



2005 – 2006 Proposed Budget --- Budget Summary General Fund – Administration & Finance

2005 – 2006 Administration & Finance Budget Highlights

- **Technical Services Accountant** --- Part-time hours increased by .25 FTE to address two significant Finance Department projects:
 - Community Choices Level of Service Project.
 - Selection and implementation of new financial system.

- **Extra Help – Administrative Support** --- New .48 FTE part-time position to partially back-fill the loss of .15 FTE from Finance and Administration to the Planning Department with an FTE increase to help address the significant workload in the City Attorney's Office.

- **Extra Help – Finance** --- \$5,000 increase of extra help hours to help “back fill” accountant's time to address increased workload due to selection and implementation of new financial system.

- **Public Notices & Printing** --- \$7,500 Community Choices public information printing related to the Community Choices Level of Service Project.

- **Repairs – City Hall** --- \$6,500 City Hall overhead lighting retrofit project that will be partially offset by energy credits and future energy savings.

- **Professional Services** --- \$7,500 Community Choices survey.



	<u>2004 - 2005</u>	<u>Change</u>	<u>2005 - 2006</u>
FTE Adopted Budget	9.61		
Tech Services Accountant	+	0.25	
Administrative Specialist I	-	0.15	
Extra Help - Admin Support	+	0.48	
Extra Help - Finance	+	<u>0.12</u>	
FTE Proposed Budget	+	0.70	10.31

Short- and Long-Term Issues

➤ **City Manager's Office**

Short-Term Issues --- Addressed by 2004 – 2005 Proposed Budget

Long-Term Issues

- The ability to finance growing operations and capital needs, including facility needs, with relatively flat revenues.
- Filling key managerial positions due to retirements.

➤ **City Attorney's Office**

Short-Term Issues --- Addressed by 2004 – 2005 Proposed Budget.

Long-Term Issues

- Update the City of McMinnville Municipal Code.
- Ability to provide timely legal advice and timely legal representation for the Mayor, City Council, City Manager, Department Heads, and City employees.

2005 – 2006 Proposed Budget --- Budget Summary

General Fund – Administration & Finance

Short- and Long-Term Issues - Continued

Finance Department

Short-Term Issues

- Addressed by 2004 – 2005 Proposed Budget.
- During 2005 – 2006, the Finance Department and the Information Services Department will work on the joint project of selecting a new City accounting financial system.
- The Information Systems & Services Fund has a \$225,000 Designated Fund Balance saved toward the purchase of a new accounting financial system.

Long-Term Issues

- Continue improving reporting capabilities, particularly internal reports, which helps to increase personnel efficiency for operating departments. New financial system should address this issue.
- Official City records storage needs adequate space and atmosphere controlled environment particularly for long-term historical records retention.
- Due to staffing levels, the Finance Department has little ability to participate in professional organizations or to attend professional development seminars.

Core Services

City Manager's Office

- Provides leadership and support to City government operations and the City Council.
- Coordinates the accomplishment of City Council goals.
- Provides information, support, 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.
- Coordinates City human resources.

City Attorney's Office

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

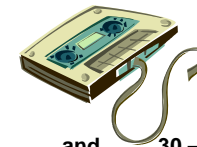
Finance Department

- Provides accurate accounting services for City and YCOM financial operations.
- Prepares accurate financial reporting documents of City & YCOM financial operations.
- Coordinates the annual City and YCOM audit and maintains "clean" audit opinions.
- Coordinates the preparation of the City's and YCOM's annual budgets.
- Provides financial management services to the City & YCOM including cash and investment management, grant accounting, and insurance administration.
- Coordinates the City & YCOM's current debt payments, debt compliance, and new debt issuances.



2004:

177 pages were typed to document City Council meetings



and 30 – 90-minute tapes were used.



