



# 2005 – 2006 Proposed Budget --- Budget Summary General Fund – Planning

## 2005 – 2006 Planning Department Budget Highlights

- Provides resources at levels necessary to maintain pace with projected private and public development activity.
  - Approximately 90 percent of the department's activities and related costs are supported by the general fund, with the remaining 10 percent from land use fees.
    - Long-range planning activities (e.g., comprehensive planning, ordinance reviews, special projects) are entirely general fund supported.
    - Approximately 50 percent of the department's direct costs required to process land use applications are recovered through land use fees (indirect costs are not included in this estimate).
- Funds professional services --- legal and planning --- to assist in the City's defense of the adopted *McMinnville Growth Management and Urbanization Plan*.
- New Programs, Projects, or Equipment:
  - Supports some of the planning related 2005 – 06 City Council goals:
    - Sign ordinance
    - Economic development program
    - Annexation ordinance review
    - "Skinny Street" standard review
    - Downtown improvement planning
  - Shifts Administrative Assistant's time allocation from Finance / Admin / Municipal Court duties (0.25 percent of her time) entirely to Community Development departments. This shift reflects the need for additional assistance within the Planning Department to address Council goals.
  - \$1,800 --- Computer Equipment:
    - Desktop computer replacement -1

## Full-Time Equivalents

	<u>2004 - 2005</u>	<u>Change</u>	<u>2005 - 2006</u>
FTE Adopted Budget	4.25		
Administrative Specialist I		+ 0.25	
FTE Proposed Budget			4.50

## Short- and Long-Term Issues

### ➤ Short-Term Issues

- Keep pace with development activity and its complexity
- Bring to a close the legal challenges to the City's adopted *Growth Management and Urbanization Plan*.
- Complete the Transportation System Plan.
- Initiate work on 2005-06 Council goals.
- Respond to Measure 37 claims in timely manner.

### ➤ Long-Term Issues

- Implement the plans and policies contained in the *Growth Management and Urbanization Plan* in order to accommodate projected growth.
- Provide additional legal support in order to respond effectively to various land use issues (Measure 37, sign ordinance review, law suits).
- Review and update the City's comprehensive plan and implementing ordinances to reflect the community's vision and needs of the changing population.

# 2005 – 2006 Proposed Budget --- Budget Summary

## General Fund – Planning

### Core Services

#### **➤ Current Planning**

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

#### **➤ Long-Range Planning**

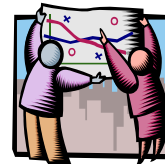
- Responsible for maintaining and updating the comprehensive plan; analyzing and forecasting economic and growth related trends; and, assisting in the preparation of utility (transportation, sanitary and storm sewer, parks) master plans.
- Most long-range planning work is project related and driven by local, state, or federal dictates.

#### **➤ Economic Development**

- Advises and assists public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Active partner with McMinnville Industrial Promotions (MIP), Chamber of Commerce, and private business interests in newly formed McMinnville Economic Development Partnership (MEDP). Through this partnership the department represents the City's interests in economic development, assists in the preparation of business recruitment and retention materials, and responds to various business inquiries.



The Planning Department was integral in the adoption of the McMinnville Highway 18/99W South Interchange Access Management Plan In 2002; the first of its kind in the State.



In the past year, over half of all City Council agenda items involved planning or land-use issues.



The Planning Department's staff of four served over 2,000 people at the counter last year and responded to nearly 12,000 phone calls.



The Planning Department was instrumental in drafting the 1997 Public Transit Feasibility Study.

Planning Department serves as support staff to some 10 different committees and review bodies. Last year, Planning Department staff spent 26 evening hours at Planning Commission meetings alone.



The Planning Department initiated the City's first Public Facility Plan.



## General Fund – Planning Dept --- Historical Highlights

**1856** W.T. Newby plats townsite that is to become McMinnville on five-acre parcel located a short distance west of the present McMinnville Library. Planning of the city unofficially begins.

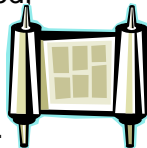


**1866** According to *The Register*, McMinnville has “300 residents with five stores, three blacksmith shops, two wagon shops, one silversmith, one shoe shop, two doctors, one flour mill, and no licensed beer or grog saloons.”



