



2007 – 2008 Proposed Budget --- Budget Summary General Fund – Planning

2007 – 2008 Planning Department Budget Highlights

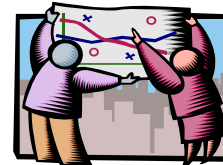
- ✿ Provides resources at levels necessary to maintain pace with projected private and public development activity.
 - Approximately 90 percent of the Department's budget is supported by the General Fund, with the remaining 10 percent from land-use fees.
 - By policy, the City Council has set a goal of recovering a minimum of 50 percent of direct costs associated with the processing of land use applications. This past year, given the higher than normal volume of land use applications, nearly 84 percent of the Department's direct costs required to process such applications were recovered through land-use fees. No adjustments to the current land use fee structure are proposed in the coming fiscal year.
 - Long-range planning activities; e.g., comprehensive planning, ordinance reviews, special projects, are entirely General Fund supported.

- ✿ Funds professional services - legal and planning - to assist in the City's defense of the adopted *McMinnville Growth Management and Urbanization Plan* (MGMUP).

- ✿ New Programs, Projects, or Equipment:
 - Supports some of the planning related 2007 – 2008 City Council goals:
 - Sign ordinance
 - Economic development program
 - Transportation system planning, to include work on "skinny street" standards
 - Park and open space dedication policies
 - The addition this past year of a new Associate Planner will provide some capacity to address growth management and longer term planning issues, when position filled.

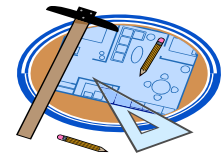
Full-Time Equivalents

	<u>2006 - 2007</u>	<u>Change</u>	<u>2007 - 2008</u>
FTE Adopted Budget	5.00		
Changes during 2006 - 2007			
Senior Planner	- 1.00		
Associate Planner	+ 1.00		
Total Changes 2006 - 2007	0.00		
FTE April 2007	5.00		
Changes in 2007 - 2008			
Associate Planner		+ 0.50	
FTE Proposed Budget		+ 0.50	5.50



The Planning Department provided professional testimony to LCDC aiding their approval of the McMinnville Growth Management and Urbanization Plan and UGB Expansion.

The Planning Department drafted the City's first Public Facility Plan.



The Planning Department is participating in completion of the City's first Transportation System Plan addressing both current and future local transportation concerns.



2007 – 2008 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.
- Adjust to new office location in Community Development Center building.

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 staff resources and provide training 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.



McMinnville Planners worked with a Task Force to craft a new draft Sign Code Ordinance.



The Planning Department assists other agencies with strategic planning by providing them with statistics, information and planning expertise.

The Planning Department served over 2,000 people at the counter last year and responded to nearly 12,000 phone calls.





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.

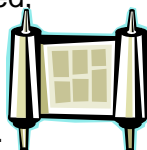


1866 According to *The Register*, McMinnville has “300 residents with five stores, three blacksmith shops, two wagon shops, one silversmith, one shoe shop, two doctors, one flour mill, and no licensed beer or grog saloons.”



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” (MGMUP). This 20-year plan is sent to the State for review and approval.

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 15th most populated city.



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

2006 The MGMUP receives State approval; action appealed by 1000 Friends to Oregon Court of Appeals.

2007 Planning Department relocated to the new Community Development Center.

PLANNING

2007-08

11-Jul-07

01	19							
ACTUAL	ACTUAL	BUDGET			NUMBER OF	PROPOSED	APPROVED	ADOPTED
2004-05	2005-06	2006-07			EMPLOYEES	2007-08	2007-08	2007-08
REQUIREMENTS								
<u>PERSONAL SERVICES</u>								
77,412	79,476	83,693	80235-00	PLANNING DIRECTOR	1.00	92,553	92,553	92,553
				Doug Montgomery				
57,792	59,328	118,160	80303-00	SENIOR PLANNER	1.00	62,582	62,582	62,582
				Ron Pomeroy				
27,752	52,932	21,316	80311-00	ASSOCIATE PLANNER	2.00	88,662	88,662	92,659
				Lucy Wilkinson				
				Jennifer Lynagh				
38,316	39,360	40,458	80353-00	EXECUTIVE SECRETARY	1.00	41,550	41,550	41,550
				Pam Anderson				
0	10,389	16,425	80357-00	ADMINISTRATIVE SPECIALIST II	0.50	17,712	17,712	17,712
				Sarah Sullivan:				
				50% Planning Department				
				15% Engineering Department				
				35% Building Division				
6,603	4,650	0	80369-00	ADMINISTRATIVE SPECIALIST I	0.00	0	0	0
0	0	1,000	80386-00	OVERTIME	0.00	1,000	1,000	1,000
0	0	0	80388-00	FRINGE BENEFITS:	0.00	0	0	0
14,913	17,891	21,501	80389-00	FICA	0.00	23,260	23,260	23,566
39,351	59,535	67,988	80390-00	PERS - OPSRP - IAP	0.00	69,934	69,934	70,853
27,349	29,476	48,204	80391-00	MEDICAL INSURANCE	0.00	56,154	56,154	49,590
264	310	344	80392-00	LIFE INSURANCE	0.00	379	379	379
741	2,765	3,386	80393-00	WORKERS' COMPENSATION INS	0.00	3,939	3,939	4,000
0	0	0	80394-00	UNEMPLOYMENT	0.00	500	500	500
1,189	1,396	1,597	80395-00	DISABILITY INSURANCE	0.00	1,729	1,729	1,752
291,682	357,508	424,072	TOTAL PERSONAL SERVICES		5.50	459,954	459,954	458,696

