PARKS & RECREATION Senior Center

Organization Set – Programs

Organization Set #

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

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



2009 – 2010 Proposed Budget --- Budget Summary **General Fund – Parks & Recreation – Senior Center**

2009 – 2010 Senior Center **Budget Highlights**

- Focus on expanded special interest classes, programs, workshops for adults and senior adults.
- Focus on expanded facility rentals, particularly weekends.
- Focus on expanding public awareness of Center programs and facilities.
- Funds are budgeted for refinishing the dining room floor at the Center with funding support from Senior Citizen's Inc. (yet to be confirmed).

	<u>2008-2009</u>		<u>Change</u>	<u>2009-2010</u>
FTE Adopted Budget	2.30			
Extra Help - Senior Ce	enter	+	0.18	
Extra Help - SC Event	s & Rentals	-	0.20	
Extra Help - SC Day T	ours	+	0.11	
Classes & Programs L	_abor - SC	+	<u>0.05</u>	
FTE Proposed Budget		+	0.14	2.44

Short- and Long-Term Issues

A 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.

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

Fit Over 50 fitness class, cooking classes and Wii Bowling are introduced.





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.

<u>General Fund – Parks & Rec – Senior Center ---</u> <u>Historical Highlights</u>

- **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

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.

Meals On Wheels to home

bound seniors.

2003 In June, long-time City employee and Senior Center Manager, Barbara Brewer-Nelson retires. In May, Virginia Jordan hired.

<u>General Fund – Parks & Rec – Senior Center ---</u> <u>Historical Highlights</u>

- 2005 10th 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 uses donations of fabrics received from community members and makes quilts and lap blankets and in turn donates 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.



Acupuncture treatments are offered every Wednesday with every appointment filled each week.



Wortman Park Art Gallery at the Senior Center unveils the first exhibit April 3, 2009.

get Documen	t Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Section :099 - SENIOR CENTER	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	20 ADOPTE BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	0	5380 Facility Rentals	0	0	
0	0	15,000	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	10,000	10,000	10,00
0	0	1,500	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	1,500	1,500	1,50
0	0	10,000	5380-40 Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	7,500	7,500	7,50
0	0	6,000	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	6,000	6,000	6,00
0	0	6,000	5380-50 Facility Rentals - Meal Site 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	6,00
0	0	6,000	5420 Newsletter Senior Program subscription fees for monthly senior newsletter, includes advertisement fees.	4,800	4,800	4,80
0	0	44,500	TOTAL CHARGES FOR SERVICES	35,800	35,800	35,80
			MISCELLANEOUS			
0	0	0	6420 Donations - Parks & Recreation	0	0	
0	0	3,500	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	7,000	7,000	7,00
0	0	1,500	6600 Other Income Senior Center announcement board fees and other incidental revenues.	1,000	1,000	1,00
0	0	5,000	TOTAL MISCELLANEOUS	8,000	8,000	8,00
0	0	49,500	TOTAL RESOURCES	43,800	43,800	43,80

