



2006 – 2007 Proposed Budget --- Budget Summary General Fund – Administration & Finance

2006 – 2007 Administration & Finance Budget Highlights

➤ **Technical Services Accountant** --- Part-time hours increased by .15 FTE as the Technical Services Accountant will serve as the technical coordinator during implementation of the new Enterprise Resource (ERP) Planning (financial system) Project.

➤ **Extra Help – Finance** --- Increase of .24 FTE to provide hours to help “back-fill” Finance Department accountant’s time resulting from increased workload periods during the ERP Implementation Project.

➤ **Holiday Lighting** --- \$5,000 City contribution toward the Community Holiday Light Replacement Program.

➤ **Economic Development** --- \$35,000 partnership contribution with McMinnville Water & Light Department with the goal to fund a full-time staff position.



City Council Economic Development Goal

➤ **Community Choices** --- \$50,000 continuing the City Council’s public communication efforts as a follow-up to the 2005 - 2006 Community Choices Project.



2005-2006 Community Choices Project

➤ **City Hall Reconfiguration** --- With the Engineering, Building, and Planning Divisions move into the Community Development Center in early 2007, the remaining City Hall Departments will be reconfigured. The following limited budget is provided for those reconfiguration costs:

- \$ 5,000 --- Professional design consulting services
- \$10,000 --- Furniture and equipment
- \$25,000 --- Reconfiguration building improvements



- Mayor’s Office re-established
- Finance moving to Engineering and Building Areas.
- Judge and City Prosecutor’s Offices established.

Full-Time Equivalents

	<u>2005 - 2006</u>	<u>Change</u>	<u>2006 - 2007</u>
FTE Adopted Budget	10.31		
Tech Services Accountant		+ 0.15	
Extra Help - Finance		+ <u>0.24</u>	
FTE Proposed Budget		+ 0.70	10.70

2006 – 2007 Proposed Budget --- Budget Summary

General Fund – Administration & Finance

Short- and Long-Term Issues

City Manager's Office

Short-Term Issues --- Addressed by 2006 – 2007 Proposed Budget

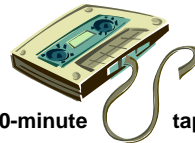
Long-Term Issues

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



2004:

177 pages were typed and 30 – 90-minute



tapes were used to document City Council meetings

City Attorney's Office

Short-Term Issues --- Addressed by 2006 – 2007 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.

Finance Department

Short-Term Issues

- Addressed by 2006 – 2007 Proposed Budget.
- During 2006 – 2007, the Finance Department and the Information Services Department will work on the joint project of implementing a new City accounting financial system, which is now called an Enterprise Resource Planning (ERP) system as it affects all City departments.
- 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 to improve 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.

