



# 2006 – 2007 Proposed Budget --- Budget Summary Parks & Recreation Fund – Senior Center

## 2006 – 2007 Senior Center Budget Highlights

- \$20,000 increase in Repairs and Maintenance costs #30-07-80471-00 supports needed replacement of main lobby and hallway carpet as well as exterior building stain with minor siding repairs. Staining project was deferred in 2005 - 2006 due to lack of donation support. These new repairs and improvements are fully funded by property tax dollars.
- Other Senior Center revenues and expenditures remain relatively unchanged. Need to return to past revenue levels for Meeting Room rentals.
- Expand present level of recreation, social and life-long learning and enrichment programming services that reflect the interests and needs of McMinnville's older adult population.
- McMinnville Seniors support the Senior Center by volunteering as many as 5,000 hours annually to the operations and supervision of Center activities.

## Full-Time Equivalents

	<u>2005- 2006</u>	<u>Change</u>	<u>2006 - 2007</u>
FTE Adopted Budget	1.67		
Extra Help - Sr. Center		- 0.02	
Extra Help - Day Tours		+ 0.06	
Extra Help - Sp. Event		+ <u>0.03</u>	
FTE Proposed Budget		+ 0.07	1.74

## Core Services

- Enrichment classes and programs for senior adults.
- Senior support services: health, fitness, legal, etc.
- Regional meal site including Meals on Wheels.
- Facility rentals and community events.
- Facility maintenance and repairs.

## Short- and Long-Term Issues

### ➤ Short-Term Issues

- Expand Senior Center parking - Park Bond Project.
- Maximize facility use through expanded programs and rentals.

### ➤ Long-Term Issues

- Promote and publicize Senior Center Foundation to generate long-term funding support for facility improvements.
- Continue to assess program effectiveness in addressing changing senior adult interests and needs within McMinnville.



McMinnville Senior Citizens, Inc. donated \$4,000 toward outfitting a computer lab at the Senior Center. Through this donation and donations from individuals, the senior center now has an eight-station computer lab. Both beginning and intermediate computer classes are being offered.



## Parks & Rec Fund – Senior Center --- Historical Highlights

**1965** Bessie Cornie and other community senior citizens establish McMinnville Senior Citizens, Inc. to provide social functions, recreation activity, and assistance to area seniors. Their membership meetings and activities are held in the City-owned community building at 1st Street and Galloway.

**1979** McMinnville Senior Citizens Inc. assists the City in planning and passing bond levies to purchase and remodel the old National Guard building as a Community Center.

**1981** The new McMinnville Community Center opens to the public. McMinnville Senior Citizens, Inc. moves its programs to the Community Center where rooms are dedicated for their use.

**1983** Barbara Brewer hired as secretary at Community Center. She begins assisting seniors and developing expanded senior programs and activities

**1987** Barbara Brewer promoted to Recreation Coordinator in charge of Senior Programs.

**1987** From 1987 – 1993, Senior Programs expand at the Community Center and Senior Citizens, Inc. asks the City Council for a “stand alone” Senior Center, “a place of our own” that can better serve older adults without the scheduling difficulties of the busy Community Center. City Council approves preliminary planning efforts.

**1993** City applies for and is awarded a \$600,000 Community Development Block Grant to build a “stand alone” Senior Center. Senior Citizen’s Inc. donates \$100,000 and the City adds \$300,000 to support the construction of a new Senior Center on the edge of Wortman Park.



Senior Citizens, Inc. founded in 1965 provides 5,000+ hours of volunteer supervision and leadership at the Senior Center each year.

**1995** In October, new McMinnville Senior Center opens with great fanfare. Barbara Brewer named the Senior Center Manager and moves with the seniors from the Community Center to the new facility. The Mid-Willamette Valley Senior Services Agency also moves their meal site to the Senior Center and provides meals five days a week including Meals On Wheels to home bound seniors.

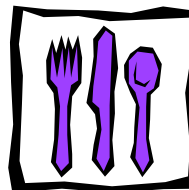
**1995** From 1995 – 2005, Senior Programs continue to expand at the Senior Center. Senior Citizens, Inc. proves to be an outstanding partner in supporting the Senior Center by providing continued cash donations and thousands of volunteer hours annually to support operations.

**2003** In June, long-time City employee and Senior Center Manager, Barbara Brewer-Nelson retires

**2003** In May, current Senior Center Manager Virginia Jordan hired.

## Parks & Rec Fund – Senior Center --- Historical Highlights

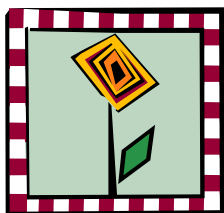
**2005** 10<sup>th</sup> anniversary of Senior Center was held in October 2005. Senior Programs continue as do general facility rentals for receptions and community events at the Senior Center.



An average of 60 older adults attend daily lunch program with 15,600 meals served annually.

