



# 2006 – 2007 Proposed Budget --- Budget Summary General Fund – Planning

## 2006 – 2007 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 budget is 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.
    - Currently, approximately 36 percent of the Department's personnel costs required to process land use applications are recovered through land-use fees. To meet the Council's goal of "50 percent cost recovery," a proposal to increase these fees will be presented to City Council for a July 1, 2006 implementation date.
  
- 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 2006 – 2007 City Council goals:
    - Sign ordinance
    - Economic development program
    - Transportation system planning, to include work on "skinny street" standards and traffic calming policies
  - Adds an Associate Planner to the current staffing in order to maintain pace with current and anticipated development activity. This reflects the need for additional assistance within the Planning Department to address Council goals. It will provide limited ability to address growth management and longer term planning issues; an additional staff person would be needed to effectively address such issues.

- Includes relocation to the new Community Development Center.
  
- \$5,600 --- Computer Equipment:
  - Two desktop computers – one replacement and one new
  - One laptop computer

### Full-Time Equivalents

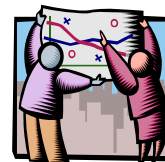
	<u>2005 - 2006</u>	<u>Change</u>	<u>2006 - 2007</u>
FTE Adopted Budget	4.50		
Associate Planner (1 FTE for 1/2 year)		+ 0.50	
FTE Proposed Budget			5.00



Managing growth and maintaining our Small Town Atmosphere were important concerns identified in the Community Choices project.



Early 2007 moving to Community Development Center



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

# 2006 – 2007 Proposed Budget --- Budget Summary

## General Fund – Planning

### 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.
- Complete the sign ordinance project.
- Continue to actively participate with the McMinnville Economic Development Partnership (MEDP) to address economic development issues.
- Relocate to new Community Development Center.

#### ➤ Long-Term Issues

- Implement the plans and policies contained in the *Growth Management and Urbanization Plan* in order to accommodate projected growth.
- Acquire additional legal support in order to respond effectively to various land use issues; i.e., 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.
- Add staffing resources necessary to adequately address growth management issues.

### 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 assist in the preparation of utility master plans; i.e., transportation, sanitary and storm sewer, parks.
- Most long-range planning work is project related and driven by local, state, or federal dictates.

#### ➤ Economic Development

- Advise and assist 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.



The Planning Department completed drafting of the McMinnville Growth Management and Urbanization Plan to guide and accommodate future growth.

Planning Department serves as support staff to some 10 different committees and review bodies.





## 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.



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



**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.

**2004** The City Council and Yamhill County Board of Commissioners unanimously adopt the McMinnville Growth Management and Urbanization Plan – currently under State review.

