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**PARKS & RECREATION  
Senior Center**

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**Organization Set – Programs**

- **Administration**
- **Special Events**
- **Classes and Programs**
- **Day Tours**
- **Overnight Tours**

**Organization Set #**

**01-17-099-501**  
**01-17-099-641**  
**01-17-099-635**  
**01-17-099-665**  
**01-17-099-668**



# 2008 – 2009 Proposed Budget --- Budget Summary

## General Fund – Parks & Recreation – Senior Center

### 2008 – 2009 Senior Center Budget Highlights

- New Senior Center Manager, Anne Lane is working to effectively expand programs and services to McMinnville’s adult community.
- Increase in temporary part-time staff will support greater flexibility for Senior Center Manager to expand overall program planning and development efforts community-wide, provide consistent volunteer program support and community event planning. These efforts will strengthen the department’s efforts to be more comprehensive in overall recreation programming.
- Expand and enhance volunteer opportunities --- The Senior Center is supported by as many as 5,000 volunteer operations and supervision hours annually.

### 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**

- Maximize facility use through expanded programs and rentals.

#### ➤ **Long-Term Issues**

- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville.

### Full-Time Equivalents

	<u>2007-2008</u>	<u>Change</u>	<u>2008-2009</u>
<b>FTE Adopted Budget</b>	<b>1.81</b>		
Extra Help - Senior Center	+	0.33	
Extra Help - SC Events & Rentals	+	0.20	
Extra Help - SC Day Tours	-	<u>0.04</u>	
<b>FTE Proposed Budget</b>	<b>+</b>	<b>0.49</b>	<b>2.30</b>



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



## General Fund – Parks & Rec – 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. In May, Virginia Jordan hired.

## General Fund – Parks & Rec – 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.

**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.



**2007** Senior Center Manager Virginia Jordan resigns. Community Center Manager Anne Lane assumes "dual role" and adds interim Senior Center Manager duties to her responsibilities.

**2008** Anne Lane becomes Senior Center Manager when new Community Center Manager, Chris Jenkins assumes his duties May 12.



The Senior Center has 101 volunteers plus the Patton Middle School Leadership Class.



There are 40+ Bingo players every Thursday.

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 areas.



Budget Document Report

**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
0	0	0	<b>5380 Facility Rentals</b>	0	0	0
0	0	0	<b>5380-20 Facility Rentals - Meeting Rooms</b> Senior Center meeting room rentals.	15,000	15,000	15,000
0	0	0	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	1,500	1,500	1,500
0	0	0	<b>5380-40 Facility Rentals - Staff Fees</b> Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	10,000	10,000	10,000
0	0	0	<b>5380-45 Facility Rentals - Reception Facilities</b> Senior Center main hall rentals.	6,000	6,000	6,000
0	0	0	<b>5380-50 Facility Rentals - Meal Site</b> Mid-Willamette Valley Senior Services Agency fees paid for the use of Senior Center kitchen and dining areas for daily Senior Meals Program; contract renewed every two years.	6,000	6,000	6,000
0	0	0	<b>5420 Newsletter</b> Senior Program subscription fees for monthly senior newsletter, includes advertisement fees.	6,000	6,000	6,000
0	0	0	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>44,500</b>	<b>44,500</b>	<b>44,500</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
0	0	0	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities.	3,500	3,500	3,500
0	0	0	<b>6600 Other Income</b> Senior Center announcement board fees and other incidental revenues.	1,500	1,500	1,500
0	0	0	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
0	0	0	<b><u>TOTAL RESOURCES</u></b>	<b>49,500</b>	<b>49,500</b>	<b>49,500</b>

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**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONAL SERVICES</b>						
0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	0	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE	53,922	53,922	57,843
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center - 0.90 FTE Extra Help - Senior Center Events & Rentals - 0.38 FTE	26,000	26,000	26,000
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	4,955	4,955	5,198
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,159	1,159	1,216
0	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	16,061	16,061	17,003
0	0	0	<b>7300-20 Fringe Benefits - Medical Insurance</b>	13,544	13,544	13,544
0	0	0	<b>7300-25 Fringe Benefits - Life Insurance</b>	69	69	63
0	0	0	<b>7300-30 Fringe Benefits - Long Term Disability</b>	308	308	324
0	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,262	2,262	2,373
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	5,900	5,900	5,900
0	0	0	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	900	900	900
0	0	0	<b>TOTAL PERSONAL SERVICES</b>	<b>125,080</b>	<b>125,080</b>	<b>130,364</b>
<b>MATERIALS AND SERVICES</b>						
0	0	0	<b>7500 Credit Card Fees</b>	350	350	350
0	0	0	<b>7540 Employee Development</b>	100	100	100
0	0	0	<b>7550 Travel &amp; Education</b>	600	600	600
0	0	0	<b>7600 Electric &amp; Natural Gas</b>	8,500	8,500	8,500
0	0	0	<b>7610 Insurance</b>	0	0	0
0	0	0	<b>7610-05 Insurance - Liability</b>	1,000	1,000	1,000
0	0	0	<b>7610-10 Insurance - Property</b>	2,100	2,100	2,100
0	0	0	<b>7620 Telecommunications</b>	2,100	2,100	2,100
0	0	0	<b>7650 Janitorial</b>	0	0	0
0	0	0	<b>7650-10 Janitorial - Services</b>	8,000	8,000	8,000

