


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



2010 – 2011 Proposed Budget --- Budget Summary

General Fund – Administration

2010 – 2011 Administration Department

Budget Highlights

The Administration Department consists of six sections as listed below. These sections define the Administration Department for operating and budget adoption purposes.

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

- ⚡ Includes the City Manager and 0.40 FTE of the City Manager's Administrative Assistant / HR Analyst.

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

- ⚡ Includes maintenance expenditures for City Hall, the new Civic Hall, and City owned property not otherwise assigned to a specific fund or department; i.e., Chamber of Commerce building and Abba Java coffee kiosk parking lot.

Mayor & City Council - #01-01-005

- ⚡ Includes 0.10 FTE of City Manager's Administrative Assistant / HR Analyst who is responsible for preparing City Council packets and minutes. Includes \$23,500 for Community Outreach programs, including neighborhood City Council meetings, City Faire and the 2010 Annual Report. Previously included the Administration's Administrative Specialist at 0.24 FTE.

Legal - #01-01-008

- ⚡ Includes 0.90 FTE of the City Attorney and 0.20 FTE of Administrative Specialist. Previously included the Administrative Specialist at 0.24 FTE.

Community Services - #01-01-011



- ⚡ Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, YAMCO public transportation and McMinnville Economic Development Partnership. Contributions to several programs have been reduced in the 2010-2011 Proposed Budget due to budget constraints.

Human Resources - #01-01-012

- ⚡ Includes 0.50 FTE of the City Manager's Administrative Assistant / HR Analyst.

Full-Time Equivalents

	<u>2009 - 2010</u>	<u>Change</u>	<u>2010 - 2011</u>
FTE Adopted Budget	3.38		
Administrative Specialist I		- 0.08	
FTE Proposed Budget		- 0.08	3.30

2010 – 2011 Proposed Budget --- Budget Summary

General Fund – Administration

2010 – 2011 Administration Budget Highlights – Continued

Short- and Long-Term Issues

Administration - City Manager's Office

➤ **Short-Term Issues** --- Addressed by 2010-11 Proposed Budget

➤ **Long-Term Issues**

- The ability to finance growing operational and capital needs, with relatively flat revenues. Additional discussion of long-term issues is included in the City Manager's Budget Message.

Administration - City Attorney's Office

➤ **Short-Term Issues** --- Addressed by 2010-11 Proposed Budget.

➤ **Long-Term Issues**

- Update and maintain the *City of McMinnville Municipal Code*.
- Work with Human Resources and Finance to update and maintain Employee Handbook
- Ability to provide timely legal advice and 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 Cows 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 Cows.

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.

2009 Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed.

2010 - 2011 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	361	110,461		
General Fund						
	Administration					
	Legal (0.90 FTE)				9	99,415
	Municipal Court					
	Court (0.10 FTE)				78	11,046
<u>Administrative Assistant / HR Analyst</u>		1	331	53,939		
General Fund						
	Administration					
	City Manager's Office (0.40 FTE)				2	21,576
	Mayor & City Council (0.10 FTE)				7	5,394
	Human Resources (0.50 FTE)				13	26,969
<u>Administrative Specialist I</u>		1	316	12,036		
General Fund						
	Administration					
	Mayor & City Council (0.20 FTE)				7	6,018
	Legal (0.20 FTE)				9	6,018