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

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



**1948** First McMinnville Planning Commission appointed.

**1968** McMinnville Zoning Ordinance adopted, the city’s first comprehensive zoning ordinance.



**1968** City’s first downtown master plan also adopted, “Planning for the Central Area”.

**1970** City population passes 10,000.



**1976** City hires its first professional planner, Bruce Davis.

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



**1988** Water & Light funds additional City planner position and continues to fund a portion of one planner.

**1993** City residents number more than 20,000.

**1996** City voters pass Charter amendment requiring voter- approved annexation. (By the end of 2004, voters have approved 35 of the 39 submitted annexation measures.)

**1999** City planners work with Downtown Steering Committee and update Downtown Master Plan.

**2002** City adopts Access Management Plan for southwest McMinnville, the first such plan in Oregon.

**2003** After more than eight years work, the City adopts the “McMinnville Growth Management and Urbanization Plan.” The plan provides direction for accommodating the estimated 15,000 additional people forecast to move to McMinnville in the next 20 years.

**2003** Total number of housing units within McMinnville surpasses 10,000.



**2004** Following more than a decade of explosive growth, City’s population unofficially hits 30,000. McMinnville is Oregon’s 15<sup>th</sup> most populated city.

**PLANNING**

2005-06

10-May-05

01	19									
ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED		
2002-03	2003-04	2004-05			EMPLOYEES	2005-06	2005-06	2005-06		
<b>REQUIREMENTS</b>										
<b><u>PERSONAL SERVICES</u></b>										
76,272	76,272	77,408	80235-00	PLANNING DIRECTOR	1.00	79,478	0	0		
				Doug Montgomery						
56,052	56,802	98,648	80303-00	SENIOR PLANNER	1.00	59,327	0	0		
				Ron Pomeroy						
0	0	0	80311-00	ASSOCIATE PLANNER	1.00	52,932	0	0		
				Genny Bond						
37,848	38,088	0	80321-00	ASSISTANT PLANNER	0.00	0	0	0		
37,752	37,752	38,322	80353-00	EXECUTIVE SECRETARY	1.00	39,357	0	0		
				Pam Anderson						
0	2,655	6,604	80369-00	ADMINISTRATIVE SPECIALIST I	0.50	14,243	0	0		
				Sarah Sullivan:						
				50% Planning Department						
				15% Engineering Department						
				35% Building Division						
Budget Note: Increase of time allotment to the Planning Department of .25 FTE to provide additional assistance to address City Council planning goals. Increased time re-allotment came from Administration and Finance, .15 FTE; Municipal Court, .05 FTE; and Engineering, .05 FTE.										
6,066	3,297	0	80375-00	OFFICE SPECIALIST I	0.00	0	0	0		
0	0	0	80385-00	EXTRA HELP - OFFICE	0.00	0	0	0		
0	0	1,000	80386-00	OVERTIME	0.00	1,000	0	0		
0	0	0	80388-00	FRINGE BENEFITS:	0.00	0	0	0		
15,616	15,332	16,982	80389-00	FICA	0.00	18,845	0	0		
43,779	40,674	42,020	80390-00	PERS, OPSRP & IAP	0.00	59,590	0	0		
24,791	29,667	36,925	80391-00	HEALTH INSURANCE	0.00	41,190	0	0		
383	374	374	80392-00	LIFE INSURANCE	0.00	310	0	0		
617	574	619	80393-00	WORKERS' COMPENSATION INS	0.00	637	0	0		
0	0	500	80394-00	UNEMPLOYMENT	0.00	500	0	0		
1,222	1,216	1,259	80395-00	DISABILITY INSURANCE	0.00	1,398	0	0		
300,398	302,703	320,661		<b>TOTAL PERSONAL SERVICES</b>	4.50	368,807	0	0		

