

2005 – 2006 Proposed Budget --- Budget Summary Street (State Gas Tax) Fund

2005 – 2006 Street Fund Budget Highlights

- Continue present level of service provided by the Street Maintenance Department.
- New Programs, Projects, or Equipment:
 - \$25,000 1.5 ton flatbed truck to replace 1989-flatbed truck.
 - Contract sweeping services for downtown core area.
 - Crack seal program to commence in spring (due to cooler weather) to provide better adhesion to asphalt.

Full-Time Equivalents

	<u> 2004 - 2005</u>	<u>Change</u>	<u> 2005 - 2006</u>
FTE Adopted Budget Office Specialist II FTE Proposed Budget	8.35 +	0.50	8.85

Short- and Long-Term Issues

- Short-Term Issues --- The Street Division operates in a cyclical manner.
 - First quarter of the calendar year is devoted primarily to pruning, spraying right-of-ways, maintaining gravel streets and cold patching.
 - Second and third quarter largely consists of hot patching, crack sealing, painting of crosswalks, stop bars, curbs railroad crossings and litter patrol.
 - Fourth quarter is committed predominately to leaf pickup program that begins November 1 and ends December 31.

• Year round activities include street sweeping and cleaning, equipment maintenance, sign maintenance, right-of-way mowing, sanding during inclement weather, complaint response, installation of signage, stop bars and crosswalks in new developments.

Long-Term Issues

- Continue to prolong the life of city streets through; crack sealing, grinding and overlaying and seal coating.
- Continue to upgrade catch basins and grates, along with cleaning out catch basins.
- Redo all intersections to meet ADA wheel chair ramp requirements.
- Replace downtown trees as needed.
- Repave parking structure lower level.
- Upgrade landscaping at city parking lots.





Core Services

- Promote the safety and livability of the community and protect the capital investment in street, storm drainage facilities and equipment.
- Continue to provide street maintenance services for 97 miles of city streets.
- Maintain and update equipment to meet the department needs.
- Spraying of vegetation on rights of way to avoid unnecessary mowing.
- Continue crack sealing program to prolong the life of the streets.
- Provide in-house equipment maintenance including other department vehicle maintenance.
- Keep catch basins clean and properly operating.
- Continue the popular leaf program.



- **1962** Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.
- **1976** Downtown core area tree planting completed.
- **1984** Street Department operates with 5 FTE's.
- **1986** Crack Sealing Program begins on city streets to prolong street life.
- **1987** Public Works Superintendent assumes managerial responsibility over streets and sewer operations.
- **1990** Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.
- **1990** City maintains 64 miles of paved streets.
- **1994** Public Works Shops undergo remodel and office modular units set-up to develop office work areas.
- **1994** Street sweeping function partially contracted.

- **1996** Seal Coating Program on city streets initiated to prolong street life.
- **1997** Public Works Superintendent assumes managerial responsibility over parks maintenance.
- **1997** City of McMinnville awarded Tree City USA.
- **2001** Street crews spent 1,036 hours mowing right-a-ways and 1,520 hours maintaining signage.
- 2002 Street Department operates with a staff of 9.64 FTE.
- **2003** Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.
- 2004 Street Department operates with a staff of 8.35 FTE.
- 2004 Street Department maintains 97 miles of streets.

Street Fund ---- Historical Highlights

2004 Street Department implements new signage for school zone laws.



Approximately 5,000 cubic yards of leaves are picked up annually during the leaf pickup program.



Street Department applies approximately 10 tons of tar each year to repair cracks on city streets.



In 2004, 75 school speed limit signs were changed in accordance with the new state law.



33	00			2005-06				10-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF		APPROVED 2005-06	ADOPTED 2005-06
				RESOURCES				
				BEGINNING FUND BALANCE				
	0	0	0 600	00-02 DESIGNATED BEGIN FUND BALANCE:	0.00	0	0	0
	0	0	rese whice esti	00-03 DBFB - PERS RESERVE mated PERS designated cash carryover at July 1, 2005 discloses estin ryces "saved" to off-set possible successful court challenges to PERS 2 th had been designated was 5.87% of covered payroll which was the d mated PERS rate and the revised PERS rate which went into affect July slative reform.	2003 legislation. Amount ifference between the ori	ginal	0	0
				get Note: After the March 2005 Supreme Court decisions, PERS Designed eliminated during the 2005 - 2006 fiscal year.	gnated Fund Balance res	erve		
	259,290	443,817	550,000 600 Esti	01-00 BEGINNING FUND BALANCE mated July 1, 2005 undesignated cash carryover from the 2004 - 2005	0.00 fiscal year.	250,000	0	0
	259,290	443,817	568,500	TOTAL BEGINNING FUND BALANCE	0.00	293,000	0	0
				LICENSES & PERMITS				
	115	87	150 600	25-00 BICYCLE FEES	0.00	100	0	0
	115	87	150	TOTAL LICENSES & PERMITS	0.00	100	0	0
				INTERGOVERNMENTAL REVENUES	-			
	1,133,202	1,262,878	1,360,000 601 Stat	05-00 STATE GAS TAXES e gas tax revenues distributed monthly to cities on a per capita basis.	0.00	1,361,000	0	0
1	,133,202	1,262,878	1,360,000	TOTAL INTERGOVERNMENTAL REVENUES	0.00	1,361,000	0	0
				MISCELLANEOUS				
	5,352	5,803	2,300 601	51-00 INTEREST	0.00	7,800	0	0
	10,681	10,666		67-00 OTHER INCOME elopers' purchase of signs installed in new subdivisions and reimburse acement of damaged signs.	0.00 ment payments for	5,000	0	0
	16,033	16,469	12,300	TOTAL MISCELLANEOUS	0.00	12,800	0	0
				TRANSFERS FROM OTHER FUNDS				

