



2013 - 2014 ADOPTED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION





2013-2014 CITY BUDGET

Members of the Budget Committee

Mayor & Council Members:

Rick Olson (Mayor)
Scott Hill
Kevin Jeffries
Paul May
Kellie Menke
Alan Ruden
Larry Yoder

Public Members:

Robert Dodge
Jerry Hart
John Mead
Travis Parker
Brad Robison
Kris Stubberfield
Brad Lunt

City Manager

Kent Taylor

Department Heads

Marcia Baragary, Finance Director/City Recorder
Mike Bisset, Community Development Director/City Engineer
Candace Haines, City Attorney
Rich Leipfert, Fire Chief
Doug Montgomery, Planning Director
Ron Noble, Police Chief
Murray Paolo, Information Systems Director
Jay Pearson, Parks & Recreation Director
Jenny Berg, Library Director



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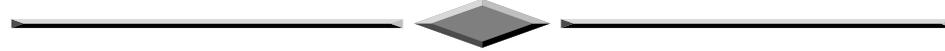
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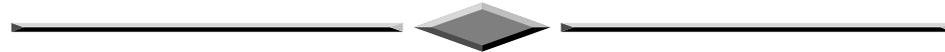
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BUDGET MESSAGE



CITY OF McMINNVILLE
2013 – 2014
BUDGET MESSAGE

April, 2013

Honorable Rick Olson, Mayor

City Council and Members of the Budget Committee

"With the economy slowly recovering from a deep recession, Oregon cities continue to feel the pinch of rising costs, stagnant revenue growth and escalating citizen expectations. Over the last several years, cities have made substantial cuts to important quality-of-life programs, delayed vital infrastructure projects, deferred necessary maintenance work and made significant workforce reductions, but additional cuts may be on the horizon."

*~ from "State of the Cities,"
January 2013 Local Focus
By the League of Oregon Cities*

"It's a tricky time to be a leader. With the economy so unforgiving right now, making smart organizational decisions is critical. . . . We all fear, but what separates the proverbial adult from the kids is how we respond to that fear. Courageous leaders face what needs to be faced and do what needs to be done. . . . There is always a price to be paid for needed actions not taken. Never doubt it. Your job as a leader is to look reality in the face and accept it so that you can make the tough decisions that need to be made."

*~ Mike Staver, author of
Leadership Isn't for Cowards;
From Public Management article,
"Eliminating the Fear Factor," December 2012*

I. INTRODUCTION

Indeed, it is a "tricky time to be a leader." And this is certainly true for elected and appointed officials in city government. The excerpt quoted above from a League of Oregon Cities' report is a capsule summary of the fiscal challenges continuing to face Oregon cities, including McMinnville. The good news is that in the face of this reality, our elected and appointed officials have risen to the occasion. Tough decisions that have needed to be made about cost containment, budget priorities, and service levels have been made. This Proposed Budget reflects a continuation of "fearless leadership" and doing what must be done.

The Proposed 2013 – 14 Budget strikes the difficult balance of the need to maintain fiscal stability with the demand for public services. It reflects a management team that approached the budget process with a "big picture" view and an awareness that McMinnville is a stronger community with access to a mix of city services. Simply put, there is a spirit of, "We are all in this together." This is definitely not the case in many other organizations.

Our fiscal constraint and diligent work to contain costs over the past several fiscal years have allowed us to retain very healthy funding reserves. We forecast that the General Fund reserves at the end of the 2013 – 14 year will be equal to 38 percent of total expenditures. This is well above the Council's adopted policy of having at least 25 percent in General Fund Reserve. And projecting out three fiscal years while assuming continued cost containment, we project a 29 percent reserve figure as of June 30, 2016.

This Proposed 2013 – 14 Budget is balanced, but allocates \$376,000 in General Fund reserves from an estimated total General Fund reserves balance of \$7.4 million. This represents a 5 percent reduction in ending fund balance.

The Proposed Budget will require some reduction in full-time equivalents (FTE) and in service levels, with the level of park maintenance being the most notable reduction. Increase in parks and recreation program user fees are required to prevent even further reductions. The proposed General Fund budget has an overall increase of 4 percent, due primarily to a significant increase in the employer contribution to the Public Employee Retirement System (PERS) premiums, some \$350,000 in capital outlay expenditures, and a 1.8 percent COLA for all employees.

In addition to the information provided in this *Budget Message*, I encourage you to focus your review of the Proposed Budget on the excellent summary and highlight information that precedes each department's budget and each respective fund. These summaries, along with the *Budget Message*, Financial Overview, and Personal Services Section will outline the highlights, changes, and assumptions related to the variety of City departments and services.

II. BUDGET ASSUMPTIONS

The Proposed 2013 – 2014 Budget is based upon the following assumptions and criteria:

- A. THE ECONOMY.** As we enter the fifth year of the recession, there appears to be mixed opinions amongst the economists about the strength and timing of the recovery. Questions abound in all facets of the economy about defining the “new normal.” New development in McMinnville remains relatively stagnant. While there are a few signs of an improving local housing market, any financial benefits to the City will trail behind economic conditions – i.e., in the form of growth in property tax revenues, building permit revenues, and other development-related revenues. A

recent report from the League of Oregon Cities (LOC) was not optimistic. It concluded:

“The collapse of the housing market will have significant long-term effects on cities, as property tax collections slowed or decreased and revenue from building permits plummeted. With housing prices not expected to increase significantly for the rest of the decade, revenue growth will likely remain relatively stagnant.”

~ 2013 State of the Cities (LOC)

The bottom line assumption is that for the short-term, we will continue to experience fairly flat General Fund revenue levels and increasing operating costs – particularly personnel costs, which comprise about 73 percent of the total General Fund expenditures.

- B. TAXATION AND FISCAL POLICY.** The Proposed Budget is balanced and stays within all of the statutory property tax limitations. No additional voter approval is required to authorize the proposed operating tax rate. The operating rate of \$5.02 per \$1,000 of assessed value is the same as the current year and the maximum allowable. The debt service rate of \$0.69 per \$1,000 of assessed value is \$0.06 higher than the current year's rate. The increase in the debt service rate results primarily from the fact we used one time revenues to pay a portion of the 2012 – 13 debt service.

The total proposed City tax rate for Fiscal Year 2013 – 2014 is estimated to be \$5.71 per \$1,000 of assessed valuation, an increase of 1.1 percent over the current year. The current year's tax rate is \$5.65.

The projected General Fund ending fund balance for 2013 – 14 represents 38 percent of estimated General Fund expenditures. This is well above the City Council

established reserve policy minimum of 25 percent of General Fund expenditures.

As of this writing, the Oregon Legislature is considering various changes to (PERS). The proposed changes could reduce the employer rates for Fiscal 2013 – 14. The amount of reduction depends upon which package of PERS amendments is finally adopted. A rough estimate of potential savings to the City's General Fund ranges from \$75,000 (an increase in reserves of 0.57 percent) to \$330,000 (an increase in reserves of 2.5 percent).

While our General Fund fiscal forecast has greatly improved from a year ago, we need to discuss options for obtaining the additional resources necessary to: fund enhanced levels of public safety services, restore service reductions, and fund critical infrastructure capital improvements – e.g., transportation system improvements contained in the adopted Master Transportation Plan. This discussion is listed as one of the Council's goals for 2013.

- C. EMPLOYEE COMPENSATION.** The personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – e.g., police officers, firefighters, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 73 percent of the total expenditures within the General Fund budget.

COLA – Salaries for both union employees and General Service employees reflect a cost-of-living adjustment (COLA) of 1.8 percent. This represents the change in

the Portland Consumer Price Index (CPI) this past year. This is the second COLA adjustment for General Services in five years. Last year a number of Councilors and Budget Committee members expressed the wish that this be addressed in the 2013 – 14 Budget.

Medical Insurance – The Proposed Budget, as distributed, reflects an estimated 7 percent premium increase in the coming policy year. There is some indication that this increase may end up being closer to 4 – 5 percent. For General Service employees, half of the cost of this increase will be borne by the employee. This will increase the General Service employee share of the total premium from the current 16.2 percent to 18.5 percent. This past year General Service employees moved to a different health plan that provided for reduced premium cost for both the employee and the City.

- D. STAFFING LEVELS.** The net overall reduction in FTEs is 1.41. A reduction of almost 1.0 FTE in Park Maintenance reflects a reduced level of park maintenance. This is discussed in more depth in the Budget "Summary and Highlights" section for the Park Maintenance budget in the General Fund.
- E. CITY COUNCIL GOALS; PRIORITIES AND VALUES.**

2013 Council Goals And Objectives – The Proposed Budget generally provides the resources necessary to address the 2013 Goals and Objectives, as adopted in February 2013. The exceptions to this are the lack of new staffing positions added to the Information Systems Department that would be required to increase their service capacity. There are also no resources budgeted

to support the objective related to the Riverbend Landfill, if there is to be a parallel City information and decision-making process to that of Yamhill County's.

Service Priorities And Core Values – The Proposed Budget reflects a “balancing act” – a balancing of the priorities and responsibilities against one another.

Public Safety – McMinnville is a safe place to live! While no community is “crime-free,” this Budget maintains our current level of resources to keep people, their property, parks, and other public places safe. When the inevitable emergency response is needed, whether medical, fire, or police, we shall be there to respond.

Livability & Citizen Well Being – We continue to provide public services that add to our quality of life. Citizens of all ages access the Library, parks, recreation facilities and programs, cultural and arts events, and public transportation. While we will have some service reductions in this area, the Proposed Budget recognizes that a mix of services adds up to a high quality of life.

Economic Health – McMinnville remains an attractive place for private development. By maintaining attractive facilities, good public utilities, and infrastructure, and by supporting public-private economic development and retention partnership (e.g., McMinnville Economic Development Partnership), we continue to support private investment. The biggest gap in our efforts here is the lack of funding for capital transportation system improvements and the insufficient level of funding to maintain the current transportation system.

III. BUDGET HIGHLIGHTS AND ITEMS OF NOTE

A. PUBLIC SAFETY.

Police – As a result of the elimination of the Support Services Division Commander position and the addition of hours to two Records positions and the part-time facility maintenance position, there is a net decrease of 0.53 in FTE. The budget reflects continuation of the 12-hour patrol shift schedule, which was implemented in the current year. This shift change has resulted in additional overtime expense, but “has provided the necessary staffing and deployment flexibility for patrol to address the community’s increasing demand for service.”

Fire and Emergency Medical Service (EMS) – An additional 0.50 FTE reflects replacement of a full-time Firefighter-Mechanic position with a full-time Paramedic – Firefighter position and a part-time Mechanic.

The General Fund subsidy of the Ambulance Fund continues, with a proposed transfer of \$600,000. This compares to the current year transfer of \$575,000 and the prior year’s transfer of \$300,000. Sustainability of the ambulance service will be an increasing challenge due to increasing operation and capital costs and shrinking patient reimbursements by Medicare and Medicaid.

B. LIBRARY. A slight reduction in FTE is a result of internal reorganization. There will be no reduction in the number of hours the Library is open to the public.

C. PLANNING. The Proposed Budget eliminates the position of Associate Planner. See the General Fund’s Budget Summary for Planning for discussion on the impact of this and other recent staff reductions.

D. PARKS & RECREATION AND PARK MAINTENANCE.

The service levels for park maintenance will be reduced from current levels. An extensive review of current operations, service levels, and costs was completed. A maintenance plan was developed to match the reduction in resources with the highest priorities. Many of the reductions in service levels at our parks will occur between Labor Day and June 1st, which is the off-season for facility usage. Please refer to the Budget Summary for General Fund – Park Maintenance for a more detailed discussion of the reductions and impacts. To retain the ability to provide some of the maintenance work related directly to recreation sports programs and facilities, user fees will increase to cover maintenance costs (\$15,000 net).

The City will reduce its contribution to the Kids on the Block Program by \$10,000 - from the current \$55,000 to \$45,000. The Senior Center will operate Mondays through Fridays only, discontinuing its limited Saturday hours.

E. PUBLIC WORKS. The Wastewater Capital Fund provides for the next phase of continuing capital projects to remove stormwater inflow and infiltration (I & I) from the sanitary sewer system (\$2.1 million). It also provides for \$7.6 million to complete the design and begin construction of the Water Reclamation Facility's (WRF) modification and expansion project.

\$597,000 in transportation revenues is budgeted in the Transportation Fund for street maintenance asphalt overlays and slurry sealing. This amount of street maintenance work is woefully inadequate for maintaining our 108 mile street system.

The critical transportation system improvement projects, contained in the Master Transportation Plan remain unfunded.

Following an extensive evaluation, the Street Fund budget includes additional contract services for City-wide street sweeping – in essence, getting the City out of the in-house street sweeping business. In-house resources will be re-directed to improve our performance in other areas of street maintenance.

F. INFORMATION SYSTEMS & SERVICES. The Information Systems budget will continue our successful effort to leverage the use of technology for cost effectiveness. But it comes up short of “elevating” the level of support and development services. There is staff consensus that what is needed most is an additional support position. At an annual cost of about \$85,000 (salary and benefits), this position is not funded. The General Fund's share of the position would be an estimated \$64,000.

The Information Systems budget allocates funds to complete the “e-agenda” project at an estimated cost of \$19,500. In addition, 31 desktop computers and two Mobile Computing Terminals are replaced.

G. OUTSIDE AGENCY FUNDING & MISCELLANEOUS. General Fund dollars allocated to support “outside agencies” are budgeted at their current year levels. Those agencies include: The Greater McMinnville Area Chamber of Commerce, the McMinnville Downtown Association, the McMinnville Economic Development Partnership, Your Community Mediators of Yamhill County, and YCAP's transit program. The allocation for

the MDA Public Art Committee is reduced from \$8,000 to \$7,000.

Our holiday lighting program remains reduced as it was in the current year. In addition, there are no funds budgeted to put on a City Faire in 2013.

IV. UNFUNDED CAPITAL OUTLAY REQUESTS

In the first round of staff budget proposals there was a total of \$615,000 in General Fund capital outlay requests. The Management Team, comprised of all the Department Heads, participated in a prioritization and consensus process to reduce the total capital outlay request to the target level of \$350,000. Some of the capital outlay items are incorporated in Materials & Services line items. The unfunded requests that were lower in priority and that fell above the \$350,000 funding target were:

<u>Item</u>	<u>Amount</u>
Fire Department - Command vehicle replacement	\$42,000
Fire Department - Power gurney for ambulance	12,000
Fire Department - Ambulance	180,000
Library – reduction in window re-caulking	5,000
Parks & Rec - Replace 3 steel doors & frames at Pool	<u>15,000</u>
Total	\$264,800

V. PROPOSED 2013 – 2014 PROPERTY TAXES

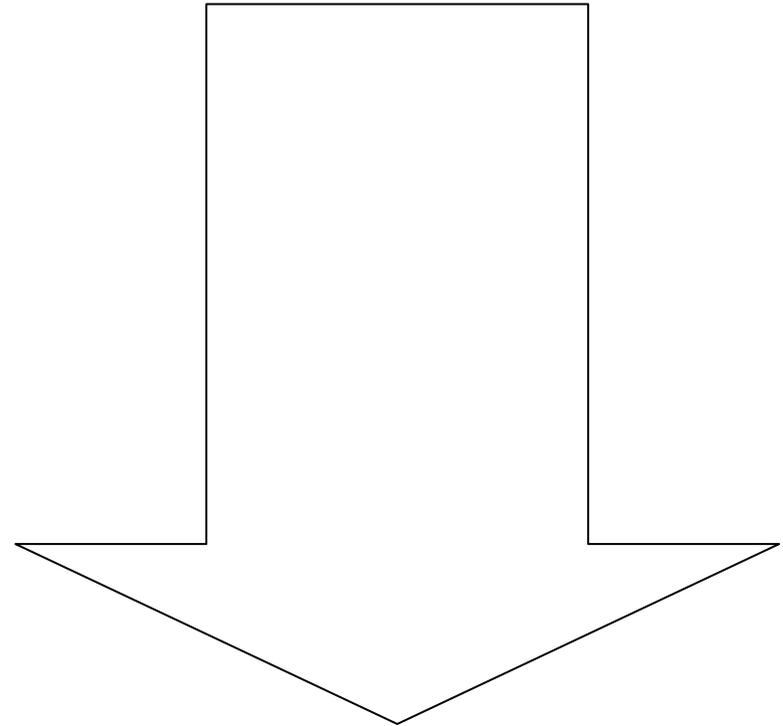
The projected property tax rate for the Proposed Budget is \$5.71 per \$1,000 of assessed value. The current year’s rate is \$5.65. The projected tax rate is based on an estimated total City assessed valuation of \$2.2 billion. This represents a projected 1.5 percent increase from the current year.

An “estimated not to be received” collection factor of 8 percent has been used to calculate new property tax receipts (the

“Property Taxes – Current” accounts). Due to the overall economic uncertainties and volatility of the real estate market, we will need to closely monitor the rate of actual property tax collections as compared to our projections. The City of McMinnville’s share of the total property taxes levied in McMinnville is estimated to remain at about 35 percent.

The following table summarizes the property taxes which make up the total proposed property tax levy for Fiscal Year 2013 – 2014. Current year actual data is also shown.

See Property Tax Levy and Rate Summary Table on Next Page



CITY OF McMinnville
2013 – 2014
BUDGET MESSAGE

	2012 - 2013 Yamhill County Certified Property Tax Levy	2013 - 2014 Proposed Budget Property Tax Levy	\$ Change	% Change
General Fund	11,038,775	11,205,275	166,500	1.5%
Debt Service Fund	1,389,890	1,558,700	168,810	12.1%
Total Property Tax Funds	12,428,665	12,763,975	335,310	2.7%

	Actual 2012 - 2013 PPTax Rate*	Proposed Budget 2013 - 2014 PPTax Rate*	\$ Change*	% Change
General Fund	5.02	5.02	0.00	
Debt Service Fund	0.63	0.69	0.06	9.5%
Total Property Tax Funds	5.65	5.71	0.06	1.1%

* Rate per \$1,000 of AV

Assessed Valuation	2,199,145,088	2,232,132,000	32,986,912	1.5%
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Real Market Value	2,767,634,640
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VI. FORMAT OF THE BUDGET DOCUMENT

You will find in this Proposed Budget notebook considerable supplemental and supporting information and budget detail. Behind the Budget Officer Tab are the 2013 City Council Goals and Objectives and City of McMinnville Organization Chart.

Behind the Financial Overview tab, you will find an overview and analysis of the City's revenues, expenditures, and reserves. Numerous charts and graphs are included in the analysis to enhance the readability of the document. Also included behind the Financial Overview tab is a section entitled "2013 – 2014 Proposed Budget – Fund Definition, Budget Basis." This section explains the different types of funds, describes the purpose of each of the City's funds, and discloses the total operating expenditures for each fund.

Behind the Personnel Services Tab is information related to staffing levels and proposed reductions, volunteer rosters, and salary schedules.

Of particular value and usefulness are the Budget Summaries and Highlights that precede the line-item budgets for each department and fund. This information, prepared by each Department Head, provides excellent history and background information on their respective pieces of the Proposed Budget. The information includes: budget highlights, core services, future challenges and opportunities, financial summaries, and FTE information. **I highly recommend that you carefully read these Budget Summaries.** As you read, you will note that some departments have employee costs split between departments. A personnel services summary for employees whose costs are divided between different departments is directly behind the Budget Summaries and Historical Highlights.

VII. CONCLUSION

"The strategic way that McMinnville has managed its budget the past several years has put the city in a position to proactively manage these changes. The FY 2013-14 proposed budget continues a trend of firmly

holding down expenses and drawing a small amount from reserves in order to provide services to the citizens of McMinnville during a very deep and protracted recession.

As I have stated before, this is a real compliment to the Mayor, the City Council, you, department directors, the staff and the citizens of McMinnville for focusing on the key fundamentals."

~ Robert G. Wells, Wells Consulting & Retired Budget Director and City Manager for the City of Salem, Oregon - Excerpt from his report after reviewing the updated 3-year Fiscal Forecast, including the Proposed 2013 - 14 Budget.

Throughout this prolonged economic recession, we have been tested, as we have faced extraordinary financial circumstances – perhaps personally, as elected or appointed officials, as a community, and as an organization. It is easy to begin seeing things through the filter of what we don't have, what can't be funded, what we wished we could do or build, and what opportunities have of necessity, been foregone. But, I believe that the statement by Bob Wells that begins this conclusion invites us to take off that filter.

He reminds us that the City of McMinnville is representative of a high level of stewardship, of which we can all be very proud.

Effective leadership, sound management, effective fiscal constraint, and financial planning have allowed us to weather this difficult time better than most. And all of this has been done in an era where other communities' budgetary mistakes have led to paper-thin reserves, near-insolvency, and public skepticism.

Yes, we need to learn from the past and plan for the future. But as I frequently remind myself, and others, we as leaders and managers need to focus on the present, being fully engaged in our daily public service work and fully present to those around us inside and outside the organization.

Budget Message

We shall have the important discussion about future revenue sources and financing alternatives. But we must not forsake the present. We must be thankful for the resources and services the Proposed Budget funds. Let's not trade the importance of providing public services and improving our quality of life today for memories of yesterday or worries about tomorrow. Our citizens deserve our being fully present and engaged each and every day.

The Proposed Budget keeps us on a path to a firmer, long-term footing. It won't happen overnight, but I am more convinced than ever that we, both as elected and appointed leaders and staff, possess the determination, the commitment, the ability, and the fearlessness to get there.

Acknowledgements - As always, preparation of this Proposed Budget is a team effort and reflects many hours of hard work on the part of many City staff members. Additionally, as discussed at length throughout this *Budget Message*, this has been another challenging year. A special thanks to Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon, and the other members of the Finance Department staff. Everyone is to be commended for their sense of team, hard work, patience, and steadfastness!

City staff stands ready to assist you in any way possible with your budget review and deliberations.

This '*Budget Message*' ends with a blessing, "For One Who Holds Power," and we all need all the blessings that we can gather for the important work we do.

For One Who Holds Power

*May the gift of leadership awaken in you as a
vocation,
Keep you mindful of the providence that calls you to serve.
As high over the mountains the eagle spreads its
wings
May your perspective be larger than the view from
the foothills.*

*When the way is flat and dull in times of gray
endurance,*

May your imagination continue to evoke horizons.

*When thirst burns in times of drought,
May you be blessed to find the wells.*

*May you have the wisdom to read time clearly
And know when the seed of change will flourish.*

*In your heart may there be a sanctuary
For the stillness where clarity is born.*

*May your work be infused with passion and creativity
And have the wisdom to balance compassion and
challenge.*

*May your soul find the graciousness
To rise above the fester of small mediocrities.*

*May your power never become a shell
Wherein your heart would silently atrophy.*

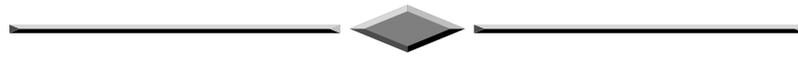
*May you welcome your own vulnerability
As the ground where healing and truth join.*

*May integrity of soul be your first ideal,
The source that will guide and bless your work.*

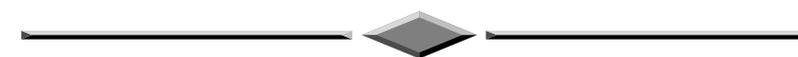
~ John O'Donohue
From: To Bless the Space
Between Us. A Book of Blessings.