get Documen	nt Report			01 - GENERAL FUN	ID					
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET		Department : 17 - PARK Section : 099 - SENIO Program : 501 - ADMINI S	R CENTER	NC		2010 PROPOSED BUDGET	2010 APPROVED BUDGET	20 ⁷ ADOPTE BUDGE
					IREMENTS					
				PERSONAL SERVICES						
0	0	0	7000	Salaries & Wages				0	0	C
0	0	57,843	7000-05 Recreation F	Salaries & Wages - Regular F Program Manager - 1.00 FTE	ull Time			59,496	59,496	59,496
0	0	26,000		Salaries & Wages - Temporar Senior Center - 1.08 FTE Senior Center Events & Rentals - 0.18				28,000	28,000	28,000
0	0	0	7300	Fringe Benefits				0	0	C
0	0	5,198	7300-05	Fringe Benefits - FICA - Socia	I Security			5,425	5,425	5,425
0	0	1,216	7300-06	Fringe Benefits - FICA - Medie	are			1,269	1,269	1,269
0	0	17,003	7300-15	Fringe Benefits - PERS - OPS	RP - IAP			14,699	14,699	14,699
0	0	13,544	7300-20	Fringe Benefits - Medical Insu	irance			14,574	14,574	13,979
0	0	63	7300-25	Fringe Benefits - Life Insuran	ce			63	63	63
0	0	324	7300-30	Fringe Benefits - Long Term I	Disability			333	333	333
0	0	2,373	7300-35	Fringe Benefits - Workers' Co	mpensation Ins	surance		1,573	1,573	1,573
0	0	0	7300-37	Fringe Benefits - Workers' Be	nefit Fund			29	29	29
0	0	5,900	7300-40	Fringe Benefits - Unemploym	ent			0	0	0
0	0	900	7400-10	Fringe Benefits - Volunteers -	Workers' Com	pensation Ir	nsurance	800	800	800
0	0	130,364		TOTAL PER	SONAL SERVI	ICES		126,261	126,261	125,666
				MATERIALS AND SERVICE	<u>:S</u>					
0	0	350	7500	Credit Card Fees				480	480	480
0	0	100	7540	Employee Development				100	100	100
0	0	600	7550	Travel & Education				540	540	540
0	0	8,500	7600	Electric & Natural Gas				8,200	8,200	9,500
			<u>Descrip</u> Electrici Natural	ty	<u>Units</u> 1 1	<u>Amt/Unit</u> 4,700 4,800	<u>Total</u> 4,700 4,800			
0	0	0	7610	Insurance				0	0	C
0	0		7610-05	Insurance - Liability				800	800	800
0	0		7610-10	Insurance - Property				2,000	2,000	2,000

get Documen	t Report			01 - GENERAL FUN	ID					
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET		Department : 17 - PARK Section : 099 - SENIO Program :501 - ADMINIS	R CENTER	DN		2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTEL BUDGET
0	0	2,100	7620	Telecommunications				2,500	2,500	2,500
0	0	0	7650	Janitorial				0	0	0
0	0	8,000	7650-10	Janitorial - Services				8,025	8,025	8,025
0	0	1,600	7650-15	Janitorial - Supplies				1,700	1,700	1,700
0	0	5,000	7660	Materials & Supplies				2,500	2,500	2,500
0	0	2,500	Materials ar	Materials & Supplies - Donati ad supplies purchased from general dor enue account, Donations-Parks & Recro	ations that suppor	t the Senior C	enter	1,000	1,000	1,000
0	0	9,000		Repairs & Maintenance	e including garbag	e dumpster.		12,000	12,000	12,000
0	0	0		Repairs & Maintenance - Don equipment repairs and maintenance fu count, Donations-Parks & Recreation-S	nded by donations		through	5,000	5,000	5,000
0	0	1,350	7750 Audit fee all	Professional Services ocation				770	770	770
0	0	4,000	7790	Maintenance & Rental Contra	cts			4,050	4,050	4,050
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			•	cleaning	1	1,525	1,525			
				system maintenance contract	1	875	875			
				nd gutter cleaning	1	600	600			
				nachine maintenance	1	500	500			
			Pire ala Pest co	irm monitoring ontrol	1	350 200	350 200			
0	0	0	7800	M & S Equipment				0	0	0
0	0	500		M & S Equipment - Donations purchased, with a value less than \$4,99 ter through revenue account, Donations	9, from general do		upport the	1,000	1,000	1,000
0	0	0	7830	M & S Computer Charges - IS	Fund			0	0	0
0	0	1,717	7830-98 Network and	M & S Computer Charges - IS d PC support agreements, licenses, fina				1,745	1,745	1,736
			<u>Descrip</u> Shared	<u>ption</u> network services cost	<u>Units</u> 1	<u>Amt/Unit</u> 1,736	<u>Total</u> 1,736			
0	0	1,470	7830-99	M & S Computer Charges - IS	Fund - Comput	ter M&S Equ	uipment	123	123	315
			<u>Descrip</u> IS Depa	<u>otion</u> artment shared hardware and software	<u>Units</u> 1	<u>Amt/Unit</u> 315	<u>Total</u> 315			
0	0	0	8130	Recreation Program Expense				0	0	C

