


ADMINISTRATION DEPARTMENT



Organization Set – Sections

- **City Manager's Office**
- **City Hall & City Property**
- **Mayor & City Council**
- **Legal**
- **Community Services**
- **Human Resources**
- **Finance History**

Organization Set #

01-01-002
01-01-003
01-01-005
01-01-008
01-01-011
01-01-012
01-01-499



2008 - 2009 Proposed Budget --- Budget Summary General Fund – Administration

2008 – 2009 Administration Department Budget Highlights

Logos Budget Note --- With the implementation of Logos, the Administration Department has been sub-divided into six sections as listed below. These Organization Set (Org Set) Sections comprise the Administration Department for budget adoption purposes.

City Manager's Office - #01-01-002

- **New Org Set** --- includes the City Manager and .40 FTE of the City Manager's Administrative Assistant / HR Analyst. All expenditures show no significant changes from fiscal 2007 - 2008.

City Hall & City Property - #01-01-003

- **New Org Set** --- includes City Hall operating expenditures and City owned property not otherwise designated to a separate fund or department; i.e., Chamber of Commerce building and Abba Java coffee kiosk parking lot.
- **Repairs & Maintenance – Building Repairs** --- Complete replacement of the City Hall pitched roof and the upper level flat roof to eliminate leaks.



- **Building Improvements – Downtown Infrastructure** --- Completion of the remaining costs to relocate existing fiber, telecommunication, data, and radio infrastructure from the old Police Station to the new Public Safety Building. The \$25,000 2008 - 2009 budget completes the approximate \$375,000 project paid by the Improvements Fund in fiscal 2007 - 2008.

Mayor & City Council - #01-01-005

- **New Org Set** --- includes .10 FTE of City Manager's Administrative Assistant / HR analyst and .20 FTE of Administration's Administrative Specialist who prepare City Council packets and minutes. All other expenditures show no significant changes from fiscal 2007 - 2008.

Legal - #01-01-008

- **New Org Set** --- includes .90 FTE of the City Attorney and .20 FTE of Administration's Administrative Specialist who provides support to the City Attorney. All other expenditures show no significant changes from fiscal 2007 - 2008.

Community Services - #01-01-011

- **New Org Set** --- includes all community support type line-items from the prior Administrative & Finance Department. Decrease in this Org Set due to ~\$30,000 commitment by the City in fiscal 2007 - 2008 for the Holiday Lighting Upgrade Project.



Human Resources - #01-01-012

- **New Org Set** --- includes .50 FTE of the City Manager's Administrative Assistant / HR Analyst. Slight decrease in expenditures result of completion of Exempt Salary Survey in fiscal 2007 - 2008.

2008 – 2009 Proposed Budget --- Budget Summary

General Fund – Administration

2008 – 2009 Administration Budget Highlights – Continued

Full-Time Equivalents

	<u>2007-2008</u>	<u>Change</u>	<u>2008-2009</u>
FTE Adopted Budget	3.30		
No Change		<u>0.00</u>	
FTE Proposed Budget			3.30

Short- and Long-Term Issues

Administration - City Manager's Office

↪ **Short-Term Issues** --- Addressed by 2008 – 2009 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.

Administration - City Attorney's Office

↪ **Short-Term Issues** --- Addressed by 2008 – 2009 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.

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.



General Fund – Administration --- Historical Highlights

1876 McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees.

1882 McMinnville incorporates as a city with a Mayor and City Council.

1965 Joe Dancer appointed City Administrator.

1971 City Attorney position established and E. Clifton Ross appointed.

1984 Edward J. Gormley elected Mayor.



1986 May 1986, Kent Taylor appointed City Manager and continues to hold the position.

1992 City acquires parking lot at NE corner of First and Cowls for joint development with Presbyterian Church.

1992 Downtown Historic Street Light Project implemented in City-owned parking lots.

1994 City Hall and Police Department undergo major remodels with City Council Chambers removed.

1995 Civic Center Master Plan developed.

1995 City purchases Home Laundry site at NE corner of Second and Cowls.

1997 City Attorney Ross retires and City contracts for attorney support.

1997 Donna Fowler, dba Human Resource Options, becomes City's first human resource consultant.

1999 The City Attorney position was restored to full-time and Candace Haines appointed.



2005 City Council undertakes new community outreach project - Community Choices

2006 City purchases Oregon Mutual Insurance Company's Regional Office for the future home of a new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments.