Respectfully submitted,

Kent L. Taylor
Budget Officer
City Manager



CITY OVERVIEW



- City of McMinnville Goals & Objectives
- City of McMinnville Organization Chart

CITY OF McMinnville 2013 GOALS AND OBJECTIVES

Maintaining and Enhancing Our Quality of Life Communicating with Citizens

<u>GOALS</u>	<u>OBJECTIVES</u>	<u>TARGET DATE</u>
MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES	* Complete Urban Renewal Plan and make final decision on whether or not to create an Urban Renewal District	2nd Quarter
	* Review alternative transportation system financing alternatives (implementation of the Master Transportation Plan) and establish date for approval of same	4th Quarter
COMMUNICATING WITH CITIZENS AND KEY LOCAL PARTNERS	* Work with McMinnville Community Media (MCM) to begin broadcast of City Council Meetings	2nd Quarter
	* Initiate an information & outreach program on City fiscal issues	3rd Quarter
PLAN AND CONSTRUCT CAPITAL PROJECTS	* Review Fixed Base Operator (FBO) building financing alternatives as recommended by the Airport Commission	3rd Quarter
	* Complete preliminary engineering design for expansion of the Water Reclamation Facility	4th Quarter
	* Successfully complete construction of the "Miller's Addition" infiltration & inflow reduction sewer project in NW McMinnville	3rd Quarter

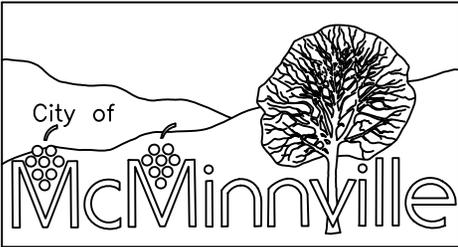
CITY OF McMinnville

2013 GOALS AND OBJECTIVES

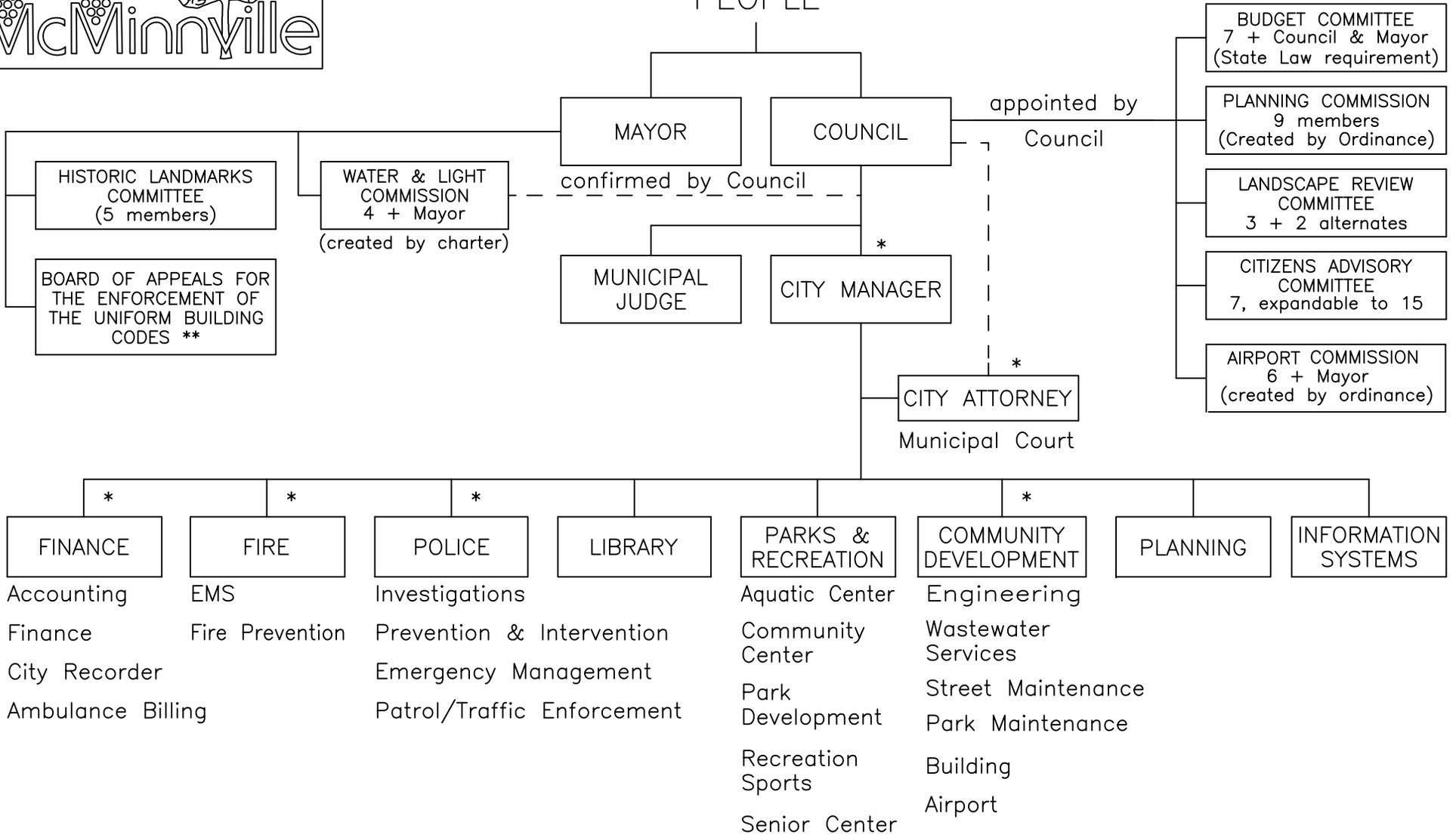
Maintaining and Enhancing Our Quality of Life
 Communicating with Citizens
 ~ Page Two ~

GOALS	OBJECTIVES	TARGET DATE
PLAN FOR AND MANAGE FINANCIAL RESOURCES	* Prepare & adopt a fiscally prudent 2013 – 14 City Budget	2 nd Quarter
	* Explore the options for long-term operating revenue to address forecasted General Fund budget shortfalls	3 rd Quarter
	* Elevate the information systems function, continuing to look for opportunities for leveraging technology for cost effectiveness	2 nd Quarter
PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT	* Make a final decision on a proposed Transient Lodging Tax	2 nd Quarter
	* Review and strengthen the McMinnville Economic Development Partnership (MEDP)	1 st Quarter
	* Stay engaged in quality of life issues related to Riverbend Landfill, including educating ourselves. Inform Yamhill County Board of Commissioners of our interest in the issues.	Ongoing

Adopted by the McMinnville City Council
 at the Regular Meeting on February 26, 2013



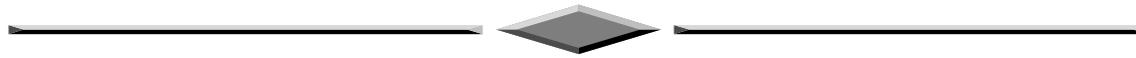
PEOPLE



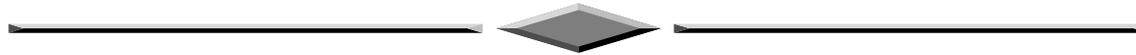
* Officers listed in Charter and appointed by Council upon recommendation by City Manager.
 Council serves as own Contract Review Board.
 Council serves as Library Board to meet any State Law requirements.

** Includes the BOARD OF APPEALS FOR THE ENFORCEMENT OF THE UNIFORM BUILDING CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS.

All commissions, boards, and committees (unless otherwise noted) have been created by Council action.



FINANCIAL OVERVIEW





Financial Overview

2013-2014 Proposed Budget

This overview provides a brief description of the budget process and an analysis of the City of McMinnville's resources (beginning fund balances and revenues) and requirements (expenditures, contingencies and ending fund balances). In this document, "fund balance" and "reserve" are used interchangeably.

The Budget Process:

Purpose of Budget

- The budget represents the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and dictates the City's allocation of resources. In addition, it guides spending decisions and provides a tool for performance measurement. As much as federal and state governments, local government also must demonstrate "transparency" and "accountability". This budget document clearly indicates where the City has allocated its resources for fiscal years 2011-12 and 2012-13 and where it intends to spend taxpayer and ratepayer dollars in fiscal year 2013-14.

Preparation of Budget

- The City's budget has been prepared in accordance with Oregon Revised Statute (ORS) 294.305 through 294.565, also known as Oregon Local Budget Law.
- The budget is prepared by fund. For a description of the City's funds, see the Fund Definition narrative immediately following the Financial Overview. All resources and requirements are budgeted and resources and requirements within each fund must balance.

Adoption of Budget

- As required by Oregon Local Budget Law, the Budget Officer presents a proposed budget to the Budget Committee and a hearing is held, providing a forum for input from the public. The Budget Committee approves the budget and recommends the approved budget to the City Council for adoption. The City Council cannot amend the appropriations approved by the Budget Committee by more than 10% without an additional public hearing. The City Council adopts the budget by resolution. After adoption, management only has authority to spend within the adopted budget appropriations, unless the City Council amends the budget. Budget amendments that may be necessary after budget adopt are subject to certain requirements and limitations.

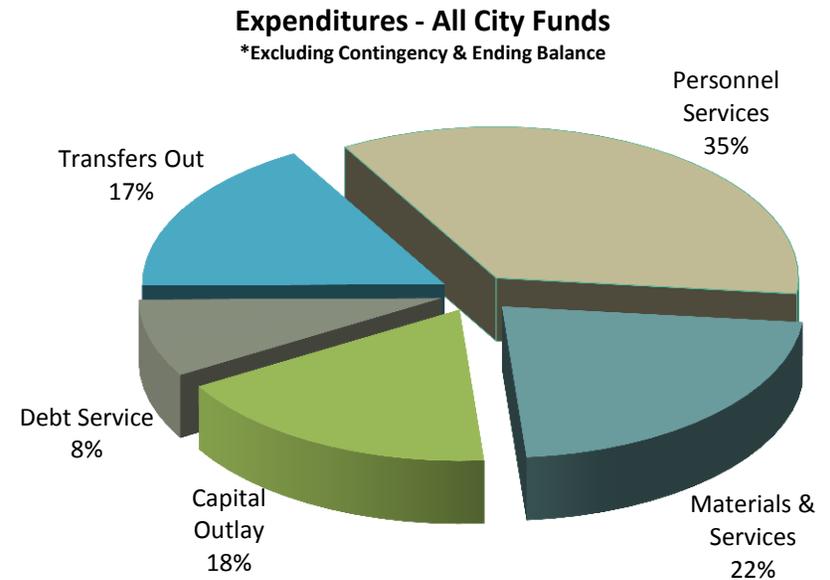
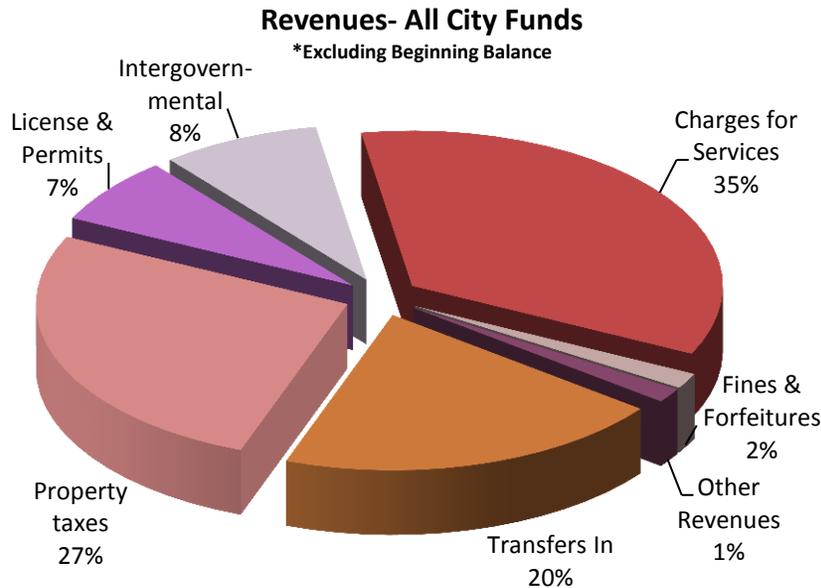
Resource and Requirement Summaries

The budget is a legal document which includes lawful appropriations and gives the City of McMinnville the authority to spend public money. Therefore, the focus of the budget is on resources (funds available to pay for services provided to the public) and requirements (used to ensure that public funds are spent according to the budget adopted by the City Council).

All City Funds 2013 – 2014 Proposed Budget

RESOURCES – by Type	
Beginning Balance	\$35,509,251
Property Taxes	12,031,000
License & Permits	3,149,775
Intergovernmental	3,751,800
Charges for Services	15,756,054
Fines & Forfeitures	731,570
Other Revenues	677,876
Transfers In	9,157,153
Total Resources	\$80,764,479

REQUIREMENTS – by Classification	
Personnel Services	\$19,073,307
Materials & Services	12,011,962
Capital Outlay	9,713,236
Debt Service	4,542,494
Transfers Out	9,157,153
Contingency	3,423,779
Ending Balance	22,842,548
Total Requirements	\$80,764,479



Resources for All City Funds:

The table on the previous page indicates the type and amount of resources for all City funds. The chart clearly illustrates the significance of Property Taxes and Charges for Services as funding sources for City operations.

Property Tax Revenue -- \$12.0 million or 27% of all City revenues. Property tax revenues fund a significant portion of General Fund operations. Property tax revenues are also used to pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the "General Fund Resources" section of this document. For additional information on the City's General Obligation debt, please see the Debt Service Fund.

Charges for Services Revenue-- \$15.8 million or 35% of all City revenues. Charges for Services are the largest source of City revenues. Sewer user charges in the Wastewater Services Fund at \$8.5 million and ambulance transport fees at \$3.7 million constitute the majority of total Charges for Services.

Transfers In Revenue-- \$9.2 million or 20% of all City revenues. These are "internal" revenues that result from the City's policy of reimbursing certain departments, such as Administration, Finance, and Engineering, for services provided to other City departments. Also included in Transfers In is a \$6.2 million transfer from Wastewater Services to Wastewater Capital for debt service payments on revenue bonds and to fund capital projects.

Intergovernmental Revenue -- \$3.8 million or 8% of all City revenues, including state shared revenues, such as liquor, cigarette, and highway fund revenue (gas taxes). Gas taxes are estimated at \$1.8 million in 2013-14; liquor and cigarette taxes are estimated at \$0.7 million.

Requirements for All City Funds:

The table on the previous page indicates classifications and amounts of requirements for all City funds. The chart clearly illustrates the significance of Personnel Services expenditures in City operations.

Expenditures are classified as Personnel Services (salaries and wages and fringe benefits), Materials and Services (contractual services, utilities, repairs and maintenance, etc.), Capital Outlay (long term assets), Debt Service (payments on debt obligations) and Transfers Out (which correspond to Transfers In revenues).

Personnel Services Expenditures -- \$19.1 million or 35% of total City expenditures. \$12.1 million or 64% of total Personnel Services expenditures is for Salaries and Wages and \$6.8 million or 36% is for fringe benefits.

Materials and Services Expenditures -- \$12.0 million or 22% of total expenditures, including \$3.4 million in the General Fund for contractual services, utilities, equipment, program expenses, etc. and \$2.1 million in the Wastewater Services and Wastewater Capital Fund for professional services.

Capital Outlay Expenditures -- \$9.7 million or 18% of total expenditures, including such projects as design and expansion of the Water Reclamation Facility and Inflow and infiltration rehabilitation in the Wastewater Capital Fund (\$7.7 million funded primarily by sewer user charges).

Transfers Out Expenditures-- \$9.2 million or 17% of total expenditures, corresponding to Transfers In Revenue.

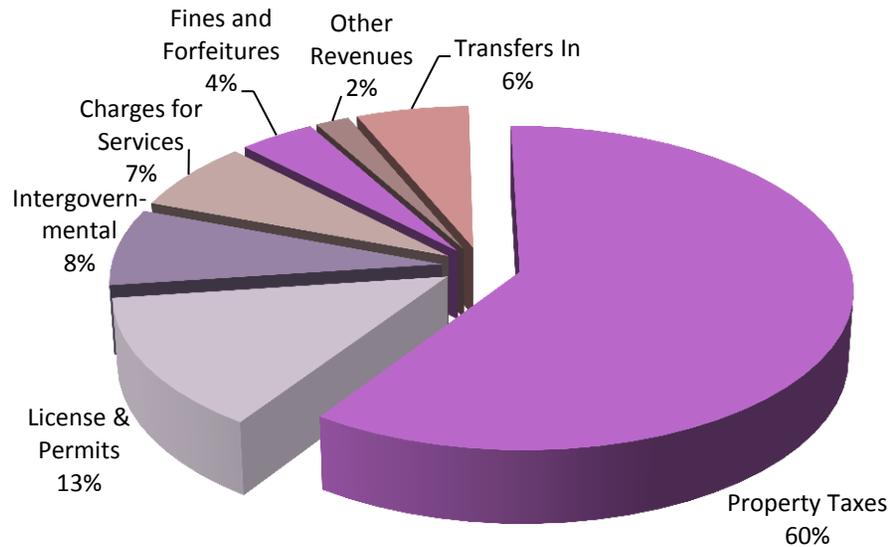
GENERAL FUND 2013 – 2014 Proposed Budget

GENERAL FUND RESOURCES – by Type	
Beginning Balance	\$7,394,554
Property Taxes	10,547,000
License & Permits	2,370,010
Intergovernmental	1,364,612
Charges for Services	1,230,885
Fines and Forfeitures	731,570
Other Revenues	326,666
Transfers In	1,077,678
Total Resources	\$25,042,975

GENERAL FUND REQUIREMENTS – by Classification	
Personnel Services	\$13,355,042
Materials & Services	3,356,989
Capital Outlay	271,168
Transfers Out	1,341,437
Contingency	750,000
Ending Balance	5,968,339
Total Requirements	\$25,042,975

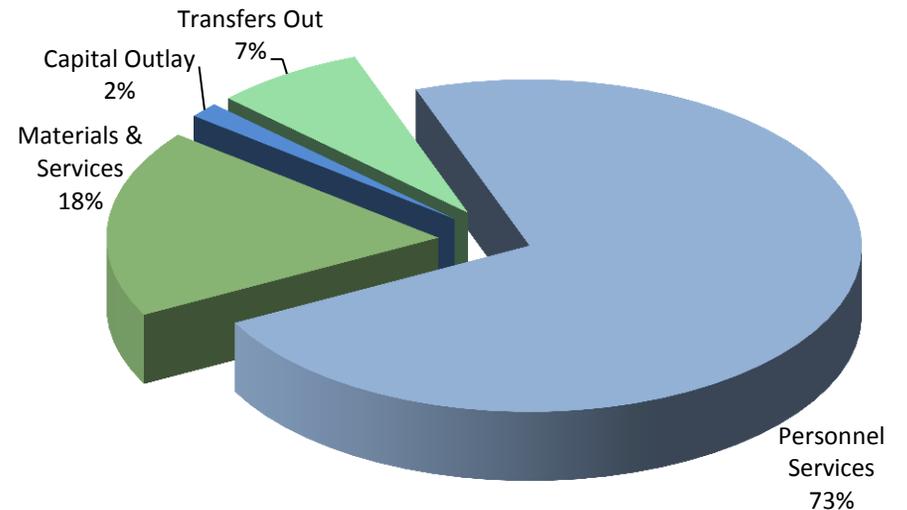
General Fund Revenues - By Type

*Excludes Beginning Balance



General Fund Expenditures - By Classification

*Excludes Contingency & Ending Balance



General Fund Resources:

General Fund resources are used to pay for the delivery of vital City services, including Police and Fire services, parks and recreational opportunities, library services and general government administration. The table on the previous page indicates the type and amount of resources included in the General Fund. The chart illustrates the importance of property tax revenues in funding City services.

Property Taxes for General Operating Purposes -- Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2013-14 proposed budget projects \$10.5 million in operating property tax revenues, a 1.5% increase from the prior year. Property tax revenues constitute 60% of General Fund revenues. Accordingly, increases in assessed values and new construction significantly impact the City's ability to provide services to the public.

Licenses and Permits Revenue --\$2.4 million or 13% of General Fund revenues. Licenses and permits primarily consist of franchise fees collected on behalf of the City by water and electric, telephone, gas, and garbage collection providers. Franchise fees paid by McMinnville Water and Light (77% of all Licenses and Permits revenue) are projected to increase by approximately 5% due to scheduled rate increases.

Charges for Services Revenue -- \$1.2 million or 7% of General Fund revenues primarily consist of Parks and Recreation Department fees collected for Aquatic Center use and recreation programs, including Community Center and Senior Center programs, Kids on the Block, and youth and adult recreational sports.

General Fund Requirements:

The table on the previous page reflects the classification and amount of General Fund requirements. The chart reflects that Personnel Services are by far the largest share of General Fund expenditures.

Personnel Services Expenditures -- \$13.4 million or 73% of total General Fund expenditures. Police, Fire, and Municipal Court combined account for \$8.0 million of total General Fund Personnel Services. Because Personnel Services are a substantial percentage of expenditures, significant budget reductions can generally only be obtained by reducing staffing levels and/or fringe benefits.

Materials and Services Expenditures -- \$3.4 million or 18% of General Fund expenditures. The Police and Parks and Recreation Department budgets combined account for \$1.6 million or 47% of Materials and Services expenditures. Examples of Police Department expenditures are building utilities and maintenance; fuel, maintenance and repairs of vehicles; computer system costs; and property and liability insurance. Parks and Recreation Department expenditures are primarily for recreation program costs, and utilities, repairs and maintenance of the Aquatic Center, Community Center and Senior Center facilities.

Capital Outlay Expenditures -- Due to budget constraints, capital outlay expenditures continue to be limited in the 2013-14 proposed budget. However, \$48,000 for various building repairs and maintenance are budgeted in Materials and Services expenditures, including \$23,000 for roof repair and window caulking at the Library.

General Fund Expenditures by Department:

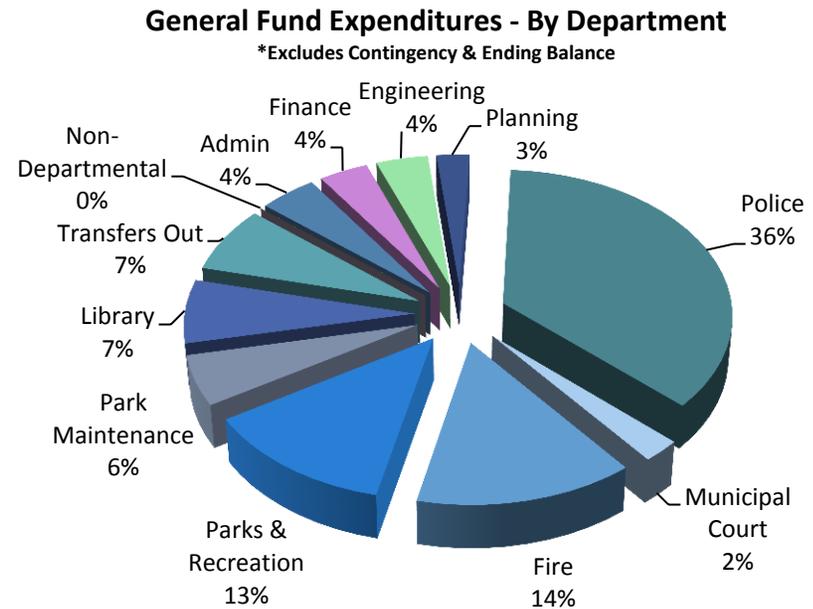
The table and chart on this page illustrate that the largest share of General Fund resources are spent on public safety. Police Department, Fire Department and Municipal Court expenditures combined are \$9.7 million or 52% of all General Fund expenditures.