Budget Documen	t Report			01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :501 - ADMINISTRATION	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
0	0	5,000		Recreation Program Expenses - Newsletter and mailing senior newsletter, a monthly publication mailed to over 540 seniors; recovered through subscription and advertising fees in revenue account,	4,000	4,000	4,000
0	0	54,887		TOTAL MATERIALS AND SERVICES	56,533	56,533	58,016
				CAPITAL OUTLAY			
0	0	500	8725	Equipment - Donations	0	0	0
0	0	500		TOTAL CAPITAL OUTLAY	0	0	0
0	0	185,751		TOTAL REQUIREMENTS	182,794	182,794	183,682

udget Docume	nt Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	10,000	5350 Registration Fees Senior Center fees for recreational and special interest classes and programs.	6,000	6,000	6,000
0	0	10,000	TOTAL CHARGES FOR SERVICES	6,000	6,000	6,000
0	0	10,000	TOTAL RESOURCES	6,000	6,000	6,000

get Documen	t Report			01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	20 ⁷ ADOPTE BUDGE
				REQUIREMENTS			
				PERSONAL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	
0	0	0	7000-15 Classes & P	Salaries & Wages - Temporary Programs Labor - 0.05 FTE	2,100	2,100	2,10
0	0	0	7300	Fringe Benefits	0	0	
0	0	0	7300-05	Fringe Benefits - FICA - Social Security	130	130	13
0	0	0	7300-06	Fringe Benefits - FICA - Medicare	30	30	3
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	210	210	21
0	0	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	65	65	6
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	
0	0	0		TOTAL PERSONAL SERVICES	2,536	2,536	2,53
				MATERIALS AND SERVICES			
0	0	6,000	Materials an	Recreation Program Expenses and supplies for Senior Center special interest classes and programs including iated with instructors who are independent contractors.	4,000	4,000	4,00
0	0	6,000		TOTAL MATERIALS AND SERVICES	4,000	4,000	4,00
0	0	6,000		TOTAL REQUIREMENTS	6,536	6,536	6,53

udget Documer	nt Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	2,500	5350 Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	3,000	3,000	3,000
0	0	2,500	TOTAL CHARGES FOR SERVICES	3,000	3,000	3,000
0	0	2,500	TOTAL RESOURCES	3,000	3,000	3,000

Budget Documer	t Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	500	8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs.	2,400	2,400	2,400
0	0	500	TOTAL MATERIALS AND SERVICES	2,400	2,400	2,400
0	0	500	TOTAL REQUIREMENTS	2,400	2,400	2,400

dget Documer	nt Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :665 - DAY TOURS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	10,000	5350 Registration Fees 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.	18,000	18,000	18,000
0	0	10,000	TOTAL CHARGES FOR SERVICES	18,000	18,000	18,000
0	0	10,000	TOTAL RESOURCES	18,000	18,000	18,000

dget Documen	it Report			01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :665 - DAY TOURS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	201 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONAL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
0	0	400	7000-15 Extra Help -	Salaries & Wages - Temporary - Senior Center Day Tours - 0.13 FTE	2,900	2,900	2,900
0	0	0	7300	Fringe Benefits	0	0	(
0	0	25	7300-05	Fringe Benefits - FICA - Social Security	180	180	18
0	0	6	7300-06	Fringe Benefits - FICA - Medicare	42	42	42
0	0	48	7300-15	Fringe Benefits - PERS - OPSRP - IAP	290	290	290
0	0	11	7300-35	Fringe Benefits - Workers' Compensation Insurance	90	90	9
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	
0	0	490		TOTAL PERSONAL SERVICES	3,501	3,501	3,50 ⁻
				MATERIALS AND SERVICES			
0	0	8,000	Senior Cent	Recreation Program Expenses ter day tour excursions including bus transportation, admission fees, meals, and related expenses.	13,000	13,000	13,00
0	0	8,000		TOTAL MATERIALS AND SERVICES	13,000	13,000	13,00
0	0	8,490		TOTAL REQUIREMENTS	16,501	16,501	16,501

dget Documer	nt Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	25,000	5350 Registration Fees 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.	18,000	18,000	18,000
0	0	25,000	TOTAL CHARGES FOR SERVICES	18,000	18,000	18,000
0	0	25,000	TOTAL RESOURCES	18,000	18,000	18,000

udget Docume	nt Report		01 - GENERAL FUND			
2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	20,000	8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accomodations, and event admissions.	15,000	15,000	15,000
0	0	20,000	TOTAL MATERIALS AND SERVICES	15,000	15,000	15,000
0	0	20,000	TOTAL REQUIREMENTS	15,000	15,000	15,000