2007 In March, after extensive remodeling of the new Community Development Center (CDC), the Planning, Building, and Engineering Department's move out of City Hall and open for business in the new CDC.



2007 City Hall is remodeled over an approximate 10-month period during three different phases of construction; to more adequately service the Administration, Finance, and Municipal Court Departments.

2008 City Council establishes Downtown Public Art Program.



2008 - 2009 Proposed Budget --- Personal Services Summary
Salaries Paid From More Than One Source
General Fund - Administration

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<u>City Attorney</u>	1	359	104,319		
General Fund					
Administration				10	93,887
Legal (0.90 FTE)					
Municipal Court					
Court (0.10 FTE)				79	10,432
<u>Administrative Assistant / HR Analyst</u>	1	330	52,578		
General Fund					
Administration					
City Manager's Office (0.40 FTE)				2	21,031
Mayor & City Council (0.10 FTE)				7	5,258
Human Resources (0.50 FTE)				13	26,289
<u>Administrative Specialist I / Parking & Code Enforcement</u>	1	316 / 326	37,610		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				7	6,394
Legal (0.20 FTE)				10	6,394
Police					
Field Operations					
Code / Parking Enforcement (0.60 FTE)				46	24,822

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :002 - CITY MANAGER'S OFFICE
 Program :N/A

2009 PROPOSED BUDGET
 2009 APPROVED BUDGET
 2009 ADOPTED BUDGET

REQUIREMENTS

PERSONAL SERVICES

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
0	0	0	7000	Salaries & Wages	0	0	0
127,919	138,195	141,873	7000-05	Salaries & Wages - Regular Full Time City Manager - 1.00 FTE Administrative Assistance / HR Analyst - 0.40 FTE	150,008	150,008	150,512
2,028	1,747	2,400	7000-20	Salaries & Wages - Overtime	2,500	2,500	2,500
1,083	1,408	1,841	7000-25	Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: 1,300 Monthly OPS Awards at \$100 net per month 541 Yearly OPS Award at \$500 net	1,841	1,841	1,841
0	0	9,000	7000-30	Salaries & Wages - Auto Allowance City Manager's \$750 per month automobile allowance - correctly categorized as personal services during Logos conversion.	9,000	9,000	9,000
0	0	0	7300	Fringe Benefits	0	0	0
0	0	0	7300-05	Fringe Benefits - FICA - Social Security	7,588	7,588	7,619
0	0	0	7300-06	Fringe Benefits - FICA - Medicare	2,369	2,369	2,376
9,492	10,282	11,683	7300-07	Fringe Benefits - FICA - History	0	0	0
30,342	32,943	35,078	7300-15	Fringe Benefits - PERS - OPSRP - IAP	39,204	39,204	39,324
9,507	9,094	14,484	7300-20	Fringe Benefits - Medical Insurance	15,298	15,298	15,298
144	152	156	7300-25	Fringe Benefits - Life Insurance	97	97	89
628	644	807	7300-30	Fringe Benefits - Long Term Disability	814	814	802
446	393	423	7300-35	Fringe Benefits - Workers' Compensation Insurance	295	295	296
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
181,589	194,859	217,745		TOTAL PERSONAL SERVICES	229,014	229,014	229,657

MATERIALS AND SERVICES

1,000	1,000	1,000	7520	Public Notices & Printing	1,000	1,000	1,000
250	300	200	7540	Employee Development	400	400	400
5,000	5,000	5,000	7550	Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager and the City Manager's staff.	5,000	5,000	5,000
6,600	6,600	0	7585	Auto Allowance	0	0	0
0	0	0	7610	Insurance	0	0	0