General Fund – Admin. & Finance --- Historical Highlights

- | | | | | | |
|-------------|--|-------------|--|-------------|--|
| 1876 | McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees. | 1988 | Finance Department purchases first PC which is shared and primarily used for budget preparation. | 1997 | YCOM beings contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration. |
| 1882 | McMinnville incorporates as a city with a Mayor and City Council. | 1992 | City acquires parking lot at NE corner of First and Cowsls for joint development with Presbyterian Church. | 1997 | City Attorney Ross retires and City contracts for attorney support. |
| 1965 | Joe Dancer appointed City Administrator. | 1992 | Downtown Historic Street Light Project implemented in City-owned parking lots. | 1997 | Grant Thornton LLP appointed City financial auditor. |
| 1971 | City Attorney position established and E. Clifton Ross appointed. | 1994 | City Hall and Police Department undergo major remodels with City Council Chambers removed. | 1997 | Donna Fowler, dba Human Resource Options, becomes City's first human resource consultant. |
| 1983 | Finance Department transitions City accounting system to mainframe computer using Group 4 software. | 1995 | Civic Center Master Plan developed. | 1999 | The City Attorney position was restored to full-time and Candace Haines appointed. |
| 1984 | Edward J. Gormley elected Mayor. | 1995 | Talbot, Korvola & Warwick appointed City financial auditor. | 2003 | Governmental Accounting Standard Board Statement # 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP). |
| 1986 | March 1986, City Accountant Carole Benedict appointed City Recorder/Treasurer and continues as Finance Director/City Recorder. | 1995 | City purchases Home Laundry site at NE corner of Second and Cowsls. | 2003 | Property lien searches available via Internet. |
| 1986 | May 1986, Kent Taylor appointed City Manager and continues to hold the position. | | | | |
| 1987 | Coopers & Lybrand appointed City financial auditor. | | | | |



General Fund – Admin. & Finance --- Historical Highlights



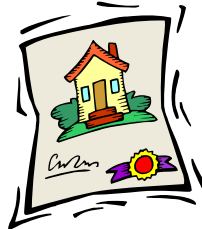
5,645 Accounts
Payable checks
written in 2004.



4,286 Payroll
checks written
in 2004.

The City has filed 27 property liens at a value of about \$56,700.

- Sidewalk Assessment
- Street Assessment
- Private Sewer Lateral Assessments
- Downtown Economic Improv. Dist (DEID)



ADMINISTRATION & FINANCE

2005-06

10-May-05

01	05	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06	
REQUIREMENTS										
<u>PERSONAL SERVICES</u>										
		104,544	104,544	104,544	80211-00	CITY MANAGER	1.00	107,487	0	0
					Kent Taylor					
		78,304	78,289	79,764	80221-00	CITY ATTORNEY	0.90	81,914	0	0
					Candace Haines: 90% Administration & Finance 10% Municipal Court					
		84,413	84,413	86,353	80223-00	FINANCE DIRECTOR/CITY RECORDER	1.00	89,325	0	0
					Carole Benedict					
		24,882	27,637	28,444	80291-00	TECHNICAL SERVICES ACCOUNTANT	0.75	43,820	0	0
					Laurie LeCours					
					The Technical Services Accountant's hours are increased in the Proposed Budget from 20 hours per week to 30 hours per week due to two large projects affecting the Finance Department - Level of Service Project related to the Community Choices discussion and planning for the City's new accounting					
		42,768	43,872	45,579	80301-00	SENIOR ACCOUNTANT	1.00	47,953	0	0
					Crystal Wooldridge					
		3,309	39,708	40,477	80321-00	ACCOUNTANT II	1.00	43,651	0	0
					Ronda Gretzon					
		63,298	34,284	35,670	80347-00	ACCOUNTANT I	1.00	38,466	0	0
					Katherine Smith					
		0	0	0	80350-00	ACCOUNTS RECEIVABLE-FIRE DEPT:	0.00	0	0	0
		22,685	27,847	30,217	80350-09	A/R BILLING COORDINATOR - FD	0.75	32,588	0	0
					Debbie Palacios - 30 hours per week --- EMS and Fire Fees billing					
					Budget Note: Total salary and fringe benefit cost of the A/R Billing Coordinator received through Transfer From Ambulance Fund - Administration and Finance, Account #01-00-60186-01.					
		35,100	35,952	37,409	80350-11	A/R BILLING SPECIALIST - FD	1.00	39,357	0	0
					Tammy Paola - 40 hours per week --- EMS and Fire Fees billing					
					Budget Note: 90% of salary and fringe benefit cost of the A/R Billing Specialist received through Transfer From Ambulance Fund - Administration and Finance, Account #01-00-60186-01. Remaining 10% salary and fringe benefit allocation reflects bank deposit duties performed daily.					
		42,276	42,576	43,200	80351-00	ADMIN ASST/HR TECH	1.00	47,070	0	0
					Rose Lorenzen					

