Yamhill County - Other County Distributions	0	0	0
1,225	0	TOTAL INTERGOVERNMENTAL	0	0	0
		MISCELLANEOUS			
26,948	15,000	310 Interest	20,000	0	0
8,434	7,975	310-01 Interest - Property taxes	6,974	0	0
35,382	22,975	TOTAL MISCELLANEOUS	26,974	0	0
3,308,976	3,272,150	TOTAL RESOURCES	3,215,450	0	0
	313,575 313,575 2,897,373 61,421 2,958,794 1,225 1,225 26,948 8,434 35,382	ACTUAL AMENDED BUDGET 313,575 304,575 4 313,575 304,575 2,897,373 2,879,600 4 61,421 65,000 4 2,958,794 2,944,600 1,225 0 5 1,225 0 5 1,225 0 6 26,948 15,000 6 8,434 7,975 6 35,382 22,975	Section : N/A Program : N/A Program : N/A	Section : N/A Program : N/	ACTUAL AMENDED BUDGET Section : N/A Program : N/A

60 - DEBT SERVICE FUND

2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/A	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			REQUIREMENTS			
			DEBT SERVICE			
0	0	790,000	9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 2015 Public Safety Building Bond Refunding principal payment due February 1, 2026	755,000	720,000	680,000
0	0	40,500	9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 2015 Public Safety Building Bond Refunding interest payment due February 1, 2026	59,375	77,375	94,375
0	0	40,500	9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 2015 Public Safety Building Bond Refunding principal payment due August 1, 2025	59,375	77,375	94,375
0	0	1,190,000	9475-05 2015 Transportation Bond - Principal - Feb 1 2015 Transportation Bond principal payment due February 1, 2026	1,130,000	1,080,000	1,025,000
0	0	135,500	9475-10 2015 Transportation Bond - Interest - Feb 1 2015 Transportation Bond interest payment due February 1, 2026	163,750	190,750	216,375
0	0	135,500	9475-15 2015 Transportation Bond - Interest - Aug 1 2015 Transportation Bond interest payment due August 1, 2025	163,750	190,750	216,375
0	0	520,000	9476-05 2018 Transportation Bond - Principal - Feb 1 2018 Transportation Bond principal payment due February 1, 2026	505,000	490,000	480,000
0	0	73,250	9476-10 2018 Transportation Bond - Interest - Feb 1 2018 Transportation Bond interest payment due February 1, 2026	80,825	90,625	97,825
0	0	73,250	9476-15 2018 Transportation Bond - Interest - Aug 1 2018 Transportation Bond interest payment due August 1, 2025	80,825	90,625	97,825
0	0	2,998,500	TOTAL DEBT SERVICE	2,997,900	3,007,500	3,002,150
			ENDING FUND BALANCE			
0	0	216,950	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.	•	301,476	313,575
0	0	216,950	TOTAL ENDING FUND BALANCE	274,250	301,476	313,575
0	0	3,215,450	TOTAL REQUIREMENTS	3,272,150	3,308,976	3,315,725

60 - DEBT SERVICE FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
3,315,725	3,308,976	3,272,150	TOTAL RESOURCES	3,215,450	0	0
3,315,725	3,308,976	3,272,150	TOTAL REQUIREMENTS	3,215,450	0	0

BUILDING FUND



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 2025-26 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

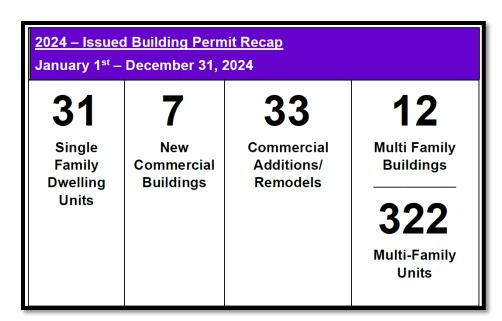
Summary of Core Services

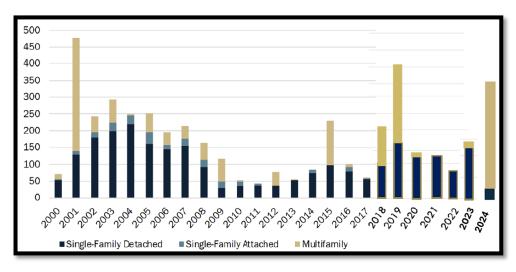
Building Division

- 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.

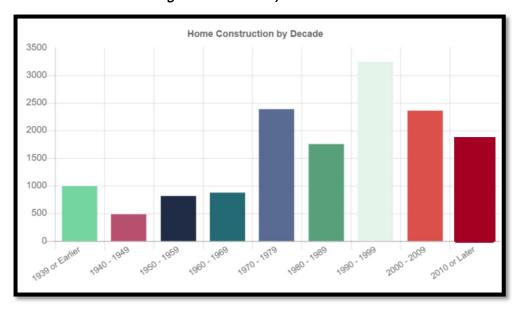
2024 Accomplishments

Residential Construction: The 2024 construction season in McMinnville saw a continued dip in single family housing construction due to limited land supply, with a focus on subdivision build-out on the western edge of the city limits. 31 single dwelling unit permits were issued. However, there was a significant increase in multi-family dwelling units constructed (322) for a total of 353 dwelling unit permits. Two of the multi-family projects were affordable housing projects serving households 80% area median income or less (Stratus Village, 175 units, and Baker Lofts, 24 units). This is the highest amount of dwelling units permitted since 2019, and is indicative of how much a multi-family project can increase the supply. Which is important, as the City of McMinnville was identified as a severely rent burdened city in 2024, meaning that 26.5% of renter households pay more than 50% of monthly income on rent. More rental supply, especially affordable rental housing should help McMinnville reverse that trend.





Housing Permits Issued, 2000 - 2024



Housing Permits by Decade









Pictures of Stratus Village Under Construction

Building Fund

Commercial Construction: There were seven new commercial buildings built in 2024.

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

- Accessing specialty building inspections.
- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.
- With pending future retirements and a limited statewide pipeline of Building Officials and Building Inspectors, the Building Division will need to start succession planning.





Robert Reygers and Randy Rathert, Building Inspectors

<u>Mac-Town 2032 Strategic Plan -</u> Building Division Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan that 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 2025.

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 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.



Construction of the new Navigation Center (Low Barrier Emergency Shelter)

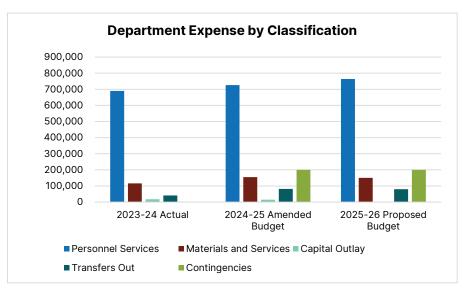


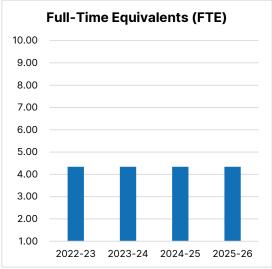


Housing Construction

Building Fund

Fund Cost Summary				
	2,062,688 2,033,846 2,100,280 964,185 627,000 628,250 110,773 97,500 100,000 12,337 9,218 7,500 3,149,984 2,767,564 2,836,030 689,847 725,831 764,084 115,939 154,659 150,413 17,013 14,559 557 40,579 81,583 79,533 0 200,000 200,000 863,379 1,176,632 1,194,587 2,286,605 1,590,932 1,641,443 Adopted Adopted Adopted Adopted 2022-23 2023-24 2024-25	Budget Variance		
Revenue				
Beginning Fund Balance	2,062,688	2,033,846	2,100,280	66,434
Licenses and Permits	964,185	627,000	628,250	1,250
Miscellaneous	110,773	97,500	100,000	2,500
Transfers In	12,337	9,218	7,500	(1,718)
Revenue Total	3,149,984	2,767,564	2,836,030	68,466
Expenses				
Personnel Services	689,847	725,831	764,084	38,253
Materials and Services	115,939	154,659	150,413	(4,246)
Capital Outlay	17,013	14,559	557	(14,002)
Transfers Out	40,579	81,583	79,533	(2,050)
Contingencies	0	200,000	200,000	0
Expenses Total	863,379	1,176,632	1,194,587	17,955
Ending Fund Balance	2,286,605	1,590,932	1,641,443	50,511
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	4.34	4.34	4.34	4.34







Building Fund

Historical Highlights

inspection services.

1969	State of Oregon adopts 1968 edition of National Electrical Code.	1997	Measure 47/50 related staff reductions cause Building Division to use	2007	Division moved to new Community Development Center.
1970s	Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field	1997	additional outside consultants. Building Division management moved into newly created Community	2009	Downturn in construction industry, eliminated one inspector position upon staff retirement.
1988	inspections. City of McMinnville approved by the State of Oregon to conduct Fire/Life		Development Department with ultimate goal of a "one-stop" development center.	2010	Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated
1991	Safety plan reviews. Building Division Advisory Board created from various stakeholders in the building	2000	Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.	2012	in early 2011. General Fund transfer of \$50,000 to support Building Division activities.
1994	community. Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.	2002	City Council increases building permit fees increasing revenues to self-supporting level in Building Division.	2012	Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support
1995	Accela building permit computer system implemented for issuing, tracking, and record	2005	Annual review of reserve balance indicated that revenue reserve would exceed reserve limits.		of one Permit Technician was also eliminated making General Fund support unnecessary.
	keeping of permits.		Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.	2012	Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building
		2006	A		!

An additional inspector

2006

Building Fund
Historical Highlights

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 inhouse.

2019

Transitioned to a new epermitting software program.

2020

Transitioned to a new electronic plan review software program.

70 - BUILDING FUND

			70 - BUILDING FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
1,924,710	2,062,688	2,033,846		2,100,280	0	
1,924,710	2,062,688	2,033,846	TOTAL BEGINNING FUND BALANCE	2,100,280	0	
			LICENSES AND PERMITS			
589,608	637,813	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	(
169,380	139,673	135,000	4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	135,000	0	(
88,084	185,937	80,000	4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	80,000	0	1
1,520	762	1,500	4400-20 Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	2,750	0	1
164	0	500	4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees.	500	0	
848,756	964,185	627,000	TOTAL LICENSES AND PERMITS	628,250	0	
			INTERGOVERNMENTAL			
2,152	0	0	4545 Federal FEMA Grant	0	0	
2,152	0	0	TOTAL INTERGOVERNMENTAL	0	0	
			MISCELLANEOUS			
42,362	106,031	95,000	6310 Interest	100,000	0	
4,822	4,742	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.	0	0	
47,184	110,773	97,500	TOTAL MISCELLANEOUS	100,000	0	
			TRANSFERS IN			
8,254	7,330	9,218	6900-08 Transfers In - Affordable Housing	7,500	0	
			DescriptionUnitsAmt/UnitTotalBuilding personnel services support17,5007,500	=		
3,236	5,007	0	6900-85 Transfers In - Insurance Services	0	0	

70 - BUILDING FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
2,834,292	3,149,984	2,767,564	TOTAL RESOURCES	2,836,030	0	0

70 - BUILDING FUND

J =				10 - BUILDING FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N /A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
504	731	0	7000	Salaries & Wages	0	0	0
297,051	317,574		7000-05 Community Combination Combination Developmen	Salaries & Wages - Regular Full Time Development Director - 0.25 FTE In Inspector - Senior - 1.00 FTE In Inspector - 1.00 FTE In Review Specialist - 1.00 FTE In Customer Service Technician - Combined Depts - 0.34 FTE	357,834	0	0
101,185	113,594	112,694	7000-15 Extra Help -	Salaries & Wages - Temporary Building Official - 0.75 FTE	115,510	0	0
4,454	3,497	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	0
420	300	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
277	339	0	7300	Fringe Benefits	0	0	0
24,560	26,525	27,692	7300-05	Fringe Benefits - FICA - Social Security	28,939	0	0
5,744	6,203	6,637	7300-06	Fringe Benefits - FICA - Medicare	6,936	0	0
129,544	144,858	152,363	7300-15	Fringe Benefits - PERS - OPSRP - IAP	158,155	0	0
61,445	62,247	65,010	7300-20	Fringe Benefits - Medical Insurance	71,333	0	0
8,090	8,090	8,090	7300-22	Fringe Benefits - VEBA Plan	8,090	0	0
216	216	215	7300-25	Fringe Benefits - Life Insurance	215	0	0
739	794	780	7300-30	Fringe Benefits - Long Term Disability	820	0	0
3,849	4,514	5,001	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,153	0	0
87	85	91	7300-37	Fringe Benefits - Workers' Benefit Fund	91	0	0
0	0	1,890	7300-40	Fringe Benefits - Unemployment	1,890	0	0
0	279	357	7300-45	Fringe Benefits - Paid Family Leave City Share	4,118	0	0
638,165	689,847	725,831		TOTAL PERSONNEL SERVICES	764,084	0	0
				MATERIALS AND SERVICES			
30,120	28,579	27,500	7500	Credit Card Fees	25,000	0	0
0	0	500		Public Notices & Printing pection/correction notices and various building inspection job cards, as well as a inform contractors of code changes, departmental policies, and other relevant	500	0	0
366	366	1,000	7540 Costs share	Employee Events and city-wide for employee training, materials, and events.	500	0	0

City of McMinnville Budget Document Report

70 - BUILDING FUND

	-			70 BOILDING FOND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0.407	2.404		7550	Program : N/A		0	0
2,167	2,101	6,000	-	Travel & Education minars and classes to maintain staff certifications; attendance at the Accela ermit program) annual conference.	4,000	U	U
1,884	3,093	1,500	7590	Fuel - Vehicle & Equipment	2,500	0	0
2,949	2,692	3,600	7600 Division's sl	Utilities hare of Community Development Center's electricity expense, ~25%.	3,600	0	0
6,233	6,136	6,536	7610-05	Insurance - Liability	8,073	0	0
2,145	2,497	1,333	7610-10	Insurance - Property	3,550	0	0
8,404	9,714	9,000	7620	Telecommunications	10,000	0	0
3,130	2,898	2,650	7650 Division's sl ~25%.	Janitorial hare of Community Development Center janitorial service and supplies cost,	3,000	0	0
3,550	7,361	9,000		Materials & Supplies s and related material regarding structural, mechanical, plumbing, and fire codes; ies; postage; uniforms and safety equipment.	5,000	0	0
54	0	1,000	7720 Repairs and	Repairs & Maintenance d maintenance of vehicles and office equipment.	1,000	0	0
1,886	2,177	1,500	7720-08 Division's sl	Repairs & Maintenance - Building Repairs hare of Community Development Center's repairs and improvements, ~25%.	1,500	0	0
2,137	1,105	3,700	service, ala	Repairs & Maintenance - Building Maintenance hare of routine building maintenance costs including pest control, garbage rm and lighting repair and maintenance, gutter cleaning and roof preventative te, and carpet cleaning, ~25%.	4,000	0	0
0	2,277	0	7750	Professional Services	0	0	0
1,906	3,690	2,500		Professional Services - Audit & other city-wide prof svc ed city-wide for audit, Section 125 plan administrative fees, and other ous professional service expenses	2,070	0	0
15,977	16,647	35,000		Professional Services - Contract Inspections spection services for large commercial projects and to augment staff building when needed.	35,000	0	0
0	6,824	20,000	7750-36 Contract pla	Professional Services - Contract Plan Review an reviews and engineering services on commercial projects.	20,000	0	0
2,103	4,776	4,000	Division's sl	Maintenance & Rental Contracts - Community Development Center hare of Community Development Center HVAC services; alarm monitoring; maintenance; and copier leases, ~25%.	4,000	0	0
0	0	0	7800	M & S Equipment	0	0	0
9,230	10,025	13,580		M & S Computer Charges naterials & supplies costs shared city-wide	9,160	0	0
2,134	2,982	4,760	7840-80	M & S Computer Charges - Building	7,960	0	0

70 - BUILDING FUND

•	siit iteport		70 - BUILDING FUND						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/ A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			Description	Units	Amt/Unit	<u>Total</u>			
			Adobe Pro Renewal	1	200	200			
			Office 365 licensing	1	1,060	1,060			
			Replacement PC	1	3,000	3,000			
			ESRI SW - 17%, shared w/Street,Comm Dvlpmt,Eng,Park Maint,WWS	1	2,700	2,700			
			Accela Peripherals	1	1,000	1,000			
96,374	115,939	154,659	TOTAL MATERIALS	AND SE	RVICES		150,413	0	
			CAPITAL OUTLAY						
0	2,465	1,434	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide				557	0	(
0	14,548	13,125	8800 Building Improvements Division's share of Community Development Center's build	ng improv	ements, ~25%	% .	0	0	
0	17,013	14,559	TOTAL CAPITAL	OUTL	<u>AY</u>		557	0	0
			TRANSFERS OUT						
25,371	27,846	68,266	9700-01 Transfers Out - General Fund				65,324	0	
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Building Fund support of centralized Facility operations	s 1	3,887	3,887			
			Admin, Finance, & Engineering personnel services support.	1	61,437	61,437			
11,694	12,733	13,317	9700-80 Transfers Out - Information Systems	3			14,209	0	
			<u>Description</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Information Systems personnel services support.	1	14,209	14,209			
37,065	40,579	81,583	TOTAL TRANSF	ERS O	<u>JT</u>		79,533	0	
			<u>CONTINGENCIES</u>						
0	0	200,000	9800 Contingencies				200,000	0	
0	0	200,000	TOTAL CONTIN	GENCIE	<u>s</u>		200,000	0	
			ENDING FUND BALANCE						
2,062,688	2,286,605	1,590,932	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget ye the excess (deficit) of revenues over (under) expenditures operations. Target reserve = 24 months operating expense	rom propo	sequent year, sed budget y	includes ear	1,641,443	0	
2,062,688	2,286,605	1,590,932	TOTAL ENDING FU	ND BAL	ANCE		1,641,443	0	
	3,149,984	2,767,564	TOTAL REQUIR				2,836,030	0	-

City of McMinnville Budget Document Report

70 - BUILDING FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
2,834,292	3,149,984	2,767,564	TOTAL RESOURCES	2,836,030	0	0
2,834,292	3,149,984	2,767,564	TOTAL REQUIREMENTS	2,836,030	0	0

STORMWATER OPERATIONS FUND



Stormwater Operations Fund

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

A stormwater utility is a self-funded enterprise fund dedicated to meeting stormwater operating requirements. The stormwater utility fund concept is broadly recognized, in Oregon and nationally, as an equitable and sustainable approach for management of a community's stormwater system. Stormwater utilities provide financial adequacy and stability to meet environmental regulations and construct and maintain critical infrastructure. As with every budget cycle, staff will be carefully monitoring ongoing revenues and will adjust spending as the situation requires.