An average of 100 meals are delivered daily in the Meals-On-Wheels program to shut-in, frail, elderly individuals - 26,000 meals annually.

**2006** Quilt Relief Project continues at the Senior Center. This group of hard working quilters use donations of fabrics received from community members and make quilts and lap blankets and in turn donate them to community agencies such as Habitat for Humanity, Juliette's House, and the Yamhill County Health Start program.



Over 13,000 senior participants use Senior Center annually.



McMinnville Senior Center provides meeting, reception and event space for general community functions, including weddings, birthdays, anniversaries, and other community functions and celebrations.

## SENIOR CENTER

2006-07

02-Aug-06

30	07	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
<b>REQUIREMENTS</b>									
<b><u>PERSONAL SERVICES</u></b>									
		40,776	41,388	44,636	<b>80363-00</b>				
					RECREATION PROGRAM MANAGER	1.00	45,883	45,883	45,883
					Virginia Jordan				
		6,612	7,690	9,000	<b>80384-00</b>				
					EXTRA HELP - SENIOR CENTER	0.58	9,000	9,000	9,000
					Senior Center part-time staff. Other extra-help duties are supported through volunteerism at the Senior Center.				
					Budget Note: Volunteerism helps keep this expense minimized with nearly 5,000 hours of volunteer time donated by seniors annually.				
		0	0	0	<b>80384-05</b>				
					EXTRA HELP - DAY TOURS	0.06	1,000	1,000	1,000
		468	745	1,000	<b>80384-51</b>				
					EXTRA HELP - SPECIAL EVENTS	0.10	1,500	1,500	1,500
					Staff costs for activities and rentals which occur before or after regular operating hours.				
					Budget Note: Expense charged to rental groups with revenue received through Senior Center - Staff Fees, Account #30-00-60066-41.				
		0	0	0	<b>80388-00</b>				
					FRINGE BENEFITS:	0.00	0	0	0
		3,413	3,539	4,179	<b>80389-00</b>				
					FICA	0.00	4,389	4,389	4,389
		7,719	8,950	13,216	<b>80390-00</b>				
					PERS - OPSRP - IAP	0.00	13,639	13,639	13,639
		2,700	3,356	3,840	<b>80391-00</b>				
					MEDICAL INSURANCE	0.00	3,840	3,840	3,840
		88	69	69	<b>80392-00</b>				
					LIFE INSURANCE	0.00	69	69	69
		2,739	3,108	3,017	<b>80393-00</b>				
					WORKERS' COMPENSATION INS	0.00	3,866	3,866	3,757
					In addition to covering regular and part-time staff, this line-item includes ~\$2,200 of workers' compensation coverage for Senior Program volunteers.				
		0	0	250	<b>80394-00</b>				
					UNEMPLOYMENT	0.00	0	0	0
		252	236	254	<b>80395-00</b>				
					DISABILITY INSURANCE	0.00	262	262	262
		64,767	69,081	79,461	<b>TOTAL PERSONAL SERVICES</b>	1.74	83,448	83,448	83,339
<b><u>MATERIALS &amp; SERVICES</u></b>									
		352	28	100	<b>80420-00</b>				
					EMPLOYEE DEVELOPMENT	0.00	100	100	100
					"In-house" presentations, seminars, and workshops providing continuing development for City				
		425	173	600	<b>80421-00</b>				
					TRAVEL & EDUCATION	0.00	600	600	600
					Attendance at professional development workshops and conferences.				

## SENIOR CENTER

2006-07

02-Aug-06

30	07	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		7,972	8,791	8,500	<b>80441-00 HVAC &amp; LIGHTS</b> Natural gas and electricity costs.	0.00	8,500	8,500	8,500
		2,125	2,114	2,500	<b>80451-00 TELECOMMUNICATIONS</b>	0.00	2,000	2,000	2,000
		5,268	6,949	4,500	<b>80461-00 MATERIALS &amp; SUPPLIES:</b> Office and other general supplies.	0.00	4,500	4,500	4,500
		4,204	1,672	2,000	<b>80461-81 M&amp;S - DONATIONS SENIORS</b> Materials and supplies purchased from general donations that support the Senior Center through Donations - Senior, Account #30-00-60168-81.	0.00	500	500	500
		8,919	8,983	11,000	<b>80471-00 REPAIRS &amp; MAINTENANCE:</b> 11,000 Replacement carpet in main entry lobby and hallway. 9,000 Exterior building stain with minor siding repairs 9,000 General and unanticipated repairs and maintenance, garbage service, etc.	0.00	29,000	29,000	29,000
		0	0	5,000	<b>80471-81 R&amp;M - DONATIONS SENIORS</b> Facility repairs and maintenance funded by donations from seniors through Donations - Senior, Account #30-00-60168-81. This funding will support the repair or replacement of various items or equipment within the Center.	0.00	1,000	1,000	1,000
		0	0	0	<b>80480-00 SENIOR PROGRAMS:</b>	0.00	0	0	0
		3,204	4,668	4,000	<b>80480-02 SP - NEWSLETTER</b> Production and mailing senior newsletter, a monthly publication mailed to over 540 seniors; expenses recovered through subscription and advertising fees in Senior Programs - Newsletter, Account #30-00-60067-02.	0.00	4,500	4,500	4,500
		0	1,681	2,000	<b>80480-03 SP - CLASSES &amp; PROGRAMS</b> Materials and supplies for special interest classes and programs including costs associated with instructors who are independent contractors.	0.00	3,000	3,000	3,000
		2,411	4,955	3,000	<b>80480-04 SP - SPECIAL EVENTS</b> Costs associated with special fund raising events.	0.00	1,500	1,500	1,500
					Budget Note: Expenses are off-set by Special Programs - Special Events, Account #30-00-60067-04.				
		18,209	31,489	20,000	<b>80480-05 SP - DAY TOURS</b> Senior day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	0.00	20,000	20,000	20,000
					Budget Note: Expenses recovered through registration fees in Senior Programs - Day Tours, Account #30-00-60067-05.				