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
0	0	0	7610-05	Insurance - Liability		1,000	1,000	1,000
1,200	1,200	1,200	7620	Telecommunications		1,200	1,200	1,200
0	0	500	7660	Materials & Supplies		500	500	500
1,500	1,500	3,000	7660-05	Materials & Supplies - Office Supplies		2,500	2,500	2,500
700	700	700	7660-15	Materials & Supplies - Postage		500	500	500
250	3,000	1,500	7750	Professional Services		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administrative fee	1	200	200	
				Miscellaneous	1	300	300	
0	0	0	7800	M & S Equipment		0	0	0
0	0	0	7830	Computer M&S Charges - IS Fund		0	0	0
1,500	1,700	2,550	7830-98	Computer M&S Charges - IS Fund - Computer Services		2,575	2,575	2,575
				Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
1,350	850	5,200	7830-99	Computer M&S Charges - IS Fund - Computer M&S Equipment		1,380	1,380	1,380
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	1,380	1,380	
16,129	16,258	17,800	8000	City Memberships		17,800	17,800	19,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Local Government Personnel Institute	1	1,450	1,450	
				Mid-Willamette Valley Council of Grmnt - City 1/2 (W&L shared)	1	7,000	7,000	
				League of Oregon Cities - City 1/2 (W&L shared)	1	9,500	9,500	
				Yamhill Valley Visitors' Association	1	300	300	
				McMinnville Chamber of Commerce	1	750	750	
				ICLEI - Local Governments for Sustainability	1	600	600	
35,479	38,108	38,650	TOTAL MATERIALS AND SERVICES			34,355	34,355	36,155
217,068	232,966	256,395	TOTAL REQUIREMENTS			263,369	263,369	265,812

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	0	0	6350 Property Rentals	0	0	0
9,348	9,604	9,900	6350-05 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income will average approximately \$835 per month depending on the CPI-W rise through June 30, 2008.	10,000	10,000	10,000
13,236	13,512	10,275	6350-10 Property Rentals - Parking Lot 13,115 Cornerstone Express kiosk. (360) Cornerstone Express Downtown Economic Improvement District Assessment --- Special Assessment Fund allocation per City Council motion.	10,740	10,740	12,755
22,584	23,116	20,175	TOTAL MISCELLANEOUS	20,740	20,740	22,755
22,584	23,116	20,175	TOTAL RESOURCES	20,740	20,740	22,755

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

392	323	500	7590	Vehicle & Equipment Fuel	500	500	500
7,080	7,393	7,750	7600	Electric & Natural Gas	8,000	8,000	8,000
6,900	7,100	6,200	7610	Insurance	0	0	0
0	0	0	7610-05	Insurance - Liability	600	600	600
0	0	0	7610-10	Insurance - Property	1,900	1,900	1,900
800	400	800	7620	Telecommunications	800	800	800
6,621	6,504	6,750	7650	Janitorial	0	0	0
0	0	0	7650-10	Janitorial - Services	7,000	7,000	4,500
0	0	0	7650-15	Janitorial - Supplies	1,000	1,000	1,500
0	0	0	7660	Materials & Supplies	500	500	500
0	0	0	7720	Repairs & Maintenance	0	0	0
70	229	500	7720-06	Repairs & Maintenance - Equipment	1,000	1,000	1,000
15,038	7,270	20,000	7720-08	Repairs & Maintenance - Building Repairs	50,000	50,000	50,000

Description	Units	Amt/Unit	Total
Replace City Hall pitched roof	1	25,000	25,000
Replace City Hall upper flat roof	1	12,000	12,000
Miscellaneous City Hall repairs	1	3,000	3,000
Potential HVAC unit replacement	1	10,000	10,000

2,432	3,094	3,750	7720-10	Repairs & Maintenance - Building Maintenance	4,000	4,000	4,000
0	0	0	7720-12	Repairs & Maintenance - Grounds	1,000	1,000	1,000
0	0	0	7740	Rental Property Repair & Maint	0	0	0
8,733	13,003	40,000	7740-05	Rental Property Repair & Maint - Building	2,000	2,000	2,000

Description	Units	Amt/Unit	Total
Insurance - Liability	1	100	100
Insurance - Property	1	600	600
Miscellaneous	1	1,300	1,300

