



## 2007 – 2008 Proposed Budget --- Budget Summary Parks & Recreation Fund – Senior Center

### 2007 – 2008 Senior Center Budget Highlights

- 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>2006- 2007</u>	<u>Change</u>	<u>2007 - 2008</u>
FTE Adopted Budget	1.74		
Extra Help - Sr. Center		- 0.01	
Extra Help - Day Tours		+ 0.12	
Extra Help - Special Events		- 0.04	
FTE Proposed Budget		+ 0.07	1.81

### 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.



The Senior Center offers on-going beginning, intermediate and internet computer classes.



## 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.

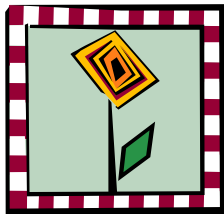
## Parks & Rec Fund – Senior Center --- Historical Highlights

**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.

Weekly guest speakers and workshops provide information on a wide range of topics including health and living, financial planning, and opportunities to learn about organizations and businesses in the McMinnville and Yamhill county



**2006** Quilt Relief Project continues at the Senior Center. This group of hard working quilters use donations of fabrics received from community members and makes 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.



The exterior of the Senior Center was re-stained in 2006 and the roof thoroughly cleaned in 2007.



Replacement of main lobby and hallway carpeting was completed Fall 2006.

# SENIOR CENTER

2007-08

11-Jul-07

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ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
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## REQUIREMENTS

### PERSONAL SERVICES

41,388	39,641	45,883	<b>80363-00</b>	<b>RECREATION PROGRAM MANAGER</b>	1.00	47,122	47,122	47,122
				Virginia Jordan				
7,690	7,593	9,000	<b>80384-00</b>	<b>EXTRA HELP - SENIOR CENTER</b>	0.57	9,400	9,400	9,400
				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	49	1,000	<b>80384-05</b>	<b>EXTRA HELP - DAY TOURS</b>	0.06	1,000	1,000	1,000
745	1,142	1,500	<b>80384-51</b>	<b>EXTRA HELP - SPECIAL EVENTS</b>	0.18	3,000	3,000	3,000
				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, revenue Account #30-00-60066-41.				
0	0	0	<b>80388-00</b>	<b>FRINGE BENEFITS:</b>	0.00	0	0	0
3,539	3,411	4,389	<b>80389-00</b>	<b>FICA</b>	0.00	4,629	4,629	4,629
8,950	10,234	13,639	<b>80390-00</b>	<b>PERS - OPSRP - IAP</b>	0.00	13,920	13,920	13,920
3,356	3,832	3,840	<b>80391-00</b>	<b>MEDICAL INSURANCE</b>	0.00	4,344	4,344	4,464
69	69	69	<b>80392-00</b>	<b>LIFE INSURANCE</b>	0.00	69	69	69
3,108	3,944	3,757	<b>80393-00</b>	<b>WORKERS' COMPENSATION INS</b>	0.00	3,554	3,554	3,554
				In addition to covering regular and part-time staff, this line-item includes ~\$1,800 of workers' compensation coverage for Senior Program volunteers.				
0	1,225	0	<b>80394-00</b>	<b>UNEMPLOYMENT</b>	0.00	1,000	1,000	1,000
236	243	262	<b>80395-00</b>	<b>DISABILITY INSURANCE</b>	0.00	269	269	269
69,081	71,383	83,339	<b>TOTAL PERSONAL SERVICES</b>		1.81	88,307	88,307	88,427

### MATERIALS & SERVICES

28	26	100	<b>80420-00</b>	<b>EMPLOYEE DEVELOPMENT</b>	0.00	100	100	100
				"In-house" presentations, seminars, and workshops providing continuing development for City employees.				
173	704	600	<b>80421-00</b>	<b>TRAVEL &amp; EDUCATION</b>	0.00	600	600	600
				Attendance at professional development workshops and conferences.				