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS								
PERSONAL SERVICES								
144,620	162,677	163,048	7000-05	Salaries & Wages - Regular Full Time City Manager - 1.00 FTE Administrative Assistant / HR Analyst - 0.40 FTE	163,049	163,049	163,049	
1,808	2,265	2,500	7000-20	Salaries & Wages - Overtime	2,500	2,500	2,500	
1,299	975	1,841	7000-25	Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: Monthly OPS Awards \$100 (net of employee tax) Yearly OPS Award \$500 net (net of employee tax)	1,841	1,841	1,841	
9,000	9,000	9,000	7000-30	Salaries & Wages - Auto Allowance City Manager's \$750 per month automobile allowance.	9,000	9,000	9,000	
0	8,291	10,936	7300-05	Fringe Benefits - FICA - Social Security	8,229	8,229	8,229	
0	2,464	2,558	7300-06	Fringe Benefits - FICA - Medicare	2,558	2,558	2,558	
9,841	0	0	7300-07	Fringe Benefits - FICA - History	0	0	0	
35,519	39,636	35,278	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,154	35,154	35,154	
14,233	15,298	15,774	7300-20	Fringe Benefits - Medical Insurance	16,784	16,784	15,936	
97	88	88	7300-25	Fringe Benefits - Life Insurance	89	89	89	
561	896	871	7300-30	Fringe Benefits - Long Term Disability	870	870	870	
323	330	349	7300-35	Fringe Benefits - Workers' Compensation Insurance	366	366	366	
0	37	41	7300-37	Fringe Benefits - Workers' Benefit Fund	41	41	41	
217,300	241,956	242,284	TOTAL PERSONAL SERVICES			240,481	240,481	239,633
MATERIALS AND SERVICES								
0	0	1,000	7520	Public Notices & Printing	1,000	1,000	1,000	
66	59	400	7540	Employee Development	500	500	500	
3,744	3,252	4,500	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.	2,500	2,500	2,500	
0	1,000	900	7610-05	Insurance - Liability Budget Note: Reduction due to CIS Trust surplus distribution.	681	681	681	
1,463	963	1,200	7620	Telecommunications	1,200	1,200	1,200	
364	4	500	7660	Materials & Supplies	500	500	500	
2,813	1,600	2,500	7660-05	Materials & Supplies - Office Supplies	2,500	2,500	2,500	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A				2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
278	189	500	7660-15	Materials & Supplies - Postage			500	500	500
1,178	59	1,350	7750	Professional Services			2,020	2,020	2,020
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Section 125 administration fee			1	70	70	
			Audit fee allocation			1	1,950	1,950	
0	0	0	7800	M & S Equipment			0	0	0
2,550	3,167	3,038	7830-98	M & S Computer Charges - IS Fund - Computer Services			3,116	3,116	0
5,200	1,380	2,251	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment			2,163	2,163	0
0	0	0	7840	M & S Computer Charges			0	0	4,680
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Shared city-wide M&S operating, network hardware & software, etc			1	4,680	4,680	
0	0	0	7840-02	M & S Computer Charges - City Manager's Office			0	0	0
18,899	21,444	25,000	8000	City Memberships			22,000	22,000	22,000
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Local Government Personnel Institute			1	1,500	1,500	
			Mid Willamette Valley Council of Gov't - 50% McM W&L shared			1	6,500	6,500	
			Yamhill Valley Visitors' Association			1	400	400	
			McMinnville Chamber of Commerce			1	800	800	
			ICLEI - Local governments for Sustainability			1	600	600	
			League of Oregon Cities - 50% McM W&L shared			1	10,700	10,700	
			International City Mgr Assoc/Oregon City & County Mgr Assoc			1	1,500	1,500	
36,554	33,117	43,139	TOTAL MATERIALS AND SERVICES				38,680	38,680	38,081
CAPITAL OUTLAY									
0	0	0	8750	Capital Outlay Computer Charges			0	0	599
			<u>Description</u>			<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Shared city-wide capital outlay network hardware & software, etc			1	599	599	
0	0	0	TOTAL CAPITAL OUTLAY				0	0	599
253,854	275,073	285,423	TOTAL REQUIREMENTS				279,161	279,161	278,313