Culture and Recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$4.6 million or 26% of all General Fund expenditures. The largest share of Culture and Recreation expenditures is attributable to the Parks and Recreation Department. It should be noted that approximately half of Parks and Recreation Department expenditures are offset by Charges for Services revenues. The significant portion of General Fund resources dedicated to Culture and Recreation demonstrates the City's commitment to providing the citizens of McMinnville a quality environment, as well as a safe environment.

The remaining \$4.0 million or 22% of General Fund expenditures are for general government (Administration, Finance, Engineering, and Planning) and Transfers Out. Administration includes City Manager's Office, City Hall and Other City Property, Human Resources, Legal, Mayor and City Council, and Community Services.

Transfers Out are primarily reimbursements to the Information Systems and Services (IS) Fund for computer support; transfers to the Emergency Communications Fund for YCOM support; and transfers to the Ambulance Fund to support emergency medical services operations.

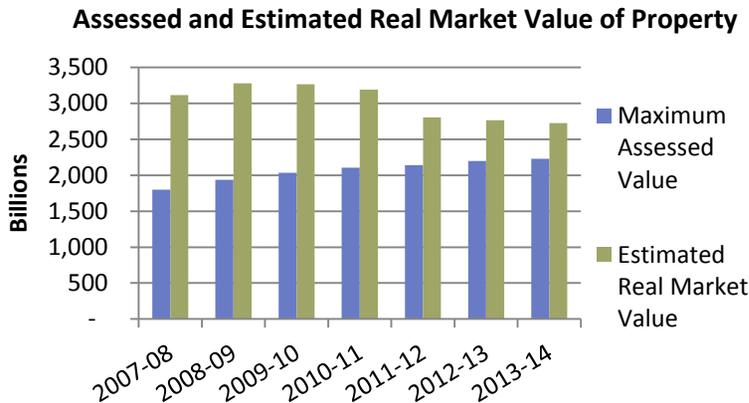
GENERAL FUND REQUIREMENTS 2013 – 2014 Proposed Budget by Department	
Administration	\$808,173
Finance	690,919
Engineering	727,987
Planning	464,823
Police	6,606,758
Municipal Court	455,175
Fire	2,596,799
Parks & Recreation	2,327,324
Park Maintenance	1,014,490
Library	1,290,351
Transfers Out	1,341,437
Non-Departmental	400
Contingency	750,000
Ending Balance	5,968,339
Total Requirements	\$25,042,975



General Fund Reserve:

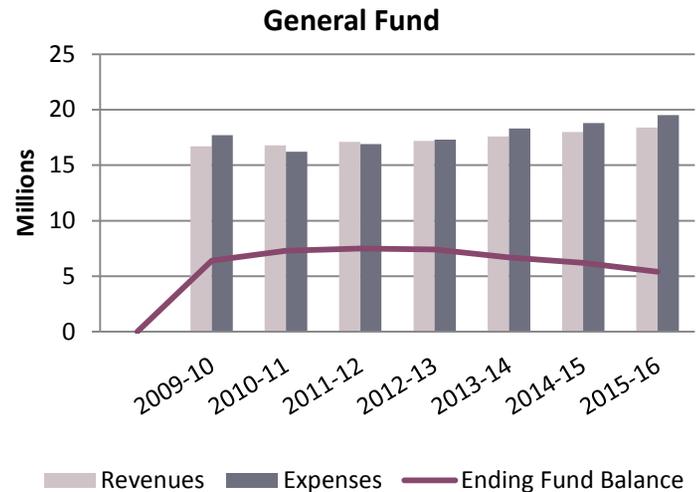
One measure of a City’s financial health is whether revenues exceed expenditures. When revenues exceed expenditures, the ending fund balance or reserve is increased. Typically, reserves increase when actual revenues are higher than projected and / or actual expenditures are lower than budgeted.

From 2004-05 through 2008-09, the City’s assessed value increased by an average of 7% per year. This steady growth and the accompanying increase in property tax revenue played a major role in the City’s ability to maintain a healthy General Fund reserve, even though the demand for services grew with the population. However, from 2009-10 through 2012-13, the City’s assessed value has increased an average of only 1.7% and is expected to increase by 1.5% in 2013-14 and 2.0% in subsequent years. This slower growth rate is an important factor in the spending down of the General Fund reserve. The following chart compares the growth in maximum assessed value to real market value for the last seven years.



Another important factor in spending down the reserve has been higher costs for Police and Fire personnel services. Higher costs are a result of cost of living adjustments (COLA); Oregon Public Employee Retirement System (PERS) employer contribution rates; and other provisions included in collective bargaining agreements.

The following chart demonstrates the relationship between expenditures exceeding revenues and the corresponding decrease in the General Fund reserve. Revenue and expenditure estimates for 2014-15 and 2015-16 were derived from the City’s long term fiscal forecast. Although the forecast projects that the spend down of the General Fund reserve will continue through 2015-16, conservative budgeting and fiscally responsible spending will maintain the General Fund reserve at an acceptable level.



The table on this page compares the 2012-13 amended budget with the 2013-14 proposed budget for General Fund departments. Note that Capital Outlay expenditures are excluded from Expenditures in the table below to allow for better operational comparison.

For total Personnel Services and Materials and Services expenditures, the 2013-14 proposed budget increased by 4% compared to the 2012-13 amended budget. Increases in Administration, Finance, Engineering, Police, Municipal Court, Fire, and Parks & Recreation are primarily due to a significantly higher PERS employer contribution rates. In fact, the PERS rate increase accounts for nearly half of the 4.2% overall increase in Department expenditures. In the Planning, Park Maintenance, and Library Department, expenditures decreased primarily due to reductions in staffing levels.

For additional information on the changes implemented in each department and the impact on services, refer to the Budget Summaries included with each Fund.

General Fund – DEPARTMENT COMPARISON			
(Excludes Capital Outlay)			
	<u>2012-13</u> <u>Amended</u> <u>Budget</u>	<u>2013-14</u> <u>Proposed</u> <u>Budget</u>	<u>%</u> <u>Change</u>
Administration	\$759,574	\$808,173	6.40%
Finance	642,469	690,919	7.54%
Engineering	671,222	727,987	8.46%
Planning	555,696	464,823	-19.55%
Police	6,146,842	6,510,090	5.91%
Municipal Court	444,580	455,175	2.39%
Fire	2,353,234	2,516,799	6.59%
Park & Recreation	2,177,096	2,309,824	6.10%
Park Maintenance	981,128	937,490	-4.65%
Library	1,306,617	1,290,351	-1.27%
Total	\$16,038,458	\$16,711,631	4.20%

Fiscal Forecast

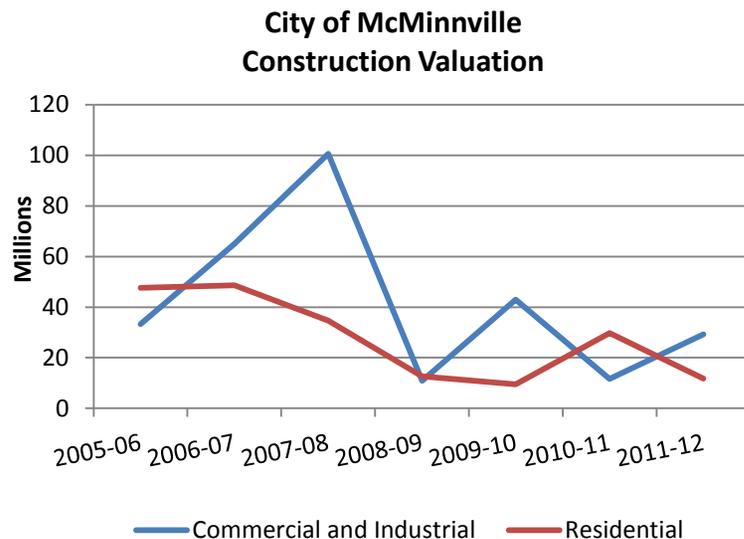
Recognizing that the recovery from the current recession will be prolonged, in November 2009, City management developed a model for a three year fiscal forecast for the General Fund, Ambulance Fund, and Building Fund. The Ambulance Fund was included in the forecast process because a General Fund subsidy is required to balance the fund. The 2011-12 adopted budget also included a subsidy to the Building Fund. However, due to reductions in Building Department staffing, a subsidy is no longer necessary.

The fiscal forecast model includes projections for revenues, expenditures, and fund balances. Projections are based on a set of assumptions, including percentage changes for assessed property values, cost of living adjustments, PERS employer contribution rates, etc. Historical data, trends, and current economic data are taken into consideration when developing forecast assumptions. In addition, management has contracted with a financial consultant who has extensive budgeting and local government expertise. The initial fiscal forecast in 2009 indicated that General Fund reserves would be depleted to an unacceptable level in three years unless steps were taken to increase revenues and/or reduce expenditures. In response to this concern, City Council has continued a conservative approach to budgeting, significantly reducing the reliance on the General Fund reserve to balance the Fund.

In addition, the City Council adopted a financial policy in 2011 stating that the General Fund reserve should be maintained at or above the level that provides sufficient cash flow and ensures financial stability in the General Fund. Generally, 25% of total annual expenditures provides for a sufficient reserve. The 2013-14 proposed budget reflects a General Fund reserve that is 38% of total expenditures. This financial policy provides an extremely useful benchmark, helping to guide management decisions during the budget process.

Budget Highlights for Other Funds

The Building Fund has been significantly affected by a substantial reduction in residential, commercial and industrial construction. Over the last several years, staffing in the Building Department has been decreased due to the reduction in work load and to match revenues with expenditures. The 2013-14 proposed budget continues that trend and includes an FTE reduction of 0.10 in the Building Department. The chart below illustrates the dramatic increase in commercial and industrial activity in 2006-07 and 2007-08 and the equally dramatic decrease in 2008-09 and subsequent years.



The Ambulance Fund faces significant financial and operational challenges. Reimbursements for Medicare and Medicaid transports, which make up 74% of all transports provided by the City, are approximately 25% of the total amount charged for the service provided. In addition, the demand for emergency transport services continues to grow as the population of the Ambulance Service Area (ASA) grows.

To address these challenges, changes were implemented in 2011-12 with the objective of improving ambulance service delivery. These changes, including increased staffing and establishment of a substation in northeast McMinnville, have resulted in substantial improvements. The 2013-14 proposed budget includes a part-time mechanic position and one additional firefighter/paramedic position. The cost of these additional positions is shared with the Fire Department.

Wastewater Services Fund and Wastewater Capital Fund expenditures constitute 36% of all City operating expenditures, excluding transfers. In 2011, the City’s Wastewater Master Plan and Financial Plan were updated, indicating that the City can rely on a “pay as you go” approach to funding the substantial capital needs identified in the Wastewater Master Plan. The foresight shown by previous management and City Councils in building a capital project reserve will enable the City to implement only moderate rate increases and no additional debt over the life of the plan.

Summary

Following the Financial Overview narrative is a Citywide budget summary, providing a comparison of total resources and requirements for all City funds for the 2012-13 amended budget and the 2013-14 proposed budget.

The Resources section of the table reflects a 5.0% increase in the total **Beginning Fund Balance** for all funds, due to several factors. In the General Fund, the Beginning Fund Balance in the 2013-14 proposed budget is 10% higher than the 2012-13 amended budget as a result of “savings” that occurred during the 2011-12 fiscal year. In addition, several major wastewater and park development capital projects included in the 2012-13 budget will be carried over to the 2013-14 fiscal year.

Property Taxes, including operating taxes and taxes levied for debt service payments, are projected to increase 4.0% compared to budgeted 2012-13 Property Taxes. The 2013-14 proposed budget projects a 1.5% increase in assessed values (AV). In addition, property taxes levied for 2013-14 debt service increased compared to 2012-13 primarily due to one-time revenues that were used to pay debt service in 2012-13.

Licenses and Permits revenues show a 13% increase from the prior year, due primarily to McMinnville Water & Light rate increases and the corresponding higher franchise fee revenues remitted to the City.

Several factors contributed to the **Intergovernmental** revenue increase of 5.0%, including higher state shared revenues (cigarette, liquor, and gas taxes); a Federal Aviation Administration (FAA) grant in the Airport Maintenance Fund; and Oregon federal exchange dollars for City street improvements.

These increases were partially offset by a change in the State disbursement of 911 emergency excise taxes. Previously, 911 taxes were distributed to the City and passed through to Yamhill Communications Agency (YCOM). The State of Oregon now disburses 911 emergency excise taxes directly to 911 jurisdictions.

The increase in **Miscellaneous** revenues is generally due to projected higher interest rates earned at the Local Government Investment Pool (LGIP). In addition, it is anticipated that an increased donation will be received from KOB, Inc. for the City’s Kids on the Block (KOB) program. The increase in donations will offset funding lost from other sources.

The 18% increase in **Transfers In** revenue is primarily due to an increase in the transfer from the Wastewater Services Fund to the Wastewater Capital Fund. User fees are transferred from Wastewater Services to support capital projects in Wastewater Capital and to pay debt service principal and interest on the 2004 Sewer Refunding Bonds. The transfer amount on the 2013-14 proposed budget was \$1.6 million more than the previous year due to expansion of the Water Reclamation Facility (WRF) secondary treatment facilities scheduled in fiscal year 2013-14.

In addition, the 2013-14 proposed budget includes a transfer of \$63,000 from the Transient Lodging Tax Fund to the General Fund. This projected transfer represents 30% of the taxes expected to be collected. As required by Oregon Statute, 70% of the tax collected will be used for tourism promotion and will be accounted for in the Transient Lodging Tax Fund.

The Requirements section of the table indicates that **Personnel Services** expenditures increased by 5%, as a result of a 1.8% cost of living adjustments (COLA) for General Services and Public Safety employees, as well as a 20% increase in employer contribution rates for the Oregon Public Employee Retirement System (PERS). These increases were partially offset by reductions in full-time equivalents (FTE) in the Planning Department, Park Maintenance, and Library.

The significant decrease in **Materials and Services** expenditures primarily resulted from a \$0.9 million reduction in Wastewater Capital professional services costs in 2013-14 compared to 2012-13, as design of the WRF project is completed and construction begins. General Fund Materials and Services expenditures remained relatively flat, with increases in costs for janitorial services, utilities, and repairs and maintenance offset by reductions in the Planning and Park Maintenance Departments.

Capital Outlay expenditures increased due to a \$5.8 million increase in the Wastewater Capital Fund proposed budget for the WRF secondary treatment facilities expansion.

The 8% decrease in total **Ending Fund Balance** resulted primarily from a \$4.1 million decrease in Wastewater Services and Wastewater Capital combined. This lower Fund Balance reflects the spend down of Wastewater Capital reserves for design and construction of major capital projects, including expansion of WRF and the continuation of major inflow & infiltration (I&I) projects.

The intent of this Financial Overview is to illustrate relationships between revenues, expenditures, reserves and City operations. The City Manager's Budget Message, Financial Overview, Fund Definitions, and information included within the Personnel Services tab provide a comprehensive overview of the City's operations. Additional information regarding individual departments can be found in the Budget Summaries included with each fund.

Please contact Finance Director Marcia Baragary at 503-434-2350 or Marcia.Baragary@ci.mcminnville.or.us with any comments or questions regarding the Financial Overview.



City Wide Financial Overview

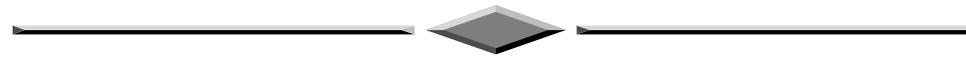
Description	2012 - 2013 Amended Budget	2013 - 2014 Proposed Budget	Percent Change
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RESOURCES

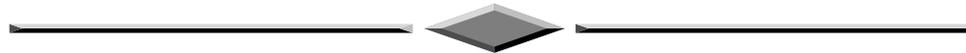
Beginning Fund Balance	\$33,814,862	\$35,509,251	5%
Property Taxes	11,565,200	12,031,000	4%
Special Assessments	60,000	65,000	8%
Licenses & Permits	2,781,300	3,149,775	13%
Intergovernmental	3,588,147	3,751,800	5%
Charges for Services	15,550,551	15,756,054	1%
Fines & Forfeitures	752,225	731,570	-3%
Miscellaneous	519,327	612,876	18%
Current Revenue	34,816,750	36,098,075	4%
Transfers In	7,750,508	9,157,153	18%
Other Financing Sources	-	-	0%
TOTAL ALL RESOURCES	\$76,382,120	\$80,764,479	6%

REQUIREMENTS

Personal Services	18,182,034	19,073,307	5%
Materials & Services	12,941,277	12,011,962	-7%
Capital Outlay	4,238,368	9,713,236	129%
Debt Service	4,590,794	4,542,494	-1%
Operating Budget	39,952,473	45,340,999	13%
Transfers Out	7,750,508	9,157,153	18%
Other Financing Sources	-	-	0%
Non-operating Budget	7,750,508	9,157,153	18%
Contingency	3,247,786	3,423,779	5%
Ending Fund Balance	25,431,353	22,842,548	-10%
TOTAL ALL REQUIREMENTS	76,382,120	\$80,764,479	6%



FUND DEFINITIONS



- Budget Organization Chart



Fund Definitions

- Budget Basis

2013-2014 Proposed Budget

Fund Accounting: The City records financial transactions in individual funds. A fund is a set of accounts that includes a beginning fund balance, revenues, expenditures and an ending fund balance. Fund accounting segregates revenues according to their intended use and allows management to demonstrate compliance with statutory, legal, and contractual provisions. For example, gasoline tax funds remitted to the City by the State of Oregon must be spent in compliance with the State's Constitution. Fund accounting provides accountability by segregating gasoline tax revenues and the associated expenditures in the Street Fund.

Fund Organization: Many funds are divided into smaller segments to improve financial monitoring and internal controls. One example is the General Fund, which is used to account for a variety of services provided by the City. The General Fund is divided into departments (the Police Department, for example), which is divided into sections or organization sets (Field Operations). Sections are further divided into programs (Patrol).

Following are descriptions of the City's twelve governmental funds, three enterprise funds, and two internal service funds.

Governmental Funds: General Fund

General Fund

The General Fund is the City's primary operating fund. Principal sources of revenue are operating property taxes, licenses and permits, franchise fees, and intergovernmental revenues. Primary expenditures are for City administration, financial services, engineering, planning, police, municipal court, fire, parks and recreation, parks maintenance, and library services.

Governmental Funds: Special Revenue Funds

Special revenue funds account for revenues that are restricted or committed to expenditure for specified purposes.

Special Assessment Fund

This fund accounts for revenues for street and sidewalk local improvement districts (LIDs) and the downtown economic improvement district (DEID). DEID assessments are collected and turned over to the McMinnville Downtown Association. There are currently no LIDs.

Telecommunications Fund

This fund accounts for franchise fees received from service providers that operate telecommunications cable systems within the public rights-of-way. All franchise fees are passed through to McMinnville Community Media, the non-profit organization responsible for managing and operating public, educational and government (PEG) access for the McMinnville community.

Transient Lodging Tax Fund

This fund, established in fiscal year 2013-14, will be used to account for transient lodging taxes collected from the occupants of temporary lodgings, such as hotels and motels. The 2013-14 proposed budget assumes that the City Council will pass an ordinance authorizing collection of the tax. While Oregon law requires that at least 70% of the net revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2013-14 proposed budget transfers this discretionary 30% from the Transient Lodging Tax Fund to the General Fund.

Fund Definitions – Budget Basis
Page II

Emergency Communications Fund

This fund accounts for the City's participation in the 911 Central Emergency Dispatch Center operated by Yamhill Communications Agency (YCOM). Previously, the State of Oregon collected emergency telephone tax from subscribers and distributed the tax to Oregon cities on a pro-rata basis. As of January 2013, Senate Bill 1559 requires the State of Oregon to disburse 911 emergency taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM. The 2013-14 proposed budget includes transfers from the General Fund for Police and Fire and from the Ambulance Fund to the Emergency Communications Fund. These transferred resources are then used to pay YCOM for the City's member contribution. The 2013-14 proposed budget also includes a system access fee collected from users of the City's new emergency radio system equipment.

Street Fund

The principal revenue source for this fund is state gasoline tax administered in accordance with Article IX, Section 3 of the Constitution of the State of Oregon and used to finance street maintenance, improvements, and street equipment purchases.

Airport Maintenance Fund

This fund accounts for fees for airport services including building, hangar, and land lease rental income, which are used to pay for airport operations. In addition, Federal Aviation Administration (FAA) grant revenue is accounted for in this Fund. The 2013-14 proposed budget for the Airport Maintenance Fund includes \$180,000 in FAA grant funds for environmental and design work related to flight path evaluation and apron reconstruction.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects other than those accounted for in enterprise funds or internal services funds.

Public Safety Facilities Construction Fund

This fund was used to account for the \$13.1 million Public Safety & Court/Civic Building bond proceeds received in 2006 and used to fund the construction of the Public Safety Building and the Civic Hall. Both buildings were substantially complete in 2009-10. In 2012-13, approximately \$11,000 was set aside in a Designated Ending Fund Balance to pay for a possible arbitrage rebate liability due in 2016. The remaining unspent bond proceeds were transferred to the Debt Service Fund, which lowered the amount of taxes that needed to be levied for 2012-13 debt service payments.

Transportation Fund

The primary source of revenue in this fund is federal highway funds which the City exchanges with the State of Oregon. Federal exchange dollars are used for street resurfacing projects, including overlays, slurry seals, etc. This fund also includes transportation system development charges (SDCs) that are assessed on new construction and can only be used for capital projects that increase system capacity.

Park Development Fund

This fund accounts for the \$9.1 million Park System Improvement bond proceeds received in 2001, park system development charges (SDCs), grants, and donations which are used for park system expansion and improvements.

Wastewater Capital Fund

This fund is used to account for the design and construction of major Wastewater system capital projects, including expansion and construction of the Water Reclamation Facilities (WRF), Wastewater collection system, and nflow and infiltration (I&I) projects. In addition, debt service principal and interest payments for the 2004 Sewer Refunding Bonds are budgeted in this fund. Major revenue sources are system development charges (SDCs) and sewer user fees, which are transferred from the Wastewater Services fund. The 2013-14 proposed budget includes Transfers In from the Wastewater Services Fund of \$6.2 million, with \$2.9 million for debt service payments and \$3.3 million for wastewater capital projects.