Conveyance Crew performing catch basin maintenance

- The FY 2025-26 budget proposal does not have any revenues or expenditures for stormwater operations.
- If expenditures are needed during the fiscal year for stormwater operations outside of the right-of-way, a transfer from the general fund would be required to fund those expenditures.
- Stormwater operations in the right-of-way are budgeted out of the Street fund and include:
 - Residential street sweeping by contract on a sixweek 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

Future Challenges and Opportunities

- 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 within the right-of-way.
- In 2021, the City was notified that the Oregon DEQ issued a mercury TMDL (total maximum daily load) limit for the Willamette River. Public Works staff (Engineering, Wastewater Services and Operations) are working to implement the TMDL plan that was adopted by City Council in 2024.
- As the regulatory and maintenance requirements unfold, the City is working on developing a dedicated funding source for this work.



Stormwater Operations Fund

- 2022 City begins analysis of stormwater utility fund and revenue source.
- 2022 City is issued a Mercury Total Maximum Daily Load (TMDL) permit from Oregon DEQ.
- 2024 City Council adopts the Mercury TMDL implementation plan.
- 2025 Stormwater Public Advisory Committee's final recommendations submitted to the City Council.
- 2025 City Council creates
 Stormwater Operations and
 Capital Funds to track
 stormwater expenditures
 separate from other funds.

71 - STORMWATER OPERATIONS FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 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
			MISCELLANEOUS			
0	0	0 6310	Interest	0	0	0
0	0	0	TOTAL MISCELLANEOUS	0	0	0
0	0	0	TOTAL RESOURCES	0	0	0

71 - STORMWATER OPERATIONS FUND

2026 2026		2026	Department : N/A	2025	2024	2023
-	APPROVED	PROPOSED	Section: N/A	AMENDED	ACTUAL	ACTUAL
BUDGET BUDGE	BUDGET	BUDGET	Program : N/A	BUDGET		
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0 (0	0	Professional Services - Stormwater	0 7750-43	0	0
0 0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			TRANSFERS OUT			
0 (0	0	Transfers Out - General Fund	0 9700-01	0	0
0 0	0	0	TOTAL TRANSFERS OUT	0	0	0
			ENDING FUND BALANCE			
0 0	0	0	Unappropriated Ending Fd Balance	0 9999	0	0
0 (0	0	TOTAL ENDING FUND BALANCE	0	0	0
0 (0	0	TOTAL REQUIREMENTS	0	0	0

71 - STORMWATER OPERATIONS FUND

2023 ACTUAL	2024 2025 ACTUAL AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	0	0	TOTAL RESOURCES	0	0	0
0	0	0	TOTAL REQUIREMENTS	0	0	0

STORMWATER CAPITAL FUND



Stormwater Capital Fund

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

A stormwater utility is a self-funded enterprise fund dedicated to meeting stormwater operating and capital requirements. There are currently no sustainable funding sources for stormwater capital projects. As with every budget cycle, staff will be carefully monitoring ongoing revenues and will adjust spending as the situation requires.



Stormwater conveyance system in need of future replacement.

- In 2022 the City was successfully awarded an American Rescue Plan Act (ARPA) grant to help address repeated flooding events that have occurred near NE 13th Street & NE Galloway Street within the Midtown Stormwater Basin.
- The FY 2025-26 budget proposes \$500,000 in ARPA funds to construct the Midtown Stormwater Basin improvements. The project has the primary goal of providing a solution that addresses as much of the flooding now as possible and a secondary goal to accommodate future master-planned projects.
- The project is currently focusing on constructing approximately 600 lineal feet of new 30" storm pipe along NE 12th Street between NE Irvine Street & NE Kirby Street. This will not fully address flooding issues within the Midtown Basin but will decrease it by approximately 49%. It will increase

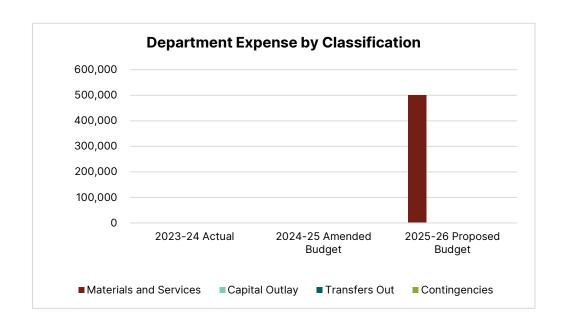
capacity through the portion of the system that currently acts as the bottleneck thus reducing the flooding.

Future Challenges and Opportunities

 As noted above, there currently is no direct funding source for storm water capital work. The City has over 114 miles of stormwater pipelines that have never been properly maintained and many need repair or replacement.

Stormwater Capital

2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
	-	-	-
0	0	0	0
0	0	500,000	500,000
0	0	500,000	500,000
0	0	500,000	500,000
0	0	0	0
0	0	0	0
0	0	0	0
0	0	500,000	500,000
0	0	0	0
	0 0	2023-24 Actual Budget 0 0 0	2023-24 Actual Budget Budget 0 0 0 0 0 500,000 0 0 500,000 0 0 500,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0





Stormwater Capital Fund

2025 City Council creates
Stormwater Operations and
Capital Funds to track
stormwater expenditures

separate from other funds.

2025 City to construct improvements in the Midtown Stormwater Basin to reduce flooding using American Rescue Plan Act (ARPA) grant funds.

72 - STORMWATER CAPITAL FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/ A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 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
			TRANSFERS IN			
0	0	0 6900-01 ARPA - 13	Transfers In - General Fund 3th & Galloway Storm lines design work	500,000	0	0
0	0	0	TOTAL TRANSFERS IN	500,000	0	0
0	0	0	TOTAL RESOURCES	500,000	0	0

72 - STORMWATER CAPITAL FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED	Department : N/A Section : N/A	2026 PROPOSED	2026 APPROVED	2026 ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	0 7750-43 ARPA - 7	Professional Services - Stormwater 13th & Galloway Storm lines design work	500,000	0	0
0	0	0	TOTAL MATERIALS AND SERVICES	500,000	0	0
			CAPITAL OUTLAY			
0	0	0 9110-4 3	Sanitary Sewer Replacements - Storm Line Repairs	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
			ENDING FUND BALANCE			
0	0	0 9999	Unappropriated Ending Fd Balance	0	0	0
0	0	0	TOTAL ENDING FUND BALANCE	0	0	0
0	0	0	TOTAL REQUIREMENTS	500,000	0	0

72 - STORMWATER CAPITAL FUND

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	0	0	TOTAL RESOURCES	500,000	0	0
0	0	0	TOTAL REQUIREMENTS	500,000	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

 Construction is almost complete on our Solids Improvement Project #2019-10. This project is expected to be completed in late spring of 2025.



- The FY2025-26 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 30th 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 FY2025-26 proposed budget includes a \$5,583,604 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.
- 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.

Wastewater Services Fund

- 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.

Wastewater Services Fund

 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 system video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.



Conveyance
Systems crew
cleans a
sanitary storm
line using one of
the City's
vacuum trucks.

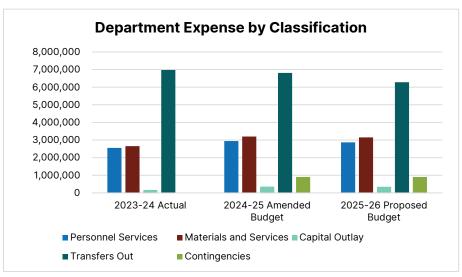
- Plan for stormwater system management in cooperation with Engineering, Operations and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.

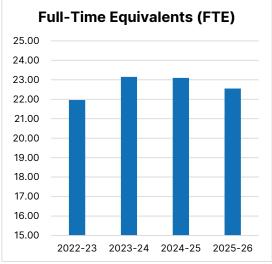
Storm Water Management

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. Our first annual report to DEQ for the Mercury TMDL was submitted and approved by DEQ. Future years will have more requirements of our staff to create new ordinances to help manage our stormwater system.

Wastewater Services Fund

Tuna cost cummary	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	3,823,190	2,591,516	2,157,944	(433,572)
Charges for Services	11,483,101	11,727,607	12,127,617	400,010
Miscellaneous	95,992	101,000	51,000	(50,000)
Transfers In	61,690	128,525	0	(128,525)
Revenue Total	15,463,972	14,548,648	14,336,561	(212,087)
Expenses				
Personnel Services	2,553,416	2,939,656	2,869,877	(69,779)
Materials and Services	2,655,510	3,197,655	3,153,353	(44,302)
Capital Outlay	165,405	360,095	347,125	(12,970)
Transfers Out	6,975,099	6,811,843	6,281,234	(530,609)
Contingencies	0	900,000	900,000	0
Expenses Total	12,349,430	14,209,249	13,551,589	(657,660)
Ending Fund Balance	3,114,543	339,399	784,972	445,573
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	21.96	23.15	23.10	22.55









Wastewater Services Fund

1900	First organized effort for a
	municipal sewage
	collection system was
	made early in the 1900's.

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.

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.
- 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 1,000 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.

2024

Construction of our Solids
Treatment Capacity
Improvement Project is
underway and is expected
to be completed in the
spring of 2025.



2025

Preparing to start filling the tanks on our new Solids Improvement Project 2019-10



				·		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
4,155,179	3,823,190	2,591,516	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	2,157,944	0	0
4,155,179	3,823,190	2,591,516	TOTAL BEGINNING FUND BALANCE	2,157,944	0	0
4,155,179	3,823,190	2,591,516	TOTAL RESOURCES	2,157,944	0	0

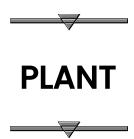


3				13 - WASTEWATER SERVICES FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,790	-412	0	7000	Salaries & Wages	0	0	0
178,928	193,493	208,498	Managemer	Salaries & Wages - Regular Full Time Services Manager - 1.00 FTE tt Support Specialist Senior - 1.00 FTE Operations & Maintenance - 0.10 FTE	216,468	0	C
35,875	71,227	78,451	7000-10 Project Engi	Salaries & Wages - Regular Part Time ineer - 0.50 FTE	53,956	0	C
160	237	399	7000-20	Salaries & Wages - Overtime	500	0	0
734	-140	0	7300	Fringe Benefits	0	0	0
13,076	16,174	17,385	7300-05	Fringe Benefits - FICA - Social Security	16,391	0	0
3,058	3,783	4,167	7300-06	Fringe Benefits - FICA - Medicare	3,928	0	0
74,990	93,127	101,050	7300-15	Fringe Benefits - PERS - OPSRP - IAP	96,293	0	0
33,636	34,077	35,594	7300-20	Fringe Benefits - Medical Insurance	40,412	0	0
4,200	4,200	4,000	7300-22	Fringe Benefits - VEBA Plan	4,301	0	0
166	186	186	7300-25	Fringe Benefits - Life Insurance	186	0	0
521	606	586	7300-30	Fringe Benefits - Long Term Disability	632	0	0
3,164	3,760	4,492	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,080	0	0
49	54	60	7300-37	Fringe Benefits - Workers' Benefit Fund	55	0	0
0	0	3,990	7300-40	Fringe Benefits - Unemployment	3,990	0	0
0	170	224	7300-45	Fringe Benefits - Paid Family Leave City Share	2,333	0	0
350,345	420,543	459,082		TOTAL PERSONNEL SERVICES	443,525	0	0
				MATERIALS AND SERVICES			
866	1,708	1,500	7530 Safety meet	Training ings, training films, posters, and handouts, etc.	1,600	0	0
1,814	1,449	3,600	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	2,400	0	0

				.0 . 0.1	•••	13 - WASILWAILK				
2026	2026	2026			N	Department : 01 - ADMINIS		2025	2024	2023
ADOPTE BUDGE	APPROVED BUDGET	PROPOSED BUDGET				Section: N/A		AMENDED BUDGET	ACTUAL	ACTUAL
						Program : N/A				
C	0	25,500				Travel & Education		17,000	10,821	10,799
			or	employees fo	nents to	ps and registrations to professional organiz tt Federation National Conference; and rein ducation programs and travel expenses inc employee state certification.	Environment approved edu			
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	Descript			
			14,000	14,000	1	ation/LME license renewal and exams	Certifica			
			4,000	4,000	1	g and Conferences				
			1,000	1,000	1	sional Memberships	Professi			
			3,500	3,500	1	ership Lab Training	Leadeer			
			3,000	3,000	1	to Lead Training	Ready to			
C	0	161,950				Insurance - Liability	7610-05	144,252	135,417	85,264
C	0	184,938				Insurance - Property	7610-10	137,293	117,606	100,799
C	0	29,000	nputer			Telecommunications and fax usage, pagers, and Verizon commu e costs for fiber connection to Water Recla	Telephone ar	29,000	25,297	25,263
C	0	17,500				Janitorial nistration and Headworks building janitorial	7650	16,500	15,711	15,348
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	<u>Descript</u>			
			16,000	16,000	1	ial Service Contract	Janitoria			
			1,500	1,500	1	ial Supplies	Janitoria			
C	0	35,000				Materials & Supplies t costs for employee protective clothing, saf ies, garbage service, advertisement, printin	Department of	30,000	29,488	29,223
C	0	16,520			ng	Rental Property Repair & Maint -	7740-05	14,960	8,229	5,210
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	Descript			
			1,229	1,229	1	/ insurance	Liability i			
			1,391	1,391	1	ty insurance				
			4,900	4,900	1	ty taxes	Property			
			9,000	9,000	1	laintenance and Repair	Misc. Ma			
C	0	45,700	ad	mum Daily Lo	al Maxir	Professional Services g, professional services and membership do MDL), permitting, plans development, etc.	Engineering,	45,000	3,868	4,424
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>otion</u>	<u>Descript</u>			
			10,000	10,000	1	nmental Legal Assistance	Environr			
			28,000	28,000	1	Vastewater Consulting Fees				
			700	700	1	rest Biosolids Ass. Fees				
			1,500	1,500	1	Agreements				
			5,500	5,500	1	Membership Fees	$\Lambda \cap \Lambda \Lambda \Lambda$			