**2005** The Planning Department helps establish the McMinnville Economic Development Partnership.

**PLANNING**

2006-07

02-Aug-06

01	19								
ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED	
2003-04	2004-05	2005-06			EMPLOYEES	2006-07	2006-07	2006-07	
<b>REQUIREMENTS</b>									
<b><u>PERSONAL SERVICES</u></b>									
76,272	77,412	79,478	<b>80235-00</b>	<b>PLANNING DIRECTOR</b> Doug Montgomery	1.00	83,693	83,693	83,693	
56,802	57,792	59,327	<b>80303-00</b>	<b>SENIOR PLANNER</b> Ron Pomeroy Genny Bond	2.00	118,160	118,160	118,160	
0	27,752	52,932	<b>80311-00</b>	<b>ASSOCIATE PLANNER</b> New Position --- Full-time Associate Planner budgeted for a January 1, 2007 hire date.	0.50	21,316	21,316	21,316	
38,088	0	0	<b>80321-00</b>	<b>ASSISTANT PLANNER</b>	0.00	0	0	0	
37,752	38,316	39,357	<b>80353-00</b>	<b>EXECUTIVE SECRETARY</b> Pam Anderson	1.00	40,458	40,458	40,458	
0	0	0	<b>80357-00</b>	<b>ADMINISTRATIVE SPECIALIST II</b> Sarah Sullivan: 50% Planning Department 15% Engineering Department 35% Building Division	0.50	16,425	16,425	16,425	
2,655	6,603	14,243	<b>80369-00</b>	<b>ADMINISTRATIVE SPECIALIST I</b>	0.00	0	0	0	
3,297	0	0	<b>80375-00</b>	<b>OFFICE SPECIALIST I</b>	0.00	0	0	0	
0	0	1,000	<b>80386-00</b>	<b>OVERTIME</b>	0.00	1,000	1,000	1,000	
0	0	0	<b>80388-00</b>	<b>FRINGE BENEFITS:</b>	0.00	0	0	0	
15,332	14,913	18,845	<b>80389-00</b>	<b>FICA</b>	0.00	21,501	21,501	21,501	
40,674	39,351	59,590	<b>80390-00</b>	<b>PERS - OPSRP - IAP</b>	0.00	67,988	67,988	67,988	
29,667	27,349	41,334	<b>80391-00</b>	<b>MEDICAL INSURANCE</b>	0.00	48,204	48,204	48,204	
374	264	310	<b>80392-00</b>	<b>LIFE INSURANCE</b>	0.00	344	344	344	
574	741	637	<b>80393-00</b>	<b>WORKERS' COMPENSATION INS</b>	0.00	3,615	3,615	3,386	
0	0	500	<b>80394-00</b>	<b>UNEMPLOYMENT</b>	0.00	0	0	0	
1,216	1,189	1,398	<b>80395-00</b>	<b>DISABILITY INSURANCE</b>	0.00	1,597	1,597	1,597	
302,703	291,682	368,951	<b>TOTAL PERSONAL SERVICES</b>		5.00	424,301	424,301	424,072	
<b><u>MATERIALS &amp; SERVICES</u></b>									

# PLANNING

2006-07

02-Aug-06

01	19	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		3,226	5,164	8,000	<b>80411-00 PUBLIC NOTICES &amp; PRINTING</b>	0.00	10,050	10,050	10,050
				7,500	Legal notices of Citizens Advisory Committee (CAC), Historic Landmarks Committee, Planning Commission, and City Council hearings and work sessions on land-use items; printing of various brochures, plan documents, and application forms; and advertising of job openings				
				2,550	Publication, notification, and ballot preparation expenses				
					*RB --- Includes \$2,550 annexation election advertisements !!!				
		1,387	367	500	<b>80420-00 EMPLOYEE DEVELOPMENT</b>	0.00	500	500	500
					"In-house" presentations, seminars, and workshops providing continuing development for City				
		775	2,869	3,000	<b>80421-00 TRAVEL &amp; EDUCATION</b>	0.00	3,200	3,200	3,200
					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				
		0	0	0	<b>80441-00 HVAC &amp; LIGHTS - CDC 37%</b>	0.00	2,700	2,700	2,700
					Division's share of Community Development Center electrical costs.				
		2,728	2,783	3,500	<b>80451-00 TELECOMMUNICATIONS</b>	0.00	3,500	3,500	3,500
		4,845	3,227	5,000	<b>80461-00 MATERIALS &amp; SUPPLIES</b>	0.00	7,000	7,000	7,000
					Office supplies and planning publications.				
		0	0	500	<b>80471-00 REPAIRS &amp; MAINTENANCE:</b>	0.00	500	500	500
		0	0	0	<b>80471-11 R&amp;M - CDC 37%</b>	0.00	500	500	500
					Division's share of Community Development Center repair costs.				
		0	0	0	<b>80491-00 MAINTENANCE - CDC 37%</b>	0.00	1,100	1,100	1,100
					Division'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				
		1,300	1,600	1,600	<b>80511-00 INSURANCE-PROPERTY &amp; LIABILITY</b>	0.00	2,300	2,300	2,300
					*PB includes amount for OMI building				
					566 - 37.7% Eng				
					384 - 25.6% Bldg				
					551 - 36.7% Plng				
					1,500 - 100%				
		0	0	0	<b>80609-00 JANITORIAL - CDC 37%</b>	0.00	1,300	1,300	1,300
					Division's share of Community Development Center janitorial service and supply costs.				
		1,916	950	1,050	<b>80611-00 PROFESSIONAL SERVICES:</b>	0.00	950	950	950
					900 Audit fee allocation				
					50 Section 125 employee accounts administration fee				