Governmental Funds: Debt Service Fund

Debt Service Fund

This fund accounts for the City's property tax debt service levy used to pay principal and interest on general obligation bonds. The 2006 Public Safety & Court/Civic Building Bonds and 2011 Park System Improvement Refunding Bonds are currently the City's only outstanding general obligation debt. In 2011, refunding bonds were issued to retire the principal outstanding on the 2001 Park System Improvement Bonds. The principal on the 2011 Refunding bonds will be paid over the next ten years at an interest rate lower than the 2001 bonds.

Business Type Activies: Enterprise Funds

Enterprise Funds account for acitivities for which a fee is charged to external users of goods or services and are intended to be self-supporting.

Building Fund

The major income in this fund is fees from inspections and plan review of residential, commercial and industrial projects. Building plan review fees are mandated by State law to be dedicated for the building inspection program. On July 1, 2008, the Building Department was established as a separate enterprise fund.

Wastewater Services Fund

The primary income in the Wastewater Services Fund is sewer user fees. Wastewater Services staff operates and maintains the Water Reclamation Facility (WRF), pump stations, laboratory, conveyance system, and pretreatment programs. Sewer user fees are transferred to the Wastewater Capital Fund to pay for debt service on the 2004 Sewer Refunding Bonds and to fund major capital projects.

Ambulance Fund

This fund is used to account for revenues and expenditures for emergency medical services provided to the community. Although the Ambulance Fund is classified as an enterprise fund and is intended to be self-supporting, General Fund support has been necessary for the last ten years. Reimbursements for Medicare and Medicaid transports, which make up 74% of all emergency transports provided by the City, are significantly less than the cost of providing the service.

Internal Service Funds

Internal Service Funds account for operations that provide services to other departments of the City on a cost-reimbursement basis.

Information Systems and Services Fund (IS)

This fund accounts for technological services provided to operating departments. Operating departments reimburse the IS Fund for all costs incurred by the IS Fund. Personnel Services expenses for computer support are reimbursed through transfers and are shown as Transfers Out expenditures in the operating departments; the IS Fund records corresponding Transfers In. Expenses for equipment, hardware and software are reimbursed directly and are shown as Materials and Services or Capital Outlay expenditures in the operating departments; the IS Fund records corresponding Charges for Services revenue.

Insurance Services Fund

The Insurance Services Fund charges operating departments for the cost of property, liability and workers' compensation premiums and claims. Expenses are recorded in the operating departments as Materials and Services (property and liability) and Fringe Benefits (workers' compensation). The Insurance Services Fund records corresponding Charges for Services revenue.

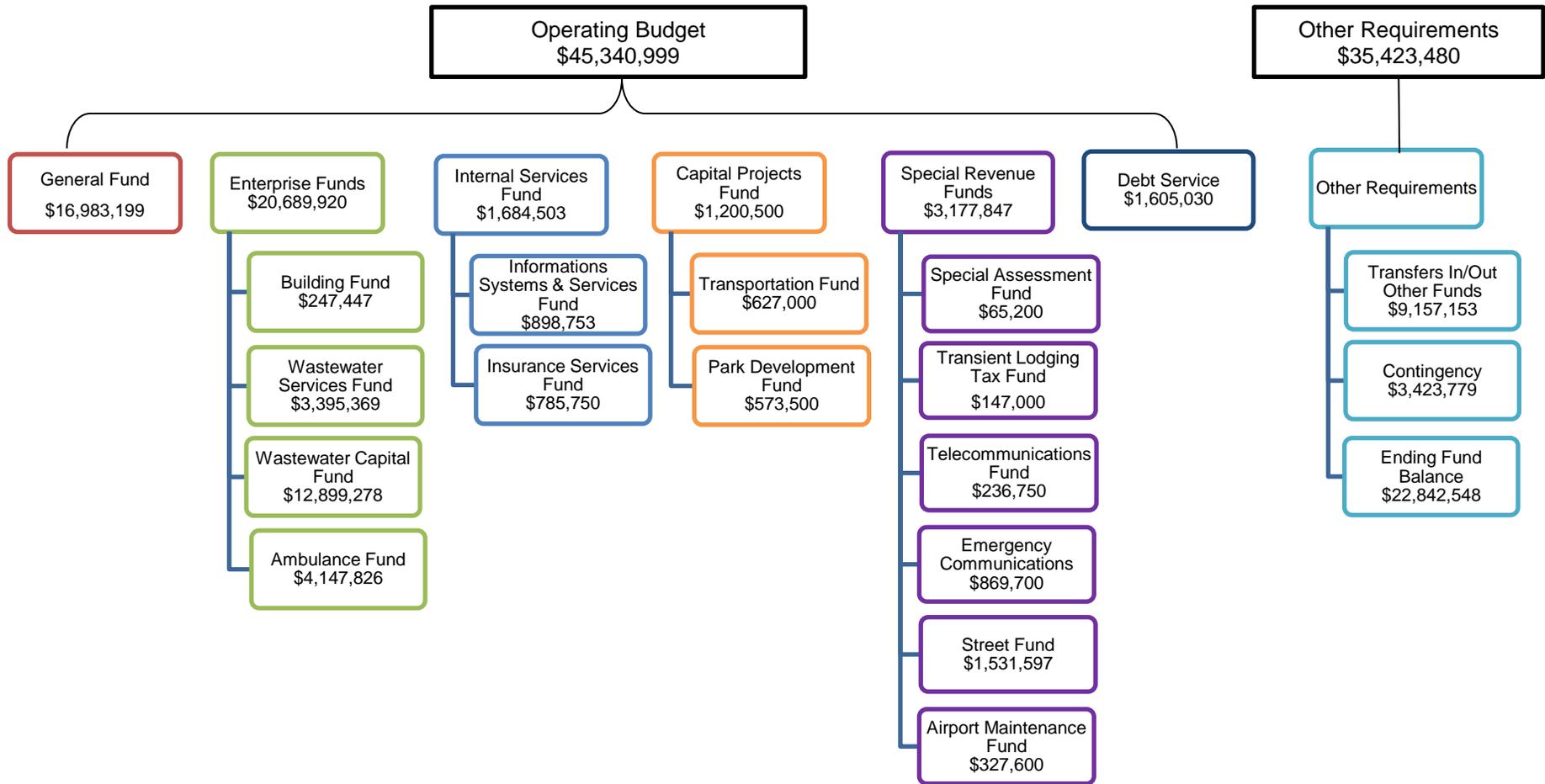
Budget Organization Chart: The chart on the following page separates the components of the "Operating Budget" from "Other Requirements". The total "Operating Budget" of \$44.9 million is comprised of all Personnel Services, Materials and Services, Capital Outlay and Debt Service expenditures. "Other Requirements" include Transfers In and Transfers Out to other funds, Contingencies and Ending Fund Balances. Total "Operating Budget" and "Other Requirements" included in the 2013-14 proposed budget are approximately \$80,764,000.



Budget Organization Chart

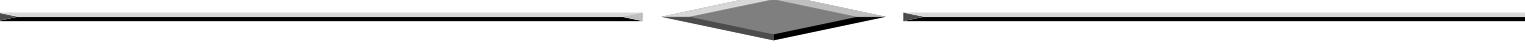
2013 - 2014 Proposed Budget

**Total 2013 - 2014 Proposed Budget
\$80,764,479**





PERSONNEL SERVICES SUPPLEMENTAL INFORMATION



- Personnel Services Overview
 - Personnel Service and Volunteer Comparisons
- Salary Schedules
 - General Service Employees – Semi-Monthly
 - Police Union – Semi-Monthly
 - Fire Union – Semi-Monthly
 - Supplemental



Personnel Services Overview

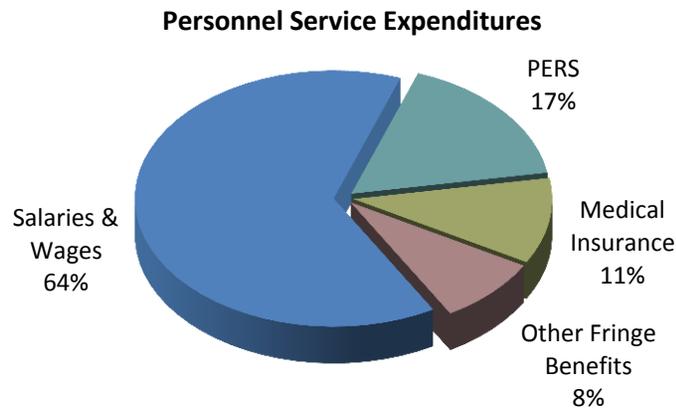
2013–2014 Proposed Budget

Introduction

City of McMinnville personnel services expenditures account for 35% of the City's total 2013-14 proposed budget expenditures and include salaries and wages and fringe benefits for City personnel.

The chart below illustrates the composition of personnel services expenditures.

Personnel Services Expenditures



Salaries and Wages

Salaries and wages include compensation to regular full time, regular part time, and temporary employees:

- Regular full time employees are compensated with a semi-monthly salary and receive full fringe benefits.
- Regular part time plus employees work twenty or more hours a week and are compensated on an hourly basis with limited fringe benefits.

- Regular part time employees work nineteen hours or less a week and are compensated on an hourly basis. They receive only those fringe benefits required by law.
- Temporary employees are extra help positions compensated on an hourly basis. They receive only those fringe benefits required by law.

Fringe Benefits

Total fringe benefits, including PERS and medical insurance costs, account for 36% of personnel services expenditures. Because PERS and medical insurance costs combined are 28% of personnel services expenditures, changes in rates for these fringe benefits have a significant impact on the City's budget.

PERS (Public Employees Retirement System), OPSRP (Oregon Public Service Retirement Plan), and IAP (Individual Account Program)

To be eligible, employees must work 600 or more hours in a year.

	<u>Employer Contribution</u>	
	<u>2011-13</u>	<u>2013-15</u>
• PERS Tier 1 / Tier 2 members	~18%	~23%
• OPSRP General Service members	~14%	~18%
• OPSRP Police and Fire members	~17%	~21%
• IAP – all members	6%	6%

Legislative changes to PERS have been proposed that could reduce employer contribution rates in effect for 2013-15. However, it is unclear at this time whether any or all of these changes will be implemented and, since legal challenges to any changes are likely, reductions in PERS employer contribution rates are not reflected in the 2013-14 proposed budget.

Personal Services Overview

Page II

Medical Insurance

During 2012 – 2013 the Fire Union and General Service employees moved to lower cost Co-Pay plans. The Fire Union moved to a higher deductible plan, which afforded them the benefit of also adding a Voluntary Employee Beneficiary Association (VEBA). A VEBA is a non-profit, tax-exempt health and welfare benefit trust that provides for reimbursement of healthcare costs to employees. The 2013-14 proposed budget reflects an estimated 7% increase in premiums. For General Service employees, the cost of this increase will be shared 50% with the employees, bringing the employee share to 18% of total premium cost. Pursuant to the terms of collective bargaining agreements, Fire Union employees share 10% of total premium cost and Police Union employees share 5% of total premium cost.

Other Fringe Benefits

- FICA Social Security
- FICA Medicare
- VEBA (Fire Union)
- Life Insurance
- Long Term Disability Insurance
- Workers Compensation Insurance
- Unemployment

Change in Personnel and Volunteers

Personnel services expenditures for fiscal year 2013-14 reflect an overall decrease of 1.41 full-time equivalent (FTE). The tables immediately following this overview provide detail for these changes and include:

Table #1 Five-year trend of FTE actuals including the “2014 Proposed Budget” by department.

Table #2 Change in FTE from the “2013 Adopted Budget” to the “2014 Proposed Budget” by position.

Table #3 Current number of employees and volunteers by department.

Table #4 Volunteer Roster – Illustrates number of volunteers that help provide City services.

Cost of Living Adjustment (COLA)

The COLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area for the second half of the year. The CPI-W increase for 2012 was 1.8%. The 2013-14 proposed budget includes a 1.8% COLA for General Service employees.

Pursuant to the terms of collective bargaining agreements, the 2013-14 proposed budget includes a 1.8% COLA for Fire Union employees, and a 1.8% COLA for Police Union employees.

Significant Department Changes

The 2013-14 proposed budget includes the following changes:

In the Planning Department, an Associate Planner position is being eliminated. The Library Department has made staffing changes due to the retirements of several long-term employees, resulting in an overall decrease of 0.17 FTE. The Park Maintenance and Street Departments reduced Extra Help-Temporary employees by 0.94 and 0.24 FTE, respectively. Please refer to individual department Budget Summaries for more information.

In the Fire and Ambulance Departments, the Firefighter/Mechanic position is being reduced to 0.5 FTE. However, a full-time Firefighter/Paramedic is being added. The Police Department decreased by 0.53 FTE, which was the net result of the elimination of the full-time Support Services Division Commander and an increase in the Office Specialist and Facility Maintenance positions.

Personal Services Overview
Page III

Summary

Personnel services expenditures included in the 2013–14 proposed budget reflect the challenges of balancing the General Fund budget; minimizing the spend down of the General Fund reserve; and limiting the impact of FTE reductions on services provided to the public.

Personnel services expenditures in the 2013-14 proposed budget reflect City management's commitment to continuing to give high priority to funding public safety services (Police, Fire, and Ambulance).

City of McMinnville
Full Time Equivalent (FTE)
Five-Year Trend

Table #1

Department	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13	Proposed 2013-14
Administration	3.38	3.30	3.30	3.30	3.30
Finance	8.94	8.54	8.19	7.08	7.01
Engineering	5.85	5.85	5.85	5.60	5.89
Planning	5.50	5.50	4.50	4.00	3.50
Police	45.19	43.04	44.16	44.39	43.86
Municipal Court	4.73	4.41	4.41	4.38	4.32
Fire	16.99	16.40	14.95	14.03	14.48
Parks & Recreation					
Administration	2.25	2.15	2.15	2.06	1.96
Aquatic Center	10.65	10.91	11.19	11.08	11.20
Community Center & Rec Programs	5.90	5.93	5.19	5.60	5.60
Kids On The Block	7.99	7.50	7.67	7.13	7.13
Recreation Sports	4.85	4.70	4.85	4.13	4.32
Senior Center	2.44	2.78	2.87	2.67	2.67
Park Maintenance	10.53	10.29	10.26	10.00	9.06
Library	17.93	17.31	17.01	15.55	15.38
General Fund - Total	153.12	148.61	146.55	141.00	139.68
Street Fund	8.84	8.83	8.90	8.90	8.66
Building	3.75	3.65	3.65	2.00	1.90
Wastewater Services					
Administration	2.82	3.06	3.06	3.06	3.06
Plant	7.00	7.00	8.00	8.00	8.00
Environmental Services	4.00	4.00	4.00	4.00	4.00
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	19.22	19.46	20.46	20.46	20.46
Ambulance	15.72	16.32	20.72	22.40	22.65
Information Systems & Services	3.00	3.00	3.00	3.00	3.00
Total City Employees - FTE's	203.65	199.87	203.28	197.76	196.35
Difference from prior year				- 1.41	

City of McMinnville
Change in Full Time Equivalent (FTE)
2012-13 Adopted to 2013-14 Proposed Budget

Table #2

<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>
<u>Administration</u>		<u>Recreation Sports</u>	
No Changes	<u>0.00</u>	Program Assistant - Rec Sports	(0.63)
		Extra Help - Management Assistant	0.58
		Extra Help - Office	0.15
		RP Labor - Adult Sports	0.12
		RP Labor - Youth Soccer	(0.02)
		RP Labor - Youth Basketball	0.01
		RP Labor - Youth Baseball/Softball	(0.01)
		RP Labor - Youth Sports Camps	(0.01)
			<u>0.19</u>
		<u>Senior Center</u>	
		Extra Help - Senior Center	(0.12)
		Classes & Programs Labor - SC	0.12
			<u>0.00</u>
		<u>Park Maintenance</u>	
		Extra Help - Park Maintenance	<u>(0.94)</u>
		<u>Library</u>	
		Senior Librarian	(0.50)
		Library Services Coordinator	(1.00)
		Library Services Manager	1.00
		Librarian III	0.50
		Librarian II	0.40
		Librarian I	(1.61)
		Library Assistant	0.94
		Library Page	0.10
			<u>(0.17)</u>
		<u>Street</u>	
		Extra Help - Street	<u>(0.24)</u>
		<u>Building</u>	
		Building Official	(0.50)
		Building Inspector III	0.40
			<u>(0.10)</u>
		<u>Wastewater Services</u>	
		Mechanic - WRF	1.00
		Senior Mechanic - WRF	(1.00)
		Operator II - WRF	1.00
		Operator I - WRF	(1.00)
		Sr Environmental Tech	1.00
		Sr Laboratory Tech - WRF	(1.00)
			<u>0.00</u>
		<u>Ambulance</u>	
		Fire Mechanic / Firefighter / EMT	(0.65)
		Mechanic - Fire Dept - PT+	0.25
		Firefighter / Paramedic	0.65
			<u>0.25</u>
		<u>Information Systems</u>	
		No Changes	<u>0.00</u>
		<u>Total Change in Full Time Equivalent (FTE)</u>	
			<u><u>(1.41)</u></u>

City of McMinnville
Number of Employees and Volunteers
March 2013 Actual

Table #3

Department	Employees		Volunteers	Grand Total
	Full Time	Part Time	See Volunteer Roster	
Administration	3	1	26	30
Finance	6	1	-	7
Engineering	5	-	-	5
Planning	4	-	56	60
Police	42	3	75	120
Municipal Court	3	5	-	7
Fire				
Fire Administration & Operations	12	-	44	56
Fire Prevention & Life Safety	2	-	-	2
Parks & Recreation				
Administration	1	-	1	2
Aquatic Center	3	25	4	32
Community Center & Rec Programs	1	6	75	82
Kids On The Block	1	37	25	63
Mayor's Charity Ball	-	-	200	200
Recreation Sports	1	44	176	221
Senior Center	1	7	202	210
Park Maintenance	6	1	495	502
Library	9	12	199	220
General Fund - Total	100	142	1,578	1,820
Street	7	-	-	7
Airport Maintenance	-	-	6	6
Building	2	1	12	15
Wastewater Services				
Administration	2	-	-	2
Plant	8	-	-	8
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Wastewater Services - Total	20	-	-	20
Ambulance	23	-	-	23
Information Systems & Services	3	-	-	3
Total City Employees & Volunteers	155	143	1,596	1,894

**City of McMinnville
Volunteer Roster - 2012**

Table #4

Department	# of Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	<u>12</u>	
	<u>26</u>	
Police		
Police Reserves (a)	3	(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.
Citizens Emergency Response Team (CERT)	52	
Other Police Volunteers (b)	<u>20</u>	
	<u>75</u>	(b) Other Police Volunteers include the police auxiliary and police parking patrol
Library		
Volunteers	<u>199</u>	
Building		
Board of Appeals	5	
Building Code Advisory Board	<u>7</u>	
	<u>12</u>	(c) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis computed on number of calls and the level of EMT certification. Volunteers who sign up for shift coverage duty on the weekend also receive a stipend.
Planning		
Citizen's Advisory Committee	5	
Northeast Gateway Advisory Committee	15	
Downtown Master Plan Advisory Committee	10	
Historic Landmarks Committee	5	
Landscape Review Committee	5	
McMinnville Urban Area Management Commission	7	
Planning Commission	<u>9</u>	
	<u>56</u>	(d) The McMinnville Swim Club and High School host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
Fire & Ambulance		
Fire & EMS Volunteers (c)	44	(e) The Survival Swimming Program provides up to 10 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition, Perrydale, Amity, and many private schools in McMinnville participate in this program. The program utilizes approximately 75 volunteers (recruited by school PE teachers) to teach basic swimming and survival skills to the kids. Aquatic Center staff train and supervise the volunteers and provide advanced swimming and water safety instruction.
Parks & Recreation		
Aquatic Center (d) (e)	4	(f) Senior Center Volunteers contribute over 5,400 hours of their time each year helping in the front office, meal site, Meals on Wheels, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, trip escorts, guest speakers, library, computer lab, attorney consultation, hearing aid assistance, blood pressure checks, Wortman Park Art Gallery, McMinnville Senior Citizens, Inc. and the Adult Recreation & Leisure Advisory Board.
Park Watch Program	1	
Community Center (g)	75	
Kids On The Block	25	
Recreational Sports (h)	176	(g) Park and Recreation sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event volunteers each May.
Senior Center Volunteers (f)	202	
Park Project Volunteers	495	
Mayor's Charity Ball	<u>200</u>	(h) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports (these 176 people coached 239 teams).
	<u>1,178</u>	
Airport		
Airport Commission	<u>6</u>	
Total Volunteers	<u>1,596</u>	

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - GENERAL SERVICE EMPLOYEES

July 1, 2013

1.8% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Attorney	361	3,617	3,798	3,988	4,187	4,396	4,616
Community Development Director							
Fire Chief	360	3,528	3,705	3,891	4,085	4,289	4,504
Police Chief							
Finance Director/City Recorder	357	3,277	3,441	3,612	3,793	3,982	4,182
Parks & Recreation Director	355	3,119	3,275	3,439	3,610	3,791	3,980
Planning Director							
Assistant Fire Chief	354	3,043	3,194	3,354	3,522	3,698	3,884
Library Director							
Police Captain - Field Operation							
Police Captain - Special Ops							
Wastewater Services Manager							
EMS Division Chief	350	2,757	2,894	3,039	3,191	3,350	3,518
Fire & Life Safety Div Chief							
Building Official	348	2,623	2,755	2,892	3,038	3,189	3,349
Superintendent - Public Works							
Engineering Services Manager	346	2,497	2,622	2,753	2,891	3,036	3,187
Principal Planner							
Information Systems Analyst III	344	2,377	2,496	2,620	2,752	2,889	3,034
Operations Superintendent - WRF							
Police Supp Svcs Div Commander							
Supvr - Environmental Svcs - WRF							
Project Manager - Engineering	342	2,262	2,376	2,494	2,619	2,750	2,887
Senior Planner	341	2,207	2,318	2,433	2,555	2,683	2,817
Building Inspector III	340	2,153	2,261	2,374	2,493	2,617	2,749
Community Center Manager	339	2,101	2,206	2,316	2,432	2,553	2,681
GIS/CAD System Specialist							
Information Systems Analyst II							