				75 WASTEWATER OF						
2023	2024	2025		Department : 01 - ADMINISTRA	ATION			2026	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET		Section: N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
				Program : N/A						
7,026	16,070	15,770	7750-01	Professional Services - Audit & oth				13,420	0	0
				d city-wide for audit, Section 125 plan adminis us professional service expenses	trative fees	, and other				
80,613	12,100	0	7750-43	Professional Services - Stormwater	r			0	0	0
			Account mo	Services for Mercury TMDL/Stormwater ved to 75-78-325						
45,525	44,037	60,000	7790	Maintenance & Rental Contracts				71,600	0	0
			Wastewater and grounds	Services contracts for maintenance and inspense.	ections of va	arious facility s	systems			
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Elevato	r Maintenance Contract	1	3,000	3,000			
			Fire Ala	rm System Inspections	1	2,600	2,600			
			Landsc	ape Contract	1	60,000	60,000			
			Fire Ext	. / Backflow Certification	1	6,000	6,000			
31,013	29,037	48,255		M & S Computer Charges aterials & supplies costs shared city-wide				34,975	0	0
42,150	35,041	57,800	7840-85	M & S Computer Charges - WWS				60,250	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Dept Sr	pecific software	1	27,000	27,000			
				SW Maintenance - 25%, shared w/Eng, Park	1	4,500	4,500			
				W - 17%, shared w/Bldg,Comm Eng,Park Maint,Street	1	2,700	2,700			
			Hansen	Development	1	5,000	5,000			
			Cradlep	oint Maintenance	1	350	350			
			Adobe	Pro Renewals	3	200	600			
			Office 3	65 licensing	1	6,000	6,000			
			•	ement Computers	5	2,000	10,000			
				am Licensing	1	2,100	2,100			
			ESRI Li	cense	1	2,000	2,000			
54,576	56,805	62,000		Permit & Basin Council Fees deral agency fees and permits.				64,200	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			DEQ N	PDES Permit	1	38,000	38,000			
			Federal	USGS Monitoring Site Fee (S. Yamhill River)	1	20,000	20,000			
				ertification Program	1	2,000	2,000			
			DEQ St	ormwater Program Fee	1	3,000	3,000			
			Oregon	Hazardous Substance Fee	1	500	500			
			Electric	al Permit Inspection	1	700	700			
539,911	542,684	682,930		TOTAL MATERIALS	AND CE	DVICES		764,553	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				CAPITAL OUTLAY			
0	7,141	5,095		Capital Outlay Computer Charges apital outlay costs shared city-wide	2,125	0	0
0	26,249	0	8750-85	Capital Outlay Computer Charges - Wastewater Services	0	0	0
0	52,051	40,000	8850	Vehicles	0	0	0
0	85,441	45,095		TOTAL CAPITAL OUTLAY	2,125	0	0
890,256	1,048,668	1,187,107		TOTAL REQUIREMENTS	1,210,203	0	0



	о			13 - WASTEWATER SERVICES FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 72 - PLANT Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
500	4 577	0	7000	PERSONNEL SERVICES	0	0	0
-502	1,577		7000	Salaries & Wages	0	•	0
553,086	631,646	656,030	Wastewater Wastewater Wastewater Plant Mecha	Salaries & Wages - Regular Full Time Operations - 1.00 FTE Operator - Senior - 1.00 FTE Operator I - 4.00 FTE Operator Trainee - 1.00 FTE anic - Senior - 1.00 FTE anic - 2.00 FTE	708,309	0	0
50,809	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
19,267	9,456	20,092	7000-15 Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.50 FTE	20,711	0	0
20,701	23,247	24,000	7000-20	Salaries & Wages - Overtime	28,999	0	0
238	395	0	7300	Fringe Benefits	0	0	0
38,115	39,863	42,356	7300-05	Fringe Benefits - FICA - Social Security	45,859	0	0
8,914	9,323	10,150	7300-06	Fringe Benefits - FICA - Medicare	10,990	0	0
172,222	203,432	213,817	7300-15	Fringe Benefits - PERS - OPSRP - IAP	247,189	0	0
149,889	149,582	161,180	7300-20	Fringe Benefits - Medical Insurance	194,589	0	0
25,500	22,000	21,000	7300-22	Fringe Benefits - VEBA Plan	23,000	0	0
593	545	540	7300-25	Fringe Benefits - Life Insurance	600	0	0
1,507	1,583	1,540	7300-30	Fringe Benefits - Long Term Disability	1,695	0	0
14,937	14,310	16,243	7300-35	Fringe Benefits - Workers' Compensation Insurance	16,678	0	0
200	179	200	7300-37	Fringe Benefits - Workers' Benefit Fund	221	0	0
0	422	547	7300-45	Fringe Benefits - Paid Family Leave City Share	6,527	0	0
1,055,473	1,107,560	1,167,695		TOTAL PERSONNEL SERVICES	1,305,367	0	0
				MATERIALS AND SERVICES			
1,300	2,600	2,700	7515	City Services Charge expense	2,800	0	0
4,256	4,257	6,000	7590 Gas and die	Fuel - Vehicle & Equipment seel - vehicles, rolling stock and generators.	6,000	0	0
395,966	399,019	420,000		Utilities natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and ons.	420,000	0	0
0	0	0	7660	Materials & Supplies	0	0	0

75 - WASTEWATER SERVICES FUND

			_			73 - WASILWAILN			
2026 ADOPTE	2026 APPROVED	2026 PROPOSED				Department : 72 - PLANT Section : N/A	AMENDED	2024 ACTUAL	2023 ACTUAL
BUDGE	BUDGET	BUDGET				Program: N/A	BUDGET		
C	0	172,000					160,000	173,678	118,881
			Tatal	A t/1 1 : t	11-14-	Various chemicals used at the Water Reclamation Fa			
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			100,000	100,000	1	Aluminum Compounds			
			30,000	30,000	1 1	Polymers			
			11,000 25,000	11,000 25,000	1	Sodium Hypochlorite Alkalinity Products			
			6,000	6,000	1	Misc. Plant Chemicals			
C	0	45,500	0,000	0,000		7720-04 Repairs & Maintenance - Supp	40,000	29,934	36,666
					stations.	Supplies related to the Water Reclamation Facility ar			
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			2,500	2,500	1	Pump Parts and Accesories			
			5,000	5,000	1	Landscape-Barkdust, Irrigation items			
			7,000	7,000	1	Lubricants			
			5,000	5,000	1	Materials for Equipment Rehabilitation			
			5,000	5,000	1	Operations Lab Supplies			
			12,000	12,000	1	Fasteners, Belts, Seals, Filters, Etc.			
			5,000	5,000	1 1	Grit/Garbage Service			
			2,000	2,000	1	Tools			
			2,000	2,000	1	Electrical Components			
(0	275,000	equipment	ump station of	ility and p	7720-06 Repairs & Maintenance - Equip Repairs and replacement of existing Water Reclama and processes.	240,000	214,437	142,181
			<u>Total</u>	Amt/Unit	<u>Units</u>	Description			
			10,000	10,000	1	Instrumentation and Control			
			3,000	3,000	1	Rental Equipment			
			15,000	15,000	1	Building/Structure Repairs			
			25,000	25,000	1	Electrical Systems			
			10,000	10,000	1	HVAC Systems			
			154,000	154,000	1	Mechanical Equipment Repairs			
			4,000	4,000	1	Landscape and Irrigation			
			4,000	4,000	1	Chemical Systems			
			25,000	25,000	1	SCADA System			
			25,000	25,000	1	UV Lamps			
(0	6,000	e.	e maintenanc	eventative	7720-14 Repairs & Maintenance - Vehic Water Reclamation Facility vehicle and forklift repairs	5,000	5,014	4,439
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>Description</u>			
			2,000	2,000	1	Wear items, Batteries, Tires, Etc.			
						Mechanical Repairs			
			3,000	3,000	1	Mechanical Repairs			
			3,000 1,000	3,000 1,000	1 1	Preventative Maintenance			

City of McMinnville Budget Document Report

2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET				Department : 72 - PLANT Section : N/A Program : N/A		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
0	0	0				Professional Services - Audit shared city-wide for audit, Section 125 plan a aneous professional service expenses		0	35	135
0	0	220,000	l dust	s minor road	cility, include	25 Contract Services - Biosolids ds contract hauling from the Water Reclamat and associated costs.		224,000	156,494	233,076
			<u>Total</u>	Amt/Unit	<u>Units</u>	escription	<u>Descrip</u>			
			216,000	216,000	1	uling and Application	Hauling			
			4,000	4,000	1	e Management	Site Ma			
0	0	5,000		enance.	ns and main	M & S Equipment nent necessary for plant and pump station op	7800 Equipment	5,000	4,778	1,057
0	0	1,152,300		VICES	AND SEF	TOTAL MATERI		1,102,700	990,246	937,945
						CAPITAL OUTLAY				
0	0	0				Equipment	8710	0	0	46,895
0	0	0				Building Improvements	8800	100,000	0	0
0	0	60,000				Vehicles ement of Vehicle 90-11	8850 Replacement	0	0	0
0	0	60,000		<u>Y</u>	L OUTLA	TOTAL CA		100,000	0	46,895
0	0	2,517,667		S	REMENT	TOTAL RI		2,370,395	2,097,806	,040,314

ENVIRONMENTAL SERVICES

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 74 - ENVIRC Section : N/A Program : N/A	NMENTAL SE	RVICES		2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
					REMENTS					
				PERSONNEL SERVICES						
78	609	0	7000	Salaries & Wages				0	0	0
280,572	301,405	386,983	Environment Laboratory	Salaries & Wages - Regular Fu - Environmental Services - 1.00 FTE ttal Compliance Specialist - Senior - 1.00 Technician - Senior - 1.00 FTE Technician - 1.00 FTE				302,256	0	0
6,764	9,450	13,910	7000-15 Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.35 FTE				14,345	0	0
0	0	501	7000-20	Salaries & Wages - Overtime				500	0	0
150	199	0	7300	Fringe Benefits				0	0	0
17,276	18,759	24,284	7300-05	Fringe Benefits - FICA - Social	Security			19,184	0	0
4,040	4,387	5,820	7300-06	Fringe Benefits - FICA - Medic	are			4,598	0	0
87,623	97,626	125,857	7300-15	Fringe Benefits - PERS - OPSF	RP - IAP			105,660	0	0
62,050	58,465	84,360	7300-20	Fringe Benefits - Medical Insu	rance			58,461	0	0
10,000	8,000	11,000	7300-22	Fringe Benefits - VEBA Plan				8,000	0	0
240	240	300	7300-25	Fringe Benefits - Life Insuranc	е			210	0	0
701	751	906	7300-30	Fringe Benefits - Long Term D	isability			702	0	0
6,969	7,103	9,314	7300-35	Fringe Benefits - Workers' Cor	npensation Ins	surance		6,977	0	0
83	82	112	7300-37	Fringe Benefits - Workers' Ber	efit Fund			81	0	0
0	195	313	7300-45	Fringe Benefits - Paid Family L	eave City Sha	re		2,731	0	0
476,546	507,273	663,660		TOTAL PERSO	ONNEL SERV	ICES		523,705	0	0
				MATERIALS AND SERVICE	<u>s</u>					
28,991	18,087	30,000		Materials & Supplies and supplies to support permit, pretreatme	nt, and laboratory	/ work and ac	tivities.	25,000	0	0
				<u>otion</u> Lab Materials ttment Training and Outreach	<u>Units</u> 1 1	Amt/Unit 20,000 5,000	<u>Total</u> 20,000 5,000			
11,069	6,133	10,000	7750	Professional Services				11,000	0	0
			DI Wate	otion trument Calib. and F. Hood Cert. er System utment Assistance	<u>Units</u> 1 1 1	Amt/Unit 2,500 4,500 4,000	Total 2,500 4,500 4,000			

				70 WASTEWATER SERVICES FORD			
2023	2024	2025		Department : 74 - ENVIRONMENTAL SERVICES	2026	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET		Section: N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGE
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGE
45	7	0	Costs share	Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	0	0	О
53,351	35,611	70,000	Outside labo	Contract Services - Lab oratory services necessary for permit and industrial compliance which includes ter quality sampling of South Yamhill River.	70,000	0	0
0	0	0		M & S Equipment nstrumentation or sampling monitoring equipment	5,000	0	0
93,455	59,839	110,000		TOTAL MATERIALS AND SERVICES	111,000	0	0
				CAPITAL OUTLAY			
0	0	15,000		Equipment equipment replacement	15,000	0	0
0	0	15,000		TOTAL CAPITAL OUTLAY	15,000	0	0
570,001	567,111	788,660		TOTAL REQUIREMENTS	649,705	0	0



<u>Organization Set – Sections</u>

- Sanitary
- Storm

Organization Set

75-78-320

78-78-325

3				73 - WASTEWATER SERVICES FUND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				Program : N/A			
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,389	1,690	0	7000	Salaries & Wages	0	0	0
301,694	309,964	381,295	Senior Utility	Salaries & Wages - Regular Full Time Conveyance - 0.85 FTE v Worker - 0.85 FTE er II - 3.40 FTE	364,063	0	0
3,790	5,555	6,001	7000-20	Salaries & Wages - Overtime	6,501	0	0
0	360	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,020	0	0
1,258	77	0	7300	Fringe Benefits	0	0	0
18,544	19,215	23,434	7300-05	Fringe Benefits - FICA - Social Security	22,480	0	0
4,337	4,494	5,617	7300-06	Fringe Benefits - FICA - Medicare	5,388	0	0
85,978	97,305	124,128	7300-15	Fringe Benefits - PERS - OPSRP - IAP	124,251	0	0
57,437	54,074	79,168	7300-20	Fringe Benefits - Medical Insurance	47,000	0	0
12,600	9,900	9,900	7300-22	Fringe Benefits - VEBA Plan	5,100	0	0
306	293	324	7300-25	Fringe Benefits - Life Insurance	306	0	0
798	831	902	7300-30	Fringe Benefits - Long Term Disability	854	0	0
12,709	13,990	18,035	7300-35	Fringe Benefits - Workers' Compensation Insurance	17,010	0	0
94	90	114	7300-37	Fringe Benefits - Workers' Benefit Fund	108	0	0
0	204	301	7300-45	Fringe Benefits - Paid Family Leave City Share	3,199	0	0
500,935	518,040	649,219		TOTAL PERSONNEL SERVICES	597,280	0	0
				MATERIALS AND SERVICES			
22,488	19,307	30,000	7590	Fuel - Vehicle & Equipment	25,000	0	0
1,097	1,033	1,500		Utilities s associated with Conveyance building.	1,500	0	0
6,837	11,852	20,000	7720-04 Repair and r	Repairs & Maintenance - Supplies maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, camera seals, and root cutter blades, etc.	22,000	0	0
19,895	16,502	20,000		Repairs & Maintenance - Equipment tine repairs of the cameras, monitors, computers, generator, transporters, and anical devices not associated with vehicle repairs.	25,000	0	0
37,245	39,806	40,000	7720-14 Includes rou	Repairs & Maintenance - Vehicles tine repairs for VacCon, TV van, conveyance service truck, and rental ts when equipment is out of service.	40,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
12,472	28,924	50,000	Routine rep	Repairs & Maintenance - Sanitary Sewer Mainline/Lateral airs and maintenance of sewer mainlines, laterals, and manholes; including: pipe ning, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	0	0
0	3,557	15,000	Consulting a	Professional Services and engineering services related to sanitary sewer systems including infiltration & ssment, design, planning and other related services.	15,000	0	0
20	6	0	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
4,937	4,978	5,000		M & S Equipment e System maintenance equipment.	5,000	0	0
104,992	125,964	181,500		TOTAL MATERIALS AND SERVICES	183,500	0	0
				CAPITAL OUTLAY			
0	0	0	•	Equipment uipment for CCTV van and steam cleaner	20,000	0	0
0	0	100,000		Sanitary Sewer Replacements - Mainline/Lateral n repair and replacement of sewer system mainlines and manholes.	150,000	0	0
0	0	100,000		TOTAL CAPITAL OUTLAY	170,000	0	0
605,927	644,004	930,719		TOTAL REQUIREMENTS	950,780	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED	Department : 78 - CONVEYANCE SYSTEMS Section : 325 - STORM	2026 PROPOSED	2026 APPROVED	2026 ADOPTED
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
293	0	0 4546	American Rescue Plan	0	0	0
293	0	0	TOTAL INTERGOVERNMENTAL	0	0	0
293	0	0	TOTAL RESOURCES	0	0	0