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ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
8,791	8,498	8,500	<b>80441-00 HVAC &amp; LIGHTS</b> Natural gas and electricity costs.	0.00	9,000	9,000	9,000
2,114	2,154	2,000	<b>80451-00 TELECOMMUNICATIONS</b>	0.00	2,100	2,100	2,100
6,949	5,011	4,500	<b>80461-00 MATERIALS &amp; SUPPLIES:</b> Office and other general supplies.	0.00	4,500	4,500	4,500
1,672	535	500	<b>80461-81 M&amp;S - DONATIONS SENIORS</b> Materials and supplies purchased from general donations that support the Senior Center through Donations - Senior, revenue Account #30-00-60168-81.	0.00	1,000	1,000	1,000
8,983	13,019	29,000	<b>80471-00 REPAIRS &amp; MAINTENANCE:</b> General and unanticipated repairs and maintenance including garbage dumpster.	0.00	11,000	11,000	11,000
0	0	1,000	<b>80471-81 R&amp;M - DONATIONS SENIORS</b> Facility and equipment repairs and maintenance funded by donations from seniors through Donations - Senior, revenue Account #30-00-60168-81.	0.00	2,000	2,000	2,000
0	0	0	<b>80480-00 SENIOR PROGRAMS:</b>	0.00	0	0	0
4,668	3,844	4,500	<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, revenue Account #30-00-60067-02.	0.00	6,500	6,500	6,500
1,681	1,630	3,000	<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	1,500	1,500	1,500
4,955	1,470	1,500	<b>80480-04 SP - SPECIAL EVENTS</b> Costs associated with special fund raising events.  Budget Note: Expenses are off-set by Special Programs - Special Events, revenue Account #30-00-60067-04.	0.00	2,000	2,000	2,000
31,489	19,749	20,000	<b>80480-05 SP - DAY TOURS</b> Senior day tour excursions including bus transportation, admission fees, meals, and other event related expenses.  Budget Note: Expenses recovered through registration fees in Senior Programs - Day Tours, revenue Account #30-00-60067-05.	0.00	15,000	15,000	15,000
298	15,845	20,000	<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.  Budget Note: Expenses recovered through participation fees in Senior Programs - Overnight Tours, revenue Account #30-00-60067-06.	0.00	30,000	30,000	30,000

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ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07		NUMBER OF EMPLOYEES	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08
3,900	3,700	3,800	<b>80511-00 INSURANCE-PROPERTY &amp; LIABILITY</b>	0.00	3,300	3,300	3,300
9,091	9,908	10,600	<b>80609-00 JANITORIAL SERVICES &amp; SUPPLIES</b>	0.00	10,600	10,600	10,600
942	847	950	<b>80611-00 PROFESSIONAL SERVICES:</b>	0.00	1,350	1,350	1,350
			1,300 Audit fee allocation				
			50 Section 125 allocation fee				
3	0	300	<b>80611-05 PS - HUMAN RESOURCES</b>	0.00	0	0	0
1,768	1,714	1,978	<b>80612-00 COMPUTER SERVICES - IS FUND</b>	0.00	2,566	2,566	2,566
			Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
2,510	4,141	4,000	<b>80631-00 MAINTENANCE &amp; RENTAL CONTRACTS</b>	0.00	4,000	4,000	4,000
			1,525 Carpet cleaning				
			875 HVAC system maintenance contract				
			600 Roof and gutter cleaning				
			500 Copy machine maintenance				
			300 Fire alarm monitoring				
			200 Pest control				
328	405	450	<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
			Budget Note: Materials & supplies asset purchases, with values up to \$4,999 and with more than one-year useful life.				
0	0	0	<b>80681-00 M&amp;S EQUIPMENT</b>	0.00	0	0	0
1,145	1,804	3,987	<b>80683-00 M&amp;S COMPUTERS - IS FUND</b>	0.00	664	664	664
			0 Department Computer Equipment				
			664 M&S Equipment - IS Department Network Hardware and Software				
3,473	1,128	1,000	<b>80691-00 M&amp;S EQUIP - DONATIONS SENIORS</b>	0.00	1,000	1,000	1,000
			Equipment purchased, with a value less than \$4,999, from general donations that support the Senior Center through Donations - Seniors, revenue Account #30-00-60168-81.				
94,961	96,132	122,265	<b>TOTAL MATERIALS &amp; SERVICES</b>	0.00	109,230	109,230	109,230

## CAPITAL OUTLAY

0	0	0	<b>80701-00 EQUIPMENT</b>	0.00	0	0	0
0	0	1,000	<b>80702-00 EQUIPMENT - DONATIONS SENIORS</b>	0.00	5,000	5,000	5,000
			Equipment purchased from general senior donations that support the Senior Center; funded through Donations - Seniors, revenue 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

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0	0	0	80771-81	BLDG IMP - DONATIONS SENIORS	0.00	0	0	0
0	0	1,000		TOTAL CAPITAL OUTLAY	0.00	5,000	5,000	5,000
<b>164,042</b>	<b>167,515</b>	<b>206,604</b>		<b>TOTAL REQUIREMENTS</b>	<b>1.81</b>	<b>202,537</b>	<b>202,537</b>	<b>202,657</b>