2006 – 2007 Proposed Budget --- Budget Summary

General Fund – Administration & Finance

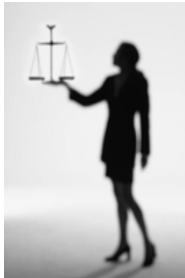
Core Services

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



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

- | | | |
|---|--|---|
| <p>1876 McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees.</p> <p>1882 McMinnville incorporates as a city with a Mayor and City Council.</p> <p>1965 Joe Dancer appointed City Administrator.</p> <p>1971 City Attorney position established and E. Clifton Ross appointed.</p> <p>1983 Finance Department transitions City accounting system to mainframe computer using Group 4 software.</p> <p>1984 Edward J. Gormley elected Mayor.</p> <p>1986 March 1986, City Accountant Carole Benedict appointed City Recorder/Treasurer and continues as Finance Director/City Recorder.</p> <p>1986 May 1986, Kent Taylor appointed City Manager and continues to hold the position.</p> <p>1987 Coopers & Lybrand appointed City financial auditor.</p> | <p>1988 Finance Department purchases first PC which is shared and primarily used for budget preparation.</p> <p>1992 City acquires parking lot at NE corner of First and Cows for joint development with Presbyterian Church.</p> <p>1992 Downtown Historic Street Light Project implemented in City-owned parking lots.</p> <p>1994 City Hall and Police Department undergo major remodels with City Council Chambers removed.</p> <p>1995 Civic Center Master Plan developed.</p> <p>1995 Talbot, Korvola & Warwick appointed City financial auditor.</p> <p>1995 City purchases Home Laundry site at NE corner of Second and Cows.</p> | <p>1997 YCOM beings contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration.</p> <p>1997 City Attorney Ross retires and City contracts for attorney support.</p> <p>1997 Grant Thornton LLP appointed City financial auditor.</p> <p>1997 Donna Fowler, dba Human Resource Options, becomes City's first human resource consultant.</p> <p>1999 The City Attorney position was restored to full-time and Candace Haines appointed.</p> <p>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).</p> <p>2003 Property lien searches available via Internet.</p> <p>2005 Legal Secretary, .48 FTE, hired to assist City Attorney.</p> |
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General Fund – Admin. & Finance --- Historical Highlights

2005 Talbot, Korvola, & Warwick LLP appointed City financial auditor.

2005 City Council undertakes new community outreach project - Community Choices



~5,700 Accounts Payable checks written in 2005.



~4,400 Payroll checks written in 2005.

The City has 39 outstanding property liens at a value of ~\$63,950.

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



~100 Accounts Receivable invoices are mailed out monthly.

~125 DEID invoices mailed each August.

FOR BUSINESS

ADMINISTRATION & FINANCE

2006-07

02-Aug-06

01	05								
ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED	
2003-04	2004-05	2005-06			EMPLOYEES	2006-07	2006-07	2006-07	
REQUIREMENTS									
<u>PERSONAL SERVICES</u>									
104,544	106,096	107,487	80211-00	CITY MANAGER	1.00	112,868	112,868	112,868	
			Kent Taylor						
78,289	79,466	81,914	80221-00	CITY ATTORNEY	0.90	84,204	84,204	84,204	
			Candace Haines: 90% Administration & Finance 10% Municipal Court						
84,413	85,891	89,325	80223-00	FINANCE DIRECTOR/CITY RECORDER	1.00	91,773	91,773	91,773	
			Carole Benedict						
27,637	32,649	43,820	80291-00	TECHNICAL SERVICES ACCOUNTANT	0.90	54,063	54,063	54,063	
			Laurie LeCours						
Budget Note: The Technical Services Accountant's hours are increased in the Proposed Budget from 20 hours per week to 36 hours per week due to two large projects affecting the Finance Department - Level of Service Project related to the Community Choices Project and implementation of the City's new accounting financial system over and above her drafting of the City's Comprehensive Annual Financial Report and work with the City's auditor's Talbot, Korvola, and Warwick, LLP.									
43,872	45,582	47,953	80301-00	SENIOR ACCOUNTANT	1.50	51,754	51,754	73,942	
			Crystal Wooldridge Ronda Gretzon						
39,708	40,476	43,651	80321-00	ACCOUNTANT II	1.00	49,264	49,264	42,556	
			Katherine Smith						
34,284	35,670	38,466	80347-00	ACCOUNTANT I	0.00	43,594	43,594	0	
0	0	0	80350-00	ACCOUNTS RECEIVABLE-FIRE DEPT:	0.00	0	0	0	
27,847	28,614	32,588	80350-09	A/R BILLING COORDINATOR - FD	0.75	33,493	33,493	33,493	
			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.									
35,952	37,404	39,357	80350-11	A/R BILLING SPECIALIST - FD	1.00	40,458	40,458	40,458	
			Tammy Paola - 20 hours per week --- EMS and Fire Fees billing 20 hours per week --- Finance Department accountant support						
Budget Note: 50% 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 50% salary and fringe benefit allocation reflects bank deposit duties performed daily and other Finance Department support work.									