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Library Services Coordinator							
Recreation Program Mgr - Aquatic							
Recreation Program Mgr - CC							
Recreation Program Mgr - KOB							
Recreation Program Mgr - Seniors							
Recreation Program Mgr - Sports							
Library Services Manager	338	2,049	2,152	2,260	2,373	2,491	2,615
Senior Librarian							
Sr Environmental Tech							
Supervisor - Park Maintenance							
Supervisor - SS & SD Maintenance							
Supervisor - Street Maintenance							
Sr Laboratory Tech - WRF	337	1,999	2,100	2,205	2,315	2,431	2,552
Associate Planner	336	1,952	2,048	2,151	2,259	2,371	2,490
Engineering Technician							
Sr Mechanic/SCADA Tech - WRF							
Information Systems Analyst I	335	1,904	1,998	2,099	2,203	2,314	2,429
Senior Operator - WRF							
Librarian III - Children's Svcs	332	1,767	1,856	1,948	2,046	2,148	2,256
Librarian III - Reference							
Mechanic - Fire Dept - PT+							
Mechanic - WRF							
Senior Accountant							
Admin Assistant/HR Analyst	331	1,724	1,810	1,901	1,996	2,096	2,201
Comm Ctr & Supp Svcs Supervisor							
Environmental Tech II							
Operator II - WRF							
Rec Program Supervisor - Aquatic							
Rec Program Supervisor - Sports							
Accountant II	330	1,682	1,766	1,855	1,947	2,044	2,147
Accountant II - Payroll							
Laboratory Technician - WRF							
Senior Utility Worker - WWS							
Management Assistant - Police	329	1,641	1,723	1,809	1,900	1,995	2,095
Accountant I	328	1,601	1,681	1,765	1,854	1,946	2,043

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Accounts Rec Billing Coord -Fire							
Librarian II - Children's							
Librarian II - Reference							
Librarian II - Young Adult							
Office Manager - Fire							
Permit Technician - Comb Depts							
Permit Technician - Eng/Bldg							
Operator I - WRF	327	1,563	1,640	1,722	1,808	1,899	1,994
Rec Program Coord II - Aquatic							
Rec Program Coord II - CC							
Rec Program Coord II - Sports							
Facilities Maint Spec II -Police	326	1,524	1,600	1,680	1,764	1,853	1,945
Library Circulation Specialist							
Mechanic - Public Works							
Operations Supp Specialist - PW							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Permit Tech/Admin Spec II - Fire	325	1,487	1,562	1,639	1,721	1,807	1,898
Accounts Rec Billing Spec - Fire	324	1,451	1,523	1,599	1,680	1,763	1,852
Executive Secretary - Planning							
Librarian I - Children's							
Librarian I - Reference							
Librarian I - Technical Services							
Senior Court Clerk - MC							
Police Records Specialist - PT	323	1,415	1,486	1,561	1,638	1,720	1,806
Rec Program Coordinator I							
Utility Worker I - Street	322	1,380	1,450	1,522	1,598	1,679	1,762
Administrative Spec II - Fire	320	1,314	1,380	1,449	1,521	1,597	1,678
Court Clerk II - MC							
Library Tech Assistant							
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Tech Svcs							
Library Asst - Children's	318	1,251	1,313	1,379	1,448	1,521	1,596

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Library Asst - Circulation							
Library Asst - Technical Svcs							
Administrative Spec I - Admin	316	1,191	1,250	1,312	1,378	1,448	1,520
Court Clerk I - MC							
Office Specialist II - PW							
Office Specialist II - WRF							
Recreation Specialist - Aquatic							
Office Specialist I - Amb	314	1,133	1,190	1,249	1,311	1,377	1,447
Office Specialist I - Fire - PT							
Office Specialist I - Police							
PD Records Office Specialist							
Library Page	302	843	885	928	975	1,024	1,075

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2013

1.8% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager	099	5,693					
Judge	068	1,619					

Other / Certification Pay - General Service Employees

Title	Amount
Department Head Extra Duty Pay	2% of Base Salary
Plumbing Premium Pay	124.50
Sick Leave Bonus	75% of 4 Hours Pay
10-Year Longevity Bonus - to Deferred Compensation	37.50
20-Year Longevity Bonus	
(i) To Deferred Compensation	75.00
(ii) Additional Salary	75.00
(iii) Additional Vacation	2 Hours

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - POLICE UNION EMPLOYEES

July 1, 2013

1.8% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	2,567	2,696	2,830	2,972	3,120	3,276
Police Sergeant	160	2,444	2,566	2,696	2,830	2,972	3,120
Police Officer - 12 Hour	155	2,222	2,333	2,450	2,572	2,702	2,836
Police Officer	150	2,116	2,222	2,333	2,450	2,572	2,702
Police Comm Support Coordinator	140	1,737	1,823	1,914	2,010	2,110	2,216
Parking & Code Enforcement	130	1,684	1,768	1,857	1,949	2,047	2,149
Police Evidence & Property Tech							
Police Records Specialist	120	1,567	1,645	1,727	1,813	1,904	1,999

Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	54	2%	150	F
BA / BS Degree	108	4%	150	F
Intermediate Certificate	108	4%	150	F
Advanced Certificate	216	8%	150	F
Bilingual	135	5%	150	F
Detective	135	5%	150	F
Field Training Officer	135	5%	150	F
K-9	135	5%	150	F
Motorcycle Duty	135	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

Extra Help - Police Employees

Title	Amount	Step
Extra Help - Police Reserves	150	R
Extra Help - Municipal Court Security	150	R
Extra Help - Community Center Security (Police Reserves)	150	R
Extra Help - Community Center Security (Police Officer)	OT Rate	

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - FIRE UNION EMPLOYEES

July 1, 2013

1.8% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Fire Captain	240	2,532	2,659	2,791	2,931	3,077	3,232
Fire Lieutenant	235	2,317	2,433	2,555	2,682	2,817	2,957
Fire Mechanic/Firefighter/EMT	230	2,272	2,385	2,504	2,629	2,762	2,899
Firefighter/Paramedic	220	2,163	2,272	2,385	2,504	2,629	2,762
Firefighter/EMT	207	1,963	2,061	2,163	2,272	2,386	2,505
Fire Prevention Specialist	205	1,609	1,690	1,774	1,863	1,957	2,054

Other / Certification Pay - Fire Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree *	28	1%	220	F
BA / BS Degree	55	2%	220	F
Bilingual	55	2%	220	F
Field Training Officer	55	2%	220	F
Intermediate Certificate	166	6%	220	F
Paramedic	276	10%	220	F

* Due to the EMT incentives listed in this Section of the minimum job requirements of some classifications, no employee hired after June 30, 2012 is eligible for Associate's Degree premium pay for an EMT-related degree.

City of McMinnville
Supplemental Salary Schedule

January 1, 2013

Active

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Extra Help - Ambulance Billing	092 H	8.95	9.40	10.40	11.40	12.40	13.40	14.40	15.40	16.40	17.40
Extra Help - Finance											
Extra Help - Clerical II	084 H	19.85	20.00	26.00	30.00	36.00	42.00				
Extra Help - Facility Maint											
Extra Help - Finance II											
Extra Help - Investigations											
Extra Help - PD Special Projects											
Extra Help - Training Facility											
Extra Help - Clerical	082 H	10.00	12.69	13.32							
Extra Help - Community Relations											
Extra Help - Prkng & Code Enforc											
Extra Help - EMT	075 H	12.60	17.56	23.01							
Extra Help - Fire											
Extra Help - Drill Night	074 H	10.00	14.00	16.73							
Extra Help - Fire Prevention											
City Prosecutor	066 H	45.54									
Municipal Court - Interpreter	064 H	10.00									
Extra Help - Municipal Court	062 H	8.95	15.00								
Extra Help - Building Official	052 H	50.00	54.00								
Extra Help - Mgmt Assistant - RS	050 H	12.54	12.92	13.31	13.71	14.12	14.54	14.98	15.43	15.89	16.37
Site Director II - KOB											
Program Assistant - Library	048 H	10.52	10.84	11.16	11.50	11.84	12.20	12.56	12.94	13.33	13.73
Program Assistant - Rec Sports											
Program Assistant - SC											
Rec Program Instructor - CC											
Rec Program Instructor - SC											

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Rec Program Instructor - Sports Site Director - KOB Site Director - Summer STARS											
Assistant Site Director - KOB	046 H	9.51	9.79	10.09	10.39	10.70	11.02	11.35	11.69	12.04	12.41
Assistant Site Director - STARS Extra Help - Aquatics 3 Extra Help - Office - Rec Sports Rec Leadership - Park Ranger											
Extra Help - Aquatics 2	044 H	9.15	9.43	9.71	10.01	10.30	10.62	10.93	11.26	11.59	11.95
Classes & Programs Labor - CC	042 H	8.95	9.05	9.17	9.45	9.73	10.02	10.32	10.63	10.95	11.28
Classes & Programs Labor - SC Extra Help - Aquatics 1 Extra Help - Community Center Extra Help - SC Events & Rentals Extra Help - Senior Center Extra Help - Senior Ctr Day Tour Rec Leadership - KOB Elementary Rec Leadership - Summer STARS RP Labor - Adult Sports RP Labor - Youth Basketball RP Labor - Youth Bball / Sball RP Labor - Youth Soccer RP Labor - Youth Sports Camps											
Extra Help - Park Maintenance	032 H	8.95	9.20								
Extra Help - Streets											
Extra Help - WWS	024 H	9.65	10.15	15.00							



**GENERAL FUND
BEGINNING FUND BALANCE**





General Fund – Beginning Fund Balance

2013 – 2014 Proposed Budget --- Budget Summary

General Fund – Beginning Fund Balance

Beginning Fund Balance

The Beginning Fund Balance is the reserve amount carried over from the previous fiscal year. At July 1, 2013, the beginning fund balance for fiscal year 2013-14 is estimated to be \$7,395,000.

- **Draw down of General Fund reserve** --- The 2013-14 proposed budget continues the trend of spending down the beginning fund balance or the reserve to fund current operations, in a fiscally conservative manner. The General Fund beginning balance is budgeted to decrease from \$7,395,000 at July 1, 2013 to \$6,718,000 at June 30, 2014. This is a decrease of \$677,000 or 9%.
- However, the City typically achieves “savings” during the budget year. “Savings” may reflect actual revenue that exceeds budgeted amounts and /or actual expenditures that are less than budgeted amounts. It is anticipated that “savings” for fiscal year 2013-14 will be approximately \$300,000, resulting in a fund balance of \$7,018,000 at June 30, 2014. With this assumption, the spend down of the General Fund reserve during fiscal year 2013-14 is projected to be \$377,000 or a decrease of 5%.
- For comparison purposes, the spend down of the General Fund reserve for fiscal year 2012-13 is estimated to be \$83,000 or 1%.

Designated Beginning Fund Balance – Lanouette Endowment ---

The Lanouette Nonexpendable Trust Fund principal was endowed to support McMinnville Library children’s programs and has been accounted for as a Designated Fund Balance in the General Fund. During 2012-13, the Trust Fund principal was disbursed to the McMinnville Library Foundation. The Foundation will manage the investment of the Endowment funds and earnings on the investment will be used to support children’s programs, in accordance with the wishes of the donor.

Designated Beginning Fund Balance – Fire – Vehicle Reserve ---

Total of \$600,000 has been reserved for the purchase of fire vehicles and equipment for the Fire Department. For the 2013-14 Proposed Budget, the reserve amount will remain at \$600,000.

Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP) –

LOSAP is the City’s retirement benefit plan for volunteer firefighters. The LOSAP Designated Fund Balance reflects funds that have been set aside to fund the program, although a formal trust has not been created. In 2010-11, the City determined that these funds, which are administered by VFIS Benefits Division, should be accounted for in the General Fund. The estimated balance for LOSAP funds at July 1, 2013 is approximately \$589,000.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
316,997	401,368	468,600	4001-07 Designated Begin FB-General Fd - LOSAP Designated carryover from 2012-13 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	589,000	589,000	589,000
23,230	23,230	23,230	4001-10 Designated Begin FB-General Fd - Lanouette Endowment Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0	0	0
300,000	400,000	500,000	4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve Designated carryover from 2012-13 fiscal year held in reserve for future fire vehicle and equipment purchases.	600,000	600,000	600,000
6,075,310	6,506,740	5,656,000	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	6,205,554	6,205,554	6,278,150
6,715,537	7,331,338	6,647,830	<u>TOTAL BEGINNING FUND BALANCE</u>	7,394,554	7,394,554	7,467,150
6,715,537	7,331,338	6,647,830	TOTAL RESOURCES	7,394,554	7,394,554	7,467,150



ADMINISTRATION DEPARTMENT



Organization Set – Sections

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

Organization Set #

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



General Fund – Administration

2013 – 2014 Proposed Budget --- Budget Summary

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

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

City Hall & City Property

- Includes maintenance expenditures for City Hall, 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

- Includes 0.10 FTE of City Manager's Administrative Assistant / HR Analyst who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors. Includes \$22,000 for Community Outreach programs, such as the 2011 Annual Report. Due to budget constraints, the annual City Faire event is not scheduled for 2013-14.

Legal

- Includes 0.90 FTE of the City Attorney and 0.20 FTE of Administrative Specialist I.

Community Services

- Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, YAMCO public transportation and McMinnville Economic Development Partnership.

Human Resources

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

Core Services

City Manager's Office

- Provides leadership and management support to City government operations and the City Council.
- Coordinates the accomplishment of City Council goals.
- Provides information, support, recommendations, 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

2013 – 2014 Proposed Budget --- Budget Summary



Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	28,995	44,763	45,100	337
Personnel Services	459,812	460,620	488,590	27,970
Materials & Services	253,960	298,954	319,583	20,629
Capital Outlay	2,538	716	-	(716)
Total Expenditures	716,310	760,290	808,173	47,883
Net Expenditures	(687,315)	(715,527)	(763,073)	47,546

Future Challenges and Opportunities

Administration - City Manager's Office

- 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

- 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.

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	3.30		
No change		-	
FTE Proposed Budget			3.30



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.
- 1916** Voters establish original operating property tax base.
- 1965** Joe Dancer appointed City Administrator.
- 1971** City Attorney position established.
- 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.
- 1999** The City Attorney position restored to full-time.
- 2005** City Council undertakes new community outreach project - Community Choices



- 2006** City purchases Oregon Mutual Insurance Company's Regional Office for the home of a new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments.
- 2007** City Hall is remodeled over an approximate 10-month period; 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.
- 2009** Rick Olson elected Mayor.

General Fund - Administration

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>					
<u>Fund</u>	<u>Number of</u>		<u>Total</u>	<u>Detailed Summary</u>	
<u>Department</u>	<u>Employees</u>	<u>Range</u>	<u>Salary</u>	<u>Page</u>	<u>Amount</u>
<u>City Attorney</u>	1	361	117,618		
General Fund					
Administration					
Legal (0.90 FTE)				9	105,856
Municipal Court					
Court (0.10 FTE)				74	11,762
<u>Administrative Assistant / HR Analyst</u>	1	331	56,418		
General Fund					
Administration					
City Manager's Office (0.40 FTE)				2	22,567
Mayor & City Council (0.10 FTE)				7	5,642
Human Resources (0.50 FTE)				13	28,209
<u>Administrative Specialist I</u>	1	316	13,240		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				7	6,620
Legal (0.20 FTE)				9	6,620

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

163,048	164,956	165,235	7000-05 Salaries & Wages - Regular Full Time City Manager - 1.00 FTE Administrative Assistant / HR Analyst - 0.40 FTE	168,188	168,188	168,188
1,999	2,045	2,500	7000-20 Salaries & Wages - Overtime	2,500	2,500	2,500
1,187	1,590	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 of employee tax)	1,841	1,841	1,841
9,000	9,881	9,900	7000-30 Salaries & Wages - Auto Allowance City Manager's \$825 per month automobile allowance.	9,900	9,900	9,900
8,073	8,184	8,464	7300-05 Fringe Benefits - FICA - Social Security	8,717	8,717	8,717
2,466	2,509	2,602	7300-06 Fringe Benefits - FICA - Medicare	2,645	2,645	2,645
34,919	43,010	43,290	7300-15 Fringe Benefits - PERS - OPSRP - IAP	52,320	52,320	52,320
14,405	14,694	14,694	7300-20 Fringe Benefits - Medical Insurance	16,046	15,710	15,710
88	88	89	7300-25 Fringe Benefits - Life Insurance	89	89	89
871	881	882	7300-30 Fringe Benefits - Long Term Disability	896	896	896
342	363	480	7300-35 Fringe Benefits - Workers' Compensation Insurance	578	578	578
36	34	41	7300-37 Fringe Benefits - Workers' Benefit Fund	48	48	48
236,433	248,236	250,018	<u>TOTAL PERSONNEL SERVICES</u>	263,768	263,432	263,432

MATERIALS AND SERVICES

1,049	72	1,000	7520 Public Notices & Printing	1,000	1,000	1,000
21	44	400	7540 Employee Development	400	400	400
855	609	2,500	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
681	510	700	7610-05 Insurance - Liability	800	800	800
993	953	1,200	7620 Telecommunications	1,200	1,200	1,200
444	43	500	7660 Materials & Supplies	500	500	500
726	2,353	2,500	7660-05 Materials & Supplies - Office Supplies	2,500	2,500	2,500
30	42	500	7660-15 Materials & Supplies - Postage	500	500	500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A				2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,878	2,222	2,260	7750	Professional Services			2,300	2,300	2,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 administration fee	1	100	100		
				Audit fee allocation	1	2,200	2,200		
4,478	4,242	4,563	7840	M & S Computer Charges			8,007	8,007	8,007
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	8,007	8,007		
0	1,586	1,625	7840-02	M & S Computer Charges - City Manager's Office			315	315	315
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Printer replacement	1	315	315		
22,678	21,478	23,500	8000	City Memberships			23,675	23,675	23,675
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Local Government Personnel Institute	1	1,600	1,600		
				Mid Willamette Vly Council of Gov't-50% shared with W&L	1	8,000	8,000		
				League of Oregon Cities-50% shared with W&L	1	11,000	11,000		
				International City Mgr/Oregon City & County Mgr Assoc	1	1,400	1,400		
				McMinnville Area Chamber of Commerce	1	875	875		
				Travel Yamhill Valley	1	300	300		
				Miscellaneous	1	500	500		
33,833	34,155	41,248		TOTAL MATERIALS AND SERVICES			43,697	43,697	43,697
				CAPITAL OUTLAY					
592	1,907	537	8750	Capital Outlay Computer Charges			0	0	0
592	1,907	537		TOTAL CAPITAL OUTLAY			0	0	0
270,858	284,298	291,803		TOTAL REQUIREMENTS			307,465	307,129	307,129

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET												
RESOURCES																		
CHARGES FOR SERVICES																		
10,578	10,860	11,185	5400-02 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income increases in October depending on the June 30, 2013 CPI-W increase.	11,300	11,300	11,300												
13,170	13,170	13,578	5400-03 Property Rentals - Parking Lot Cornerstone Express Downtown Economic Improvement District (DEID) payment offset by parking lot rental revenue	13,800	13,800	13,800												
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cornerstone Express kiosk</td> <td>1</td> <td>14,214</td> <td>14,214</td> </tr> <tr> <td>Cornerstone Express DEID</td> <td>1</td> <td>-414</td> <td>-414</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Cornerstone Express kiosk	1	14,214	14,214	Cornerstone Express DEID	1	-414	-414			
Description	Units	Amt/Unit	Total															
Cornerstone Express kiosk	1	14,214	14,214															
Cornerstone Express DEID	1	-414	-414															
23,748	24,030	24,763	TOTAL CHARGES FOR SERVICES	25,100	25,100	25,100												
23,748	24,030	24,763	TOTAL RESOURCES	25,100	25,100	25,100												

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :003 - CITY HALL & CITY PROPERTY
 Program :N/A

2014 PROPOSED BUDGET
 2014 APPROVED BUDGET
 2014 ADOPTED BUDGET

REQUIREMENTS

MATERIALS AND SERVICES

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
240	104	500	7590	Fuel - Vehicle & Equipment	500	500	500
12,286	13,200	12,500	7600	Electric & Natural Gas	13,700	13,700	13,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Civic Hall heating fuel	1	1,200	1,200	
			City Hall heating fuel	1	3,600	3,600	
			Civic Hall electric	1	4,850	4,850	
			City Hall electric	1	4,050	4,050	
545	580	600	7610-05	Insurance - Liability	700	700	700
4,360	4,560	6,100	7610-10	Insurance - Property	7,300	7,300	7,300
5,493	5,372	5,000	7620	Telecommunications	5,500	5,500	5,500
4,506	4,095	5,000	7650-10	Janitorial - Services	5,000	5,000	5,000
539	581	1,800	7650-15	Janitorial - Supplies	1,500	1,500	1,500
0	14	500	7660	Materials & Supplies	500	500	500
74	105	1,000	7720-06	Repairs & Maintenance - Equipment	1,000	1,000	1,000
8,721	7,162	7,000	7720-08	Repairs & Maintenance - Building Repairs	12,000	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Miscellaneous maintenance and repairs	1	6,000	6,000	
			Replacement windows for City Hall	1	6,000	6,000	
3,450	5,047	5,600	7720-10	Repairs & Maintenance - Building Maintenance	5,600	5,600	5,600
1,676	425	3,000	7720-12	Repairs & Maintenance - Grounds	3,000	3,000	3,000
0	0	0	7720-14	Repairs & Maintenance - Vehicles	0	0	0
3,378	1,551	9,400	7740-05	Rental Property Repair & Maint - Building	1,400	1,400	1,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance - Liability	1	200	200	
			Insurance - Property	1	900	900	
			Miscellaneous rental repairs and maintenance	1	300	300	
357	345	500	7750	Professional Services	500	500	500
15,226	11,887	15,000	7790	Maintenance & Rental Contracts	15,000	15,000	15,000
			Security system, janitorial services, floor mat cleaning, heating system maintenance.				
3,000	3,000	3,000	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net	3,000	3,000	3,000
0	3,827	3,000	7800	M & S Equipment	3,000	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
63,851	61,854	79,500	<u>TOTAL MATERIALS AND SERVICES</u>	79,200	79,200	79,200
63,851	61,854	79,500	<i>TOTAL REQUIREMENTS</i>	79,200	79,200	79,200

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :005 - MAYOR & CITY COUNCIL
 Program :N/A

2014 PROPOSED BUDGET
 2014 APPROVED BUDGET
 2014 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
5,394	5,457	5,518	7000-05	Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.10 FTE	5,642	5,642	5,642
5,580	6,159	6,294	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,620	6,620	6,620
500	511	600	7000-20	Salaries & Wages - Overtime	600	600	600
690	729	769	7300-05	Fringe Benefits - FICA - Social Security	796	796	796
161	171	180	7300-06	Fringe Benefits - FICA - Medicare	187	187	187
2,192	2,674	2,738	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,405	3,405	3,405
1,028	1,049	1,048	7300-20	Fringe Benefits - Medical Insurance	1,146	1,122	1,122
6	6	6	7300-25	Fringe Benefits - Life Insurance	6	6	6
29	29	30	7300-30	Fringe Benefits - Long Term Disability	30	30	30
24	28	34	7300-35	Fringe Benefits - Workers' Compensation Insurance	41	41	41
8	9	9	7300-37	Fringe Benefits - Workers' Benefit Fund	10	10	10
403	212	400	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	321	321	321
16,015	17,033	17,626	TOTAL PERSONNEL SERVICES		18,804	18,780	18,780