MATERIALS & SERVICES

PLANNING

2007-08

11-Jul-07

01	19								
ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07			NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	
5,164	2,736	10,050	80411-00	PUBLIC NOTICES & PRINTING	0.00	8,500	8,500	8,500	
		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					
		1,000		Publication, notification, and ballot preparation expenses					
367	163	500	80420-00	EMPLOYEE DEVELOPMENT	0.00	600	600	600	
				"In-house" presentations, seminars, and workshops providing continuing development for City employees.					
2,869	2,141	3,200	80421-00	TRAVEL & EDUCATION	0.00	4,000	4,000	4,000	
				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 included.					
0	0	2,700	80441-00	HVAC & LIGHTS - CDC 37%	0.00	7,800	7,800	7,800	
				Department's share of Community Development Center's electricity expense.					
2,783	2,768	3,500	80451-00	TELECOMMUNICATIONS	0.00	3,900	3,900	3,900	
3,227	5,354	7,000	80461-00	MATERIALS & SUPPLIES	0.00	7,000	7,000	7,000	
				Office supplies and planning publications.					
0	0	500	80471-00	REPAIRS & MAINTENANCE:	0.00	0	0	0	
0	0	500	80471-11	BUILDING REPAIRS - CDC 37%	0.00	6,500	6,500	6,500	
				Department's share of Community Development Center repair & improvement costs.					
				Budget Note: Includes department's allocated share of \$15,000 building casework and shelving improvements beyond \$2,500 miscellaneous building repairs.					
0	0	1,100	80471-12	BUILDING MAINTENANCE-CDC 37%	0.00	2,750	2,750	2,750	
				Department'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 cleaning.					
1,600	1,600	2,300	80511-00	INSURANCE-PROPERTY & LIABILITY	0.00	3,300	3,300	3,300	
0	0	1,300	80609-00	JANITORIAL - CDC 37%	0.00	3,150	3,150	3,150	
				Department's share of Community Development Center janitorial service and supply costs.					
950	1,061	950	80611-00	PROFESSIONAL SERVICES:	0.00	1,350	1,350	1,350	
		1,300		Audit fee allocation					
		50		Section 125 employee accounts administration fee					
11,526	12,295	10,000	80611-01	PS - LEGAL	0.00	18,000	18,000	18,000	
				Contract attorney services to assist the City defend the adopted "McMinnville Growth Management and Urbanization Plan" before the Oregon Court of Appeals.					

PLANNING

01 19

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
4,904	12,604	11,000	80611-03 PS - ANNEXATION ELECTIONS	0.00	11,000	11,000	11,000
			Election expense related to the November 2007 election - reimbursed by applicants through Election Fees - Annexation, revenue Account #01-00-60027-99.				
9	0	800	80611-05 PS - HUMAN RESOURCES	0.00	0	0	0
1,863	2,588	5,000	80611-13 PS - DLCD URBAN GROWTH BDRY	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 Oregon Court of Appeals for additional work.				
5,305	5,142	5,934	80612-00 COMPUTER SERVICES - IS FUND	0.00	7,699	7,699	7,699
			Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
0	0	0	80631-00 MAINTENANCE & RENTAL CONTRCTS:	0.00	0	0	0
0	0	1,300	80631-11 M&R CONTRACT - CDC 37%	0.00	3,000	3,000	3,000
			Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases.				
0	0	0	80680-00 M&S ASSETS:	0.00	0	0	0
			Budget Note: Materials & supplies asset purchases, with values under \$4,999 and more than one-year useful life.				
0	0	500	80681-00 M&S EQUIPMENT	0.00	2,000	2,000	2,000
			600 Desk chairs - 2				
			600 Bookcases - 5				
			500 Conference chairs - 2				
			300 Work table				
15,536	6,313	8,861	80683-00 M&S COMPUTERS - IS FUND	0.00	5,093	5,093	5,093
			3,100 Department Computer Equipment				
			1,200 ArcView license				
			1,200 AutoCAD license				
			500 Counter workstation, 1/3				
			200 Memory upgrades - 2				
			1,993 M&S Equipment - IS Department Network Hardware and Software				
56,103	54,765	76,995	TOTAL MATERIALS & SERVICES	0.00	100,642	100,642	100,642
<u>CAPITAL OUTLAY</u>							
0	0	0	80701-00 EQUIPMENT	0.00	0	0	0
0	0	0	80704-00 EQUIPMENT COMPUTER - IS FUND	0.00	0	0	0
0	390,702	0	80750-00 COMMUNITY DEV CTR - 37%	0.00	0	0	0
0	0	0	80771-00 BUILDING IMPROVEMENTS	0.00	0	0	0
0	390,702	0	TOTAL CAPITAL OUTLAY	0.00	0	0	0

PLANNING

01 19

2007-08

11-Jul-07

ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
347,785	802,975	501,067	<i>TOTAL REQUIREMENTS</i>	5.50	560,596	560,596	559,338