ADMINISTRATION & FINANCE

2006-07

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01	05	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		42,576	45,336	47,070	80351-00 ADMIN ASST/HR TECH Rose Lorenzen	1.00	49,442	49,442	49,442
		0	1,298	1,509	80357-00 ADMINISTRATIVE SPECIALIST II Shawn Branson: 5% City Hall Reception 95% Municipal Court	0.05	1,669	1,669	1,669
		3,571	3,962	0	80369-00 ADMINISTRATIVE SPECIALIST I	0.00	0	0	0
		1,168	778	631	80371-00 OFFICE SPECIALIST II - MC Jane Gallagher - 19 hours per week 5% City Hall Reception 95% Municipal Court	0.02	649	649	649
		0	0	0	80385-00 EXTRA HELP:	0.00	0	0	0
		0	0	14,652	80385-31 EH - LEGAL SECRETARY Lisa Peltier	0.48	18,327	18,327	18,327
		2,702	2,944	15,000	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.	0.60	20,992	20,992	20,992
		1,408	1,191	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	1,841	1,841
		0	0	0	80386-50 OVERTIME:	0.00	0	0	0
		5,174	5,016	5,000	80386-51 OT - ADMINISTRATION	0.00	5,000	5,000	5,000
		1,145	1,335	2,500	80386-53 OT - FINANCE	0.00	2,500	2,500	2,500
		0	0	0	80388-99 FRINGE BENEFITS:	0.00	0	0	0
		37,824	39,492	46,875	80389-00 FICA	0.00	50,635	50,635	48,485
		100,620	105,619	146,437	80390-00 PERS - OPSRP - IAP	0.00	160,114	160,114	153,313
		37,297	43,264	70,139	80391-00 MEDICAL INSURANCE	0.00	74,183	74,183	67,211
		888	698	686	80392-00 LIFE INSURANCE	0.00	686	686	686
		1,478	1,603	1,685	80393-00 WORKERS' COMPENSATION INS In addition to covering regular and part-time staff, this line-item includes ~\$125 of workers' compensation coverage for City Council and board volunteers.	0.00	1,979	1,979	1,842
		0	0	500	80394-00 UNEMPLOYMENT	0.00	1,000	1,000	1,000
		2,770	2,843	3,267	80395-00 DISABILITY INSURANCE	0.00	3,492	3,492	3,332

ADMINISTRATION & FINANCE

2006-07

02-Aug-06

01	05	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		715,167	747,227	882,353	TOTAL PERSONAL SERVICES	10.20	953,980	953,980	909,646
					<u>MATERIALS & SERVICES</u>				
		5,955	5,670	7,500	80405-00 OFFICE EXPENSE:	0.00	7,500	7,500	7,500
		4,059	2,706	5,000	80405-11 OE - POSTAGE	0.00	5,500	5,500	5,500
		4,313	8,317	7,500	80411-00 PUBLIC NOTICES & PRINTING	0.00	7,500	7,500	8,000
				1,000	Public notices - miscellaneous				
				4,000	2006-2007 Proposed Budget Notebooks				
				3,000	News Register 2007-2008 Approved Budget Financial Summary publication				
		43	156	200	80418-00 SAFETY TRAINING/OSHA	0.00	200	200	200
					City-wide Safety Committee operations, City Hall Safety Committee operations, and Administrative and Finance Department employee safety training and supplies needed for OSHA compliance.				
		3,204	1,911	1,000	80420-00 EMPLOYEE DEVELOPMENT	0.00	1,000	1,000	1,000
					"In-house" presentations, seminars, and workshops providing continuing development for City				
		9,471	15,011	10,500	80421-00 TRAVEL & EDUCATION	0.00	12,500	12,500	15,000
					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.				
		185	226	200	80431-00 GAS - OIL - GREASE	0.00	300	300	500
		6,502	6,609	7,500	80441-00 HVAC & LIGHTS	0.00	7,500	7,500	7,500
		1,638	1,531	1,800	80441-03 HOLIDAY LIGHTING	0.00	6,800	6,800	6,800
				5,000	Community Holiday Light Replacement Program				
				1,800	City Park year-round electrical source, particularly available for holiday lighting displays				
					*CB estimated @ \$150 per month average				
		5,670	5,931	6,000	80451-00 TELECOMMUNICATIONS	0.00	6,500	6,500	6,500
		0	0	0	80471-00 REPAIRS:	0.00	0	0	0
		2,308	9,447	12,000	80471-11 REPAIRS - CITY HALL	0.00	12,000	12,000	12,000
				5,000	HVAC repairs				
				1,000	Plumbing repairs				
				1,000	Boiler inspection and repairs				
				5,000	Miscellaneous repairs				
					*RB --- Includes \$5,870 of Dave Franey's lighting upgrade bill.				
		443	240	500	80471-21 REPAIRS - EQUIPMENT	0.00	500	500	500
		1,172	9,820	2,500	80491-00 MAINTENANCE - BUILDING	0.00	2,500	2,500	2,500
					Monitoring alarm service, carpet cleaning, planting materials, exterior painting, exterior pressure washing, gutter cleaning, pest control, and miscellaneous building maintenance costs.				