ADMINISTRATION & FINANCE

2005-06

10-May-05

01	05	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
		2,858	0	0	80357-00 ADMINISTRATIVE SPECIALIST II Shawn Branson: 5% City Hall Reception 95% Municipal Court	0.05	1,509	0	0
		5,307	3,571	3,962	80369-00 ADMINISTRATIVE SPECIALIST I Budget Note: Elimination of time allotment to Administration and Finance of .15 FTE due to re-allocation of .25 FTE of Sarah Sullivan's time to the Planning Department to provide additional assistance to address City Council planning goals.	0.00	0	0	0
		3,398	1,168	1,023	80371-00 OFFICE SPECIALIST II - MC Jane Gallagher - 19 hours per week 5% City Hall Reception 95% Municipal Court	0.02	631	0	0
		0	0	0	80385-00 EXTRA HELP:	0.00	0	0	0
		0	0	0	80385-31 EH - ADMINISTRATIVE SUPPORT Addition of this part-time extra help position was made to address the heavy Planning Department workload. The new Administrative Specialist will primarily assist the City Attorney, City Manager's Administrative Assistant, and the Finance Director.	0.48	14,652	0	0
		5,930	2,702	10,000	80385-41 EH - FINANCE Increased Extra Help hours to help "back fill" accountants' time for increased workload which will result from planning for the City's new accounting financial system.	0.36	15,000	0	0
		1,949	1,408	1,841	80386-00 EMPLOYEE RECOGNITION Outstanding Public Service (OPS) Awards: 1,300 Monthly OPS Awards at \$100 net per month 541 Yearly OPS Award at \$500 net	0.00	1,841	0	0
		4,160	6,319	7,500	80386-99 OVERTIME	0.00	7,500	0	0
		0	0	0	80388-99 FRINGE BENEFITS:	0.00	0	0	0
		37,267	37,824	42,534	80389-00 FICA	0.00	46,875	0	0
		101,682	100,620	105,195	80390-00 PERS, OPSRP & IAP	0.00	146,437	0	0
		38,286	37,297	63,726	80391-00 HEALTH INSURANCE	0.00	69,659	0	0
		930	888	905	80392-00 LIFE INSURANCE	0.00	686	0	0
		1,587	1,478	1,649	80393-00 WORKERS' COMPENSATION INS	0.00	1,685	0	0
		0	0	1,000	80394-00 UNEMPLOYMENT	0.00	500	0	0
		2,739	2,770	3,057	80395-00 DISABILITY INSURANCE	0.00	3,267	0	0
		707,672	715,167	774,049	TOTAL PERSONAL SERVICES	10.31	881,873	0	0