33	00				2005-06				10-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05			NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
	68,199	64,469	ma vel	ansfer from anagement hicle repair		ark maintenance		0	0
Budget Note: This transfer has increased significantly due to the Street Fund Office Specialist II position increasing from .50 FTE to a full-time position and the management responsibilites of the Public Works Superintendent after March 2005 are only parks maintenance and streets. During March 2005, the sewer and storm drain maintenance crew management was transferred to the WRF Operations Manager along with the crew's new equipment location at the WRF equipment storage building.									
	50,000	0	0 60	0178-00	TRANSPORTATION FD - OPS & MANT	0.00	0	0	0
	0	0	0 60	0179-00	SEWER FUND:	0.00	0	0	0
	45,956	41,442	Tra	1,202 60179-11 SWR FD - MECHANIC SUPPORT 0.00 8,601 0 Transfer from Sewer Fund for personnel cost allocation for mechanic support of the Sewer Fund vehicles.					0
					The significant decrease in this transfer results from the March 2005 ain maintenance crew management to the WRF Operations Manager a				
	29,714	0	0 60	0179-13	SWR FD - SEWER SAMPLING	0.00	0	0	0
	1,996	0	0 60	0187-00	AIRPORT FUND - FACILITY MAINT	0.00	0	0	0
	195,865	105,911	105,638	TOTA	AL TRANSFERS FROM OTHER FUNDS	0.00	114,275	0	0
1	,604,505	1,829,162	2,046,588		TOTAL RESOURCES	0.00	1,781,175	0	0

33	00				2005-06			1	10-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05			NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
					REQUIREMENTS				
					PERSONAL SERVICES				
	64,028	62,760	64,774	80243-00 Vacant Position	PUBLIC WORKS SUPERINTENDENT	1.00	68,524	0	0
	53,430	53,429	54,897	80315-00 Don Burge	STREET SUPERVISOR	1.00	55,664	0	0
	41,933	41,933	42,555	80323-00 Floyd Whitwort	MECHANIC - PUBLIC WORKS SHOPS	1.00	43,681	0	0
	190,730	149,231	156,192	80341-00 Dale Marshall David Niehus Sean Garrison	UTILITY WORKER II	4.00	158,500	0	0
	14,002	12,801	14,258	80371-00 April Rhyne	OFFICE SPECIALIST II	1.00	30,764	0	0
					Position increased from .50 FTE (full-time equivalent) to 1 FTE to p allow senior staff to assist in street maintenance activities.	rovide consistent o	ffice		
	10,698	12,933	15,000	80385-00 Part-time empl	EXTRA HELP oyees primarily employed during the summer for street painting, litt	0.85 er patrol, etc.	15,000	0	0
	5,248	0	0	80385-11	EXTRA HELP - OFFICE	0.00	0	0	0
	3,300	3,332	8,000	80386-00	OVERTIME	0.00	8,000	0	0
	0	0	0	80388-00	FRINGE BENEFITS:	0.00	0	0	0
	27,899	24,256	27,209	80389-00	FICA	0.00	29,081	0	0
	76,242	57,384	65,908	80390-00	PERS, OPSRP & IAP	0.00	90,141	0	0
	47,347	43,490	59,568	80391-00	HEALTH INSURANCE	0.00	73,104	0	0
	768	669	720	80392-00	LIFE INSURANCE	0.00	552	0	0
	16,629	17,810	21,055	80393-00	WORKERS' COMPENSATION INS	0.00	24,925	0	0
	16	2,913	7,500	80394-00	UNEMPLOYMENT	0.00	10,000	0	0
	2,029	1,719	1,896	80395-00	DISABILITY INSURANCE	0.00	2,036	0	0
	554,299	484,660	539,532	ΤΟΤΑΙ	PERSONAL SERVICES	8.85	609,972	0	0