0	6,111	1,000	7750	Professional Services	0	0	0
2,862	3,024	3,000	7790	Maintenance & Rental Contracts	3,500	3,500	3,500
5,000	3,000	3,000	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net	3,000	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A		2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
4,231	7,738	35,000	7800	M & S Equipment	0	0	0
60,159	65,188	128,250		TOTAL MATERIALS AND SERVICES	84,800	84,800	82,800
				CAPITAL OUTLAY			
0	0	0	8800	Building Improvements	0	0	0
0	5,402	80,000	8800-05	Building Improvements - City Hall	0	0	0
0	0	0	8800-20	Building Improvements - Downtown Infrastructure	25,000	25,000	25,000
				Remaining costs to relocate existing fiber, telecommunication, data, and radio infrastructure from the existing Police Department basement to the new Police Station, and connecting to the new Civic Hall - 2007-2008 budget carryover.			
0	5,402	80,000		TOTAL CAPITAL OUTLAY	25,000	25,000	25,000
60,159	70,590	208,250		TOTAL REQUIREMENTS	109,800	109,800	107,800

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Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :NA	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
PERSONAL SERVICES						
0	0	0	7000 Salaries & Wages	0	0	0
4,707	4,944	12,013	7000-05 Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.10 FTE Administrative Specialist I - 0.20 FTE	11,652	11,652	11,778
507	437	600	7000-20 Salaries & Wages - Overtime	0	0	600
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	722	722	767
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	169	169	180
378	391	964	7300-07 Fringe Benefits - FICA - History	0	0	0
1,208	1,254	2,895	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,796	2,796	2,971
378	346	1,113	7300-20 Fringe Benefits - Medical Insurance	2,170	2,170	2,170
6	6	13	7300-25 Fringe Benefits - Life Insurance	18	18	16
25	25	67	7300-30 Fringe Benefits - Long Term Disability	64	64	64
18	15	35	7300-35 Fringe Benefits - Workers' Compensation Insurance	302	302	304
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	101	101	101
7,227	7,418	17,700	TOTAL PERSONAL SERVICES	17,994	17,994	18,951
MATERIALS AND SERVICES						
1,000	0	1,000	7520 Public Notices & Printing	500	500	500
0	0	0	7620 Telecommunications	0	0	300
0	0	0	7660 Materials & Supplies	250	250	250
100	100	100	7660-05 Materials & Supplies - Office Supplies	100	100	1,500
50	50	50	7660-15 Materials & Supplies - Postage	50	50	50
0	0	0	7750 Professional Services	0	0	0
64,027	12,027	25,000	7750-06 Professional Services - Community Outreach Continuing the City Council's public communication efforts, which will include neighborhood City Council meetings and 2008 Annual Report.	25,000	25,000	25,000

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
20,054	16,445	25,000	8005 Mayor/City Council Expenses Mayor and City Council activities which include the following: City Council dinner meetings, League of Oregon Cities City Council participation, City Council Annual Goal Setting, and other miscellaneous expenses related to Mayor and City Council activities and responsibilities, including employee Christmas gift cards.	27,500	27,500	27,500
85,231	28,622	51,150	<u>TOTAL MATERIALS AND SERVICES</u>	53,400	53,400	55,100
92,458	36,040	68,850	<u>TOTAL REQUIREMENTS</u>	71,394	71,394	74,051

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
RESOURCES						
<u>INTERGOVERNMENTAL</u>						
0	0	0	5040 Yamhill Communications Agency	0	0	0
1,310	0	0	5040-20 Yamhill Communications Agency - Legal	0	0	0
1,310	0	0	<u>TOTAL INTERGOVERNMENTAL</u>	0	0	0
1,310	0	0	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONAL SERVICES</u>						
0	0	0	7000 Salaries & Wages	0	0	0
81,616	88,139	97,695	7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE Administrative Specialist I - 0.20 FTE	100,281	100,281	104,944
10,238	6,320	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	5,832	5,832	5,832
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	1,454	1,454	1,522
6,654	6,871	7,474	7300-07 Fringe Benefits - FICA - History	0	0	0
21,270	22,014	22,440	7300-15 Fringe Benefits - PERS - OPSRP - IAP	24,068	24,068	25,187
6,665	6,077	8,626	7300-20 Fringe Benefits - Medical Insurance	5,136	5,136	5,136
101	102	100	7300-25 Fringe Benefits - Life Insurance	74	74	66
440	431	517	7300-30 Fringe Benefits - Long Term Disability	562	562	578
313	263	271	7300-35 Fringe Benefits - Workers' Compensation Insurance	462	462	471
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
127,296	130,216	137,123	<u>TOTAL PERSONAL SERVICES</u>	137,869	137,869	143,736
<u>MATERIALS AND SERVICES</u>						
500	0	500	7520 Public Notices & Printing	500	500	500
150	200	100	7540 Employee Development	300	300	300
4,000	4,000	4,000	7550 Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney (JD).	4,000	4,000	5,000
0	0	0	7610 Insurance	0	0	0
0	0	0	7610-05 Insurance - Liability	500	500	500
1,000	1,000	1,000	7620 Telecommunications	800	800	1,000
0	0	0	7660 Materials & Supplies	0	0	0
1,000	1,000	1,000	7660-05 Materials & Supplies - Office Supplies	1,000	1,000	500
600	600	600	7660-15 Materials & Supplies - Postage	500	500	250
0	0	0	7750 Professional Services	0	0	0