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A				2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
RESOURCES									
MISCELLANEOUS									
9,891	10,278	10,500	6350-05 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income will average approximately \$871 per month depending on the CPI-W increase through June 30, 2010.				10,450	10,450	10,450
11,422	12,702	12,966	6350-10 Property Rentals - Parking Lot Budget Note: Downtown Economic Improvement District Assessment (DEID) --- Special Assessment Fund allocation per City Council motion.				13,146	13,146	13,146
			Description		Units	Amt/Unit	Total		
			Cornerstone Express kiosk		12	1,130	13,560		
			Cornerstone Express DEID		1	-414	-414		
21,313	22,980	23,466	TOTAL MISCELLANEOUS				23,596	23,596	23,596
21,313	22,980	23,466	TOTAL RESOURCES				23,596	23,596	23,596

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
179	164	500	7590	Fuel - Vehicle & Equipment		500	500	500
7,380	6,043	15,200	7600	Electric & Natural Gas		11,700	11,700	11,700
6,200	0	0	7610	Insurance		0	0	0
0	600	600	7610-05	Insurance - Liability		545	545	545
			Budget Note: Reduction due to CIS Trust surplus distribution.					
0	1,900	3,900	7610-10	Insurance - Property		4,360	4,360	4,360
			Budget Note: Includes CIS Trust surplus distribution and increase is due to public art additions.					
820	2,204	2,300	7620	Telecommunications		3,500	3,500	5,000
6,344	0	0	7650	Janitorial		0	0	0
0	4,331	9,600	7650-10	Janitorial - Services		9,600	9,600	9,600
0	600	1,800	7650-15	Janitorial - Supplies		1,800	1,800	1,800
0	0	500	7660	Materials & Supplies		500	500	500
320	601	1,000	7720-06	Repairs & Maintenance - Equipment		1,000	1,000	1,000
19,687	48,515	16,000	7720-08	Repairs & Maintenance - Building Repairs		7,000	7,000	7,000
			Miscellaneous maintenance and repairs					
1,553	1,310	5,600	7720-10	Repairs & Maintenance - Building Maintenance		5,600	5,600	5,600
176	2,271	10,000	7720-12	Repairs & Maintenance - Grounds		3,000	3,000	3,000
26,665	6,190	2,000	7740-05	Rental Property Repair & Maint - Building		2,777	2,777	3,977
			Budget Note: Reduction due to CIS Trust surplus distribution of property & liability insurance premium.					
			Description	Units	Amt/Unit	Total		
			Insurance - Liability	1	68	68		
			Insurance - Property	1	409	409		
			Miscellaneous rental repairs and maintenance	1	3,500	3,500		
929	846	500	7750	Professional Services		500	500	500
0	686	1,000	7770-13	Professional Services - Projects - Downtown Infastructure		0	0	0
3,430	4,316	13,000	7790	Maintenance & Rental Contracts		10,000	10,000	13,000
			Security system, janitorial services, floor mat cleaning, heating system maintenance.					
3,000	0	3,000	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net		3,000	3,000	3,000
31,009	305	500	7800	M & S Equipment		500	500	500
107,690	80,884	87,000	TOTAL MATERIALS AND SERVICES			65,882	65,882	71,582

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
78,681	0	0	8800-05	Building Improvements - City Hall		0	0	0
0	61,612	0	8800-20	Building Improvements - Downtown Infrastructure		0	0	0
78,681	61,612	0	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
186,371	142,496	87,000	<i>TOTAL REQUIREMENTS</i>			65,882	65,882	71,582