2024 ACTUAL			Department : 78 - CONVEYANCE SYSTEMS Section : 325 - STORM Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
82,110	228,525	7750-43	Professional Services - Stormwater	0	0	0
82,110	228,525		TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY			
79,963	100,000		Sanitary Sewer Replacements - Storm Line Repairs that are not in the street right of way.	100,000	0	0
79,963	100,000		TOTAL CAPITAL OUTLAY	100,000	0	0
162,074	328,525		TOTAL REQUIREMENTS	100,000	0	0
	82,110 82,110 79,963 79,963	82,110 228,525 82,110 228,525 79,963 100,000 79,963 100,000	82,110 228,525 7750-43 82,110 228,525 79,963 100,000 9110-43 For Storm lin 79,963 100,000	ACTUAL AMENDED Section: 325 - STORM Program: N/A REQUIREMENTS MATERIALS AND SERVICES 82,110 228,525 7750-43 Professional Services - Stormwater 82,110 228,525 TOTAL MATERIALS AND SERVICES CAPITAL OUTLAY 79,963 100,000 9110-43 Sanitary Sewer Replacements - Storm Line Repairs For Storm line repairs that are not in the street right of way. 79,963 100,000 TOTAL CAPITAL OUTLAY	ACTUAL AMENDED BUDGET Section : 325 - STORM PROPOSED BUDGET	ACTUAL AMENDED BUDGET Section : 325 - STORM PROPOSED BUDGET



			73 - WASTEWATER SERVICES FUND				
2026 ADOPTEI BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			RESOURCES				
			INTERGOVERNMENTAL				
0	0	0	Federal FEMA Grant	0 45	0	0	3,448
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	0	3,448
			CHARGES FOR SERVICES				
0	0	0	Property Rentals	0 54	0	0	0
0	0	14,400	200-40 Property Rentals - House verside Drive house rental income.	1,400 54 Riv	14,400	11,215	14,250
0	0	13,217	200-45 Property Rentals - Farm rm land lease on Water Reclamation Facility property.		13,207	13,207	13,171
0	0	12,000,000	Sewer User Charges onthly sewer charges based on water consumption and discharge loading.		11,600,000	11,379,174	10,984,651
0	0	100,000	Septage Fees imping fees collected from haulers for septic tank and portable toilet waste.		100,000	79,505	97,450
0	0	12,127,617	TOTAL CHARGES FOR SERVICES	,607	11,727,607	11,483,101	11,109,522
			MISCELLANEOUS				
0	0	50,000	110 Interest	0,000 63	100,000	94,139	54,453
0	0	1,000	Other Income	,000 66	1,000	1,853	6,940
0	0	0	00-05 Other Income - Workers' Comp Reimbursement	0 66	0	0	12,299
0	0	0	00-06 Other Income - Paid Leave OR	0 66	0	0	0
0	0	51,000	TOTAL MISCELLANEOUS	,000	101,000	95,992	73,692
			TRANSFERS IN				
0	0	0	00-01 Transfers In - General Fund	3,525 69	128,525	43,638	0
0	0	0	00-85 Transfers In - Insurance Services	0 69	0	18,052	16,182
0	0	0	TOTAL TRANSFERS IN	,525	128,525	61,690	16,182
0	0	12,178,617	TOTAL RESOURCES	7,132	11,957,132	11,640,783	11,202,844

				13 - WASILWAILK SL						
2023 ACTUAL	2024 ACTUAL	2025 AMENDED		Department : 99 - NON-DEPART Section : N/A	MENTA	L		2026 PROPOSED	2026 APPROVED	2026 ADOPTEI
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
18,558	21,489	22,000		Credit Card Fees processing fees from McMinnville Water & Light	(W&L).			22,000	0	0
42,818	56,036	70,000	7750				fees.	70,000	0	0
33,145	81,517	80,000	7780-40	60-40 Contract Services - Billing Minnville Water & Light new customer service charges, accountant costs, and			80,000	0	0	
663,891	683,426	700,000	8227	-				750,000	0	0
18,835	12,198	20,000	8229	Customers Helping Customers matching funds				20,000	0	0
777,247	854,667	892,000		TOTAL MATERIALS A	ND SE	RVICES		942,000	0	0
				TRANSFERS OUT						
436,227	601,532	667,053	9700-01	Transfers Out - General Fund				624,694	0	0
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services :.	1	576,707	576,707			
			Wastew operation	vater Services Fund support of Engineering ons.	1	47,987	47,987			
6,154,866	6,308,224	6,076,520	Transfer to \	Transfers Out - Wastewater Capital Wastewater Capital Fund for wastewater system System (WWS) Financial Plan.	n capital ir	nprovements	s per the	5,583,604	0	0
			<u>Descrip</u>	<u>vtion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Ratepa	yer contribution for FY26	1	5,583,604	5,583,604			
59,995	65,343	68,270	9700-80	Transfers Out - Information Systems	i			72,936	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	72,936	72,936			
6,651,088	6,975,099	6,811,843		TOTAL TRANSF	ERS OL	<u>JT</u>		6,281,234	0	0
				<u>CONTINGENCIES</u>						
0	0	900,000	9800	Contingencies				900,000	0	0
		900,000						900,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	1	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			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
3,823,190	3,114,543	339,399	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	784,972	0	0
3,823,190	3,114,543	339,399	TOTAL ENDING FUND BALANCE	784,972	0	0
11,251,525	10,944,309	8,943,242	TOTAL REQUIREMENTS	8,908,206	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
15,358,316	15,463,972	14,548,648	TOTAL RESOURCES	14,336,561	0	0
15,358,317	15,463,972	14,548,648	TOTAL REQUIREMENTS	14,336,561	0	0

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 for the 2025-2026 fiscal year.
- \$600,000 Construction of the Solids Treatment Capacity Improvements project.
- \$1,000,000 Design work for Public Works Facilities Planning.
- \$1,500,000 NE Gateway Wastewater sewer line replacement and capacity improvement project.
- \$1,500,000 Diversion Structure Screening Expansion and Offline Storage
- \$335,000 Planned major equipment replacement projects, including front end loader and compactor, Cozine Pump Station large pump replacement, and a new Maintenance crane truck.
- \$300,000 Water Reclamation Facility & Conveyance Master Plan updates
- \$5,583,604 Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.
- \$90,400 Interfund borrowing to the General Fund in support of a variety of capital projects that have been rolled over from the last couple of fiscal years 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.

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

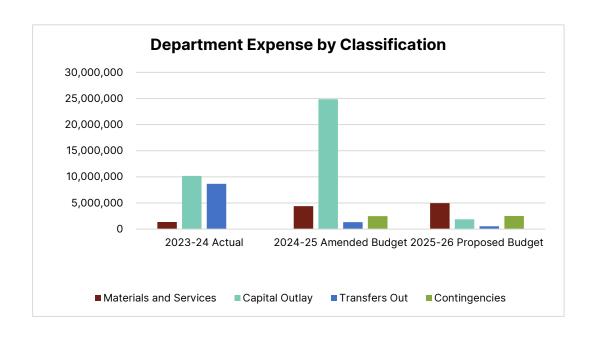
- Continued prudent and timely review of the Wastewater Financial Plan and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Review 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 2024-25 by addressing solids capacity issues with upgrades to our solids handling processes.

Wastewater Capital Fund

Fund Cost Summary				
	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	45,289,508	39,943,528	22,079,854	(17,863,674)
Charges for Services	1,059,653	700,000	700,000	0
Intergovernmental	76,902	76,902	76,902	0
Miscellaneous	2,007,004	1,113,500	1,517,500	404,000
Transfers In	10,373,269	6,469,475	6,052,840	(416,635)
Revenue Total	58,806,336	48,303,405	30,427,096	(17,876,309)
Expenses				
Materials and Services	1,357,330	4,381,190	4,984,170	602,980
Capital Outlay	10,185,334	24,865,000	1,870,000	(22,995,000)
Transfers Out	8,657,946	1,318,491	554,925	(763,566)
Contingencies	0	2,479,255	2,500,000	20,745
Expenses Total	20,200,610	33,043,936	9,909,095	(23,134,841)
Ending Fund Balance	38,605,726	15,259,469	20,518,001	5,258,532





Wastewater Capital Fund

1969 1987	Voters approve \$710,000 six-year sewage disposal general obligation bond issue. Sewer Capital Fund established for future sewer treatment plant expansion	1993	December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.	1995 1996	New Water Reclamation Facility and Raw Sewage Pump Station complete. Major repair and replacement of Cozine Trunk Line and Pump Station complete.
1992	and sewer system capital improvements. April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-	1994	January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This	2000	July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10- Year Loan to continue funding significant sewer system improvements.
	incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.		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	2000	Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
1992	August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of		specified level of cash operating and debt service reserves.	2001	Evans Street Sewer Reconstruction Project complete.
	revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of	1994	February 1994, \$28,560,000 Sewerage System Revenue 20-Year	2002	High School Basin Sewer Reconstruction Project complete.
	facilities for the City's wastewater management program.		Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station,	2003	Three Mile Lane Pump Station #1 Replacement Project complete.

and significant sewer system improvements.

Wastewater Capital Fund

Historical Highlights

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 PumpStation 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.

2024

Construction of our Solids
Treatment Capacity
Improvement Project which
is scheduled to be
completed in late spring of
2025. Design work on the
Chandlers Addition I&I
Project is complete and
going out to bid for
construction.

2025

Construction is starting to wrap up on our Solids Expansion Project, and we will be filling tanks and going online in late spring early summer 2025.



			77 - WASILWAILK CAITIALT OND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
2,226,800	1,878,600	1,506,300	4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	1,108,800	0	0
37,775,605	43,410,908	38,437,228	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	20,971,054	0	O
40,002,405	45,289,508	39,943,528	TOTAL BEGINNING FUND BALANCE	22,079,854	0	0
			INTERGOVERNMENTAL			
0	76,902	76,902	5080-05 Inter-Agency Loan Repayment - Principal Repayment McMinnville Fire Dist for defibrillators, Hybrid SUV and air compressor. Final payments in FY 2026.	76,902	0	C
0	0	0	5080-10 Inter-Agency Loan Repayment - Interest	0	0	C
0	76,902	76,902	TOTAL INTERGOVERNMENTAL	76,902	0	C
			CHARGES FOR SERVICES			
707,069	1,059,653	700,000	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.	700,000	0	C
707,069	1,059,653	700,000	TOTAL CHARGES FOR SERVICES	700,000	0	C
			MISCELLANEOUS			
930,831	1,996,554	1,100,000	6310 Interest	1,500,000	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	O
11,050	10,450	11,000	6500-10 Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	15,000	0	C
			Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
0	0	0	6600 Other Income	0	0	C
941,881	2,007,004	1,113,500	TOTAL MISCELLANEOUS	1,517,500	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N /A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				TRANSFERS IN						
6,154,866	6,308,224	6,076,520		Transfers In - Wastewater Services in the Wastewater Services Fund for capital im VS) Financial Plan.	provement	s per the Wa	astewater	5,583,604	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Ratepay	ver contribution for FY26	1	5,583,604	5,583,604			
157,625	4,065,045	392,955	6901-01	Transfers In - Interfund Debt - Gene	ral Fund			469,236	0	0
			Descript	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			Paymer	nt on 2024 Library security system cameras	1	4,163	4,163			
			Paymer	nt on 2021 Police audio visual equipment	1	5,716	5,716			
			Paymer	nt on 2021 Police vehicles - 3	1	37,699	37,699			
			Paymer purchas	nt on 2024 Admin/UR NE Gateway property e	1	215,766	215,766			
			Paymer	nt on 2024 CDC Secure building entry way	1	9,956	9,956			
			Paymer	t on 2024 Police vehicle 837	1	15,512	15,512			
			Paymer courts	nt on 2024 Comm Ctr Resurfacing playing	1	8,401	8,401			
			Paymer	t on 2024 Police vehicle 834	1	15,512	15,512			
			Paymer Storage	nt on 2024 IS shared VM servers, Domain,	1	16,209	16,209			
			Paymer	t on 2024 Police MDT Equip in vehicles	1	2,251	2,251			
			New FY	26 internal borrowing payments	1	138,051	138,051			
6,312,491	10,373,269	6,469,475		TOTAL TRANS	FERS II	<u>N</u>		6,052,840	0	0
47,963,846	58,806,336	48,303,405		TOTAL RESO	URCES	•		30,427,096	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	20,000	750 Professional Services	20,000	0	0
14,832	4,931	7,690	750-01 Professional Services - Audit & other city-wide prof svc osts shared city-wide for audit, Section 125 plan administrative fees, and other iscellaneous professional service expenses	28,170	0	0
252,432	374,885	1,000,000	770-05 Professional Services - Projects - Master Plan Update onveyance and WRF Master Plan Update.	300,000	0	0
1,101,847	834,399	1,450,000	Professional Services - Projects - Solids Treatment Capacing improv ngineering services for the Solids Treatment Capacity Improvement Project.	ity 100,000	0	0
0	0	0	770-55 Professional Services - Projects - NE Gateway WW and Stormwater	1,500,000	0	0
0	0	0	Professional Services - Projects - Div Struct Screen offline storag	1,500,000	0	0
80,818	90,500	700,000	770-57 Professional Services - Projects - I&I Reduction Design ngineering services for the design and contract documents for the Inflow and Infiltrati eduction Projects.	500,000 ion (I&I)	0	0
400,065	52,617	1,200,000	Professional Services - Projects - Admin Building Addition/Upgrade esign services for Admin building project	1,000,000	0	0
0	0	0	770-80 Professional Services - Projects - 3rd Street Improvements	20,000	0	0
0	0	2,500	230 Private Sewer Lateral Repair Incentive rivate Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral completed within 90 days of Notice of Defect.	15,000 repair	0	0
0	0	1,000	240-10 Private Sewer Lateral Loans - Low Income Loans Loans" the City has made to property owners to enable the property owner to repair a efective private sewer lateral.	1,000	0	0
1,849,993	1,357,330	4,381,190	TOTAL MATERIALS AND SERVICES	4,984,170	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
				CAPITAL OUTLAY						
232,274	1,201,809	700,000		Equipment or equipment replacement at the WRF	and/or system pur	np stations		335,000	0	(
			Descript	<u>ion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Shop tru	ick to replace vehicle 96-10	1	200,000	200,000			
			John De	ere Gator Utility cart	1	30,000	30,000			
			Influent	and Effluent Samplers	1	30,000	30,000			
			3/4 ton F	Pickup Aux Fuel Tank	1	20,000	20,000			
			Snow Pl	ow for new 3/4 ton truck	1	10,000	10,000			
			Swap Lo	pader Dump Box	1	15,000	15,000			
			RSPS P	ump #3 24" Check Valve Install	1	30,000	30,000			
0	0	4,000,000		Land Acquisition uth Yamhill River Easement for Pretreat	ment access to riv	ver		20,000	0	
361,364	101,603	4,250,000		Sewer Construction - I&I Reduilitation and reconstruction at various lon (I&I).		e City to ac	dress inflow	0	0	
0	8,818,965	14,900,000	9120-41	Sewer Construction - Solids T on the Solids Capacity Improvement F		city Impr	ov	500,000	0	
1,468	62,957	0	9120-49	Sewer Construction - 3 Mile L	n Bridge Force	Main		0	0	
0	0	0	9120-55	Sewer Construction - NE Gate	way WW and S	tormwate	er	0	0	
0	0	0	9120-56	Sewer Construction - Div Stru	ct Screen offlin	e storag		0	0	
0	0	1,000,000		Sewer Construction - Admin E funds to address the main administrati				1,000,000	0	
0	0	15,000		Developer Reimbursement - S ent to commercial and subdivision devi y over what the developer requires whi to of the city.	elopers for sewer p		ucted with	15,000	0	
595,107	10,185,334	24,865,000		TOTAL CA	PITAL OUTLA	<u>Y</u>		1,870,000	0	
				TRANSFERS OUT						
229,238	268,733	271,481	9700-01	Transfers Out - General Fund				464,525	0	
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			-	ater Capital Fund support of Engineerir	· · · · · · · · · · · · · · · · · · ·	42,161	42,161			
			Enginee support.	ring, Admin, & Finance personnel servi	ces 1	422,364	422,364			
0	8,389,213	1,047,010		Transfers Out - Interfund Deb General Fund, Non-Departmental 01-99 Intil FY31.			ayments to	90,400	0	

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGET
229,238	8,657,946	1,318,491	Program : N/A TOTAL TRANSFERS OUT	554,925	0	0
			CONTINGENCIES			
0	0	2,479,255	9800 Contingencies Increase due to large Solids Treatment Capacity Improvement project getting started, in order to assist with any unexpected expenditures.	2,500,000	0	0
0	0	2,479,255	TOTAL CONTINGENCIES	2,500,000	0	0
			ENDING FUND BALANCE			
1,878,600	1,506,300	1,108,800	9977-99 Designated End FB - WW Cap Fd - PERS Refinancing Reserve	684,910	0	0
43,410,908	37,099,426	14,150,669	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.	19,833,091	0	0
45,289,508	38,605,726	15,259,469	TOTAL ENDING FUND BALANCE	20,518,001	0	0
47,963,846	58,806,336	48,303,405	TOTAL REQUIREMENTS	30,427,096	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
47,963,846	58,806,336	48,303,405	TOTAL RESOURCES	30,427,096	0	0
47,963,846	58,806,336	48,303,405	TOTAL REQUIREMENTS	30,427,096	0	0

INFORMATION SYSTEMS & SERVICES FUND

Budgeted Computer Equipment – By Department



Information Systems & Services Fund

2025 – 2026 Proposed Budget --- Budget Summary

Budget Highlights

- The 2025-26 proposed budget does not include any changes in personnel. Efforts will continue to focus on supporting a mobile workforce, efficiently matching resources with services, servicing infrastructure equipment maintenance needs, and balancing employee resources with critical needs.
- With continued increasing complexity of organizational software needs, increased cybersecurity initiatives, information security requirements, mobile deployments and audio/visual support, Information Services will continue to evaluate all software for more cost-effective replacements, pursue alternative technologies when appropriate to maximize resources, and pursue grant-based funding where possible.
- Information Systems (IS) 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:

- Complete the upgrade of the Police Department's records management software and complete transition from shared MDTs to officer specific computers.
- Upgrade the Civic Hall conference room technology to be fully digital including projectors, microphones and other hybrid technology needs for public meetings.