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02-Aug-06

30	07	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		4,570	298	15,000	<b>80480-06 SP - OVERNIGHT TOURS</b> In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	0.00	20,000	20,000	20,000
					Budget Note: Expenses recovered through participation fees in Senior Programs - Overnight Tours, Account #30-00-60067-06.				
		3,300	3,900	3,700	<b>80511-00 INSURANCE-PROPERTY &amp; LIABILITY</b>	0.00	3,800	3,800	3,800
		8,184	9,091	9,100	<b>80609-00 JANITORIAL SERVICES &amp; SUPPLIES</b>	0.00	10,600	10,600	10,600
		871	942	1,050	<b>80611-00 PROFESSIONAL SERVICES:</b> 900 Audit fee allocation 50 Section 125 Allocation Fee	0.00	950	950	950
		91	3	300	<b>80611-05 PS - HUMAN RESOURCES</b>	0.00	300	300	300
		610	1,768	1,714	<b>80612-00 COMPUTER SERVICES - IS FUND</b> Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.	0.00	1,978	1,978	1,978
		4,600	2,510	4,000	<b>80631-00 MAINTENANCE &amp; RENTAL CONTRACTS</b> 1,525 Carpet cleaning 875 HVAC system maintenance contract 600 Roof and gutter cleaning 200 Pest control 500 Copy machine maintenance 300 Fire alarm monitoring	0.00	4,000	4,000	4,000
		340	328	350	<b>80665-00 CREDIT CARD FEES</b>	0.00	450	450	450
		0	0	0	<b>80680-00 M&amp;S ASSETS:</b>	0.00	0	0	0
		0	0	0	<b>80681-00 M&amp;S EQUIPMENT</b>	0.00	0	0	0
		0	1,145	1,804	<b>80683-00 M&amp;S COMPUTERS - IS FUND</b> 3,000 Department Computer Equipment Replacement Computers - 2 987 M&S Equipment - IS Department Network Hardware and Software *Computers --- Virginia, Shared Staff	0.00	3,987	3,987	3,987
		1,371	3,473	3,000	<b>80691-00 M&amp;S EQUIP - DONATIONS SENIORS</b> Equipment purchased, with a value less than \$4,999, from general donations that support the Senior Center through Donations - Seniors, Account #30-00-60168-81.	0.00	1,000	1,000	1,000
		77,026	94,961	103,218	<b>TOTAL MATERIALS &amp; SERVICES</b>	0.00	122,265	122,265	122,265
					<b><u>CAPITAL OUTLAY</u></b>				
		0	0	0	<b>80701-00 EQUIPMENT</b>	0.00	0	0	0

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30	07	ACTUAL 2003-04	ACTUAL 2004-05	BUDGET 2005-06		NUMBER OF EMPLOYEES	PROPOSED 2006-07	APPROVED 2006-07	ADOPTED 2006-07
		0	0	3,000	<b>80702-00 EQUIPMENT - DONATIONS SENIORS</b>	0.00	1,000	1,000	1,000
					Equipment purchased from general senior donations that support the Senior Center; funded through Donations - Seniors, Account #30-00-60168-81.				
		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	5,000	<b>80771-81 BLDG IMP - DONATIONS SENIORS</b>	0.00	0	0	0
					Building improvements that upgrade or renovate Senior Center facility; funded through Donations - Seniors, Account #30-00-60168-81.				
		0	0	8,000	<b>TOTAL CAPITAL OUTLAY</b>	0.00	1,000	1,000	1,000
		<b>141,793</b>	<b>164,042</b>	<b>190,679</b>	<b>TOTAL REQUIREMENTS</b>	<b>1.74</b>	<b>206,713</b>	<b>206,713</b>	<b>206,604</b>