**PLANNING**

**2006-07**

02-Aug-06

01	19								
ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED	
2003-04	2004-05	2005-06			EMPLOYEES	2006-07	2006-07	2006-07	
18,733	11,526	25,000	<b>80611-01</b>	<b>PS - LEGAL</b>	0.00	10,000	10,000	10,000	
				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/or Land Use Board of Appeals (LUBA).					
1,243	4,904	10,000	<b>80611-03</b>	<b>PS - ANNEXATION ELECTIONS</b>	0.00	11,000	11,000	11,000	
				Election expense related to the May 2007 election - reimbursed by applicants through Election Fees - Annexation, Account #01-00-60027-99.					
194	9	800	<b>80611-05</b>	<b>PS - HUMAN RESOURCES</b>	0.00	800	800	800	
63	1,863	10,000	<b>80611-13</b>	<b>PS - DLCD URBAN GROWTH BDRY</b>	0.00	5,000	5,000	5,000	
				Contract planning services to assist the City with refining the adopted "McMinnville Growth Management and Urbanization Plan", should it be remanded by the Land Conservation and Development Commission (LCDC), or appealed to the Circuit Court, or the Land Use Board of Appeals					
3,760	5,305	5,142	<b>80612-00</b>	<b>COMPUTER SERVICES - IS FUND</b>	0.00	5,934	5,934	5,934	
				Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.					
0	0	300	<b>80631-00</b>	<b>MAINTENANCE &amp; RENTAL CONTRCTS:</b>	0.00	0	0	0	
0	0	0	<b>80631-11</b>	<b>M&amp;R CONTRACT - CDC 37%</b>	0.00	1,300	1,300	1,300	
				Division's share of Community Development Center HVAC maintenance; alarm monitoring; landscape maintenance; postage machine rental; and copier rentals.					
0	0	0	<b>80680-00</b>	<b>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.					
199	0	0	<b>80681-00</b>	<b>M&amp;S EQUIPMENT</b>	0.00	0	0	500	
				Chair - Administrative Assistant					
950	15,536	6,313	<b>80683-00</b>	<b>M&amp;S COMPUTERS - IS FUND</b>	0.00	8,861	8,861	8,861	
				5,900 Division Computer Equipment					
				3,600 New and replacement computers with 17" monitor - 2					
				2,000 Laptop computer - 1					
				300 Printer warranty extension - 1					
				2,961 M&S Equipment - IS Department Network Hardware and Software					
				*Computers --- Pam, new planner					
				Laptop --- shared					
41,319	56,103	80,705	<b>TOTAL MATERIALS &amp; SERVICES</b>		0.00	76,495	76,495	76,995	
			<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>80701-00</b>	<b>EQUIPMENT</b>	0.00	0	0	0	
0	0	0	<b>80704-00</b>	<b>EQUIPMENT COMPUTER - IS FUND</b>	0.00	0	0	0	
0	0	367,000	<b>80750-00</b>	<b>COMMUNITY DEV CTR - 37%</b>	0.00	0	0	0	

**PLANNING**

*2006-07*

02-Aug-06

01	19								
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>			<b>NUMBER OF</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>			<b>EMPLOYEES</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>
	0	0	0	80771-00	BUILDING IMPROVEMENTS	0.00	0	0	0
	0	0	367,000		<b>TOTAL CAPITAL OUTLAY</b>	0.00	0	0	0
	<b>344,022</b>	<b>347,785</b>	<b>816,656</b>		<b>TOTAL REQUIREMENTS</b>	5.00	<b>500,796</b>	<b>500,796</b>	<b>501,067</b>