ADMINISTRATION & FINANCE

2006-07

02-Aug-06

01	05	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		5,627	10,757	9,000	80493-00 R&M - RENTAL PROPERTY	0.00	9,000	9,000	9,000
					City's General Fund rental properties; i.e., Cornerstone Express and Chamber of Commerce building includes insurance coverages and general repairs and maintenance.				
		5,900	7,000	6,900	80511-00 INSURANCE-PROPERTY & LIABILITY	0.00	7,100	7,100	7,100
		17,012	18,650	17,500	80541-00 MAYOR/CITY COUNCIL EXPENSES	0.00	18,000	18,000	18,000
					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.				
		2,988	2,233	1,000	80543-00 OFFICE SUPPLY INVENTORY	0.00	1,500	1,500	1,500
					Inventoriable supplies; e.g., letterhead stationary, letterhead envelopes, etc. which are charged to departments or funds as supplies are requested for use.				
		0	10,000	10,000	80561-00 ECONOMIC DEVELOPMENT	0.00	35,000	35,000	35,000
					From the Community Choices Project, the City Council established a 2006 goal to enhance the City's support of the McMinnville Economic Development Partnership. McMinnville Water & Light Department also plans to increase their support of the partnership with the goal to fund a full-time staff position.				
		14,628	15,548	16,500	80601-00 CITY MEMBERSHIPS	0.00	16,800	16,800	16,800
					8,600 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)				
					1,400 Local Government Personnel Institute				
					750 Chamber of Commerce				
					300 Yamhill Valley Visitors Association				
		8,755	7,324	7,000	80609-00 JANITORIAL SERVICES & SUPPLIES	0.00	7,000	7,000	7,000
					5,600 City Hall janitorial services contract				
					1,400 Janitorial and restroom supplies				
		3,224	5,270	8,500	80611-00 PROFESSIONAL SERVICES:	0.00	15,000	15,000	15,000
					4,500 Exempt employee compensation study				
					4,100 Audit fee allocation				
					4,000 City Hall re-configuration consultant				
					2,100 Miscellaneous				
					300 Section 125 employee accounts administration fee				
		5,974	4,083	5,000	80611-01 PS - LEGAL RESEARCH	0.00	5,000	5,000	5,000
					Computerized legal research and legal reference books for the City Attorney.				
		3,080	8,224	6,500	80611-03 PS - NET ASSETS	0.00	7,200	7,200	7,200
					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.				
		456	21	1,700	80611-05 PS - HUMAN RESOURCES	0.00	1,800	1,800	1,800
		0	18,544	0	80611-13 PS - COMMUNITY DEVELOP CTR	0.00	0	0	0