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
			Section :008 - LEGAL					
			Program :N/A					
3,375	3,303	5,000	7750-09	Professional Services - Legal		5,000	5,000	4,000
				Computerized legal research and legal reference books for the City Attorney.				
0	0	0	7830	Computer M&S Charges - IS Fund		0	0	0
1,100	1,300	1,450	7830-98	Computer M&S Charges - IS Fund - Computer Services		1,288	1,288	1,288
				Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
1,000	650	3,000	7830-99	Computer M&S Charges - IS Fund - Computer M&S Equipment		690	690	690
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department shared hardware and software	1	690	690		
12,725	12,053	16,650	TOTAL MATERIALS AND SERVICES			14,578	14,578	14,028
140,021	142,269	153,773	TOTAL REQUIREMENTS			152,447	152,447	157,764

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
10,084	6,499	35,000	8010 Holiday Lighting City contribution to community-wide Holiday Lighting Upgrade Program, a public/private partnership includes second \$5,000 of three-year commitment for the Holiday Lighting Upgrade Project along with monthly lighting charges.	5,000	5,000	5,000
0	0	10,000	8012 Downtown Public Art Program City's annual support of new Downtown Public Art Project includes pedestal construction and artist honorariums.	10,000	10,000	15,000
7,520	8,000	8,500	8015 Community Services	9,500	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Your Community Mediators of Yamhill County	1	7,500	7,500
			Jaycees - 4th of July Fireworks	1	3,000	3,000
			Thugs-Off-Drugs - rent support	1	1,000	1,000
			Miscellaneous	1	500	500
12,000	12,000	15,000	8020 McMinnville Downtown Association City's contribution to the McMinnville Downtown Association "in-lieu of "a Downtown Economic Improvement District assessment.	15,000	15,000	15,000
0	0	5,250	8025 Yamhill Co - YCTA Continues \$750 per month City of McMinnville support of Yamhill County Transit Area's (YCTA) east bus route through 06.30.09. Budget Note: Originally authorized by City Council motion in December 2007 through 06.30.08.	9,000	9,000	9,000
25,000	25,000	25,000	8030 YCAP Transportation - YAMCO YAMCO transportation program support.	25,000	25,000	25,000
750	35,000	35,000	8060 Economic Development Financial support of the McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and the Chamber of Commerce. Jody Christensen is executive director of the partnership.	35,000	36,050	36,050
55,354	86,499	133,750	<u>TOTAL MATERIALS AND SERVICES</u>	108,500	112,050	117,050
55,354	86,499	133,750	TOTAL REQUIREMENTS	108,500	112,050	117,050

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
PERSONAL SERVICES						
0	0	0	7000 Salaries & Wages	0	0	0
23,537	24,722	25,377	7000-05 Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.50 FTE	26,289	26,289	26,918
0	5,508	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
2,535	2,184	3,000	7000-20 Salaries & Wages - Overtime	2,500	2,500	2,500
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	1,785	1,785	1,824
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	417	417	426
1,889	2,358	2,172	7300-07 Fringe Benefits - FICA - History	0	0	0
6,037	7,554	6,521	7300-15 Fringe Benefits - PERS - OPSRP - IAP	6,909	6,909	7,060
1,892	2,085	2,506	7300-20 Fringe Benefits - Medical Insurance	6,772	6,772	6,772
29	35	29	7300-25 Fringe Benefits - Life Insurance	34	34	32
125	148	150	7300-30 Fringe Benefits - Long Term Disability	142	142	144
89	90	79	7300-35 Fringe Benefits - Workers' Compensation Insurance	52	52	54
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
36,133	44,684	39,834	TOTAL PERSONAL SERVICES	44,900	44,900	45,730
MATERIALS AND SERVICES						
500	0	500	7520 Public Notices & Printing	500	500	500
62	10	200	7530 Safety Training/OSHA	200	200	200
0	0	0	7540 Employee Development	0	0	0
0	0	0	7550 Travel & Education	200	200	200
0	250	800	7620 Telecommunications	800	800	800
0	0	0	7660 Materials & Supplies	100	100	100
500	500	500	7660-05 Materials & Supplies - Office Supplies	1,000	1,000	1,500
400	400	400	7660-15 Materials & Supplies - Postage	500	500	500
0	0	12,500	7750 Professional Services	0	0	0
1,462	1,160	14,900	TOTAL MATERIALS AND SERVICES	3,300	3,300	3,800
37,596	45,844	54,734	TOTAL REQUIREMENTS	48,200	48,200	49,530