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01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
0	0	0	<b>7650-15</b>	<b>Janitorial - Supplies</b>		1,600	1,600	1,600
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,000	5,000	5,000
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,500	2,500	2,500
				Materials and supplies purchased from general donations that support the Senior Center through revenue account, Donations-Parks & Recreation-Seniors.				
0	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		9,000	9,000	9,000
				General and unanticipated repairs and maintenance including garbage dumpster.				
0	0	0	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>		0	0	0
				Facility and equipment repairs and maintenance funded by donations from seniors through revenue account, Donations-Parks & Recreation-Seniors.				
0	0	0	<b>7750</b>	<b>Professional Services</b>		1,350	1,350	1,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,300	1,300	
				Section 125 administrative fee	1	50	50	
0	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Carpet cleaning	1	1,525	1,525	
				HVAC system maintenance contract	1	875	875	
				Roof and gutter cleaning	1	600	600	
				Copy machine maintenance	1	500	500	
				Fire alarm monitoring	1	300	300	
				Pest control	1	200	200	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
0	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		500	500	500
				Equipment purchased, with a value less than \$4,999, from general donations that support the Senior Center through revenue account, Donations-Parks & Recreation-Seniors.				
0	0	0	<b>7830</b>	<b>Computer M&amp;S Charges - IS Fund</b>		0	0	0
0	0	0	<b>7830-98</b>	<b>Computer M&amp;S Charges - IS Fund - Computer Services</b>		1,717	1,717	1,717
				Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.				
0	0	0	<b>7830-99</b>	<b>Computer M&amp;S Charges - IS Fund - Computer M&amp;S Equipment</b>		1,470	1,470	1,470
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department shared hardware and software	1	920	920	
				Inkjet printer replacement	1	300	300	
				Anti-virus software	1	250	250	
0	0	0	<b>8130</b>	<b>Recreation Program Expenses</b>		0	0	0

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**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
0	0	0	<b>8130-05 Recreation Program Expenses - Newsletter</b> Production and mailing senior newsletter, a monthly publication mailed to over 540 seniors; expenses recovered through subscription and advertising fees in revenue account, Newsletter.	5,000	5,000	5,000
0	0	0	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>54,887</b>	<b>54,887</b>	<b>54,887</b>
			<b><u>CAPITAL OUTLAY</u></b>			
0	0	0	<b>8725 Equipment - Donations</b> Equipment purchased from general senior donations that support the Senior Center; funded through revenue account, Donations-Parks & Recreation-Seniors.	500	500	500
0	0	0	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
0	0	0	<b><u>TOTAL REQUIREMENTS</u></b>	<b>180,467</b>	<b>180,467</b>	<b>185,751</b>



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01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
0	0	0	<b>5350 Registration Fees</b> Senior Center fees for recreational and special interest classes and programs.	10,000	10,000	10,000
0	0	0	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
0	0	0	<b><u>TOTAL RESOURCES</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

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**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>8130 Recreation Program Expenses</b> Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	6,000	6,000	6,000
0	0	0	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	6,000	6,000	6,000
0	0	0	<b><u>TOTAL REQUIREMENTS</u></b>	6,000	6,000	6,000

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**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	0	0	<b>5350 Registration Fees</b> Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	2,500	2,500	2,500
0	0	0	<b>TOTAL CHARGES FOR SERVICES</b>	2,500	2,500	2,500
0	0	0	<b>TOTAL RESOURCES</b>	2,500	2,500	2,500

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**01 - GENERAL FUND**

2006  
ACTUAL

2007  
ACTUAL

2008  
AMENDED  
BUDGET

Department :17 - PARKS & RECREATION

Section :099 - SENIOR CENTER

Program :641 - SPECIAL EVENTS

2009  
PROPOSED  
BUDGET

2009  
APPROVED  
BUDGET

2009  
ADOPTED  
BUDGET

**REQUIREMENTS**

**MATERIALS AND SERVICES**

0	0	0	<b>8130</b>	<b>Recreation Program Expenses</b>	500	500	500
				Costs associated with Senior Center special fund raising events and other major programs.			
0	0	0		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
0	0	0		<b>TOTAL REQUIREMENTS</b>	<b>500</b>	<b>500</b>	<b>500</b>

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01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
0	0	0	<b>5350 Registration Fees</b> Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc.	10,000	10,000	10,000
0	0	0	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
0	0	0	<b><u>TOTAL RESOURCES</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

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**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONAL SERVICES</u></b>						
0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center Day Tours - 0.02 FTE	400	400	400
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	25	25	25
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	6	6	6
0	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	48	48	48
0	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	11	11	11
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	0	<b><u>TOTAL PERSONAL SERVICES</u></b>	<b>490</b>	<b>490</b>	<b>490</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>8130 Recreation Program Expenses</b> Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	8,000	8,000	8,000
0	0	0	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
0	0	0	<b><u>TOTAL REQUIREMENTS</u></b>	<b>8,490</b>	<b>8,490</b>	<b>8,490</b>

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01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	0	0	<b>5350 Registration Fees</b> Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc.	25,000	25,000	25,000
0	0	0	<b>TOTAL CHARGES FOR SERVICES</b>	25,000	25,000	25,000
0	0	0	<b>TOTAL RESOURCES</b>	25,000	25,000	25,000

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**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>8130 Recreation Program Expenses</b> In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	20,000	20,000	20,000
0	0	0	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	20,000	20,000	20,000
0	0	0	<b><u>TOTAL REQUIREMENTS</u></b>	20,000	20,000	20,000