MATERIALS AND SERVICES

333	299	500	7520	Public Notices & Printing	500	500	500
464	454	500	7620	Telecommunications	500	500	500
146	32	300	7660	Materials & Supplies	300	300	300
2,269	2,669	1,500	7660-05	Materials & Supplies - Office Supplies	1,500	1,500	1,500
174	74	100	7660-15	Materials & Supplies - Postage	250	250	250
4	5	10	7750	Professional Services	10	10	10
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	10	10
48,892	25,203	22,000	7750-06	Professional Services - Community Outreach Continuing the City Council's public communication efforts, including the 2013 Annual Report. Due to budget constraints, the City Faire is not scheduled for 2013-2014.	22,000	22,000	22,000
0	0	0	7800	M & S Equipment	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	7840-03	M & S Computer Charges - City Council		19,500	19,500	19,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				AgendaQuick annual cost	1	6,500	6,500	
				AgendaQuick setup and training	1	3,000	3,000	
				Dell Surface Pro	10	1,000	10,000	
15,682	17,080	18,000	8005	Mayor/City Council Expenses		16,000	16,000	16,000
				Mayor and City Council activities include City Council dinner meetings, League of Oregon Cities City Council programs, City Council Annual Goal Setting, and other expenses related to Mayor and City Council activities and responsibilities.				
67,965	45,815	42,910	<u>TOTAL MATERIALS AND SERVICES</u>			60,560	60,560	60,560
83,980	62,848	60,536	<u>TOTAL REQUIREMENTS</u>			79,364	79,340	79,340

Budget Document Report

01 - GENERAL FUND

Department :01 - ADMINISTRATION
 Section :008 - LEGAL
 Program :N/A

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

101,350	104,069	102,134	7000-05	Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE	105,856	105,856	105,856
5,580	6,159	6,294	7000-10	Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,620	6,620	6,620
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
6,414	6,376	6,534	7300-05	Fringe Benefits - FICA - Social Security	6,755	6,755	6,755
1,532	1,578	1,572	7300-06	Fringe Benefits - FICA - Medicare	1,631	1,631	1,631
21,217	26,337	25,898	7300-15	Fringe Benefits - PERS - OPSRP - IAP	31,415	31,415	31,415
4,465	4,563	4,562	7300-20	Fringe Benefits - Medical Insurance	4,956	4,852	4,852
57	57	56	7300-25	Fringe Benefits - Life Insurance	56	56	56
542	548	548	7300-30	Fringe Benefits - Long Term Disability	558	558	558
162	139	170	7300-35	Fringe Benefits - Workers' Compensation Insurance	239	239	239
28	28	32	7300-37	Fringe Benefits - Workers' Benefit Fund	38	38	38
141,347	149,853	147,800	TOTAL PERSONNEL SERVICES		158,124	158,020	158,020

MATERIALS AND SERVICES

10	28	400	7540	Employee Development	400	400	400
3,791	4,377	3,500	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
340	510	700	7610-05	Insurance - Liability	700	700	700
558	612	800	7620	Telecommunications	800	800	800
213	254	500	7660-05	Materials & Supplies - Office Supplies	500	500	500
49	55	100	7660-15	Materials & Supplies - Postage	100	100	100
538	0	500	7750-09	Professional Services - Legal	500	500	500
1,919	1,409	1,521	7840	M & S Computer Charges	1,601	1,601	1,601
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			IS Department M&S costs shared city-wide	1	1,601	1,601	

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	7840-08	M & S Computer Charges - Legal		250	250	250
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Dual video card	1	250	250		
7,417	7,245	8,021	<u>TOTAL MATERIALS AND SERVICES</u>			8,351	8,351	8,351
			<u>CAPITAL OUTLAY</u>					
254	631	179	8750	Capital Outlay Computer Charges		0	0	0
254	631	179	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
149,018	157,729	156,000	<u>TOTAL REQUIREMENTS</u>			166,475	166,371	166,371

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
1,635	715	10,000	6490 Donations - Public Art Public donations for the Downtown Public Art Project.	10,000	10,000	10,000
36,863	4,250	10,000	6490-10 Donations - Public Art - Dedicated Public donations for specific pieces of artwork for the Downtown Public Art Project.	10,000	10,000	10,000
38,497	4,965	20,000	<u>TOTAL MISCELLANEOUS</u>	20,000	20,000	20,000
38,497	4,965	20,000	TOTAL RESOURCES	20,000	20,000	20,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
7,297	10,711	8,000	8010 Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd street kiosks.	8,000	8,000	8,000
9,135	4,585	8,000	8012 M&S Downtown Public Art Program City's annual support of Downtown Public Art Project includes pedestal construction and artist honorariums.	8,500	8,500	8,500
0	1,415	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	3,550	10,000	8012-10 M&S Downtown Public Art Program - Donations - Dedicated Public donations for purchase of specific pieces of artwork for the Downtown Public Art Project; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	10,000	10,000	10,000
9,450	7,500	12,000	8015 Community Services	12,000	15,600	15,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Your Community Mediators of Yamhill County	1	13,600	13,600
			Homeward Bound Pets dollar-to-dollar match with Yamhill Co.	1	2,000	2,000
14,000	14,000	14,000	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
0	0	0	8025 Yamhill Co - YCTA Public transportation program support.	0	22,500	22,500
22,500	22,500	22,500	8030 YCAP Transportation - YAMCO	22,500	0	0
35,135	38,245	38,245	8060 Economic Development Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce.	38,245	38,245	38,245
97,517	102,506	122,745	TOTAL MATERIALS AND SERVICES	123,245	126,845	126,845
CAPITAL OUTLAY						
0	0	0	8712-05 Capital Outlay Downtown Public Art Program - Donations - Public Art	0	0	0
36,960	0	0	8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated	0	0	0
36,960	0	0	TOTAL CAPITAL OUTLAY	0	0	0
134,477	102,506	122,745	TOTAL REQUIREMENTS	123,245	126,845	126,845

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
26,969	27,286	27,592	7000-05	Salaries & Wages - Regular Full Time		28,209	28,209	28,209
				Administrative Assistant / HR Analyst - 0.50 FTE				
2,499	2,557	2,500	7000-20	Salaries & Wages - Overtime		2,500	2,500	2,500
1,721	1,738	1,866	7300-05	Fringe Benefits - FICA - Social Security		1,904	1,904	1,904
403	406	436	7300-06	Fringe Benefits - FICA - Medicare		445	445	445
5,874	7,199	7,260	7300-15	Fringe Benefits - PERS - OPSRP - IAP		8,809	8,809	8,809
5,145	5,249	5,248	7300-20	Fringe Benefits - Medical Insurance		5,732	5,612	5,612
32	32	32	7300-25	Fringe Benefits - Life Insurance		32	32	32
144	145	146	7300-30	Fringe Benefits - Long Term Disability		148	148	148
58	64	81	7300-35	Fringe Benefits - Workers' Compensation Insurance		98	98	98
14	14	15	7300-37	Fringe Benefits - Workers' Benefit Fund		17	17	17
42,859	44,690	45,176	TOTAL PERSONNEL SERVICES			47,894	47,774	47,774
MATERIALS AND SERVICES								
0	0	500	7520	Public Notices & Printing		500	500	500
0	0	200	7530	Safety Training/OSHA		200	200	200
500	127	500	7550	Travel & Education		500	500	500
				Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials for the Administrative Assistant/HR Analyst.				
595	603	800	7620	Telecommunications		800	800	800
28	0	500	7660	Materials & Supplies		500	500	500
421	1,434	1,500	7660-05	Materials & Supplies - Office Supplies		1,500	1,500	1,500
297	199	500	7660-15	Materials & Supplies - Postage		500	500	500
21	22	30	7750	Professional Services		30	30	30
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Section 125 administration fee		1	30	30	
1,862	2,385	4,530	TOTAL MATERIALS AND SERVICES			4,530	4,530	4,530
44,721	47,075	49,706	TOTAL REQUIREMENTS			52,424	52,304	52,304



FINANCE DEPARTMENT



Organization Set – Sections

- **Accounting**
- **Ambulance Billing**

Organization Set #

01-03-013
01-03-016



Budget Highlights

Accounting Section

- **Salaries & Wages – Full Time, Regular Part-Time, Temporary and Overtime** --- During the conversion to Logos, the new ERP financial system in fiscal year 2007-08, regular part-time employee, temporary employee, and overtime hours were increased due to the significant increase in workload. However, over the last several years, total Finance Department staffing has been reduced from 9.18 full time equivalent (FTE) employees to 7.03 FTE. This has been accomplished by carefully evaluating open positions and considering the changing needs of the Department. For example, prior to 2011-12, the Technical Services Accountant position was a full-time position, responsible for coordination of the financial system and preparation of the City's Comprehensive Annual Financial Reports (CAFR). For 2013-14, the position is budgeted at 0.15 FTE. Because the hours required to manage the Logos system have decreased post-implementation, the part-time Technical Services Accountant will focus on preparation of the City's CAFR.
- The Finance Department continues to partner with New World Systems (NWS), the software provider for the City's financial system. Accountants provide on-going feedback to NWS regarding Logos warranty issues and suggestions for software improvements.



Ambulance Billing Section

- **Salary & Wages – Regular Full-Time and Regular Part-Time** -- Staffing level of 1.75 FTE for the Ambulance Billing Section remains consistent with last year, including the temporary position which remained at 0.08 FTE.

Core Services

Accounting Section

- Provide accounting services for all City financial operations, including payroll, accounts payable, accounts receivable, miscellaneous billing and general ledger accounting.
- Responsible for accurate and timely reporting of financial information, critical to monitoring revenues and expenditures and providing information for management decisions.
- Coordinate the annual audit of City financial statements and maintain unqualified audit opinions.
- Coordinate the preparation of the City's annual budget and long term fiscal forecast; provide valuable information and input for the budgeting process.
- Provide financial management services, including cash and investment management, grant accounting, and insurance administration.
- Coordinate debt service payments, debt compliance, and new debt issuances.
- Maintain the City's capital asset list for financial reporting purposes.

Ambulance Billing Section

- Provide accurate and timely ambulance billing and collection services.
- Work with Fire Department Management Team to implement billing system changes, coordinate new procedures, and ensure compliance with State and Federal requirements.

General Fund – Finance

2013 – 2014 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Accounting Section

- Continue partnership with New World Systems (NWS).
- Continue to identify opportunities to use Business Analytics, a Logos Excel based report writing module, to retrieve timely, relevant information from the financial system.
- Continue system testing as New World releases “hot fixes”, Service Packs, and new versions of Logos modules; submit software suggestions to NWS to enhance functionality of the system.
- Continue partnering with departments to identify opportunities to maximize operating efficiencies and encourage full use of all features of the Logos system.
- Continue training Finance Department and all Logos users as new versions of Logos become available.
- Continue to cross-train Finance Department staff to ensure back-up of critical processes and promote individual employee development.
- Explore advantages of implementing additional Logos modules, including Project Accounting.

Ambulance Billing

- Continue to work with TriTech, software provider for the ambulance billing system, to retrieve the data needed for critical ambulance revenue projections.
- Remain informed regarding changing billing procedures and rulings at the State and Federal level, including provisions of health care reform; integrate these changes into the City’s ambulance billing process.
- Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of billing systems.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	12,551	13,500	13,500	-
Personnel Services	564,578	569,643	619,072	49,429
Materials & Services	79,758	72,826	71,847	(979)
Capital Outlay	4,220	1,192	-	(1,192)
Total Expenditures	648,556	643,661	690,919	47,258
Net Expenditures	(636,005)	(630,161)	(677,419)	47,258

Full-Time Equivalent (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	7.08		
Extra Help - Finance		(0.07)	
FTE Proposed Budget		(0.07)	7.01



General Fund – Finance

Historical Highlights

- | | | | | | |
|-------------|--|-------------|--|-------------|---|
| 1983 | Finance Department transitions City accounting system to mainframe computer using Group 4 software. | 2003 | Governmental Accounting Standard Board Statement # 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP). | 2007 | In September 2007, City "goes live" with Logos.net's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality. |
| 1987 | Coopers & Lybrand appointed City financial auditor. | 2003 | Property lien searches available via Internet. | 2008 | In January 2008, City "goes live" with Logos.net's Human Resource Suite's payroll processing and position budgeting; followed by the annual budget preparation in Logos. |
| 1988 | Finance Department purchases first PC which is shared and primarily used for budget preparation. | 2005 | Talbot, Korvola, & Warwick LLP appointed City financial auditor. | 2011 | Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall. |
| 1989 | First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting | 2006 | In February, City Finance Department issues Request for Proposal for ERP System, and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council. | | |
| 1995 | Talbot, Korvola & Warwick appointed City financial auditor. | | | | |
| 1997 | YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration. | | | | |
| 1997 | Grant Thornton LLP appointed City financial auditor. | | | | |



Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
14,525	12,650	13,000	5310 On-Line Lien Search Fees Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets.	13,000	13,000	13,000
14,525	12,650	13,000	TOTAL CHARGES FOR SERVICES	13,000	13,000	13,000
MISCELLANEOUS						
0	-99	500	6600-94 Other Income - Finance Miscellaneous Finance Department collections.	500	500	500
0	-99	500	TOTAL MISCELLANEOUS	500	500	500
14,525	12,551	13,500	TOTAL RESOURCES	13,500	13,500	13,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

295,018	311,856	299,419	7000-05 Salaries & Wages - Regular Full Time Finance Director / City Recorder - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	308,529	308,529	308,529
67,508	4,592	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
3,685	3,083	20,038	7000-15 Salaries & Wages - Temporary Extra Help - Finance II - 0.15 FTE Extra Help - Finance - 0.03 FTE	14,000	14,000	14,000
2,876	5,881	5,000	7000-20 Salaries & Wages - Overtime	5,000	5,000	5,000
22,389	19,450	20,116	7300-05 Fringe Benefits - FICA - Social Security	20,308	20,308	20,308
5,236	4,549	4,705	7300-06 Fringe Benefits - FICA - Medicare	4,749	4,749	4,749
71,120	70,943	74,181	7300-15 Fringe Benefits - PERS - OPSRP - IAP	89,500	89,500	89,500
18,412	25,308	24,464	7300-20 Fringe Benefits - Medical Insurance	42,704	41,816	41,816
419	326	315	7300-25 Fringe Benefits - Life Insurance	315	315	315
1,940	1,692	1,664	7300-30 Fringe Benefits - Long Term Disability	1,706	1,706	1,706
780	741	877	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,048	1,048	1,048
156	142	155	7300-37 Fringe Benefits - Workers' Benefit Fund	176	176	176
1,213	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
490,753	448,562	450,934	TOTAL PERSONNEL SERVICES	488,035	487,147	487,147

MATERIALS AND SERVICES

116	397	500	7500 Credit Card Fees	500	500	500
2,369	2,497	3,500	7520 Public Notices & Printing	3,500	3,500	3,500
79	180	600	7540 Employee Development	600	600	600
20,289	19,542	17,625	7550 Travel & Education Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	17,000	17,000	17,000
1,838	2,320	3,100	7610-05 Insurance - Liability	2,800	2,800	2,800
4,750	4,816	5,000	7620 Telecommunications	5,500	5,500	5,500
4,816	4,765	6,500	7660-05 Materials & Supplies - Office Supplies	6,500	6,500	6,500
2,317	31	2,000	7660-10 Materials & Supplies - Office Supplies Inventory	2,000	2,000	2,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
3,474	3,420	3,500	7660-15	Materials & Supplies - Postage		3,500	3,500	3,500
0	0	500	7720-06	Repairs & Maintenance - Equipment		500	500	500
6,179	4,841	4,960	7750	Professional Services		4,950	4,950	4,950
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Section 125 administration fee		1	50	50	
			Strategic budget and forecast consultant		1	4,000	4,000	
			Audit filing fees State of Oregon and GFOA		1	900	900	
8,795	8,985	3,150	7750-24	Professional Services - Audit		3,300	3,300	3,300
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Audit fee allocation		1	3,300	3,300	
5,980	5,130	6,000	7750-27	Professional Services - Net Assets		6,000	6,000	6,000
			Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets \$10 per lien search.					
2,350	2,625	2,500	7790	Maintenance & Rental Contracts		2,500	2,500	2,500
			Printer / scanner / copier lease and per page cost.					
0	1,428	3,000	7800-03	M & S Equipment - Office		3,000	3,000	3,000
11,515	9,407	10,141	7840	M & S Computer Charges		8,540	8,540	8,540
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			IS Department M&S costs shared city-wide		1	8,540	8,540	
4,220	9,373	250	7840-05	M & S Computer Charges - Accounting		1,107	1,107	1,107
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Lexmark printer maintenance		1	282	282	
			Scanner replacement		1	825	825	
79,087	79,758	72,826	TOTAL MATERIALS AND SERVICES			71,797	71,797	71,797
CAPITAL OUTLAY								
1,523	4,220	1,192	8750	Capital Outlay Computer Charges		0	0	0
1,523	4,220	1,192	TOTAL CAPITAL OUTLAY			0	0	0
571,363	532,541	524,952	TOTAL REQUIREMENTS			559,832	558,944	558,944

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
47,616	48,157	48,168	7000-05	Salaries & Wages - Regular Full Time Accounts Receivable Billing Coordinator - 1.00 FTE		49,035	49,035	49,035
29,779	31,245	32,729	7000-10	Salaries & Wages - Regular Part Time Accounts Receivable Billing Specialist - 0.75 FTE		33,318	33,318	33,318
1,555	1,753	1,500	7000-15	Salaries & Wages - Temporary Extra Help - Ambulance Billing - 0.08 FTE		1,500	1,500	1,500
887	41	500	7000-20	Salaries & Wages - Overtime		500	500	500
4,861	4,843	5,139	7300-05	Fringe Benefits - FICA - Social Security		5,230	5,230	5,230
1,137	1,133	1,202	7300-06	Fringe Benefits - FICA - Medicare		1,223	1,223	1,223
15,101	17,893	18,485	7300-15	Fringe Benefits - PERS - OPSRP - IAP		22,345	22,345	22,345
4,961	10,139	10,140	7300-20	Fringe Benefits - Medical Insurance		16,968	16,614	16,614
126	126	126	7300-25	Fringe Benefits - Life Insurance		126	126	126
434	444	444	7300-30	Fringe Benefits - Long Term Disability		458	458	458
172	194	223	7300-35	Fringe Benefits - Workers' Compensation Insurance		271	271	271
49	49	53	7300-37	Fringe Benefits - Workers' Benefit Fund		63	63	63
106,678	116,016	118,709	TOTAL PERSONNEL SERVICES			131,037	130,683	130,683
MATERIALS AND SERVICES								
0	0	0	7750	Professional Services		50	50	50
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
0	0	0	TOTAL MATERIALS AND SERVICES			50	50	50
106,678	116,016	118,709	TOTAL REQUIREMENTS			131,087	130,733	130,733



ENGINEERING DEPARTMENT





Budget Highlights

During fiscal year 2013-14, the Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements and purchases. Planned projects include:

- Completion of the environmental/design work, and the start of construction of the planned expansion of the secondary treatment processes at the Water Reclamation Facility (Wastewater Capital Fund);
- Completion of pavement overlays on various City streets (Transportation Fund);
- Slurry seal application on various City streets (Transportation Fund);
- Construction of the in-house designed Miller's Addition sewer rehabilitation and reconstruction project to reduce inflow and infiltration (I&I) and improve system capacity (Wastewater Capital Fund);
- Starting the design work for the next I&I reduction project planned for the summer of 2014 (Wastewater Capital Fund); and
- Issuance of the Request for Proposals (RFP) for design services related to obstruction removal and apron construction at the Municipal Airport (Airport Fund).

The 2013-14 proposed budget also includes funding for an Engineering Intern during the summer months (mid-June through mid-September) to assist capital project planning, administration, and inspection; asset management data gathering; mapping; and other related activities. The use of the Intern position is intended to assist the Department in advancing several initiatives, including our public right-of-way accessibility plan; the gathering of pavement maintenance and other street asset data; and Capacity Management, Operations and Maintenance (CMOM) planning for wastewater services.

Core Services

- Monitor public infrastructure improvements constructed as part of privately funded development projects.
- Manage the City's transportation, wastewater, storm sewer, and airport infrastructure and systems.
- Provide project management services for the City's capital improvement projects.
- Administer the City's private sewer lateral replacement program.
- Maintain and update the City's public infrastructure records, including Geographic Information System (GIS), Hansen sanitary sewer maintenance system, as-built drawings, system maps, plats, etc.
- Perform "Call Before You Dig" utility locates.

Future Challenges and Opportunities

- Develop and/or maintain adequate funding sources to implement projects in the updated infrastructure master plans, i.e., wastewater, storm drainage, and transportation.
- Build redundancy for critical functions within the department.



To date, the Engineering Department has evaluated 1,648 private sewer laterals.

General Fund – Engineering

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	13,541	11,000	11,000	-
Personnel Services	623,419	617,627	666,952	49,325
Materials & Services	43,787	53,595	61,035	7,440
Capital Outlay	2,389	675	-	(675)
Total Expenditures	669,595	671,897	727,987	56,090
Net Expenditures	(656,054)	(660,897)	(716,987)	56,090

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	5.60		
Extra Help - Engineering		0.29	
FTE Proposed Budget			5.89



General Fund – Engineering Dept

Historical Highlights

- 1967** City Manager appoints City's first Public Works Director.
- 1992** City adds Assistant City Engineer position.
- 1996** City creates a Geographic Information System (GIS).
- 1997** City Council adopts private lateral sewer ordinance defining the responsibilities for property owners to repair defective sewer laterals. Engineering Department assumes administration of ordinance.
- 1997** Community Development Department reorganized related to Measure 47/50, but with the ultimate goal of a one-stop development center --- includes Engineering, Building, Planning, Airport, Wastewater Services, Park Maintenance and Public Works.

- 2005** City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.
- 2007** Engineering, Building, and Planning Departments complete move to the Community Development Center.
- 2008** The Engineering Department issues and tracks 46 right-of-way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.



The Engineering Department received 1,876 locate requests in 2012.