**PLANNING**

2005-06

10-May-05

01	19	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
					<b><u>MATERIALS &amp; SERVICES</u></b>				
		3,206	3,226	8,000	<b>80411-00 PUBLIC NOTICES &amp; PRINTING</b>	0.00	8,000	0	0
					Legal notices of Citizens Advisory Committee (CAC), Historic Landmarks Committee, Planning Commission, and City Council hearings on land-use items; printing of various brochures, plan documents, and application forms; and advertising of job openings.				
		221	1,387	440	<b>80420-00 EMPLOYEE DEVELOPMENT</b>	0.00	500	0	0
					"In-house" presentations, seminars, and workshops providing continuing development for City employees.				
		1,544	775	2,250	<b>80421-00 TRAVEL &amp; EDUCATION</b>	0.00	3,000	0	0
					Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association Conference, and Oregon Planners' Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission quarterly training sessions and dinners are also				
		2,665	2,728	3,500	<b>80451-00 TELECOMMUNICATIONS</b>	0.00	3,500	0	0
		4,328	4,845	5,000	<b>80461-00 MATERIALS &amp; SUPPLIES</b>	0.00	5,000	0	0
					Office supplies and planning publications.				
		0	0	500	<b>80471-00 REPAIRS &amp; MAINTENANCE</b>	0.00	500	0	0
		1,200	1,300	1,600	<b>80511-00 INSURANCE-PROPERTY &amp; LIABILITY</b>	0.00	1,600	0	0
		755	1,916	975	<b>80611-00 PROFESSIONAL SERVICES:</b>	0.00	1,050	0	0
					1,000 Audit fee allocation				
					50 Section 125 employee accounts administration fee				
		0	18,733	30,000	<b>80611-01 PS - LEGAL</b>	0.00	25,000	0	0
					Contract attorney services to assist the City defend the adopted "McMinnville Growth Management and Urbanization Plan" before the Land Conservation & Development Commission (LCDC), Circuit Court, and Land Use Board of Appeals (LUBA).				
		3,979	1,243	12,000	<b>80611-03 PS - ANNEXATION ELECTIONS</b>	0.00	12,000	0	0
					10,000 Election expense related to the November 2005 election - reimbursed by developers through Planning Fees - Annexation, Account #01-00-60027-01				
					2,000 Publication expense				
		219	194	300	<b>80611-05 PS - HUMAN RESOURCES</b>	0.00	800	0	0
		62,992	63	20,000	<b>80611-13 PS - DLCD URBAN GROWTH BDRY</b>	0.00	10,000	0	0
					Contract planning services to assist the City refine the adopted "McMinnville Growth Management and Urbanization Plan", should it be remanded by the Land Conservation and Development Commission (LCDC), Circuit Court, or the Land Use Board of Appeals (LUBA) for additional work.				
		0	0	5,000	<b>80611-18 PS - DOWNTOWN PLAN TF 2000</b>	0.00	0	0	0
		9,620	3,760	5,305	<b>80612-00 COMPUTER SERVICES - IS FUND</b>	0.00	5,142	0	0
					Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				

**PLANNING**

**2005-06**

10-May-05

01	19	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
		60	0	300	<b>80631-00 MAINT &amp; RENTAL CONTRACTS</b>	0.00	300	0	0
		0	0	0	<b>80680-00 M&amp;S ASSETS:</b>	0.00	0	0	0
					Materials & Supplies Asset purchases, with values under \$4,999 and more than one-year useful life.				
		142	199	500	<b>80681-00 M&amp;S EQUIPMENT</b>	0.00	0	0	0
		1,650	950	15,536	<b>80683-00 M&amp;S COMPUTERS - IS FUND</b>	0.00	6,313	0	0
					1,800 Department Equipment				
					Replacement computer with 17" monitor				
					491 M&S Equipment - IS Department				
					313 M&S Equipment - Network Software				
					1,857 M&S Equipment - Network Hardware				
					1,852 Capital Equipment - Network Hardware/Software				
		92,581	41,319	111,206	<b>TOTAL MATERIALS &amp; SERVICES</b>	0.00	82,705	0	0
					<b><u>CAPITAL OUTLAY</u></b>				
		0	0	0	<b>80701-00 EQUIPMENT</b>	0.00	0	0	0
		0	0	0	<b>80704-00 EQUIPMENT - COMPUTER - IS FUND</b>	0.00	0	0	0
		0	0	0	<b>80771-00 BUILDING IMPROVEMENTS</b>	0.00	0	0	0
		0	0	0	<b>TOTAL CAPITAL OUTLAY</b>	0.00	0	0	0
		<b>392,979</b>	<b>344,022</b>	<b>431,867</b>	<b>TOTAL REQUIREMENTS</b>	4.50	<b>451,512</b>	<b>0</b>	<b>0</b>