- Complete back-end refresh of the City's website technology and move towards a site-wide refresh and new feature technical upgrades.
- Internal IS projects for FY2025-26 include scheduled replacements of a core virtual infrastructure server, continuing work to upgrade network components to 10GB, evaluating/assessing older buildings for network maintenance needs, upgrading older server operating systems, and refreshing Wi-Fi technology city-wide.
- Assisting several departments with software migrations, installations and upgrades including continued support of the budget/transparency software, supporting emergency preparedness efforts, wastewater plant expansion networking needs and Library networking improvements.
- Continued extension into cloud based and hosted processing in both departmental applications and services as well as infrastructure and authentication. Following industry trends as cloud 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. Work with HR to ensure all employees are trained in information services-related policies and aware of proper processes and procedures.

- 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

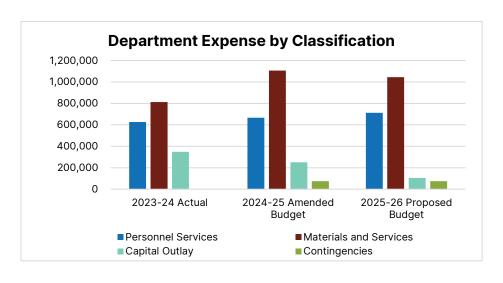
- Explore phone system opportunities potential changes to the City/County VOIP system
- Explore new AI technologies for potential City use while establishing a policy-based framework for use and solution deployment.
- Continue to pursue centralization and unification of fragmented technology solutions across the City, including

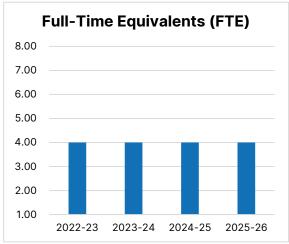
- physical building security systems and surveillance camera systems.
- Continue to mobilize our workforce and support City employees in every scenario – working from home, on-site, or a variety of hybrid situations.
- Continue deployment of Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.
- 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.

Information Systems & Svcs Fund

Fund Cost	Summary
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runa cost Summary				
		2024-25 Amended	2025-26 Proposed	5
<u>-</u>	2023-24 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	198,528	207,864	256,461	48,597
Charges for Services	899,864	1,205,452	985,589	(219,863)
Intergovernmental	276,287	77,036	0	(77,036)
Miscellaneous	9,555	9,000	10,000	1,000
Transfers In	618,306	740,725	873,880	133,155
Revenue Total	2,002,539	2,240,077	2,125,930	(114,147)
Expenses				
Personnel Services	626,573	666,911	711,500	44,589
Materials and Services	812,008	1,106,154	1,044,017	(62,137)
Capital Outlay	348,638	251,036	105,000	(146,036)
Contingencies	0	75,000	75,000	0
Expenses Total	1,787,218	2,099,101	1,935,517	(163,584)
Ending Fund Balance	215,320	140,976	190,413	49,437
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26
Full-Time Equivalents (FTE)	4.00	4.00	4.00	4.00







1993

1995

1995

Information Systems & Services Fund

Historical Highlights 2006 Assisted in transition of YCOM from Citysupported 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.

Development of an IS

strategic plan.

2011

	expanding enty to meduc.
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.

City's first Information

loop connecting City

facilities.

Systems Manager hired.

Fiber Optic Cable Project

implemented resulting in fiber

First system administrative

specialist hired to help with

expanding City IS needs.

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

New World Systems, Inc.

financial system from

2011	Fully implemented electronic ticketing software for Police Department. Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.	2018 2019	90% of all City computers upgraded to Windows 10. Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voice-over-IP) system.
2013	Implemented a fully electronic agenda system for the conducting of City Council meetings.	2020	Moved the City to a mobile workforce where over 80% of city employees were able to
2014	Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily		work remotely using rapidly deployed mobile meeting tools, work-fromhome hardware setups and VPN connectivity from anywhere.
2015	in the public safety areas. Hired a full-time IS Director.	2020	Upgraded the City to Microsoft Office 365.
2016	Implemented 'next-gen' network firewall technology for increased security and network performance.	2022	Physical location of IS Department moved from Community Center to the Police Department.
2016	Completed overhaul of City's website.	2023	Updated website to include new technology and City branding,
2016	Replaced City's network storage array to handle increased data storage demand, especially video.		continued adding hybrid meeting technology to City meeting rooms.

- 2024 Upgraded City's Hansen Asset/Workorder system, replaced fleet of PD data terminals, supported move to PD BWCs, replaced City Firewall and replaced main network storage array.
- 2024 Supported technology involved in creation and transition of new McMinnville Fire District.
- 2024 Implemented multi-factor authentication for all employees to strengthen cybersecurity posture.

			Department
Fund - Department	Computer Equipment	<u>\$s</u>	<u>Total</u>
Administration, City Manager	Adobe Pro Renewals - 3	1,800	
01-01-002	Office 365 licensing	1,100	
		_	2,900
Administration, City Council	Replacement Computers - 5	9,600	
01-01-005	Leased Copier (shared with Municipal Court, Planning)	500	
	Office 365 licensing	2,000	
	<u> </u>	-	12,100
Administration, Legal	Office 365 licensing	600	
01-01-008	Replacement PC - City Prosecutor	2,500	
	<u> </u>	<u>-</u>	3,100
Administration, Human Resources	Adobe Pro Renewals - 2	400	
01-01-012	Replacement laptop - 1	2,000	
	Office 365 licensing - 2	600	
	· _	_	3,000
Finance	Replacement laptops - 2	4,000	
01-03-013	Adobe Pro Renewals - 5	1,000	
	Office 365 licensing	2,200	
	Printer maintenance - Lexmark	300	
	Debtbook software renewal	5,000	
		_	12,500
	ESRI Software - 17 %	2,700	
Engineering	Hansen Software - 25 %	4,500	
01-05	Hansen Development - 25%	5,000	
	AutoCAD - 66%	3,000	
	Plotter maintenance	1,200	
	Adobe Pro Renewals	400	
	Bluebeam Licensing	2,000	
	Replacement mobile computers - 2	6,000	
	Office 365 licensing	3,000	
		_	27,800
Community Development Admin	Adobe Pro Renewals	200	
01-07-001	Replacement mobile computer - 1	3,000	
	Office 365 licensing	300	
		-	3,500

			Department
Fund - Department	Computer Equipment	<u>\$s</u>	Total
Community Development Current	ESRI Software - 12.5 %	1,350	
01-07-025	ESRI licensing - 5	12,500	
	Replacement Computers - 3	7,500	
	Adobe Pro Renewals	1,400	
	Bluebeam licensing	1,700	
	Leased Copier (shared with Municipal Court, Admin)	500	
	AutoCAD Maintenance	750	
	Office 365 licensing	900	
			26,600
Community Development Long Range	ESRI Software - 12.5 %	1,350	
01-07-028	AutoCAD Maintenance	750	
01 07 020	Adobe Pro Renewals	400	
	Office 365 licensing	600	
	Bluebeam licensing	600	
			3,700
	0(% 005 !)	-	
Community Development Code Enforcement	Office 365 licensing	600	
01-07-031	Adobe Pro Renewals	400	1.000
		-	1,000
Community Development Economic Dvlpmt	Adobe Pro Renewals	200	
01-07-035	Office 365 licensing	300	
		_	500
Police			
01-11-040	Replacement computers - 12	24,000	
	Replacement Scanner	1,000	
	Printer Replacements	1,400	
	Office 365 licensing	17,000	
	MDT Repair	2,000	
	InTime Software	5,000	
	OnQ Maintenance	17,000	
	E-ticketing Maintenance	16,000	
	Netmotion Maintenance	5,000	
	Central Square Maintenance	34,500	
	Power DMS software	5,000	
	IA Pro Software	9,500	
	New Toughbook SW Licensing	10,000	
	Toughbooks - 2	12,000	
	Adobe Pro Renewals - 12	2,400	
	RMS Upgrade	80,000	
		_	241,800

			<u>Department</u>
Fund - Department	<u>Computer Equipment</u>	<u>\$s</u>	<u>Total</u>
Municipal Court	Caselle Utilities/Integration	5,000	
01-13-060	E-ticketing Maintenance	7,000	
	Caselle Maintenance	7,800	
	Polycom Replacement	2,500	
	Leased Copier (shared with Admin, Planning)	500	
	Adobe Pro Renewal	200	
	Replacement Computers - 2	5,000	
	Office 365 licensing	1,700	
		_	29,700
Park & Rec Administration	WhenToWork Renewal	600	
01-017-001	Activenet Renewal	1,600	
	Laptops - 2	4,000	
	Office 365 licensing	300	
	3 <u>-</u>		6,500
Park & Rec Aquatic Center	Replacement computers - 1	2,500	
01-17-087	Adobe Pro Renewal	200	
	Printer Maintenance	1,000	
	ActiveNet Peripherals	1,500	
	Activenet Renewal	1,600	
	Office 365 licensing	1,600	
	g		8,400
Park & Rec Community Center	Activenet Renewal	1,600	_
01-17-090	Laptop - 1	2,000	
	Card Readers	1,000	
	Activenet peripherals	1,000	
	Office 365 licensing	1,600	
	Adobe Pro Renewal	200	
			7,400
Park & Rec Recreational Sports	Adobe Pro Renewal	200	
01-17-096	Replacement laptops - 2	4,000	
	Office 365 licensing	600	
	Activenet Renewal	1,600	
			6,400
Park & Rec, Senior Center	Replacement Computer - 1	2,500	
01-17-099	Activenet Peripherals	1,000	
	Card Reader	1,000	
	Adobe Pro Renewal	400	
	Office 365 licensing	900	
	Activenet Renewal	1,600	
			

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>
Park Maintenance	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Street,WWS	2,700	
01-19	Hansen SW Maintenance- 25%, shared w/Street, Eng, WWS	4,500	
	Hansen Development - 25%	5,000	
	Desktop replacements - 3: 50% shared with Street	5,500	
	Adobe Pro licensing	400	
	Office 365 licensing - 5.5	1,450	
	Hansen Mobiles	1,500	
	Bluebeam Licensing	400	
		_	21,450
Library	Office 365 licensing - 21	7,000	
01-21	Adobe Creative Cloud	900	
	Replacement Desktops - 2	5,000	
	Replacement Mobile Computers - 6	13,200	
	Hublet Renewal	1,700	
		_	27,800
Street	Street Saver software	4,500	
20	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Park Maint,WWS	2,700	
	Desktop replacement - 3: 50% shared with Park Maint	5,500	
	Adobe Pro licensing - 2	400	
	Hansen SW Maintenance - 25%, shared w/Eng,Park Maint,WWS	4,500	
	Hansen Development - 25%	5,000	
	Office 365 licensing	1,450	
	Bluebeam Licensing	400	
		_	24,450
	Adobe Pro Renewals	200	
Airport	Replacement laptop	2,500	
25	Office 365 licensing	300	
		_	3,000
Decilation of	Adobe Pro Renewals	200	
Building	Office 365 licensing - 4	1,060	
70	Replacement PC	3,000	
	ESRI SW - 17%, shared w/Street,Comm Dvlpmt,Eng,Park Maint,WWS	2,700	
	Accela Peripherals	1,000	7,960

			Department
Fund - Department	Computer Equipment	<u>\$s</u>	Total
Wastewater Services	Dept Specific software	27,000	
	Hansen SW Maintenance - 25%, shared w/Eng, Park Maint, Street	4,500	
75-01	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Park Maint,Street	2,700	
	Hansen Development	5,000	
	Cradlepoint Maintenance	350	
	Adobe Pro Renewals	600	
	Office 365 licensing	6,000	
	Replacement Computers - 5	10,000	
	Bluebeam Licensing	2,100	
	ESRI License	2,000	
			60,250
ARPA (not distributed)	CitizenLab Software renewal	12,900	
7794-97	FAMS Software renewal	6,365	
7840-97	NeoGov licensing	14,000	
	EUNA Budget renewal	40,600	
	City Hall / City AV Upgrades	89,565	
	<u> </u>		
		_	163,430
		_	712,640

	-		60 - INFORMATION 3131 EM3 & SERVICE	S I GIVE		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			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	(
192,232	183,453	192,789	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	241,386	0	(
207,307	198,528	207,864	TOTAL BEGINNING FUND BALANCE	256,461	0	
			INTERGOVERNMENTAL			
108,504	0	0	4546 American Rescue Plan	0	0	(
0	0	77,036	OR Dept of Emergency Mgmt (Federal) - State/Local Cybersecurity Grant	0	0	(
0	276,287	0	5029 McMinnville Fire District	0	0	(
108,504	276,287	77,036	TOTAL INTERGOVERNMENTAL	0	0	
			CHARGES FOR SERVICES			
642,080	732,931	1,030,289	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.	831,184	0	(
0	3,428	1,905	6000-08 Charges for Equipment & Services - Affordable Housing	1,326	0	
24,724	48,394	38,993	6000-20 Charges for Equipment & Services - Street Fund	33,284	0	(
0	1,891	3,341	6000-25 Charges for Equipment & Services - Airport	4,767	0	(
0	282	0	6000-50 Charges for Equipment & Services - Park Development	0	0	(
11,364	15,472	19,774	6000-70 Charges for Equipment & Services - Building Fund	17,677	0	(
73,163	97,468	111,150	6000-75 Charges for Equipment & Services - Wastewater Services Fund	97,351	0	(
751,331	899,864	1,205,452	TOTAL CHARGES FOR SERVICES	985,589	0	
			MISCELLANEOUS			
4,435	9,555	9,000	6310 Interest	10,000	0	(
96	0	0	6600 Other Income	0	0	(
4,530	9,555	9,000	TOTAL MISCELLANEOUS	10,000	0	(