General Fund - Engineering

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>					
<u>Fund</u>	<u>Number of</u>		<u>Total</u>	<u>Detailed Summary</u>	
<u>Department</u>	<u>Employees</u>	<u>Range</u>	<u>Salary</u>	<u>Page</u>	<u>Amount</u>
<u>Permit Technician</u>	1	328	49,935		
General Fund					
Engineering (0.60 FTE)				19	29,961
Building Fund (0.40 FTE)				210	19,974

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES							
<u>CHARGES FOR SERVICES</u>							
10,075	12,984	10,000	5320	Engineering Fees Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs.	10,000	10,000	10,000
10,075	12,984	10,000	<u>TOTAL CHARGES FOR SERVICES</u>		10,000	10,000	10,000
<u>MISCELLANEOUS</u>							
2,194	557	1,000	6600-96	Other Income - Engineering	1,000	1,000	1,000
2,194	557	1,000	<u>TOTAL MISCELLANEOUS</u>		1,000	1,000	1,000
12,270	13,541	11,000	<u>TOTAL RESOURCES</u>		11,000	11,000	11,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

421,733	417,363	412,727	7000-05 Salaries & Wages - Regular Full Time Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 1.00 FTE GIS / CAD System Specialist - 1.00 FTE Engineering Technician - 1.00 FTE Permit Technician - Eng / Bldg - 0.60 FTE	421,345	421,345	421,345
0	0	0	7000-15 Salaries & Wages - Temporary Extra Help - Engineering - 0.29 FTE	9,000	9,000	9,000
557	0	250	7000-20 Salaries & Wages - Overtime	250	250	250
5,400	5,400	5,400	7000-30 Salaries & Wages - Auto Allowance Community Development Director's \$450 per month automobile allowance.	5,400	5,400	5,400
24,898	24,729	25,395	7300-05 Fringe Benefits - FICA - Social Security	26,590	26,590	26,590
5,829	5,812	6,067	7300-06 Fringe Benefits - FICA - Medicare	6,324	6,324	6,324
78,183	96,825	95,764	7300-15 Fringe Benefits - PERS - OPSRP - IAP	118,271	118,271	118,271
69,545	64,242	62,906	7300-20 Fringe Benefits - Medical Insurance	68,058	66,643	66,643
369	364	353	7300-25 Fringe Benefits - Life Insurance	353	353	353
2,280	2,299	2,256	7300-30 Fringe Benefits - Long Term Disability	2,294	2,294	2,294
6,779	6,234	7,547	7300-35 Fringe Benefits - Workers' Compensation Insurance	8,866	8,866	8,866
151	150	162	7300-37 Fringe Benefits - Workers' Benefit Fund	201	201	201
615,725	623,419	618,827	TOTAL PERSONNEL SERVICES	666,952	665,537	665,537

MATERIALS AND SERVICES

54	129	500	7540 Employee Development	500	500	500
2,428	2,431	2,500	7550 Travel & Education Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	2,500	2,500	2,500
1,291	1,321	1,500	7590 Fuel - Vehicle & Equipment	1,500	1,500	1,500
2,713	3,274	3,450	7600 Electric & Natural Gas Department's share of Community Development Center's electricity expense, ~38%.	3,450	3,450	3,450
2,179	2,100	2,800	7610-05 Insurance - Liability	2,900	2,900	2,900
681	660	1,100	7610-10 Insurance - Property	1,200	1,200	1,200
5,528	5,353	6,000	7620 Telecommunications	5,000	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,338	2,298	2,500	7650	Janitorial	Department's share of Community Development Center janitorial service and supply costs, ~38%.	2,500	2,500	2,500
7,373	5,809	6,000	7660	Materials & Supplies	Uniforms, safety equipment, office, engineering, and surveying materials and supplies.	7,000	7,000	7,000
226	220	500	7720	Repairs & Maintenance	Vehicle and equipment repairs and maintenance.	500	500	500
499	865	1,900	7720-08	Repairs & Maintenance - Building Repairs	Department's share of Community Development Center's repairs and improvements, ~38%.	7,600	7,600	7,600
1,091	1,231	2,200	7720-10	Repairs & Maintenance - Building Maintenance	Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%.	2,200	2,200	2,200
3,611	2,354	3,270	7750	Professional Services		5,000	5,000	5,000
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation		1	1,200	1,200
				Section 125 administration fee		1	100	100
				Miscellaneous professional services		1	3,700	3,700
600	659	1,000	7790	Maintenance & Rental Contracts	Large format copier maintenance contract	800	800	800
1,852	2,273	2,150	7790-20	Maintenance & Rental Contracts - Community Development Center	Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.	2,150	2,150	2,150
0	0	0	7800	M & S Equipment		0	0	0
4,767	5,325	5,740	7840	M & S Computer Charges		5,690	5,690	5,690
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				IS Department M&S costs shared city-wide		1	5,690	5,690

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
16,343	7,486	9,285	7840-10	M & S Computer Charges - Engineering		10,545	10,545	10,545
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela Permits Plus, 15% - shared with Building and Planning	1	1,725	1,725	
				AutoCAD maintenance renewal, 50% - shared with Planning	1	700	700	
				ESRI ArcIMS Mapping, 17% - shared w/Plan, Pk Maint, St, Bld, WWS	1	1,600	1,600	
				Hansen sewer database, 25% - shared with St, Pk Maint, WWS	1	2,900	2,900	
				Workstation replacement	1	1,700	1,700	
				Visual Studio software upgrade	1	375	375	
				Plotter maintenance	1	1,545	1,545	
53,575	43,787	52,395		<u>TOTAL MATERIALS AND SERVICES</u>		61,035	61,035	61,035
				<u>CAPITAL OUTLAY</u>				
0	0	0	8710	Equipment		0	0	0
1,100	2,389	675	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8850	Vehicles		0	0	0
1,100	2,389	675		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
670,400	669,595	671,897		<u>TOTAL REQUIREMENTS</u>		727,987	726,572	726,572



PLANNING DEPARTMENT



Budget Highlights

The 2013-14 proposed budget continues the previous years' "hold the line" positions in most accounts, with the notable exception being the elimination of an Associate Planner position in June, 2013; the second such reduction in staffing in the past four years for this Department. This reduction will leave the Department with only two professional planners. The Permit Specialist position was also reduced to half-time in 2012-13. In light of this, priorities will be directed at ensuring timely and responsive assistance to current planning issues; work on long-range planning and related Council directed goals (NE Gateway project, Economic Opportunities Analysis update, and the Urban Renewal Plan) will necessarily receive less attention.

The effect of our nation-wide economic downturn on local land use and development activity has reduced revenue generated by land-use fees. In this coming year, we continue to remain hopeful that the economic situation will improve, but for purposes of this budget, revenues are projected to be similar to this past year.

- Historically, the General Fund supports approximately 90 percent of the Department's budget, with the remaining ten percent from land-use fees. No adjustments in the fee structure are proposed.
- Long-range planning activities (e.g., comprehensive planning, ordinance reviews, special projects) are General Fund and / or grant supported.

Programs and Projects:

Funding in this budget will allow the Department to:

- Advance the City's comprehensive plan and implement ordinance update efforts; and provide support to downtown planning efforts, the NE Gateway project, the City's historic resource program, urban renewal, and other long-range projects.
- Support the McMinnville Economic Development Partnership (MEDP) and the City's economic development program.

Core Services

Current Planning

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Respond to citizen issues regarding alleged land-use offenses.
- Review land use applications enabling further development.

Long-Range Planning

- Maintain and update the comprehensive plan; analyze and forecast economic and growth related trends; and, assist in the preparation of utility master plans (i.e., transportation, sanitary, storm sewer, and parks) as per local, state, or federal dictates.
- Inform the City Council on matters of land use policy that affect McMinnville.
- Continue Council directed work on the NE Gateway and urban renewal projects.

Economic Development

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Serve as partner with McMinnville Industrial Promotions (MIP), McMinnville Area Chamber of Commerce, MEDP, and the McMinnville Downtown Association (MDA).



The Planning Department oversaw the completion of the Northeast Gateway Plan & Implementation Strategy, which is designed to guide the transition of an existing industrial area into a mixed-use urban neighborhood.

General Fund – Planning

2013 – 2014 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

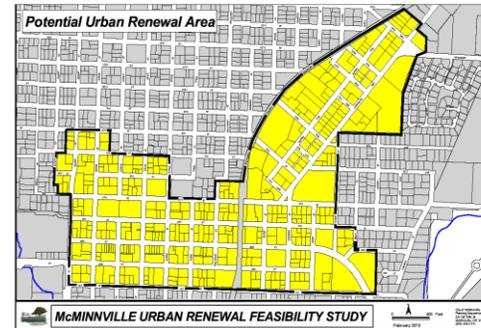
- Continue to participate actively with the MEDP in matters of economic development.
- Review and update the Volume I (Background Element), Volume II (Goals and Policies), and Volume III (Zoning Ordinance) of the City’s Comprehensive Plan to reflect the community’s vision and needs of the changing population.
- Implement the NE Gateway Plan.
- Implement, if so directed by the City Council, an urban renewal district for the historic downtown and NE Gateway district.
- Continue work to provide an updated Economic Opportunities Analysis for City Council consideration.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Support improvement activities and plans for the downtown, as may be directed by the City Council.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	76,139	94,730	82,423	(12,307)
Personnel Services	426,975	443,247	404,691	(38,556)
Materials & Services	93,815	112,449	60,132	(52,317)
Capital Outlay	3,233	794	-	(794)
Total Expenditures	524,023	556,490	464,823	(91,667)
Net Expenditures	(447,884)	(461,760)	(382,400)	(79,360)

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	4.00		
Associate Planner		(0.50)	
FTE Proposed Budget			3.50



Under the Planning Department’s management, a draft Urban Renewal Plan is being prepared for the Council’s consideration. The area covered by this plan includes the historic downtown and NE Gateway area.



Managing growth and maintaining our “small town atmosphere” continue to be important to both citizens and visitors alike. With the department’s assistance, the downtown was recently recognized as a “Performing Main Street” by the Oregon Main Street Association.

1856 W.T. Newby plats townsite that is to become McMinnville on five-acre parcel located a short distance west of the present McMinnville Library. Planning of the city unofficially begins.



1866 According to *The Register*, McMinnville has “300 residents with five stores, three blacksmith shops, two wagon shops, one silversmith, one shoe shop, two doctors, one flour mill, and no licensed beer or grog saloons.”



1900 US Census Bureau estimates city’s population at 1,420.

1936 First zoning ordinance adopted establishing zoning districts, restricting the location of industry and trade, and regulating height of buildings.

1948 First McMinnville Planning Commission appointed.

1968 McMinnville adopted its first Zoning Ordinance and first downtown master plan, “Planning for the Central Area.”



1970 City population passes 10,000.

1981 City adopts its first comprehensive land use plan. The Oregon Land Conservation and Development Commission (LCDC) approves the plan in 1983.

1993 City residents number more than 20,000 for the first time.

1996 City voters pass Charter amendment requiring voter- approved annexation. By 2010, voters approved 48 of 52 proposed annexations.

1999 City planners work with Downtown Steering Committee to update the Downtown Master Plan.



2003 City adopts McMinnville Growth Management and Urbanization Plan (MGMUP). Plan wins award of merit from American Planning Association.



2003 Total number of housing units in McMinnville surpasses 10,000.



General Fund – Planning Dept

Historical Highlights

2004 Following more than a decade of explosive growth, McMinnville is Oregon's 15th most populated city at over 30,000 people.

2005 The Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



2006 The MGMUP receives Oregon Land Conservation and Development Commission approval; then appealed to the Oregon Court of Appeals by 1000 Friends of Oregon.

2007 Planning Department relocated to the new Community Development Center (CDC).



2008 City Council adopted its first comprehensive Sign Ordinance, among other code amendments including large format "Big Box" commercial design standards.

2009 Assisted in completion and adoption of the City's first Transportation System Plan.



2010 Awarded a Certified Local Government grant to revise the existing Historic Resources Inventory and aid downtown building renovations.

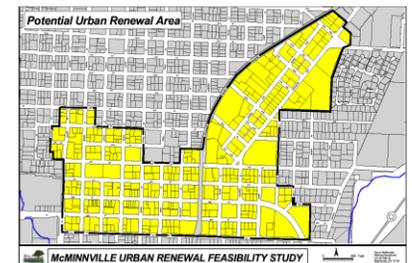
2011 Work begins on the drafting of a state funded Northeast Gateway Plan and Implementation Strategy.



2011 Led the Council through Tax Increment Financing education and assessment regarding the NE Gateway District and portions of the Downtown.

2012 A Council appointed Economic Opportunities Analysis Committee began an ongoing review of a privately funded update of the City's 2001 EOA.

2012 An Urban Renewal Feasibility Study was initiated to examine the possible creation of a local urban renewal district.



2013 The Council initiated work on a draft Urban Renewal Plan for an area that includes the historic downtown and NE Gateway area.

General Fund - Planning

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
Fund	Number of	Range	Total	Page	Amount
Department	Employees		Salary		
<u>Permit Technician (Planning) / Administrative Specialist II (Fire)</u>	1	325	46,441		
General Fund					
Planning (0.50 FTE)				23	23,221
Ambulance Fund (0.50 FTE)				241	23,221

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
4,970	5,650	4,000	4250-05 Planning Fees - Land Use Fees - Administrative Administrative variance, land partition, landscape plan review, home occupation permit, and boundary line adjustment application fees.	4,000	4,000	4,000
2,448	11,030	4,000	4250-10 Planning Fees - Land Use Fees - Planning Comm Conditional use permit, variance, Planning Director appeals, and subdivision application fees.	5,000	5,000	5,000
5,078	3,345	2,000	4250-15 Planning Fees - Land Use Fees - City Council Urban growth boundary amendments, comprehensive plan map and text amendments, Planning Commission appeals, and zone change application fees.	2,000	2,000	2,000
0	0	1,400	4250-20 Planning Fees - Annexation Fees Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	1,400	1,400	1,400
1,795	4,008	2,000	4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications.	2,250	2,250	2,250
0	0	13,000	4250-30 Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the November 2013 non-primary election.	13,000	13,000	13,000
14,290	24,033	26,400	TOTAL LICENSES AND PERMITS	27,650	27,650	27,650
INTERGOVERNMENTAL						
16,825	0	14,500	4535 Federal NPS CLG Grant Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with the renovation of specific historic properties in downtown McMinnville. No grant funds are available for 2013-14.	0	0	0
51,440	52,060	53,780	5070-05 Water & Light - Economic Development McMinnville Water and Light Department economic development support which helps to fund City economic development functions and Planning Department current and long-range planning activities.	54,748	54,748	54,748
68,265	52,060	68,280	TOTAL INTERGOVERNMENTAL	54,748	54,748	54,748
MISCELLANEOUS						
7	46	50	6600-99 Other Income - Planning Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	25	25	25
7	46	50	TOTAL MISCELLANEOUS	25	25	25
82,562	76,139	94,730	TOTAL RESOURCES	82,423	82,423	82,423

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

338,170	291,494	292,806	7000-05 Salaries & Wages - Regular Full Time Planning Director - 1.00 FTE Principal Planner - 1.00 FTE Executive Secretary - 1.00 FTE Permit Technician (Planning) / Administrative Specialist II (Fire) - 0.50 FTE	242,745	242,745	242,745
59	239	300	7000-20 Salaries & Wages - Overtime	100	100	100
20,141	17,147	18,192	7300-05 Fringe Benefits - FICA - Social Security	15,056	15,056	15,056
4,710	4,010	4,278	7300-06 Fringe Benefits - FICA - Medicare	3,520	3,520	3,520
65,371	67,983	70,670	7300-15 Fringe Benefits - PERS - OPSRP - IAP	69,648	69,648	69,648
40,194	40,437	51,229	7300-20 Fringe Benefits - Medical Insurance	40,736	39,888	39,888
336	284	255	7300-25 Fringe Benefits - Life Insurance	221	221	221
1,842	1,597	1,447	7300-30 Fringe Benefits - Long Term Disability	1,318	1,318	1,318
4,731	3,668	3,952	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,983	3,983	3,983
132	115	118	7300-37 Fringe Benefits - Workers' Benefit Fund	119	119	119
0	0	0	7300-40 Fringe Benefits - Unemployment	27,245	27,245	27,245
475,687	426,975	443,247	TOTAL PERSONNEL SERVICES	404,691	403,843	403,843

MATERIALS AND SERVICES

1,231	1,663	3,000	7520 Public Notices & Printing Legal notices for Citizens Advisory Committee (CAC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Publication, notification and ballot preparation expenses.	3,000	3,000	3,000
51	99	500	7540 Employee Development	500	500	500
1,294	1,241	2,000	7550 Travel & Education Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association seminars, and Oregon Planner's Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission training and work session expenses are also included.	2,000	2,000	2,000
139	149	200	7590 Fuel - Vehicle & Equipment	200	200	200
2,642	3,188	3,350	7600 Electric & Natural Gas Department's share of Community Development Center electricity expense, ~37%.	3,350	3,350	3,350
1,634	1,670	1,800	7610-05 Insurance - Liability	1,800	1,800	1,800
477	510	900	7610-10 Insurance - Property	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
3,751	3,430	3,500	7620	Telecommunications		3,250	3,250	3,250
2,277	2,238	2,450	7650	Janitorial Department's share of Community Development Center janitorial service and supply costs, ~37%.		2,450	2,450	2,450
1,966	4,237	4,000	7660	Materials & Supplies Office supplies and planning publications.		3,500	3,500	3,500
0	1,000	0	7660-27	Materials & Supplies - Downtown Project Develop/Improve		0	0	0
16,825	0	14,500	7710	Materials & Supplies - Grants Federal National Park Service (NPS) Certified Local Government (CLG) grant for expenses associated with the renovation of specific historic properties in downtown McMinnville. No grant funds are available for 2013-14.		0	0	0
486	712	1,850	7720-08	Repairs & Maintenance - Building Repairs Department's share of Community Development Center's repairs and improvements, ~37%.		7,400	7,400	7,400
1,063	1,198	2,150	7720-10	Repairs & Maintenance - Building Maintenance Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%.		2,150	2,150	2,150
955	4,416	990	7750	Professional Services		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	100	100	
				Audit fee allocation	1	900	900	
2,031	38,914	8,000	7750-09	Professional Services - Legal		0	0	0
0	0	13,000	7750-30	Professional Services - Annexation Elections Election expenses related to the November 2013 election; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.		13,000	13,000	13,000
0	15,000	35,000	7760-07	Professional Svcs - Plan/Study - Downtown Master Plan Contract services for the preparation of an Urban Renewal Report and Plan.		0	0	10,000
0	0	0	7760-15	Professional Svcs - Plan/Study - DLCD Urban Growth Boundary		0	0	0
1,852	2,352	2,100	7790-20	Maintenance & Rental Contracts - Community Development Center Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.		2,100	2,100	2,100
0	0	0	7800	M & S Equipment		0	0	0
11,516	7,207	6,754	7840	M & S Computer Charges		6,757	6,757	6,757
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	6,757	6,757	

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
11,769	4,590	6,405	7840-15	M & S Computer Charges - Planning		6,675	6,675	6,675
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Accela Permits Plus, 15% - shared with Engineering and Building	1	1,725	1,725		
			AutoCAD maintenance renewal, 50% - shared with Engineering	1	700	700		
			ESRI ArcIMS mapping, 17% - shared w/Eng, Pk Maint, St, Bldg, WWS	1	1,600	1,600		
			Laptop replacement	1	1,400	1,400		
			Printer warranty and maintenance	1	650	650		
			Warranty extensions	3	200	600		
61,960	93,815	112,449	TOTAL MATERIALS AND SERVICES			60,132	60,132	70,132
			<u>CAPITAL OUTLAY</u>					
1,523	3,233	794	8750	Capital Outlay Computer Charges		0	0	0
1,523	3,233	794	TOTAL CAPITAL OUTLAY			0	0	0
539,170	524,023	556,490	TOTAL REQUIREMENTS			464,823	463,975	473,975



POLICE DEPARTMENT



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
• Chief's Office	01-11-040
• Field Operations	01-11-043
• Investigations and Support	01-11-046
• Support Services	01-11-049
• Community Relations	01-11-052

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Highlights

The Police Department (PD) is committed to the safety and livability of our community. The 2013-14 proposed budget reflects our best efforts to maintain core services and limit reductions in service with the available resources and funding. The Department's priorities are community safety, the investigation of criminal activity and solving community livability issues.



Reductions in Service and Programs

Unfortunately, as resources and funding fail to keep pace with costs, we have had to make cuts to programs and services that in many ways are regressive and have a negative impact on our efficiency, reduce our capacity for proactive crime prevention and reduce our capability to handle extreme tactical situations. Some of these cuts include:

- Reduction in use of technology
 - o In-Vehicle Mapping, Online Crime Mapping and Crime Analysis are discontinued.
- Training
 - o Reduction in Leadership Development
- Tactical Support
 - o Mothballs the Tactical Support Team; limits our response capability during critical incidents.
- Reserve Program
 - o Discontinues the Reserve Officer Program; eliminates reserve officer support for community events.
- Internal IS support and coordination
 - o Coordination and prioritization limited to existing technology, no new technologies/capabilities being coordinated.
- Reduction in Community Relations and Involvement
 - o Reduced ability to participate in community functions and celebrations.

Initiatives and Change --- In last year's message, we discussed that it has become clear to those in our profession that we can't continue to do business as usual. As the recent economic downturn has impacted funding, it has become even more urgent that we must find a way to do things differently. In spite of the increase in crime and livability issues facing McMinnville, we have not been able to add police officers or other staff for several years. Our challenge is to continue to provide the most effective, safe, and professional service possible with the resources the community is able to provide. In an effort to meet this challenge, we implemented several new initiatives to help focus our efforts and ensure we are meeting the community's needs.

- o The first initiative was the development of a volunteer-based Crime Analysis function. It was hoped that as the capabilities of this unit progresses, the Department would be provided with the information necessary to more effectively address crime and livability issues in our community. Unfortunately, resources to grow this function are not available in the 2013-14 proposed budget.
- o Second, the Department will be developing a five-year strategic plan, which will outline our organizational goals and objectives for the next several years. It will be facilitated by an outside consultant and is funded by a Federal Grant. Although delayed, this strategy remains a priority and is on target to be completed in fiscal 2013-14.
- o The third initiative was with regard to patrol staffing and deployment. Arguably, our old 4/10 schedule was the most convenient for staff and has worked for us for quite some time. However, it was also the least efficient schedule with regard to providing the flexibility necessary to deploy our resources based on the demands for our service. Consequently, on July 1, 2012, we transitioned to a new 12 hour patrol schedule combined with a 4/10 swing shift team and increased minimum staffing levels. This has provided the necessary staffing and deployment flexibility for patrol to address the community's increasing demand for service.

General Fund – Police

2013 – 2014 Proposed Budget --- Budget Summary

Organizational Structure --- During fiscal year 2012-13, the PD eliminated the Support Services Division Manager position and restructured the organization, assigning several internal PD programs to different organization sets.

<u>Previous Organization Set</u>	<u>New Organization Set</u>
Chief's Office	Chief's Office
Administration	Administration
Building Maintenance	Records
Field Operations Division	IS Technology
Administration	Community Education
Patrol	Field Operations
Traffic	Administration
Code/Parking Enforcement	Patrol
Reserves	Traffic
Canine	Reserves
Special Operations Division	Canine
Administration	Investigations & Support Division
Investigations	Administration
Narcotics	Building Maintenance
School Resource	Code/Parking Enforcement
In-Service Training	Investigations
Support Services Division	Narcotics
Administration	School Resource
Records	In-Service Training
Evidence	Evidence
Professional Standards	Professional Standards
IS Technology	
Community Relations	
Administration	
Community Education	
Peer Court - History	

Core Services

Field Operations

- Emergency and non-emergency calls-for-service response.
- Initial and follow-up investigation of misdemeanor crimes and violations.
- Initial investigation of felony crimes.
- Traffic enforcement.
- Serious injury crash investigations.
- Special event coverage.
- Participation in multi-agency accident investigation team.
- Subpoena service.

Investigations and Support Division

- Investigation of mandated and serious felony crimes; i.e., homicide, rape, child abuse, etc.
- Investigation of all serious person and property crimes.
- High School Resource Officers (SRO)
- Participation in multi-agency narcotics investigation team (YCINT)
- Public Information
- Emergency Management
- Liaison to State and Federal agencies.
- Code and Parking enforcement
- Evidence and found property management and disposal.
- Professional standards and Accreditation

Administrative

- Budget, Accounts Payable, Payroll
- Police records management and reporting required by law.
- Records requests; i.e., information, police report copies, etc.
- Community Relations
- Facilitate community safety and educational events; i.e., National Night Out, Kids' Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Citizens' Police Academy, and Senior Citizen Safety and Awareness programs.