ADMINISTRATION & FINANCE

2006-07

02-Aug-06

01	05	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06	NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		0	0	42,500	0.00	50,000	50,000	50,000
				80611-15 PS - COMMUNITY CHOICES Expanding the City's public communication efforts, following up on the 2005-2006 Community Choices Project.				
		4,950	8,843	8,570	0.00	9,890	9,890	9,890
				80612-00 COMPUTER SERVICES - IS FUND Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
		2,750	3,040	5,150	0.00	6,000	8,500	8,500
				80614-00 COMMUNITY SERVICES: 5,000 Yamhill County Mediators 2,000 Jaycees - 4th of July Fireworks 1,000 Thugs Off Drugs - rent 150 Virginia Garcia Clinic Trust Account - Local Government Investment Pool Expense 350 Miscellaneous *RB --- Includes \$3,000 added for CASA				
		12,000	12,000	12,000	0.00	12,000	12,000	12,000
				80615-00 MCMINNVILLE DOWNTOWN ASSOC City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.				
		25,000	27,550	25,000	0.00	25,000	25,000	25,000
				80625-00 YCAP TRANSPORTATION - YAMCO YAMCO transportation program support.				
		4,051	2,928	3,000	0.00	3,000	3,000	3,000
				80631-00 MAINTENANCE & RENTAL CONTRACTS 2,450 Postage machine rental, including maintenance and accessories 550 HVAC system maintenance agreement				
		9,000	9,000	9,000	0.00	5,000	5,000	5,000
				80631-01 M&R CONTRACT - W&L FIBER NET Fiberoptic Cable/Telecom System jointly owned with McMinnville Water & Light: 3,000 Routine maintenance fee - McMinnville Water & Light Department 2,000 Non-routine maintenance fee - McMinnville Water & Light Replacement Fund				
		6,600	6,600	6,600	0.00	6,600	6,600	6,600
				80653-00 AUTO ALLOWANCE City Manager's \$550 per month automobile allowance.				
		142	152	250	0.00	250	250	250
				80665-00 CREDIT CARD FEES Credit card fees for City Hall collections.				
		0	0	0	0.00	0	0	0
				80680-00 M&S ASSETS: Materials & Supplies Asset purchases, with values under \$4,999 and more than one-year useful life.				
		1,813	2,406	5,000	0.00	15,000	15,000	15,000
				80681-00 M&S EQUIPMENT 10,000 Miscellaneous furniture needed due to City Hall department shift 5,000 Finance Department financial report storage change - shift away from 11" x 17" green bar reports to 8 1/2" x 11" paper reports				

ADMINISTRATION & FINANCE

2006-07

02-Aug-06

01	05								
	ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED
	2003-04	2004-05	2005-06			EMPLOYEES	2006-07	2006-07	2006-07
	0	15,027	12,971	80683-00	M&S COMPUTERS - IS FUND	0.00	12,635	12,635	12,635
				7,700	Department Computer Equipment				
				5,100	Replacement computers - 3 Finance				
				2,000	Color laser printer, if necessary, after Community Development move				
				600	Comprehensive Annual Financial Report software				
				4,935	M&S Equipment - IS Department Hardware and Software				
					*Computers - Carole, Katherine, & Crystal				
	178,913	262,775	281,841		TOTAL MATERIALS & SERVICES	0.00	339,075	341,575	344,775
					<u>CAPITAL OUTLAY</u>				
	0	13,775	0	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	25,000	25,000	25,000
					Unspecified City Hall building configuration changes needed as a result of the Finance Department move to the present Engineering & Building areas, Municipal Court reconfiguration with Judge and City Prosecutor offices, and re-establishment of a Mayor's Office at City Hall.				
	0	0	0	80773-00	LAND IMPROVEMENTS	0.00	0	0	0
	0	13,775	0		TOTAL CAPITAL OUTLAY	0.00	25,000	25,000	25,000
	894,080	1,023,777	1,164,194		TOTAL REQUIREMENTS	10.20	1,318,055	1,320,555	1,279,421