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				TRANSFERS IN						
501,315	527,497	645,821	6900-01	Transfers In - General Fund				772,526	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			ARPA - firewall	Software renewals, licensing, set-up costs,	1	163,430	163,430			
				tion Systems personnel services support.	1	609,096	609,096			
11,694	12,733	13,317	6900-20	Transfers In - Street				14,209	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	14,209	14,209			
11,694	12,733	13,317	6900-70	Transfers In - Building				14,209	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	14,209	14,209			
59,995	65,343	68,270	6900-75	Transfers In - Wastewater Services				72,936	0	0
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	tion Systems personnel services support.	1	72,936	72,936			
584,698	618,306	740,725		TOTAL TRANS	FERS II	<u> </u>		873,880	0	0
,656,370	2,002,539	2,240,077		TOTAL RESO	URCES			2,125,930	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2020 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
-114	456	0	7000	Salaries & Wages	0	0	
383,362	405,557	427,162	Information	Salaries & Wages - Regular Full Time Systems Director - 1.00 FTE Services Administrator - 1.00 FTE Services Specialist - 2.00 FTE	445,466	0	
4,588	0	0	7000-15	Salaries & Wages - Temporary	0	0	
5,450	1,622	7,000		Salaries & Wages - Overtime maintenance scheduled after working hours and occasional extra work required activity periods.	7,000	0	
2,400	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	
250	196	0	7300	Fringe Benefits	0	0	
23,980	24,813	26,412	7300-05	Fringe Benefits - FICA - Social Security	27,519	0	
5,608	5,803	6,330	7300-06	Fringe Benefits - FICA - Medicare	6,597	0	
112,728	124,358	132,716	7300-15	Fringe Benefits - PERS - OPSRP - IAP	148,786	0	
51,728	52,377	54,700	7300-20	Fringe Benefits - Medical Insurance	60,000	0	
7,000	7,000	7,000	7300-22	Fringe Benefits - VEBA Plan	7,000	0	
240	240	240	7300-25	Fringe Benefits - Life Insurance	240	0	
954	1,000	996	7300-30	Fringe Benefits - Long Term Disability	1,033	0	
399	416	481	7300-35	Fringe Benefits - Workers' Compensation Insurance	408	0	
82	74	84	7300-37	Fringe Benefits - Workers' Benefit Fund	84	0	
0	0	1,050	7300-40	Fringe Benefits - Unemployment	1,050	0	
0	261	340	7300-45	Fringe Benefits - Paid Family Leave City Share	3,917	0	
598,656	626,573	666,911		TOTAL PERSONNEL SERVICES	711,500	0	
				MATERIALS AND SERVICES			
342	274	700	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	400	0	
2,104	3,995	12,000	Technical tra	Travel & Education aining, network training, desktop training, and application development training, vel and meal expenses to seminars and conferences. tion Units Amt/Unit Total	1,000	0	
				ee Training & Education 1 1,000 1,000			

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
0	41	300	7590 Fuel and rep	Fuel - Vehicle & Equipment air expense for IS Department vehicle				300	0	0
4,924	3,717	3,959	7610-05	Insurance - Liability				4,990	0	0
618	180	210	7610-10	Insurance - Property				267	0	0
12,211	11,899	11,000		Telecommunications Services Department telephones, cell phones	s, and moder	m lines.		8,000	0	0
5,006	6,487	6,000	General offic	Materials & Supplies be supplies, postage, shipping, professional supplies, and training materials; including purchas training materials.			pendable	4,000	0	0
907	0	2,000	7720	Repairs & Maintenance				0	0	0
59	1,641	2,000	7720-06 Equipment re	Repairs & Maintenance - Equipme epairs and software upgrades not covered by		e contracts.		1,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				and non-warranty equipment repairs	1	1,000	1,000			
0	0	0	7720-14	Repairs & Maintenance - Vehicles				0	0	0
19,003	9,125	51,500	7750	Professional Services				26,500	0	0
			Civic Bu	tion ion, network, design & support services illding A/V maintenance services	<u>Units</u> 1 1 1	Amt/Unit 23,000 1,500 2,000	<u>Total</u> 23,000 1,500 2,000			
2,495	1,743	4,480		Professional Services - Audit & ot d city-wide for audit, Section 125 plan adminus professional service expenses	•	•		4,420	0	0
0	0	0	7750-04	Professional Services - Grants				0	0	0
42,404	5,961	25,000	7792	Hardware Maintenance & Rental C	ontracts			70,000	0	0
0	0	0	7792-20	Hardware Maintenance & Rental C	ontracts -	Police		0	0	0
305,003	341,720	420,000	7794	Software Maintenance & Rental Co	ontracts			260,000	0	0
1,251	1,693	3,280	7794-02	Software Maintenance & Rental Co	ontracts - C	City Manage	er's	2,900	0	0
				tion Pro renewals 65 licensing	<u>Units</u> 3 1	Amt/Unit 600 1,100	<u>Total</u> 1,800 1,100			
0	84	2,500	7794-03	Software Maintenance & Rental Co	ontracts - C	City Council		2,500	0	0
				tion Copier (Shared with Muni Court, Planning) 65 licensing	<u>Units</u> 1 1	Amt/Unit 500 2,000	<u>Total</u> 500 2,000			

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
5,000	6,257	9,000	7794-05	Software Maintenance & Rental Cont	tracts - A	Accounting		8,200	0	C
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
				Pro renewals	5	200	1,000			
				65 licensing	1	2,200	2,200			
			Debtboo	ok software renewal	1	5,000	5,000			
0	0	600	7794-08	Software Maintenance & Rental Cont	tracts - I	_egal		600	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	600	600			
8,928	10,134	19,700	7794-10	Software Maintenance & Rental Conf	tracts - I	Engineering		20,600	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	3,000	3,000			
				im licensing	1	2,000	2,000			
				Pro renewals	2	200	400			
				development	1	5,000	5,000			
			WWS)	renewal-25%, shared with Street, Park Maint,	1	4,500	4,500			
			,	7% shared with Bldg, Comm Dvlpmnt, Eng, NWS	1	2,700	2,700			
			AutoCA	D - 66%, shared with Comm Development	1	3,000	3,000			
10,027	336	1,000	7794-12	Software Maintenance & Rental Conf	tracts - I	Human Resc	urces	1,000	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adobe F	Pro renewals	2	200	400			
			Office 3	65 licensing	1	600	600			
0	168	500	7794-14	Software Maintenance & Rental Cont Econ Development	tracts - (Community	Dev	500	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adobe F	Pro renewal	1	200	200			
			Office 3	65 licensing	1	300	300			
0	0	0	7794-15	Software Maintenance & Rental Cont Development	tracts - (Community		0	0	0
0	168	500	7794-16	Software Maintenance & Rental Cont Administration	tracts - (Community	Dev	500	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Adobe F	Pro renewal	1	200	200			
			Office 3	65 licensing	1	300	300			
2,025	2,768	5,000	7794-17	Software Maintenance & Rental Cont Current	tracts - (Community	Dev	18,600	0	0

202 ADOPT BUDG	2026 APPROVED BUDGET	2026 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/ A	2025 AMENDED BUDGET	2024 TUAL	2023 ACTUAL
			Total	Amt/Unit	<u>Units</u>		Descrip		
			1,400	200	7	e Pro renewals	Adobe F		
			900	900	1	e 365 licensing	Office 3		
			1,700	425	4	peam licensing	Bluebea		
			750	750	1	CAD maintenance	AutoCA		
			12,500	2,500	5	ESRI licenses	New ES		
			1,350	1,350	1	software maintenance (12.5%)	ESRI so		
	0	3,700	Dev	ommunity l	acts - C	Software Maintenance & Rental Long Range	^{3,600} 7794-18	2,214	1,631
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	Descript		
			400	200	2	pe Pro renewals	Adobe F		
			600	300	2	peam licensing	Bluebea		
			600	600	1	e 365 licensing	Office 3		
			750	750	1	CAD maintenance	AutoCA		
			1,350	1,350	1	software - 12.5 %	ESRI so		
	0	1,000	Dev	ommunity l	acts - C	Software Maintenance & Rental Code Compliance	^{1,400} 7794-19	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription_	<u>Descrip</u>		
			400	200	2	e Pro renewals	Adobe F		
			600	600	1	e 365 licensing	Office 3		
	0	121,400		olice	acts - P	Software Maintenance & Rental	79,700 7794-20	0,535	58,249
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	<u>Descrip</u>		
			2,400	200	12	e Pro renewals	Adobe F		
			5,000	5,000	1	er DMS maintenance	Power D		
			34,500	34,500	1	ral Square maintenance	Central		
			17,000	17,000	1	maintenance	OnQ ma		
			5,000	5,000	1	ne software	InTime		
			5,000	5,000	1	notion maintenance	Netmoti		
			17,000	17,000	1	e 365 licensing	Office 3		
			16,000	16,000	1	keting maintenance			
			9,500	9,500	1	o Software			
			10,000	500	20	Toughbook SW licensing	New To		

80 - INFORMATION SYSTEMS & SERVICES FUND

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2020 ADOPTE BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET				Department : N/A Section : N/A)	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
	0	22,200	4	Averiainal Ca	Contracta	Program : N/A			10.507	44.005
	U	22,200		•			7794-25	20,900	12,587	11,205
			<u>Total</u>	Amt/Unit	<u>Units</u>		Descripti			
			200	200	1	e Pro renewal				
			7,800	7,800	1	elle maintenance				
			7,000 5,000	7,000 5,000	1	keting maintenance elle Utilities/Integration				
			1,700	1,700	1	e 365 licensing				
			500	500	1	ed Copier (shared with Admin, Planning)				
(0	0		ire	Contracts - I		7794-30	0	42,558	39,202
(0	2,500					7794-35		1,497	1,440
			Total	Amt/Unit	Units		Descripti			
			600	600	1	nToWork renewal				
			1,600	1,600	1	enet renewal				
			300	300	1	e 365 licensing	Office 36			
(0	3,400	er	Aquatic Cent	Contracts -	Software Maintenance & Ren	7794-40	3,040	1,497	1,440
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	Descripti			
			200	200	1	e Pro renewal	Adobe P			
			1,600	1,600	1	enet renewal	Activene			
			1,600	1,600	1	e 365 licensing	Office 36			
(0	3,400	enter	Community C	Contracts - 0	Software Maintenance & Ren	7794-45	3,240	1,665	1,440
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	<u>Descript</u>			
			200	200	1	e Pro renewal				
			1,600	1,600	1	e 365 licensing				
			1,600	1,600	1	enet renewal	Activene			
(0	0	llock	(ids on the E	Contracts - I	Software Maintenance & Ren	7794-50	0	0	0
(0	2,400	Sports	Recreational	Contracts - I	Software Maintenance & Ren	7794-55	2,440	1,597	1,440
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	Descript			
			200	200	1	e Pro renewal	Adobe P			
			600	600	1	e 365 licensing	Office 36			
			1,600	1,600	1	enet renewal	Activene			
(0	2,900	r	Senior Cente	Contracts - S	Software Maintenance & Ren	7794-60	2,340	1,497	1,440
			<u>Total</u>	Amt/Unit	<u>Units</u>	ription	Descripti			
			900	900	1	e 365 licensing				
			1,600	1,600	1	enet renewal				
			400	200	2	e Pro renewal	Adobe P			
	0	0	ment	Park Develop	Contracts - I	Software Maintenance & Ren	7794-63	0	282	0

City of McMinnville Budget Document Report

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/ A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
5,907	6,456	13,750 7794-6	Software Maintenance & Rental Cont	racts -	Park Mainte	nance	14,450	0	0
		<u>De</u>	<u>scription</u>	<u>Units</u>	Amt/Unit	Total			
			RI SW - 17%, shared w/Bldg,Comm Dvlmt, Eng, eet,WWS	1	2,700	2,700			
			nsen SW maintenance- 25%, shared w/Street, Eng, NS	1	4,500	4,500			
			nsen development - 25%	1	5,000	5,000			
			obe Pro licensing	2	200	400			
			ice 365 licensing	1	1,450	1,450			
		Blu	uebeam licensing	1	400	400			
0	400	0 7794-6	Software Maintenance & Rental Conf	racts -	Affordable F	lousing	0	0	0
0	604	10,500 7794-7	70 Software Maintenance & Rental Cont	racts -	Library		9,600	0	0
		De	scription	<u>Units</u>	Amt/Unit	<u>Total</u>			
			iice 365 licensing	1	7,000	7,000			
			obe Creative Cloud	1	900	900			
			blet renewal	1	1,700	1,700			
10,407	11,838	18,250 7794-7	75 Software Maintenance & Rental Conf	racts -	Streets		18,950	0	0
		De	scription	Units	Amt/Unit	<u>Total</u>			
		Str	eet Saver software	1	4,500	4,500			
			RI SW - 17%, shared w/Bldg,Comm lpmt,Eng,Park Maint,WWS	1	2,700	2,700			
		Off	ice 365 licensing	1	1,450	1,450			
		Ad	obe Pro renewals	2	200	400			
		Blu	uebeam licensing	1	400	400			
			nsen SW maintenance - 25%, shared w/Eng,Park int,WWS	1	4,500	4,500			
		Ha	nsen development - 25%	1	5,000	5,000			
0	168	800 7794-7	77 Software Maintenance & Rental Conf	racts -	Airport		500	0	0
		<u>De</u>	scription	<u>Units</u>	Amt/Unit	Total			
		Ad	obe Pro renewal	1	200	200			
		Off	ice 365 licensing	1	300	300			
2,134	2,427	3,760 7794-8	Software Maintenance & Rental Conf	racts -	Building		3,960	0	0
		De	scription	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Ad	obe Pro renewal	1	200	200			
			ice 365 licensing	1	1,060	1,060			
			RI SW - 17%, shared w/Street,Comm lpmt,Eng,Park Maint,WWS	1	2,700	2,700			
28,091	27,487	44,500 7794-8	Software Maintenance & Rental Cont	racts -	Wastewater	Services	49,900	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTE BUDGE
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Dept sp	ecific software	1	27,000	27,000			
			Maint, S		1	4,500	4,500			
				W - 17%, shared w/Bldg,Comm Eng,Park Maint,Street	1	2,700	2,700			
			Hansen	development	1	5,000	5,000			
			Adobe I	Pro renewals	3	200	600			
			Office 3	65 licensing	1	6,000	6,000			
			Bluebea	am licensing	1	2,100	2,100			
			ESRI lic	ense	1	2,000	2,000			
19,605	19,811	0	7794-95	Software Maintenance & Rental Con	tracts - A	Ambulance		0	0	(
0	0	0	7794-96	Software Maintenance & Rental Con	tracts - 0	Grants		0	0	(
8,276	27,732	74,865	7794-97	Software Maintenance & Rental Con	tracts - A	ARPA		73,865	0	(
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			CitizenL	ab Software renewal	1	12,900	12,900			
			FAMS S	Software renewal	1	6,365	6,365			
			EUNA E	Budget renewal	1	40,600	40,600			
			NeoGov	/ licensing	1	14,000	14,000			
1,053	3,772	4,000	7800-15	M & S Equipment - Information Syst	ems			10,500	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				acement Computers	3	3,500	10,500			
19,412	6,391	17,000	7800-18	M & S Equipment - Hardware				12,000	0	(
			Descrip	tion	Units	Amt/Unit	Total			
				eplacements	2	1,500	3,000			
				eplacement Storage	1	1,500	1,500			
				Switch Replacements	2	2,500	5,000			
				ent Replacements	1	2,500	2,500			
0	0	0	7800-21	M & S Equipment - Software				0	0	
0	0	0	7800-24	M & S Equipment - Inventory				0	0	
0	0	0	7840	M & S Computer Charges				0	0	
2,689	4,138	400	7840-02	M & S Computer Charges - City Man	ager's O	ffice		0	0	
2,789	11,708	1,800	7840-03	M & S Computer Charges - City Cou	ncil			9,600	0	
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement Computers	5	1,920	9,600			

2026 ADOPTEI BUDGE	2026 APPROVED BUDGET	2026 PROPOSED BUDGET				Department : N/A Section : N/A Program : N/ A		2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
0	0	4,300			ng	M & S Computer Charges - Account	7840-05	3,300	974	4,671
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descript</u>			
			4,000	2,000	2	ment Laptops				
_	_		300	300	1	naintenance - Lexmark		_		
0	0	2,500				M & S Computer Charges - Legal	7840-08	0	0	2,429
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descript</u>			
	_		2,500	2,500	1	ment PC	•			
0	0	7,200			ing	M & S Computer Charges - Enginee	7840-10	8,700	9,014	4,268
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descript</u>			
			6,000	3,000	2	ment Mobile Computers	•			
_	_		1,200	1,200	1	naintenance		_		
0	0	2,000		S	esource	M & S Computer Charges - Human	7840-12	0	3,624	4,008
			<u>Total</u>	Amt/Unit	<u>Units</u>		<u>Descript</u>			
			2,000	2,000	1	ment Laptop	•			
0	0	0	pment	Econ Develo	ity Dev E	M & S Computer Charges - Commu	7840-14	0	0	3,824
0	0	0		lopment	ity Deve	M & S Computer Charges - Commu	7840-15	0	0	0
0	0	3,000	on	Administrati	ity Dev A	M & S Computer Charges - Commu	7840-16	0	0	0
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	Descript			
			3,000	3,000	1	ment mobile computer	Replace			
0	0	8,000		Current	ity Dev (M & S Computer Charges - Commu	7840-17	0	5,328	7,578
			Total	Amt/Unit	<u>Units</u>	<u>ion</u>	Descript			
			7,500	2,500	3	ment Computers	Replace			
			500	500	1	Copier (shared with Municipal Court, Admin)	Leased			
0	0	0		ong Range	ity Dev L	M & S Computer Charges - Commu	7840-18	0	1,408	5,227
0	0	0	iance	Code Compl	ity Dev (M & S Computer Charges - Commu	7840-19	0	6,063	0
0	0	40,400				M & S Computer Charges - Police	7840-20	125,100	56,738	25,207
			<u>Total</u>	Amt/Unit	<u>Units</u>	<u>ion</u>	<u>Descript</u>			
			1,000	1,000	1	ment Scanner	Replace			
			2,000	2,000	1	•	MDT Re			
			1,400	1,400	1	Replacement				
			24,000 12,000	2,000 6,000	12 2	ment Computers (12) pok Setups				