MATERIALS & SERVICES

ADMINISTRATION & FINANCE

2005-06

10-May-05

01	05	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
		5,834	5,955	7,000	80405-00 OFFICE EXPENSE:	0.00	7,500	0	0
		6,286	4,059	5,000	80405-11 OE - POSTAGE	0.00	5,000	0	0
		8,767	4,313	6,000	80411-00 PUBLIC NOTICES & PRINTING	0.00	12,500	0	0
				5,000	Public notices				
				7,500	Community Choices public information printing				
		79	43	200	80418-00 SAFETY TRAINING/OSHA	0.00	200	0	0
					City-wide Safety Committee operations, City Hall Safety Committee operations, and Administrative and Finance Department employee safety training and supplies needed for OSHA compliance.				
		682	3,204	970	80420-00 EMPLOYEE DEVELOPMENT	0.00	1,000	0	0
					"In-house" presentations, seminars, and workshops providing continuing development for City employees.				
		11,085	9,471	10,000	80421-00 TRAVEL & EDUCATION	0.00	10,500	0	0
					Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager, City Attorney (JD), Finance Director (CPA), and the Administration and Finance Department staffs.				
		180	185	200	80431-00 GAS - OIL - GREASE	0.00	200	0	0
		6,218	6,502	8,500	80441-00 HVAC & LIGHTS	0.00	7,500	0	0
		0	1,638	1,750	80441-03 LIGHTS - COMMUNITY SERVICE	0.00	1,800	0	0
					City Park year-round electrical source, particularly available for holiday lighting displays.				
		5,490	5,670	6,000	80451-00 TELECOMMUNICATIONS	0.00	6,000	0	0
		0	0	0	80471-00 REPAIRS:	0.00	0	0	0
		3,958	2,308	6,000	80471-11 REPAIRS - CITY HALL	0.00	12,000	0	0
				6,500	Overhead lighting retrofit --- Offset by energy credits and future electric savings				
				3,500	HVAC unit repair				
				1,000	Boiler inspection and repairs				
				1,000	Miscellaneous repairs				
		94	443	500	80471-21 REPAIRS - EQUIPMENT	0.00	500	0	0
		746	1,172	7,500	80491-00 MAINTENANCE - BUILDING	0.00	2,500	0	0
					Monitoring service, carpet cleaning, planting materials, exterior pressure washing, gutter cleaning, pest control, and miscellaneous building maintenance costs.				
		6,987	5,627	7,000	80493-00 R&M - RENTAL PROPERTY	0.00	9,000	0	0
					City's General Fund rental properties; i.e., Abba Java and Chamber of Commerce building includes insurance coverages, general repairs and maintenance, and approximately \$3,000 of carpet replacement at the Chamber of Commerce building.				
		5,500	5,900	7,000	80511-00 INSURANCE-PROPERTY & LIABILITY	0.00	6,900	0	0

ADMINISTRATION & FINANCE

2005-06

10-May-05

01	05	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
		14,336	17,012	12,000	80541-00 MAYOR/CITY COUNCIL EXPENSES	0.00	15,000	0	0
					Mayor and City Council activities which include the following: City Council dinner meetings, League of Oregon Cities participation, annual goal setting session, and other miscellaneous expenses related to Mayor and City Council activities and responsibilities.				
		-82	2,988	1,000	80543-00 OFFICE SUPPLY INVENTORY	0.00	1,000	0	0
					Inventoriable supplies; e.g., letterhead stationary, letterhead envelopes, etc. which are charged to departments or funds as supplies are requested for use.				
		4,000	0	10,000	80561-00 ECONOMIC DEVELOPMENT	0.00	10,000	0	0
					Funding allocation based upon future discussion by City Council as to City's role in a economic development strategy partnership with the Chamber of Commerce and McMinnville Industrial Promotions.				
		14,267	14,628	15,700	80601-00 CITY MEMBERSHIPS	0.00	16,500	0	0
					8,500 League of Oregon Cities - City 1/2 (Water & Light Department pays 1/2)				
					5,750 Mid-Willamette Valley Council of Governments - City 1/2 (Water & Light Department pays 1/2)				
					1,200 Local Government Personnel Institute				
					750 Chamber of Commerce				
					300 Yamhill Valley Visitors Association				
		8,600	8,755	9,500	80609-00 JANITORIAL SERVICES & SUPPLIES	0.00	7,000	0	0
					5,400 City Hall janitorial services contract				
					1,600 Janitorial and restroom supplies				
		12,783	3,224	10,800	80611-00 PROFESSIONAL SERVICES:	0.00	16,000	0	0
					7,500 Community Choices survey				
					4,100 Audit fee allocation				
					300 Section 125 employee accounts administration fee				
					4,100 Miscellaneous				
		5,211	5,974	6,000	80611-01 PS - LEGAL RESEARCH	0.00	5,000	0	0
					Computerized legal research and legal reference books for the City Attorney.				
		0	3,080	5,500	80611-03 PS - NET ASSETS	0.00	6,500	0	0
					Internet City lien search functionality allows title companies to check any city property for outstanding liens through the internet. Title companies are billed monthly, \$25 per lien search and the City pays the software company \$8 per lien search. Implemented December 2003.				
		397	456	700	80611-05 PS - HUMAN RESOURCES	0.00	1,700	0	0
		150	0	1,000	80611-09 PS - ATTORNEY	0.00	0	0	0
		4,593	0	0	80611-13 PS - ARCHITECT	0.00	0	0	0
		13,390	4,950	8,843	80612-00 COMPUTER SERVICES - IS FUND	0.00	8,570	0	0
					Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				