MATERIALS & SERVICES

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00			2005-06				10-May-05
ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
280	350	500	80418-00 SAFETY TRAINING/OSHA	0.00	500	0	0
245	352	460	80420-00 EMPLOYEE DEVELOPMENT "In-house" presentations, seminars, and workshops providing continuing developmer	0.00 nt for City employ	500 /ees.	0	0
1,502	3,305	-,	80421-00 TRAVEL & EDUCATION Memberships and registration for professional conferences including reimbursement approved training programs.	0.00 to employees fo	4,000 r	0	0
13,085	15,260	19,000	80431-00 GAS - OIL - GREASE	0.00	20,000	0	0
9,050	9,545	11,000	80441-00 HVAC & LIGHTS	0.00	11,500	0	0
4,860	3,573	4,500	80451-00 TELECOMMUNICATIONS	0.00	4,500	0	0
8,497	12,103		80461-00 MATERIALS & SUPPLIES General office supplies, uniforms, small tools, hardware, and janitorial supplies.	0.00	19,000	0	0
0	0	0	80470-99 REPAIRS & MAINTENANCE:	0.00	0	0	0
16,321	12,707	- /	80471-00 R&M - EQUIPMENT Equipment and vehicle maintenance supplies.	0.00	25,000	0	0
0	0	,	80471-09 R&M - STORM DRAINS Repair, maintenance, and reconstruction of storm sewer lines, manholes, and catchb	0.00 asins.	20,000	0	0
741	1,244		80473-00 R&M - BUILDING & GROUNDS Department's share cost of Public Works shop buildings and grounds maintenance.	0.00	5,500	0	0
2,527	4,736		80475-00R&M - PARKING STRCTR & LOTS5,275Repair and maintenance of parking structure and City parking lots1,725Parking lot flower baskets partial funding with MDA	0.00	7,000	0	0
1,104	3,352		80477-00 R&M - RIGHT OF WAY Materials and supplies for maintenance of right-of-way and landscape areas within Ci	0.00 ity rights-of-way.	5,000	0	0
14,927	31,172	30,000	80479-00 R&M - SIDEWALKS Repair and construction of City sidewalks and wheelchair ramps.	0.00	30,000	0	0
52,200	51,000	53,600	80511-00 INSURANCE-PROPERTY & LIABILITY	0.00	52,800	0	0
7,069	9,014		80531-00 SIGNS Street signing materials and supplies.	0.00	12,000	0	0
142,286	144,610	,	80533-00 STREET & PARKING LOT LIGHTING McMinnville Water & Light Department charges for electrical service, installation of ne cost of material for maintenance of street lights.	0.00 ew luminaires, ai	170,000 nd	0	0
52,515	49,377		80535-00 STREET MAINTENANCE: Materials and supplies for street repairs and maintenance.	0.00	60,000	0	0

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3	00				2005-06			1	0-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05			NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
	37,615	52,716	60,000 8053 Cont		SM - CONTRACT SERVICES rivate companies for sweeping, mowing, asphalt patching, and lan	0.00 dscape maintenanc	75,000 e.	0	0
			- /		/tree maintenance g lots - downtown sweeping added to contract				
	2,540	3,749	5,000 8053 Oreg signa	on Depart	TRAFFIC SIGNAL MAINTENANCE ment of Transportation (ODOT) contract for traffic signal maintena	0.00 nce of City-owned to	6,000 raffic	0	0
	1,260	1,260	1,400 8060	9-00	JANITORIAL SERVICES	0.00	1,260	0	0
	2,095	2,122	2,000) Audit fee) Stormwa	PROFESSIONAL SERVICES: e allocation ater quality analysis (TMDL - total maximum daily load) 125 employee accounts administration fee	0.00	4,500	0	0
	403	366	600 8061	1-05	PS - HUMAN RESOURCES	0.00	1,500	0	0
	5,560	4,510	2,944 8061 Shar		COMPUTER SERVICES - IS FUND k services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.	0.00	3,856	0	0
	0	0	0 8068 Mate		M&S ASSETS: oplies Asset purchases, with values under \$4,999 and more than o	0.00 one-year useful life.	0	0	0
	0	0	0 8068	1-00	M&S EQUIPMENT:	0.00	0	0	0
	333	1,235	500 300	1-01) Air knife) Pole pov) Hand he) Backpac	ver saw eld edger	0.00	3,750	0	0
	3,425	833	0 8068	1-03	M&S EQUIP - SHOP	0.00	0	0	0
	1,500	0	23 1,39	68 M&S E 35 M&S E 93 M&S E	M&S COMPUTERS - IS FUND Equipment - IS Department Equipment - Network Software Equipment - Network Hardware I Equipment - Network Hardware/Software	0.00	3,385	0	0
	0	0	0 8068	9-00	M&S LAND IMPROVEMENTS:	0.00	0	0	0
	0	5,000		c street rig	M&S LD IMP - R-OF-W TREES ht-of-way tree purchases.	0.00	5,000	0	0
	381,940	423,491	518,186	TOTAL	_ MATERIALS & SERVICES	0.00	551,551	0	0
					CAPITAL OUTLAY				