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
RESOURCES						
<u>INTERGOVERNMENTAL</u>						
0	0	0	5040 Yamhill Communications Agency	0	0	0
28,700	0	0	5040-15 Yamhill Communications Agency - Accounting	0	0	0
28,700	0	0	<u>TOTAL INTERGOVERNMENTAL</u>	0	0	0
<u>CHARGES FOR SERVICES</u>						
24,025	21,550	20,000	5310 On-Line Lien Search Fees	0	0	0
24,025	21,550	20,000	<u>TOTAL CHARGES FOR SERVICES</u>	0	0	0
<u>MISCELLANEOUS</u>						
2,637	2,274	2,500	6600-94 Other Income - Finance	0	0	0
2,637	2,274	2,500	<u>TOTAL MISCELLANEOUS</u>	0	0	0
55,362	23,824	22,500	<u>TOTAL RESOURCES</u>	0	0	0

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONAL SERVICES</u>						
0	0	0	7000 Salaries & Wages	0	0	0
251,874	298,048	323,900	7000-05 Salaries & Wages - Regular Full Time	0	0	0
92,055	71,399	128,328	7000-10 Salaries & Wages - Regular Part Time	0	0	0
25,197	30,316	57,675	7000-15 Salaries & Wages - Temporary	0	0	0
737	6,972	50,000	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7300 Fringe Benefits	0	0	0
26,794	29,585	40,948	7300-07 Fringe Benefits - FICA - History	0	0	0
85,647	94,793	123,933	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
26,836	26,168	41,489	7300-20 Fringe Benefits - Medical Insurance	0	0	0
407	439	481	7300-25 Fringe Benefits - Life Insurance	0	0	0
1,773	1,854	2,484	7300-30 Fringe Benefits - Long Term Disability	0	0	0
1,259	1,131	1,303	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
394	-131	500	7300-40 Fringe Benefits - Unemployment	0	0	0
512,973	560,574	771,041	<u>TOTAL PERSONAL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
144	182	250	7500 Credit Card Fees	0	0	0
8,611	4,199	6,000	7520 Public Notices & Printing	0	0	0
934	1,046	800	7540 Employee Development	0	0	0
6,372	5,204	6,000	7550 Travel & Education	0	0	0
4,104	3,956	5,000	7620 Telecommunications	0	0	0
0	0	500	7660 Materials & Supplies	0	0	0
6,023	4,633	6,900	7660-05 Materials & Supplies - Office Supplies	0	0	0
21	526	1,500	7660-10 Materials & Supplies - Office Supplies Inventory	0	0	0
2,464	1,840	3,750	7660-15 Materials & Supplies - Postage	0	0	0
5,014	9,670	11,000	7750 Professional Services	0	0	0
7,696	6,896	6,400	7750-27 Professional Services - Net Assets	0	0	0
0	0	0	7830 Computer M&S Charges - IS Fund	0	0	0

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A		2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
5,970	6,890	8,831	7830-98	Computer M&S Charges - IS Fund - Computer Services	0	0	0
10,621	12,835	5,322	7830-99	Computer M&S Charges - IS Fund - Computer M&S Equipment	0	0	0
57,974	57,878	62,253	TOTAL MATERIALS AND SERVICES		0	0	0
570,948	618,452	833,294	TOTAL REQUIREMENTS		0	0	0