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS								
PERSONAL SERVICES								
11,612	5,905	5,394	7000-05	Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.10 FTE	5,394	5,394	5,394	
0	5,388	6,917	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,018	6,018	6,018	
452	566	600	7000-20	Salaries & Wages - Overtime	600	600	600	
0	709	800	7300-05	Fringe Benefits - FICA - Social Security	744	744	744	
0	166	187	7300-06	Fringe Benefits - FICA - Medicare	174	174	174	
873	0	0	7300-07	Fringe Benefits - FICA - History	0	0	0	
2,761	1,924	1,199	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,292	2,292	2,292	
2,113	1,423	1,398	7300-20	Fringe Benefits - Medical Insurance	1,486	1,486	1,410	
20	7	6	7300-25	Fringe Benefits - Life Insurance	6	6	6	
83	32	29	7300-30	Fringe Benefits - Long Term Disability	28	28	28	
657	46	25	7300-35	Fringe Benefits - Workers' Compensation Insurance	25	25	25	
0	9	10	7300-37	Fringe Benefits - Workers' Benefit Fund	9	9	9	
0	108	101	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	400	400	400	
18,572	16,282	16,665	TOTAL PERSONAL SERVICES			17,176	17,176	17,100
MATERIALS AND SERVICES								
0	1,176	500	7520	Public Notices & Printing	500	500	500	
287	434	500	7620	Telecommunications	500	500	500	
84	125	300	7660	Materials & Supplies	300	300	300	
1,412	2,421	1,500	7660-05	Materials & Supplies - Office Supplies	1,500	1,500	1,500	
20	102	100	7660-15	Materials & Supplies - Postage	100	100	100	
0	2,144	10	7750	Professional Services Section 125 administration fee	10	10	10	
24,215	29,850	30,000	7750-06	Professional Services - Community Outreach Continuing the City Council's public communication efforts, including neighborhood City Council meetings, City Faire, and 2011 Annual Report.	23,500	23,500	23,500	
0	0	500	7800	M & S Equipment	0	0	0	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : <i>N/A</i>		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
22,416	23,055	27,500	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.	21,000	21,000	21,000
48,434	59,308	60,910	<u>TOTAL MATERIALS AND SERVICES</u>		47,410	47,410	47,410
67,005	75,590	77,575	<i>TOTAL REQUIREMENTS</i>		64,586	64,586	64,510

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS								
PERSONAL SERVICES								
97,054	99,072	97,127	7000-05	Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE	99,415	99,415	99,415	
0	5,388	6,917	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,018	6,018	6,018	
0	6,311	6,451	7300-05	Fringe Benefits - FICA - Social Security	6,332	6,332	6,332	
0	1,498	1,509	7300-06	Fringe Benefits - FICA - Medicare	1,528	1,528	1,528	
7,292	0	0	7300-07	Fringe Benefits - FICA - History	0	0	0	
22,019	22,908	19,425	7300-15	Fringe Benefits - PERS - OPSRP - IAP	20,912	20,912	20,912	
4,870	4,387	4,454	7300-20	Fringe Benefits - Medical Insurance	4,740	4,740	4,464	
75	57	57	7300-25	Fringe Benefits - Life Insurance	56	56	56	
462	556	542	7300-30	Fringe Benefits - Long Term Disability	542	542	542	
367	207	160	7300-35	Fringe Benefits - Workers' Compensation Insurance	172	172	172	
0	29	33	7300-37	Fringe Benefits - Workers' Benefit Fund	32	32	32	
132,139	140,413	136,674	TOTAL PERSONAL SERVICES			139,747	139,747	139,471
MATERIALS AND SERVICES								
0	0	500	7520	Public Notices & Printing	0	0	0	
40	140	300	7540	Employee Development	400	400	400	
5,535	4,983	4,500	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.	3,500	3,500	3,500	
0	500	500	7610-05	Insurance - Liability Budget Note: Reduction due to CIS Trust surplus distribution.	340	340	340	
906	625	800	7620	Telecommunications	800	800	800	
0	0	0	7660	Materials & Supplies	0	0	0	
302	614	1,000	7660-05	Materials & Supplies - Office Supplies	500	500	500	
235	151	250	7660-15	Materials & Supplies - Postage	100	100	100	
3,819	3,849	4,000	7750-09	Professional Services - Legal	0	0	0	
1,450	1,542	1,302	7830-98	M & S Computer Charges - IS Fund - Computer Services	1,336	1,336	0	
3,000	690	236	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment	927	927	0	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A				2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
0	0	0	7840	M & S Computer Charges				0	0	2,006
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Shared city-wide M&S operating, network hardware & software, etc	1	2,006	2,006			
0	0	0	7840-08	M & S Computer Charges - Legal				0	0	0
15,286	13,094	13,388	TOTAL MATERIALS AND SERVICES					7,903	7,903	7,646
CAPITAL OUTLAY										
0	0	0	8750	Capital Outlay Computer Charges				0	0	257
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Shared city-wide capital outlay network hardware & software, etc	1	257	257			
0	0	0	TOTAL CAPITAL OUTLAY					0	0	257
147,424	153,507	150,062	TOTAL REQUIREMENTS					147,650	147,650	147,374