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33	00				2005-06			1	0-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05			NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
	0	0	11,300	80701-00	EQUIPMENT	0.00	0	0	0
	0	0	0	80704-00	EQUIPMENT - COMPUTER - IS FUND	0.00	0	0	0
	0	0	15,000	80709-00 Preserve, repa	STORM SEWER REPLACEMENT air, and replacement of City storm sewer system.	0.00	15,000	0	0
	0	0	25,000	80731-00 1 Ton flatbed t	VEHICLES rruck - replacement vehicle for 1989 Dodge Flatbed, equipment #88-	0.00 10.	25,000	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
	0	0	51,300	ΤΟΤΑ	L CAPITAL OUTLAY	0.00	40,000	0	0
					TRANSFERS TO OTHER FUNDS				
	0	0	0	80901-00	GENERAL FUND:	0.00	0	0	0
	112,803	117,215	117,097	80901-01	GEN FD - AD FN EN CDE ENF	0.00	129,834	0	0
				Transfer to Ge code enforcen	neral Fund for personnel cost allocations for administration, finance, nent services.	engineering, and			
	0	0	0	payment on th	CAPITAL IMP FD - COMM DEV CTR pital Improvement Fund for Street Fund's proportionate share of a port e OMI Regional Building purchase for a Community Development Co Planning and Building Departments.		28,000 rst	0	0
				includes stree	The Engineering Department provides the Street Fund with profession to program management, street project construction management, and This transfer will occur only if the City Council authorizes purchase	d street contract			
	6,570	6,591	4,578	80908-00 Transfer to Inf telephone sup	INFO SYSTEMS & SERV FD-SUPPORT ormation Systems and Services Fund for personnel cost allocations port.	0.00 for computer and	4,918	0	0
	29,290	11,516	6,873		P&R FD - R-OF-WAY MAINTENANCE rks & Recreation Fund for personnel cost allocations for park mainte of parking lots and street right-of-ways.	0.00 nance crew's	9,596	0	0
	0	200,000	400,000	80947-00 Transfer to Tra	TRANSPORTATION FD - RD & BIKE ansportation Fund for street capital improvements.	0.00	200,000	0	0
	75,786	60,381	59,951	80960-00 Transfer to Se	SEWER FD - DRAINAGE MAINT wer Fund for personnel cost allocations for drainage maintenance ac ewer and Storm Drainage Maintenance Division.	0.00 ctivities provided by	66,691 /	0	0
	224,449	395,703	588,499	ΤΟΤΑ	L TRANSFERS TO OTHER FUNDS	0.00	439,039	0	0

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33	00				2005-06				10-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05			NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
					OPERATING CONTINGENCIES				
	0	0	100,000	80801-00	OPERATING CONTINGENCIES	0.00	100,000	0	0
	0	0	100,000	TOTAL	OPERATING CONTINGENCIES	0.00	100,000	0	0
					UNAPPROPRIATED ENDING FUND BAL				
	0	0	0	80996-02	DESIGNATED END FUND BALANCE:	0.00	0	0	0
	0 18,312 37,00 80996-03 DEFB - PERS RESERVE 0.00 0 0 0 The June 30, 2006 Designated Ending Fund Balance PERS Reserve has been eliminated due to Oregon Supreme Court decisions received in March 2005. The decisions did not require entities to "pay back" the difference between the lower PERS rates enacted July 1, 2003, due to the 2003 PERS legislative reforms, and the PERS rates that would have gone into affect without the legislative reforms.						0		
				Budget Note: T	The earliest PERS rates will change will be July 1, 2007 according to	PERS.			
	443,817	506,996	212,071	remaining mone	UNAPPROPRIATED ENDING FUND BAL signated cash carryover for July 1, 2006. Actual cash carryover wil ey from the Operating Contingency account and the excess (deficit) itures from 2005 - 2006 operations.		40,613	0	0
	443,817	525,308	249,071	TOTAL	UNAPPROPRIATED ENDING FUND BAL	0.00	40,613	0	0
1	,604,505	1,829,162	2,046,588		TOTAL REQUIREMENTS	8.85	1,781,175	0	0

33	00			2005-06				10-May-05
	ACTUAL 2002-03	ACTUAL 2003-04	BUDGET 2004-05		NUMBER OF EMPLOYEES	PROPOSED 2005-06	APPROVED 2005-06	ADOPTED 2005-06
4	1,604,505	1,829,162	2,046,588	STREET (STATE GAS TAX) FUND TOTAL REQUIREMENTS	1	,781,175	0	0