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2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
5,431	779	5,000 7840-25	M & S Computer Charges - Municipa	al Court			7,500	0	0
		<u>Descr</u>	<u>ption</u>	<u>Units</u>	Amt/Unit	Total			
		Repla	cement Computers	2	2,500	5,000			
		Polyco	om Replacement	1	2,500	2,500			
7,766	16,775	0 7840-30	M & S Computer Charges - Fire				0	0	0
0	0	0 7840-35	M & S Computer Charges - Parks &	Rec Adn	ninistration		4,000	0	0
		Descr	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Mobile	Computers	2	2,000	4,000			
901	2,347	8,050 7840-40	M & S Computer Charges - Aquatic	Center			5,000	0	0
		Descr	<u>ption</u>	<u>Units</u>	Amt/Unit	Total			
		Repla	cement Laptop	1	2,500	2,500			
		Active	net Peripherals	1	1,500	1,500			
		Printe	Maintenance	1	1,000	1,000			
3,584	264	0 7840-45	M & S Computer Charges - Commu	nity Cent	er		4,000	0	0
		<u>Descr</u>	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Repla	cement Laptop	1	2,000	2,000			
			Readers	1	1,000	1,000			
		Active	net Peripherals	1	1,000	1,000			
0	0	3,650 7840-55	M & S Computer Charges - Recreati	onal Spo	orts		4,000	0	0
		Descr	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Repla	cement Laptops	2	2,000	4,000			
5,016	1,629	2,800 7840-60	M & S Computer Charges - Senior C	enter			4,500	0	0
		Descr	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Repla	cement Computer	1	2,500	2,500			
		Active	net Peripherals	1	1,000	1,000			
		Card F	Reader	1	1,000	1,000			
0	0	0 7840-63	M & S Computer Charges - Park Dev	/elopmei	nt		0	0	0
5,925	4,279	7,000 7840-65	M & S Computer Charges - Park Ma	intenanc	е		7,000	0	0
		<u>Descr</u>	<u>ption</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
		Deskto	pp replacements (3) - 50%, shared with Street	1	5,500	5,500			
		Hanse	n Mobiles	1	1,500	1,500			
0	3,028	0 7840-68	M & S Computer Charges - Affordate	le Housi	ng		0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

J	•			OU - INI CINIMATION ST	O I LIVI	3 & JL	IVAICE	OND		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
9,492	8,141	24,900	7840-70	M & S Computer Charges - Library				18,200	0	0
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	Total			
			Replace	ement Desktops	2	2,500	5,000			
			Replace	ement Mobiles	6	2,200	13,200			
4,718	833	5,500	7840-75	M & S Computer Charges - Street				5,500	0	C
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Desktop	replacements	1	5,500	5,500			
0	0	0	7840-77	M & S Computer Charges - Airport				2,500	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement Laptop	1	2,500	2,500			
0	555	1,000	7840-80	M & S Computer Charges - Buildin	g			4,000	0	(
			Descrip	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Replace	ement Computer	1	3,000	3,000			
			Accela	peripherals	1	1,000	1,000			
14,059	7,554	13,300	7840-85	M & S Computer Charges - WWS				10,350	0	(
			Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>			
				ement Computers	5	2,000	10,000			
		_		oint Maintenance	1	350	350	_		
0	0	0	7840-90	M & S Computer Charges - Sewer I		ice		0	0	(
0	9,723	0	7840-95	M & S Computer Charges - Ambula	ance			0	0	(
0	0	0	7840-97	M & S Computer Charges - ARPA				89,565	0	(
			<u>Descrip</u>	<u>tion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Civic Ha	all / City AV Upgrades	1	89,565	89,565			
5,353	5,704	8,000	8280	Data Communications				8,000	0	(
759,615	812,008	1,106,154		TOTAL MATERIALS	AND SE	RVICES		1,044,017	0	(
				CAPITAL OUTLAY						
0	0	0	8730-05	Equipment - Computers - Hardware	е			0	0	(
0	0	0	8730-10	Equipment - Computers - Software				0	0	(
0	0		8730-25	Equipment - Computers - Grants				0	0	(
0	100,546	60,000		Capital Outlay Computer Charges				25,000	0	(
O	100,040	50,000	Descrip		<u>Units</u>	Amt/Unit	<u>Total</u>	20,000	Ü	·
			•	t Replacement	<u>Onits</u>	25,000	25,000			
0	26,249	Λ	8750-10	Capital Outlay Computer Charges	•	·	20,000	0	0	(
U	20,249	U	0130-10	Capital Outlay Computer Charges	- Liigiileei	ı ıı ıy		U	U	C

City of McMinnville Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

				00 - INI OKWATION 3131 LW3 & 3EKVICES	. 0110		
2023 CTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	0	0	8750-14	Capital Outlay Computer Charges - Community Dev Econ Development	0	0	0
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
0	91,321	114,000	8750-20	Capital Outlay Computer Charges - Police	80,000	0	0
			<u>Descript</u> RMS Up	_			
0	0	0	8750-25	Capital Outlay Computer Charges - Municipal Court	0	0	0
0	896	0	8750-30	Capital Outlay Computer Charges - Fire	0	0	0
0	0	0	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	26,249	0	8750-65	Capital Outlay Computer Charges - Park Maintenance	0	0	0
0	26,249	0	8750-75	Capital Outlay Computer Charges - Street	0	0	0
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	26,249	0	8750-85	Capital Outlay Computer Charges - Wastewater Services	0	0	0
0	984	0	8750-95	Capital Outlay Computer Charges - Ambulance	0	0	0
99,572	49,896	0	8750-97	Capital Outlay Computer Charges - ARPA Projects	0	0	0
99,572	348,638	251,036		TOTAL CAPITAL OUTLAY	105,000	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
83,453	200,245	125,901	Undesignate	Unappropriated Ending Fd Balance d carryover from proposed budget year to subsequent year, includes the excess venues over (under) expenditures from proposed budget year operations	175,338	0	0
98,528	215,320	140,976		TOTAL ENDING FUND BALANCE	190,413	0	0

City of McMinnville Budget Document Report

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,656,370	2,002,538	2,240,077	TOTAL REQUIREMENTS	2,125,930	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
1,656,370	2,002,539	2,240,077	TOTAL RESOURCES	2,125,930	0	0
1,656,370	2,002,539	2,240,077	TOTAL REQUIREMENTS	2,125,930	0	0



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 their employees.
- The FY2025-26 proposed budget remains a bit of an estimate as the insurance renewal process and audit remains underway as of the time of this printing.
- 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 12% has been applied to the general liability premium and 23% on property coverage compared to 2024-25 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:

- FY2025-26 workers compensation insurance is projected to be 8% higher than last year.
- City of McMinnville experience modifier for 2024-25 was 89%, lower than 99% 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 Due to the uncertainty of potential future insurance claims, the amounts allocated for the liability deductible, property & auto claims, and vehicle replacement are provisional estimates. As noted in the City's Fund Balance Policy (Resolution 2020-62), according to insurance industry standards, it is recommended that 8% to 10% of annual revenue be held in reserve. Based on the costs associated with the Insurance Services Fund, the reserve for FY2025-26 represents 16% of the total projected costs.

Mac-Town 2032 Strategic Plan This fund serves 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 sufficient to cover the City's property, liability, and workers compensation claim risks.

Insurance Services Fund

Core Services

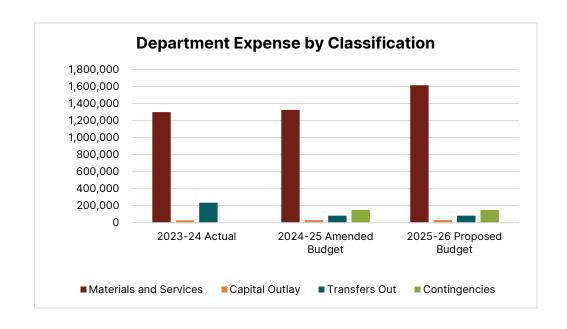
- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - · General liability insurance
 - · Automobile liability, collision, and comprehensive insurance
 - · Property, equipment, and excess crime insurance
 - Earthquake and boiler insurance
 - Employee workers' compensation insurance
 - Cyber liability insurance
- The entirety of the airport policy is charged to the Airport Maintenance fund.

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.
- Oyber liability insurance premiums continue to experience volatility. The forecasted increase for FY 2025-26 is 10%. The Information Services department is developing programming and utilizing best practices in the field to help the city mitigate its risk in this area.

Insurance Services Fund

	2024-25 Amended	2025-26 Proposed	
2023-24 Actual	Budget	Budget	Budget Variance
706,555	467,698	420,247	(47,451)
1,251,433	1,251,232	1,447,340	196,108
153,843	128,335	132,000	3,665
2,111,831	1,847,265	1,999,587	152,322
1,299,701	1,324,465	1,614,187	289,722
28,424	30,000	30,000	0
235,581	82,528	82,499	(29)
0	150,000	150,000	0
1,563,706	1,586,993	1,876,686	289,693
548,125	260,272	122,901	(137,371)
	706,555 1,251,433 153,843 2,111,831 1,299,701 28,424 235,581 0 1,563,706	2023-24 Actual Budget 706,555 467,698 1,251,433 1,251,232 153,843 128,335 2,111,831 1,847,265 1,299,701 1,324,465 28,424 30,000 235,581 82,528 0 150,000 1,563,706 1,586,993	2023-24 Actual Budget Budget 706,555 467,698 420,247 1,251,433 1,251,232 1,447,340 153,843 128,335 132,000 2,111,831 1,847,265 1,999,587 1,299,701 1,324,465 1,614,187 28,424 30,000 30,000 235,581 82,528 82,499 0 150,000 150,000 1,563,706 1,586,993 1,876,686



1985	City begins purchasing general and automobile liability, property, automobile	1997	City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per	2012	Insurance Services Fund surplus allocated to operating departments.
	physical damage insurance coverage from City County Insurance Services (CIS).	2000	year. Fire union members first	2015	Insurance Services Fund surplus allocated to operating departments.
1986	City begins purchasing workers' compensation insurance coverage from CIS		begin medical insurance cost sharing – 10% of premium.	2018	Insurance Services Fund surplus allocated to fund full-time Human Resources
	moving coverage from State Accident Insurance Fund.	2001	City begins participating in the CIS Liability Aggregate		Manager position in General Fund
1989	City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.		Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.	2018	Administration (until 2024) Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the
1991	Medical insurance cost sharing with City general service employees begins. Employees share medical	2003	Police union members first begin medical insurance cost sharing – 5% of premium.	2019	Ambulance Fund. Insurance Services Fund surplus allocated to operating departments.
	insurance increases with City 50-50.	2006	City re-establishes local agent relationship with	2022	Workers compensation coverage provider change
1995	Insurance Services Fund surplus funds Community		Hagan-Hamilton Insurance Agency.		to SAIF after CIS withdraws this line of
1995	Center seismic retrofit. Insurance Services Fund	2009	Medical insurance no longer allocated through	2024	service.
	surplus funds significant portion of Library roof repair and seismic retrofit.		Insurance Services Fund; costs charged directly to departments.	2024	Voter approval of the fire district measure means transition with insurance coverage policies.

			03 - INCONANCE CERVICES I CIVE			
2026 ADOPTED BUDGET	2026 APPROVED BUDGET	2026 PROPOSED BUDGET	Department : N/A Section : N/A Program : N/A	2025 AMENDED BUDGET	2024 ACTUAL	2023 ACTUAL
			RESOURCES			
			BEGINNING FUND BALANCE			
0	0	420,247	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	467,698	706,555	829,517
0	0	420,247	TOTAL BEGINNING FUND BALANCE	467,698	706,555	829,517
			CHARGES FOR SERVICES			
0	0	625,638	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.	552,121	536,987	537,912
0	0	483,863	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.	379,430	361,311	311,877
0	0	337,839	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	319,681	353,136	415,015
0	0	1,447,340	TOTAL CHARGES FOR SERVICES	1,251,232	1,251,433	1,264,804
			MISCELLANEOUS			
0	0	12,000	6310 Interest	9,000	11,939	8,159
0	0	25,000	6510-05 Insurance Loss Reimbursement - Property	25,000	0	28,218
0	0	5,000	6510-10 Insurance Loss Reimbursement - Parks	5,000	0	0
0	0	20,000	6510-15 Insurance Loss Reimbursement - Automobile	20,000	26,219	3,429
0	0	25,000	6600 Other Income Includes annual SAIF dividend	25,000	69,328	0
0	0	45,000	6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit	44,335	46,358	38,929
0	0	132,000	TOTAL MISCELLANEOUS	128,335	153,843	78,736
0	0	1,999,587	TOTAL RESOURCES	1,847,265	2,111,831	2,173,057

•	-			05 - INSURANCE SERVICES I SND			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7750	Professional Services	0	0	0
1,519	1,063	3,900		Professional Services - Audit & other city-wide prof svc ed city-wide for audit, Section 125 plan administrative fees, and other ous professional service expenses	3,250	0	0
837,609	944,656	901,179	Insurance p	Property & Liability Ins Premium remiums for the following coverages: general liability, automobile, property, le equipment, earthquake, employee crime coverage, and boiler and machinery.	1,154,501	0	0
2,525	0	0	8330-21	Liability Aggregate Deductible - 2020 - 2021	0	0	0
-1,996	0	0	8330-22	Liability Aggregate Deductible - 2021 - 2022	0	0	0
8,166	0	0	8330-23	Liability Aggregate Deductible - 2022 - 2023	0	0	0
0	16,197	50,000	8330-24	Liability Aggregate Deductible - 2023 - 2024	0	0	0
0	0	0	8330-25	Liability Aggregate Deductible - 2024 - 2025	0	0	0
0	0	0	8330-26 Total Liabilit	Liability Aggregate Deductible - 2025 - 2026 ty deductible is \$50,000 for the year	50,000	0	0
339,497	326,286	319,386	8350	Workers' Compensation	356,436	0	0
2,655	0	0	8350-20	Workers' Compensation - 2019 - 2020 Retro	0	0	0
1,859	0	0	8350-21	Workers' Compensation - 2020 - 2021 Retro	0	0	0
30,741	0	25,000	8370-05 The City's p	Property & Auto Damage Claims - Property Loss & Damage property insurance carries a \$1,000 deductible.	25,000	0	0
0	0	5,000	8370-10	Property & Auto Damage Claims - Park Loss & Damage	5,000	0	0
9,151	11,500	20,000		Property & Auto Damage Claims - Automobile Damage automobile insurance carries a \$500 collision deductible and a \$250 sive deductible.	20,000	0	0
1,231,727	1,299,701	1,324,465		TOTAL MATERIALS AND SERVICES	1,614,187	0	0
				CAPITAL OUTLAY			
0	28,424	30,000	8850-10	Vehicles - Replacement	30,000	0	0
0	28,424	30,000		TOTAL CAPITAL OUTLAY	30,000	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : N/A Section : N/A Program : N/ A				2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
				TRANSFERS OUT						
208,884	205,297	82,528	9700-01	Transfers Out - General Fund				82,499	0	0
			<u>Descri</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Admini suppor	stration and Finance personnel services t.	1	82,499	82,499			
6,473	7,225	0	9700-20	Transfers Out - Street				0	0	0
3,236	5,007	0	9700-70	Transfers Out - Building				0	0	0
16,182	18,052	0	9700-75	Transfers Out - Wastewater Ser	vices			0	0	0
234,775	235,581	82,528		TOTAL TRA	NSFERS O	<u>JT</u>		82,499	0	0
				CONTINGENCIES						
0	0	150,000	9800	Contingencies				150,000	0	0
0	0	150,000		TOTAL CON	TINGENCIE	<u>S</u>		150,000	0	0
				ENDING FUND BALANCE						
706,555	548,125	260,272	Undesignat	Unappropriated Ending Fd Bala red carryover from proposed budget year to evenues over (under) expenditures from pr	subsequent ye			122,901	0	0
706,555	548,125	260,272		TOTAL ENDING	FUND BAL	ANCE		122,901	0	0
2,173,057	2,111,831	1,847,265		TOTAL REG	QUIREMENT	S		1,999,587	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
2,173,057	2,111,831	1,847,265	TOTAL RESOURCES	1,999,587	0	0
2,173,057	2,111,831	1,847,265	TOTAL REQUIREMENTS	1,999,587	0	0

FIRE DISTRICT TRANSITION FUND

<u> Organization Set – Departments</u> <u>Organ</u>	<u>ization Set #</u>
• Fire Administration & Operations 99)-70
 Fire Prevention & Life Safety 	-73
Ambulance 99	-79
 Non-Departmental 	-99

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

2023 Actual for the McMinnville Fire Department can be found in the General Fund (organization sets: 01-15-070, 01-15-073, & 01-15-079).