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
RESOURCES									
MISCELLANEOUS									
0	0	10,000	6490	Donations - Public Art Donations from the public for the Downtown Public Art Project.			10,000	10,000	10,000
0	0	0	6490-10	Donations - Public Art - Dedicated Donations from the public for the Downtown Public Art Project for a specific piece of artwork.			10,000	10,000	10,000
0	0	10,000	TOTAL MISCELLANEOUS			20,000	20,000	20,000	
0	0	10,000	TOTAL RESOURCES			20,000	20,000	20,000	

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A				2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS										
MATERIALS AND SERVICES										
34,740	6,736	5,000	8010	Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership and monthly lighting charges.				5,000	5,000	5,000
2,600	7,681	10,000	8012	M&S Downtown Public Art Program City's annual support of Downtown Public Art Project includes pedestal construction and artist honorariums.				9,000	9,000	9,000
0	0	10,000	8012-05	M&S Downtown Public Art Program - Donations - Public Art Public art purchases funded through revenue account 6490, Donations-Public Art.				10,000	10,000	10,000
0	0	0	8012-10	M&S Downtown Public Art Program - Donations - Dedicated Donations from the public for the Downtown Public Art Project for a specific piece of artwork; funded through revenue account 6490-10, Donations-Public Art-Dedicated.				10,000	10,000	10,000
8,000	10,500	24,665	8015	Community Services				9,585	9,585	9,585
				Description	Units	Amt/Unit	Total			
				Your Community Mediators of Yamhill County	1	6,750	6,750			
				Jaycees - 4th of July fireworks support	1	2,335	2,335			
				Miscellaneous	1	500	500			
15,000	15,000	15,000	8020	McMinnville Downtown Association City's contribution to the McMinnville Downtown Association "in-lieu of "a Downtown Economic Improvement District assessment.				14,000	14,000	14,000
5,250	9,000	0	8025	Yamhill Co - YCTA				0	0	0
25,000	25,000	25,000	8030	YCAP Transportation - YAMCO YAMCO public transportation program support.				22,500	22,500	22,500
35,015	36,050	37,135	8060	Economic Development Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce.				35,135	35,135	35,135
125,605	109,967	126,800	TOTAL MATERIALS AND SERVICES					115,220	115,220	115,220
125,605	109,967	126,800	TOTAL REQUIREMENTS					115,220	115,220	115,220