ADMINISTRATION & FINANCE

2005-06

10-May-05

01	05	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
		8,200	2,750	2,750	80614-00 COMMUNITY SERVICES:	0.00	5,150	0	0
					1,500 Yamhill County Mediators				
					1,000 Jaycees --- 4th of July Fireworks				
					2,500 Chamber of Commerce - Holiday Lights & Tree Delivery				
					150 Virginia Garcia Clinic Trust Account - Local Government Investment Pool Expense				
		12,000	12,000	12,000	80615-00 MCMINNVILLE DOWNTOWN ASSOC	0.00	12,000	0	0
					City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.				
		25,000	25,000	25,000	80625-00 YCAP TRANSPORATION - YAMCO	0.00	25,000	0	0
					YAMCO transportation program support.				
		2,537	4,051	3,000	80631-00 MAINTENANCE & RENTAL CONTRACTS	0.00	3,000	0	0
					2,450 Postage machine rental, including maintenance and accessories				
					550 HVAC system maintenance agreement				
		9,000	9,000	9,000	80631-01 M&R CONTRACT - W&L FIBER NET	0.00	9,000	0	0
					Fiber optic Cable/Telecom System jointly owned with McMinnville Water & Light:				
					3,000 Routine maintenance fee - McMinnville Water & Light Department				
					6,000 Non-routine maintenance fee - McMinnville Water & Light Replacement Fund				
		6,600	6,600	6,600	80653-00 AUTO ALLOWANCE	0.00	6,600	0	0
					City Manager's \$550 per month automobile allowance.				
		364	142	250	80665-00 CREDIT CARD FEES	0.00	250	0	0
					Credit card fees for City Hall collections.				
		0	0	0	80680-00 M&S ASSETS:	0.00	0	0	0
					Materials & Supplies Asset purchases, with values under \$4,999 and more than one-year useful life.				
		1,264	1,813	5,000	80681-00 M&S EQUIPMENT	0.00	5,000	0	0
					2,000 Conference Room Shelf Cabinet				
					3,000 Miscellaneous				
		3,300	0	15,027	80683-00 M&S COMPUTERS - IS FUND	0.00	12,971	0	0
					6,650 Department computer equipment				
					3,400 Replacement computers - 2 Finance				
					2,000 Replacement laptop - 1 Finance				
					500 Color laser printer (25% Admin/Finance & 75% Municipal Court)				
					750 Adobe Acrobat software - 3				
					819 M&S Equipment - IS Department				
					521 M&S Equipment - Network Software				
					3,095 M&S Equipment - Network Hardware				
					3,086 Capital Equipment - Network Hardware/Software				
					(1,200) Information Systems Fund - Designated Fund Balance utilized				
		207,816	178,913	233,290	TOTAL MATERIALS & SERVICES	0.00	249,341	0	0

ADMINISTRATION & FINANCE

2005-06

10-May-05

01	05	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
					<u>CAPITAL OUTLAY</u>				
		3,948	0	15,000	80701-00 EQUIPMENT	0.00	0	0	0
		0	0	0	80704-00 EQUIPMENT - COMPUTER - IS FUND	0.00	0	0	0
		0	0	0	80731-00 VEHICLES	0.00	0	0	0
		0	0	0	80751-00 LAND ACQUISITION	0.00	0	0	0
		0	0	0	80771-00 BUILDING IMPROVEMENTS	0.00	0	0	0
		0	0	0	80773-00 LAND IMPROVEMENTS	0.00	0	0	0
		3,948	0	15,000	TOTAL CAPITAL OUTLAY	0.00	0	0	0
		919,436	894,080	1,022,339	TOTAL REQUIREMENTS	10.31	1,131,214	0	0