Fire District Transition Fund

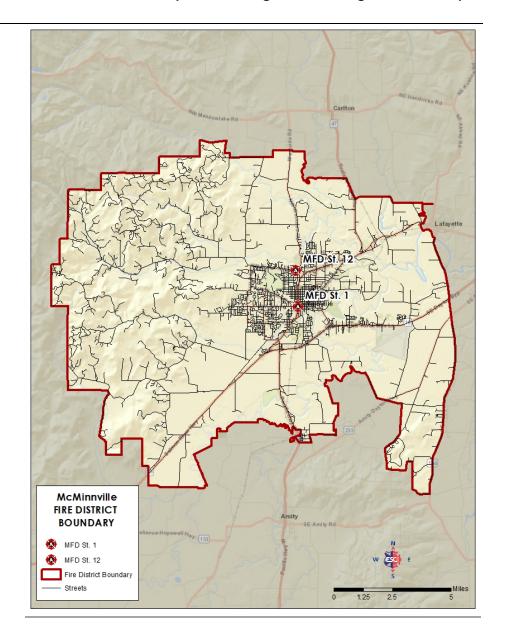
Budget Highlights

McMinnville Fire District (MFD) – Voters in the City of McMinnville and parts of Yamhill County approved a ballot measure consolidating efforts for a new fire district to provide fire and emergency services that reach staffing and response goals on critical incidents and is sustainable into the future.

While the MFD is operationally independent, revenues that are associated with ambulance transports which took place under the City of McMinnville's license will continue to be remitted to the City and passed on to MFD.

Core Services

During FY2023-24, the City supported critical fire and emergency medical services by performing the administrative support function of collecting revenues and passing them through to the MFD serves the MacTown 2032 strategic objectives of City Government Capacity and Community Safety and Resiliency.



Fire District Transition

F		C
Funa	Cost	Summary

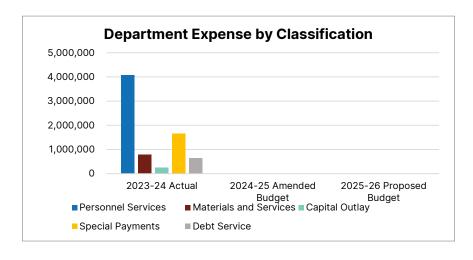
, ,	2023-24 Actual	2024-25 Amended Budget	2025-26 Proposed Budget	Budget Variance
Revenue				
Charges for Services	2,231,289	0	0	0
Intergovernmental	4,828,476	0	0	0
Licenses and Permits	5,090	0	0	0
Miscellaneous	91,636	0	0	0
Transfers In	252,888	0	0	0
Revenue Total	7,409,378	0	0	0
Expenses				
Personnel Services	4,080,305	0	0	0
Materials and Services	778,160	0	0	0
Capital Outlay	256,446	0	0	0
Special Payments	1,648,962	0	0	0
Debt Service	645,505	0	0	0
Expenses Total	7,409,378	0	0	0
Ending Fund Balance	0	0	0	0
	Adopted	Adopted	Adopted	Proposed
	2022-23	2023-24	2024-25	2025-26

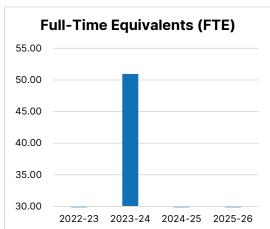
*51.78 FTE in General

Full-Time Equivalents (FTE)

50.94

*51.78 FTE in General Fund - Fire Department





			33 TIKE DIGITAGE TRANSPORT ON			
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			LICENSES AND PERMITS			
0	5,090	0 4490	Licenses & Permits - Misc	0	0	0
0	5,090	0	TOTAL LICENSES AND PERMITS	0	0	0
			INTERGOVERNMENTAL			
0	-1,493	0 4555	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
0	9,071	0 4840-05	OR Conflagration Reimbursement - Personnel	0	0	0
0	5,390	0 4840-10	OR Conflagration Reimbursement - Equipment	0	0	0
0	12,969	0	TOTAL INTERGOVERNMENTAL	0	0	0
			CHARGES FOR SERVICES			
0	1,907	0 5340	Fire Department Service Fees	0	0	0
0	19,727	0 5400	Property Rentals	0	0	0
0	21,634	0	TOTAL CHARGES FOR SERVICES	0	0	0
			MISCELLANEOUS			
0	2,754	0 6410	Donations - Fire	0	0	0
0	55	0 6600	Other Income	0	0	0
0	36,722	0 6600-22	Other Income - Airshow	0	0	0
0	39,531	0	TOTAL MISCELLANEOUS	0	0	0
0	79,224	0	TOTAL RESOURCES	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	-47,061	0 7000	Salaries & Wages	0	0	0
0	791,905	0 7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	1,808	0 7000-15	Salaries & Wages - Temporary	0	0	C
0	8,165	0 7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	C
0	182,068	0 7000-20	Salaries & Wages - Overtime	0	0	0
0	500	0 7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	-28,574	0 7300	Fringe Benefits	0	0	0
0	59,717	0 7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	14,043	0 7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	326,304	0 7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	106,543	0 7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	17,975	0 7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	436	0 7300-25	Fringe Benefits - Life Insurance	0	0	0
0	1,427	0 7300-30	Fringe Benefits - Long Term Disability	0	0	0
0	34,052	0 7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	239	0 7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	627	0 7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	100	0 7400-05	Fringe Benefits - Volunteers - Life Insurance	0	0	0
0	4,834	0 7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
0	51,296	0 7400-15	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current	0	0	0
0	6,341	0 7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance	0	0	0
0	1,532,745	0	TOTAL PERSONNEL SERVICES	0	0	C
			MATERIALS AND SERVICES			
0	1,378	0 7515	City Services Charge expense	0	0	0
0	1,907	0 7540	Employee Events	0	0	C
0	9,916	0 7550	Travel & Education	0	0	0
0	14,092	0 7590	Fuel - Vehicle & Equipment	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	9,989	0	7600	Utilities	0	0	0
0	15,526	0	7610-05	Insurance - Liability	0	0	0
0	33,413	0	7610-10	Insurance - Property	0	0	0
0	9,084	0	7620	Telecommunications	0	0	0
0	1,165	0	7630-05	Uniforms - Employee	0	0	0
0	3,517	0	7630-15	Uniforms - Protective Clothing	0	0	0
0	3,374	0	7650	Janitorial	0	0	0
0	8,089	0	7660	Materials & Supplies	0	0	0
0	388	0	7700	Hazardous Materials	0	0	0
0	1,173	0	7720	Repairs & Maintenance	0	0	0
0	1,700	0	7720-06	Repairs & Maintenance - Equipment	0	0	0
0	9,749	0	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
0	42,689	0	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	545	0	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
0	1,811	0	7720-22	Repairs & Maintenance - Breathing Apparatus	0	0	0
0	53,287	0	7750	Professional Services	0	0	0
0	4,861	0	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	16,832	0	7790	Maintenance & Rental Contracts	0	0	0
0	2,066	0	7800	M & S Equipment	0	0	0
0	598	0	7800-09	M & S Equipment - Radios	0	0	0
0	37,043	0	8090	Hydrant Rental & Maintenance	0	0	0
0	211	0	8110	Hoses, Nozzles, & Adapters	0	0	0
0	6,163	0	8120	Hose & Ladder Testing	0	0	0
0	29,717	0	8180-05	YCOM - Other Governmental Services	0	0	0
0	320,284	0		TOTAL MATERIALS AND SERVICES	0	0	0
0	1,853,029	0		TOTAL REQUIREMENTS	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 73 - FIRE PREVENTION & LIFE SAFETY Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	10,000	0 4774-06	OR State Fire Marshall - Wildland/Urban Interface	0	0	0
0	10,000	0	TOTAL INTERGOVERNMENTAL	0	0	0
0	10,000	0	TOTAL RESOURCES	0	0	0

2023	2024	2025		Department : 73 - FIRE PREVENTION & LIFE SAFETY	2026	2026	2026
ACTUAL	ACTUAL	AMENDED		Section: N/A	PROPOSED	APPROVED	ADOPTED
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	119,954	0 7	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	370	0 7	7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	0
0	6,248	0 7	7000-20	Salaries & Wages - Overtime	0	0	0
0	7,722	0 7	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	1,806	0 7	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	42,287	0 7	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	18,156	0 7	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	1,875	0 7	7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	55	0 7	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	235	0 7	7300-30	Fringe Benefits - Long Term Disability	0	0	0
0	4,912	0 7	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	21	0 7	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	66	0 7	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	39	0 7	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
0	203,745	0		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
0	2,749	0 7	7550	Travel & Education	0	0	0
0	1,046	0 7	7750	Professional Services	0	0	0
0	8	0 7	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	35	0 8	8080	Fire Prevention Education	0	0	0
0	3,838	0		TOTAL MATERIALS AND SERVICES	0	0	0
0	207,583	0		TOTAL REQUIREMENTS	0	0	0

2023	2024	2025	Department : 79 - AMBULANCE	2026	2026	2026
ACTUAL	ACTUAL	AMENDED BUDGET	Section: N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
		BODGET	Program : N/A	BODGET	BODGET	BODGE
			RESOURCES			
			<u>INTERGOVERNMENTAL</u>			
0	-3,483	0 4555	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
0	413,120	⁰ 4555-0 5	Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)	0	0	0
0	3,024	0 4840-05	OR Conflagration Reimbursement - Personnel	0	0	0
0	412,661	0	TOTAL INTERGOVERNMENTAL	0	0	0
			CHARGES FOR SERVICES			
0	2,133,200	0 5700	Transport Fees	0	0	0
0	76,455	0 5710	FireMed Fees	0	0	0
0	2,209,655	0	TOTAL CHARGES FOR SERVICES	0	0	0
			MISCELLANEOUS			
0	155	0 6460	Donations - Ambulance	0	0	0
0	2,470	0 6600	Other Income	0	0	0
0	19,773	0 6600-22	Other Income - Airshow	0	0	0
0	29,706	0 6610	Collections - EMS	0	0	0
0	52,105	0	TOTAL MISCELLANEOUS	0	0	0
0	2,674,421	0	TOTAL RESOURCES	0	0	0

get Docum	chi report		99 - FIRE DISTRICT TRANSITION FUND	,		
2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 79 - AMBULANCE Section : N/A Program : N/ A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2020 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	-64,780	0 7000	Salaries & Wages	0	0	(
0	1,223,189	0 7000-05	Salaries & Wages - Regular Full Time	0	0	
0	330,314	0 7000-20	Salaries & Wages - Overtime	0	0	
0	700	0 7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	
0	-39,919	0 7300	Fringe Benefits	0	0	(
0	94,308	0 7300-05	Fringe Benefits - FICA - Social Security	0	0	
0	22,200	0 7300-06	Fringe Benefits - FICA - Medicare	0	0	(
0	521,320	0 7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	
0	165,461	0 7300-20	Fringe Benefits - Medical Insurance	0	0	
0	31,150	0 7300-22	Fringe Benefits - VEBA Plan	0	0	
0	729	0 7300-25	Fringe Benefits - Life Insurance	0	0	
0	2,275	0 7300-30	Fringe Benefits - Long Term Disability	0	0	
0	55,541	0 7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	
0	412	0 7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	915	0 7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	
0	2,343,815	0	TOTAL PERSONNEL SERVICES	0	0	
			MATERIALS AND SERVICES			
0	1,280	0 7500	Credit Card Fees	0	0	
0	357	0 7540	Employee Events	0	0	
0	9,339	0 7550	Travel & Education	0	0	
0	28,704	0 7590	Fuel - Vehicle & Equipment	0	0	
0	351	0 7600	Utilities	0	0	
0	23,566	0 7610-05	Insurance - Liability	0	0	
0	12,004	0 7610-10	Insurance - Property	0	0	
0	9,097	0 7620	Telecommunications	0	0	
0	2,066	0 7630-05	Uniforms - Employee	0	0	
0	111	0 7640	Laundry	0	0	

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET		Department : 79 - AMBULANCE Section : N/A Program : N/ A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	1,125	0	7650	Janitorial	0	0	0
0	10,968	0	7660	Materials & Supplies	0	0	0
0	21	0	7660-15	Materials & Supplies - Postage	0	0	0
0	74,940	0	7660-45	Materials & Supplies - Medical Equipment & Supplies	0	0	0
0	675	0	7660-55	Materials & Supplies - Oxygen	0	0	0
0	3,570	0	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
0	28,326	0	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	1,012	0	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
0	9,888	0	7735	Rental Property	0	0	0
0	149,251	0	7750	Professional Services	0	0	0
0	8,511	0	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	23,621	0	7790	Maintenance & Rental Contracts	0	0	0
0	68	0	7800-09	M & S Equipment - Radios	0	0	0
0	55,189	0	8180-05	YCOM - Other Governmental Services	0	0	0
0	454,039	0		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
0	256,446	0	8850-15	Vehicles - Grants	0	0	0
0	256,446	0		TOTAL CAPITAL OUTLAY	0	0	0
0	3,054,300	0		TOTAL REQUIREMENTS	0	0	0

2023	2024	2025	Department : 99 - NON-DEPARTMENTAL	2026	2026	2026
ACTUAL	ACTUAL	AMENDED	Section : N/A Program : N/A	PROPOSED	APPROVED BUDGET	ADOPTED BUDGET
		BUDGET		BUDGET		
			RESOURCES			
			INTERGOVERNMENTAL			
0	4,392,846	0 5029	McMinnville Fire District	0	0	0
0	4,392,846	0	TOTAL INTERGOVERNMENTAL	0	0	0
			TRANSFERS IN			
0	252,888	0 6900-01	Transfers In - General Fund	0	0	0
0	252,888	0	TOTAL TRANSFERS IN	0	0	0
0	4,645,734	0	TOTAL RESOURCES	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED	Department : 99 - NON-DEPARTMENTAL Section : N/A	2026 PROPOSED	2026 APPROVED	2026 ADOPTEI
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGE
			REQUIREMENTS			
			SPECIAL PAYMENTS			
0	1,648,962	0 9394	Inter-Agency Payment Out	0	0	0
0	1,648,962	0	TOTAL SPECIAL PAYMENTS	0	0	0
			DEBT SERVICE			
0	626,817	0 9442-05	2014 Fire Vehicle Financing - Principal	0	0	0
0	18,688	0 9442-10	2014 Fire Vehicle Financing - Interest	0	0	0
0	645,505	0	TOTAL DEBT SERVICE	0	0	0
0	2,294,467	0	TOTAL REQUIREMENTS	0	0	0

2023 ACTUAL	2024 ACTUAL	2025 AMENDED BUDGET	Department : 70 - FIRE ADMINISTRATION & OPERATIONS Section : N/A Program : N/A	2026 PROPOSED BUDGET	2026 APPROVED BUDGET	2026 ADOPTED BUDGET
0	7,409,378	0	TOTAL RESOURCES	0	0	0
0	7,409,378	0	TOTAL REQUIREMENTS	0	0	0





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). Typically done in McMinnville in last Council meeting of June.

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. McMinnville closed the grant in June 2023 utilizing the Revenue Recovery option for jurisdictions that received less than \$10 million. Projects recommended by Budget Committee and approved by Council will continue to be carried out utilizing committed funds equal to the amount not spent on designated projects on June 30, 2023.

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. McMinnville has committed funds associated with the ARPA grant so that Council-approved projects continue to progress.

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 formerly managed by the City Parks and Recreation Department. The last budgeted expenses for the program were in FY2021-22.

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. This asset was transferred to the new McMinnville Fire District in FY2023-24.

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.

McMinnville Fire District (MFD) – Created by a voterapproved ballot measure in May 2023 that began on July 1, 2023, as an independent taxing district. The City's expenditure on fire and emergency management services transferred to the MFD in FY2023-24.

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 months' 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 VEBA plan as part of their benefit package.