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
REQUIREMENTS								
PERSONAL SERVICES								
25,374	26,937	26,969	7000-05	Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.50 FTE		26,969	26,969	26,969
2,260	2,831	2,500	7000-20	Salaries & Wages - Overtime		2,500	2,500	2,500
0	1,718	1,827	7300-05	Fringe Benefits - FICA - Social Security		1,827	1,827	1,827
0	402	427	7300-06	Fringe Benefits - FICA - Medicare		427	427	427
1,957	0	0	7300-07	Fringe Benefits - FICA - History		0	0	0
6,262	6,745	5,894	7300-15	Fringe Benefits - PERS - OPSRP - IAP		5,874	5,874	5,874
6,296	6,772	6,990	7300-20	Fringe Benefits - Medical Insurance		7,442	7,442	7,060
34	31	32	7300-25	Fringe Benefits - Life Insurance		32	32	32
136	143	144	7300-30	Fringe Benefits - Long Term Disability		144	144	144
63	54	59	7300-35	Fringe Benefits - Workers' Compensation Insurance		62	62	62
0	14	15	7300-37	Fringe Benefits - Workers' Benefit Fund		15	15	15
42,382	45,648	44,856	TOTAL PERSONAL SERVICES			45,292	45,292	44,910
MATERIALS AND SERVICES								
50	256	500	7520	Public Notices & Printing		500	500	500
0	0	200	7530	Safety Training/OSHA		200	200	200
195	151	180	7550	Travel & Education Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials for the Administrative Assistant/HR Analyst.		500	500	500
735	642	800	7620	Telecommunications		800	800	800
123	1,091	1,000	7660	Materials & Supplies		1,000	1,000	1,000
1,844	903	1,500	7660-05	Materials & Supplies - Office Supplies		1,500	1,500	1,500
102	0	500	7660-15	Materials & Supplies - Postage		500	500	500
5,958	21	30	7750	Professional Services Section 125 administration fee		30	30	30
9,007	3,064	4,710	TOTAL MATERIALS AND SERVICES			5,030	5,030	5,030
51,389	48,712	49,566	TOTAL REQUIREMENTS			50,322	50,322	49,940

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
RESOURCES								
CHARGES FOR SERVICES								
13,800	0	0	5310	On-Line Lien Search Fees		0	0	0
13,800	0	0		TOTAL CHARGES FOR SERVICES		0	0	0
MISCELLANEOUS								
3,292	0	0	6600-94	Other Income - Finance		0	0	0
3,292	0	0		TOTAL MISCELLANEOUS		0	0	0
17,092	0	0		TOTAL RESOURCES		0	0	0

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A		2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
REQUIREMENTS								
PERSONAL SERVICES								
331,859	0	0	7000-05	Salaries & Wages - Regular Full Time	0	0	0	
88,045	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0	
50,692	0	0	7000-15	Salaries & Wages - Temporary	0	0	0	
44,566	0	0	7000-20	Salaries & Wages - Overtime	0	0	0	
38,380	0	0	7300-07	Fringe Benefits - FICA - History	0	0	0	
116,346	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0	
22,535	0	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0	
609	0	0	7300-25	Fringe Benefits - Life Insurance	0	0	0	
2,249	0	0	7300-30	Fringe Benefits - Long Term Disability	0	0	0	
1,496	0	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0	
232	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0	
697,010	0	0	TOTAL PERSONAL SERVICES			0	0	0
MATERIALS AND SERVICES								
241	0	0	7500	Credit Card Fees	0	0	0	
4,430	0	0	7520	Public Notices & Printing	0	0	0	
272	0	0	7540	Employee Development	0	0	0	
4,706	0	0	7550	Travel & Education	0	0	0	
4,771	0	0	7620	Telecommunications	0	0	0	
396	0	0	7660	Materials & Supplies	0	0	0	
8,482	0	0	7660-05	Materials & Supplies - Office Supplies	0	0	0	
926	0	0	7660-10	Materials & Supplies - Office Supplies Inventory	0	0	0	
1,749	0	0	7660-15	Materials & Supplies - Postage	0	0	0	
6,941	0	0	7750	Professional Services	0	0	0	
5,046	0	0	7750-27	Professional Services - Net Assets	0	0	0	
8,831	0	0	7830-98	M & S Computer Charges - IS Fund - Computer Services	0	0	0	
5,322	0	0	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment	0	0	0	
52,114	0	0	TOTAL MATERIALS AND SERVICES			0	0	0

Budget Document Report

01 - GENERAL FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :499 - HISTORY Program :N/A	2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
749,123	0	0	TOTAL REQUIREMENTS	0	0	0