Future Challenges and Opportunities

Current Economic Trends and Criminal Activity

Person and property crime in McMinnville reflected a modest increase in 2011. According to the most recent FBI Statistics, of the ten (10) police jurisdictions in Oregon with a population of 25,000 to 50,000, McMinnville ranked 4th in rate of violent crime (58) and 4th in property crime (1,100). Of note is that McMinnville's violent crime, in number of incidents, is greater than the Cities of Tigard, Albany, Tualatin and Oregon City, and property crime exceeds that of Keizer, Tualatin and Oregon City. Preliminary numbers for 2012 suggest these numbers will remain about the same.

General Fund – Police

2013 – 2014 Proposed Budget --- Budget Summary

Professional Standards

The McMinnville Police Department (PD) recently received an Award of Accreditation through the Oregon Accreditation Alliance. Accreditation through the Alliance will help to ensure that the PD's policies and practices are consistent with Oregon law, as well as state and national standards.

Staffing/Workload

Although the transition to a 12 hour patrol schedule, complemented by a single 4/10 squad working Wednesday through Saturday has proven to be beneficial, the increasing demand for services on a static level of resources has limited us in many circumstances to a reactive role in the community, with reduced opportunities to be proactive. We are in a position, as one of the smallest departments per capita in the State of Oregon, combined with an increasing demand for service, of not having the capacity to absorb an injury or medical leave in the patrol division without transferring officers from other critical assignments, e.g. traffic enforcement or narcotics investigation. For example, we have not been able to field a traffic officer since the beginning of October 2012, and we were unable to provide a detective to YCINT during the months of December 2012 and January 2013, both due to injuries.

Federal, State and Local Assistance and Resources

With economic trends and budget issues impacting all of our partners at the Federal, State and Local levels, the PD is left with relying less and less on outside assistance. Currently the PD works with these agencies in the areas of training, accident investigation, drug enforcement, major crime investigations, crime scene processing and intelligence sharing. The continued reduction in these resources has a direct impact on our ability to respond to unusual situations such as incidents related to bombs, Special Weapons and Tactics (SWAT), riot control and other disasters.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	148,930	156,480	150,762	(5,718)
Personnel Services	4,974,924	5,359,610	5,700,015	340,405
Materials & Services	716,277	787,232	810,075	22,843
Capital Outlay	187,303	126,805	96,668	(30,137)
Debt Service	-	-	-	-
Total Expenditures	5,878,504	6,273,647	6,606,758	333,111
Net Expenditures	(5,729,574)	(6,117,167)	(6,455,996)	338,829

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	44.39		
Police Supp Svcs Div Commander		(1.00)	
Police Records Specialist		0.30	
Office Specialist I - PT+		0.60	
Facilities Maintenance Specialist II - PT+		0.80	
Extra Help - Clerical		(0.48)	
Extra Help - Facility Maintenance		(0.69)	
Extra Help - Investigations		(0.03)	
Extra Help - Police Reserves		(0.03)	
FTE Proposed Budget		(0.53)	43.86

General Fund – Police

Historical Highlights

2003 Police and Information System Departments implement new VisionAir records management system replacing the Regional Automated Information Network (RAIN) records management system.

2003 Police and Fire Departments begin implementing new 450 MHz voice radio system.

2006 Police Department begins deploying tasers.



2006 Voters passed a bond for construction of a new 34,000 square foot Public Safety Building.

2006 Full time motor officer added for traffic education and enforcement.

2007 New Evidence Records Management System implemented to ensure proper tracking and disposition of evidence and seized property.

2007 Established a Mobile Command Vehicle utilizing a retired Fire Department Ambulance.



2008 Police move into new Public Safety Building.



2008 Addition of a second motorcycle officer.

2008 Crime Mapping for the City of McMinnville available to the public on the internet.

2009 Police Department initiates an ongoing City-Wide Medication Disposal Program.

2010 Dedicated traffic enforcement team eliminated due to budget constraints.

2010 Middle School Resource Officer position eliminated and reassigned to detectives to investigate property crimes.

2011 Tactical support team created through grants and donations.



2011 One full-time motorcycle traffic enforcement position reinstated.

2012 Patrol officers transition to a new 12 hour patrol schedule, complemented by a single 4/10 swing shift team.

2013 Department receives Accreditation Award from the Oregon Accreditation Alliance.

2013 Reserve Officer Program discontinued and Tactical Support Team mothballed due to budget constraints.

2013 Technology reductions include online crime mapping, crime analysis and in-vehicle mapping due to budget constraints.

General Fund - Police

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund	Department Section Program				Page	Amount
<u>Police Community Support Coordinator</u>		1	140	58,469		
General Fund	Police					
	Investigations and Support					
	Code / Parking Enforcement (0.98 FTE)				51	57,300
Street Fund (0.02 FTE)					181	1,169



**POLICE DEPARTMENT
Chief's Office**



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-11-040-501
• Building Maintenance	01-11-040-550
• Records	01-11-040-580
• IS – Technology	01-11-040-589
• Community Education	01-11-040-592

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :501 - ADMINISTRATION

2014 PROPOSED BUDGET
 2014 APPROVED BUDGET
 2014 ADOPTED BUDGET

RESOURCES

LICENSES AND PERMITS

0	150	500	4490	Licenses & Permits - Misc Permit fee for second hand merchants and pawnbrokers.	300	300	300
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0	150	500	TOTAL LICENSES AND PERMITS		300	300	300
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INTERGOVERNMENTAL

45,498	2,943	11,614	4547-20	Federal Stimulus Funds - Justice Assist Recovery Grant Federal grant funds received to conduct a department strategic plan.	10,116	10,116	10,116
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1,788	6,555	3,196	4560	BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	2,016	2,016	2,016
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<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
2013 grant - application to be processed	1	2,016	2,016

417	0	0	4590-25	ODOT Federal Grants - Pedestrian Safety Grant	0	0	0
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8,720	4,640	15,500	4600	Traffic Safety Grant-DUII	10,000	10,000	0
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6,280	6,860	7,160	4610	Traffic Safety Grant-Safety Belt	7,075	7,075	0
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62,702	20,998	37,470	TOTAL INTERGOVERNMENTAL		29,207	29,207	12,132
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CHARGES FOR SERVICES

6,466	5,803	5,000	5330	Police Fees Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 5 Photocopy per police report	6,000	6,000	6,000
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17,309	25,834	25,835	5400-30	Property Rentals - YCOM Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	25,835	25,835	25,835
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23,774	31,636	30,835	TOTAL CHARGES FOR SERVICES		31,835	31,835	31,835
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MISCELLANEOUS

3,005	5,496	5,000	6400	Donations - Police	5,000	5,000	5,000
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12,792	7,237	0	6600-05	Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job for up to three months after a worker's compensation injury.	0	0	0
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Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,529	1,877	2,000	6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	2,000	2,000	2,000
21,141	24,836	20,000	6600-95 Other Income - Police Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40.	25,000	25,000	25,000
39,467	39,446	27,000	<u>TOTAL MISCELLANEOUS</u>	32,000	32,000	32,000
125,943	92,230	95,805	<u>TOTAL RESOURCES</u>	93,342	93,342	76,267

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :501 - ADMINISTRATION

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

148,056	151,699	135,223	7000-05	Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Management Assistant - 1.00 FTE	158,368	158,368	158,368
0	0	0	7000-10	Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE	17,139	17,139	17,139
0	4,382	13,165	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
5,400	5,400	5,400	7000-30	Salaries & Wages - Auto Allowance Police Chief's \$450 per month automobile allowance.	5,400	5,400	5,400
9,173	9,700	9,443	7300-05	Fringe Benefits - FICA - Social Security	11,216	11,216	11,216
2,145	2,268	2,230	7300-06	Fringe Benefits - FICA - Medicare	2,624	2,624	2,624
29,859	37,100	35,916	7300-15	Fringe Benefits - PERS - OPSRP - IAP	49,747	49,747	49,747
14,117	14,324	14,324	7300-20	Fringe Benefits - Medical Insurance	11,012	10,784	10,784
126	126	101	7300-25	Fringe Benefits - Life Insurance	189	189	189
829	851	756	7300-30	Fringe Benefits - Long Term Disability	982	982	982
3,400	3,314	4,309	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,391	5,391	5,391
50	53	60	7300-37	Fringe Benefits - Workers' Benefit Fund	89	89	89
0	0	0	7300-40	Fringe Benefits - Unemployment	3,497	3,497	3,497
0	228	500	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	460	460	460
213,156	229,446	221,427	TOTAL PERSONNEL SERVICES		266,114	265,886	265,886

MATERIALS AND SERVICES

1,655	902	1,000	7520	Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	750	750	750
378	522	900	7530	Safety Training/OSHA	600	600	600
404	959	2,000	7540	Employee Development	2,100	2,100	2,100
3,921	4,765	3,000	7550	Travel & Education	4,600	4,600	4,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Memberships and training for Chief, Mgmt Asst, and Chaplains	1	4,600	4,600
0	895	0	7555	Travel & Education - Grants	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,662	2,486	2,500	7570	Dept Employee Recognition		2,500	2,500	2,500
				Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.				
406	435	1,000	7590	Fuel - Vehicle & Equipment		500	500	500
43,370	46,310	59,400	7610-05	Insurance - Liability		58,500	58,500	58,500
5,314	4,990	7,200	7610-10	Insurance - Property		8,100	8,100	8,100
5,250	5,617	6,565	7620	Telecommunications		8,784	8,784	8,784
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - 9 landlines	1	6,156	6,156	
				Telecom - call processing charges for main lines	1	1,080	1,080	
				Frontier lines for fire panel alarms	1	900	900	
				Cell service for two devices	1	648	648	
832	1,614	1,200	7630-05	Uniforms - Employee		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Chief, Management Assist, Chaplains, Office Specialist	1	1,200	1,200	
16,329	13,380	20,000	7660	Materials & Supplies		15,000	15,000	15,000
16,104	1,870	0	7660-25	Materials & Supplies - Grants		0	0	0
3,005	5,496	5,000	7680	Materials & Supplies - Donations		5,000	5,000	5,000
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	7720-06	Repairs & Maintenance - Equipment		0	0	0
197	1,332	500	7720-14	Repairs & Maintenance - Vehicles		400	400	400
16,543	19,682	17,095	7750	Professional Services		13,080	13,080	13,080
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	11,900	11,900	
				Section 125 administration fee	1	50	50	
				Miscellaneous services	1	1,130	1,130	
0	0	7,500	7750-04	Professional Services - Grants		10,116	10,116	10,116
0	0	0	7790	Maintenance & Rental Contracts		24,400	24,400	24,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aircard usage - 18 for patrol and 2 for traffic	1	9,800	9,800	
				Photocopier lease and copy fees	1	6,700	6,700	
				PowerDMS policy management maintenance	1	2,500	2,500	
				Lexipol maintenance	1	2,900	2,900	
				Other maintenance and rental contracts	1	2,500	2,500	
1,415	1,486	500	7800	M & S Equipment		500	500	500
				Miscellaneous office furniture				

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
6,435	8,820	6,487	7820	M & S Equipment - Grants 2012 BVP Grant - To replace 3 vests expiring in fiscal year 2012-2013. 2013 BVP Grant - Purchasing 4 vests for reserve officers and 2 that will expire.	4,032	4,032	4,032
124,222	121,562	141,847	<u>TOTAL MATERIALS AND SERVICES</u>		160,162	160,162	160,162
<u>CAPITAL OUTLAY</u>							
20,350	0	0	8720	Equipment - Grants	0	0	0
0	0	0	8850	Vehicles Purchasing a program vehicle to replace the current vehicle assigned to admin.	15,000	15,000	15,000
20,350	0	0	<u>TOTAL CAPITAL OUTLAY</u>		15,000	15,000	15,000
357,728	351,008	363,274	<u>TOTAL REQUIREMENTS</u>		441,276	441,048	441,048

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :550 - BUILDING MAINTENANCE		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
27,314	27,542	28,300	7000-15	Salaries & Wages - Temporary	0	0	0
1,693	1,708	1,755	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
396	399	410	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
4,985	5,525	5,677	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
951	879	1,025	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
19	20	20	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
35,358	36,072	37,187	TOTAL PERSONNEL SERVICES		0	0	0
MATERIALS AND SERVICES							
41,899	43,321	45,000	7600	Electric & Natural Gas	0	0	0
953	1,090	900	7610-05	Insurance - Liability	0	0	0
4,905	4,560	7,600	7610-10	Insurance - Property	0	0	0
0	112	100	7630-05	Uniforms - Employee	0	0	0
20,473	15,509	30,000	7650-10	Janitorial - Services	0	0	0
3,126	1,550	3,000	7650-15	Janitorial - Supplies	0	0	0
45,520	40,929	41,042	7720-10	Repairs & Maintenance - Building Maintenance	0	0	0
116,876	107,071	127,642	TOTAL MATERIALS AND SERVICES		0	0	0
CAPITAL OUTLAY							
0	0	0	8710	Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY		0	0	0
152,234	143,143	164,829	TOTAL REQUIREMENTS		0	0	0

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :040 - CHIEF'S OFFICE
 Program :580 - RECORDS

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET	
REQUIREMENTS							
PERSONNEL SERVICES							
0	0	0	7000-05	Salaries & Wages - Regular Full Time	145,422	145,422	145,422
				Police Records Specialist - 3.00 FTE			
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	302	320	320
0	0	0	7300-05	Fringe Benefits - FICA - Social Security	9,022	9,022	9,022
0	0	0	7300-06	Fringe Benefits - FICA - Medicare	2,112	2,113	2,113
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,924	37,930	37,930
0	0	0	7300-20	Fringe Benefits - Medical Insurance	57,436	55,452	55,452
0	0	0	7300-25	Fringe Benefits - Life Insurance	378	378	378
0	0	0	7300-30	Fringe Benefits - Long Term Disability	760	760	760
0	0	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	479	480	480
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	102	102	102
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	0	TOTAL PERSONNEL SERVICES		253,937	251,979	251,979
MATERIALS AND SERVICES							
0	0	0	7550	Travel & Education	1,500	1,500	1,500
0	0	0	7630-05	Uniforms - Employee	900	900	900
0	0	0	7660	Materials & Supplies	4,700	4,700	4,700
0	0	0	7750	Professional Services	100	100	100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	100	100
0	0	0	7800	M & S Equipment	0	0	0
0	0	0	8040	Regional Automated Info Network	6,400	6,400	6,400
0	0	0	TOTAL MATERIALS AND SERVICES		13,600	13,600	13,600
0	0	0	TOTAL REQUIREMENTS		267,537	265,579	265,579

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :589 - IS - TECHNOLOGY			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
0	0	0	7840	M & S Computer Charges		65,123	65,123	65,123
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	65,123	65,123	
0	0	0	7840-20	M & S Computer Charges - Police		60,700	60,700	60,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Evidence on-Q maintenance	1	8,300	8,300	
				Netmotion MDT software, 50% - shared with Fire & Amb	1	2,100	2,100	
				VisionAir remote support connectivity	1	400	400	
				VisionAir msg switch renewal	1	2,750	2,750	
				VisionAir vision mobile renewal	1	7,050	7,050	
				VisionAir Vision RMS renewal	1	8,500	8,500	
				WebLEDS maintenance	1	1,000	1,000	
				Workstation replacements	3	1,700	5,100	
				Warranty extensions, workstations	9	200	1,800	
				Laptop replacements	3	1,400	4,200	
				Computer solid state hard drives	5	200	1,000	
				Tablet computers - command staff	3	800	2,400	
				MDT hardware maintenance, 50% - shared with Fire and Amb	1	4,400	4,400	
				APS E-ticketing maintenance, 67% - shared with Muni Ct	1	10,500	10,500	
				VisionAire E-ticketing import script	1	1,200	1,200	
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>			125,823	125,823	125,823
<u>CAPITAL OUTLAY</u>								
0	0	0	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8750-20	Capital Outlay Computer Charges - Police		16,668	16,668	16,668
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement Mobile data computers	2	8,334	16,668	
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>			16,668	16,668	16,668
0	0	0	<u>TOTAL REQUIREMENTS</u>			142,491	142,491	142,491

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
0	0	0	7520	Public Notices & Printing		750	750	750
0	0	0	7550	Travel & Education		0	0	0
0	0	0	7630-05	Uniforms - Employee		0	0	0
0	0	0	7660	Materials & Supplies		4,300	4,300	4,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Citizens' police academy	1	500	500	
				National night out / Neighborhood watch	1	300	300	
				Citizens' forums / meetings	1	500	500	
				Turkey Rama	1	250	250	
				McGruff costume cleaning	1	250	250	
				Marketing materials	1	1,500	1,500	
				Brochure / flyer printing	1	1,000	1,000	
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>			5,050	5,050	5,050
0	0	0	TOTAL REQUIREMENTS			5,050	5,050	5,050



POLICE DEPARTMENT Field Operations



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-11-043-501
• Patrol	01-11-043-553
• Traffic	01-11-043-556
• Code/Parking Enforcement	01-11-043-559
• Reserves	01-11-043-562
• Canine	01-11-043-565

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

87,324	91,965	90,228	7000-05 Salaries & Wages - Regular Full Time Police Captain - Field Operations - 1.00 FTE	98,177	98,177	98,177
5,046	5,372	5,594	7300-05 Fringe Benefits - FICA - Social Security	6,087	6,087	6,087
1,180	1,256	1,308	7300-06 Fringe Benefits - FICA - Medicare	1,424	1,424	1,424
17,404	22,182	21,763	7300-15 Fringe Benefits - PERS - OPSRP - IAP	28,158	28,158	28,158
14,117	14,324	14,324	7300-20 Fringe Benefits - Medical Insurance	15,846	15,516	15,516
63	63	63	7300-25 Fringe Benefits - Life Insurance	63	63	63
487	510	500	7300-30 Fringe Benefits - Long Term Disability	522	522	522
2,749	2,785	3,393	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,477	4,477	4,477
25	24	29	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
128,396	138,482	137,202	TOTAL PERSONNEL SERVICES	154,788	154,458	154,458

MATERIALS AND SERVICES

543	3,315	840	7530 Safety Training/OSHA	840	840	840
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Safety and OSHA equipment	1	840	840
546	2,229	1,300	7550 Travel & Education	1,500	1,500	1,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships & training	1	1,500	1,500
1,331	1,875	2,200	7590 Fuel - Vehicle & Equipment	1,500	1,500	1,500
20,576	23,309	23,312	7620 Telecommunications Includes telecommunications for entire Field Operations Division.	21,824	21,824	21,824
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Cell phones for entire division	1	10,092	10,092
			Telecom - 13 landlines	1	9,432	9,432
			Telecom - annual voicemail box	20	65	1,300
			Blackbox services - phones moves, programming	1	500	500
			Replacement of defective or broken cell phones	1	500	500
335	256	900	7630-05 Uniforms - Employee	900	900	900
321	130	500	7660 Materials & Supplies	500	500	500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,533	7,450	6,050	7750	Professional Services		6,550	6,550	6,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				In-custody hospital bills for jail clearance and detox	1	6,500	6,500	
				Section 125 administration fee	1	50	50	
186	58	350	7800	M & S Equipment		350	350	350
26,371	38,622	35,452	<u>TOTAL MATERIALS AND SERVICES</u>			33,964	33,964	33,964
			<u>CAPITAL OUTLAY</u>					
0	0	0	8850	Vehicles		25,000	25,000	25,000
				Replace Crown Victorias that are currently assigned to the Captains. The Crown Victorias will be rotated back into the Patrol fleet to eliminate the need to purchase new patrol car.				
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>			25,000	25,000	25,000
154,767	177,104	172,654	<u>TOTAL REQUIREMENTS</u>			213,752	213,422	213,422

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

1,616,185	1,611,376	1,764,499	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 5.00 FTE Police Officer - Patrol - 18.00 FTE	1,755,644	1,755,644	1,755,644
233,107	269,282	259,986	7000-20 Salaries & Wages - Overtime	259,960	324,920	324,920
113,505	115,471	114,748	7300-05 Fringe Benefits - FICA - Social Security	114,320	114,576	114,576
26,545	27,005	29,357	7300-06 Fringe Benefits - FICA - Medicare	29,229	30,171	30,171
359,750	417,230	478,316	7300-15 Fringe Benefits - PERS - OPSRP - IAP	566,022	584,652	584,652
374,931	370,555	410,158	7300-20 Fringe Benefits - Medical Insurance	423,030	408,417	408,417
1,526	3,170	3,024	7300-25 Fringe Benefits - Life Insurance	2,898	2,898	2,898
8,273	8,228	8,998	7300-30 Fringe Benefits - Long Term Disability	8,840	8,840	8,840
57,021	56,530	76,121	7300-35 Fringe Benefits - Workers' Compensation Insurance	91,911	94,873	94,873
682	667	696	7300-37 Fringe Benefits - Workers' Benefit Fund	782	782	782
502	0	3,499	7300-40 Fringe Benefits - Unemployment	3,497	3,497	3,497
2,792,026	2,879,515	3,149,402	TOTAL PERSONNEL SERVICES	3,256,133	3,329,270	3,329,270

MATERIALS AND SERVICES

2,296	3,893	5,150	7550 Travel & Education Training for the patrol division	5,650	5,650	5,650
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships & training for patrol division	1	4,150	4,150
			Leadership training for sergeants	1	1,500	1,500
56,192	64,755	70,000	7590 Fuel - Vehicle & Equipment	75,000	75,000	75,000
17,101	15,079	16,500	7630-05 Uniforms - Employee	16,500	16,500	16,500
8,031	10,958	10,300	7660 Materials & Supplies	10,500	10,500	10,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Batteries, CDs, forms related to patrol	1	9,500	9,500
			Replace honor guard equipment	1	500	500
			Trauma kit pouches	1	500	500
2,327	471	2,000	7720 Repairs & Maintenance	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
45,501	21,701	40,000	7720-14	Repairs & Maintenance - Vehicles		55,700	55,700	55,700
				Two unmarked vehicles currently assigned to the Captains will rotate into the patrol fleet as K9 units. Emergency equipment will be transferred and vehicles will be painted.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Patrol - vehicle maintenance and repairs	1	38,500	38,500	
				Unmarked vehicles rotating into patrol fleet	2	8,600	17,200	
451	0	2,000	7720-20	Repairs & Maintenance - Vehicle Electronics		2,000	2,000	2,000
123	93	100	7750	Professional Services		280	280	280
				Section 125 administration fee				
2,703	48,541	19,650	7800	M & S Equipment		15,100	15,100	15,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Motorola mobile radios	5	1,700	8,500	
				Traffic safety radar units	4	1,650	6,600	
134,726	165,492	165,700	<u>TOTAL MATERIALS AND SERVICES</u>			181,730	181,730	181,730
			<u>CAPITAL OUTLAY</u>					
56,075	101,907	71,164	8850	Vehicles		0	0	0
56,075	101,907	71,164	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
2,982,827	3,146,914	3,386,266	<u>TOTAL REQUIREMENTS</u>			3,437,863	3,511,000	3,511,000

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :043 - FIELD OPERATIONS
 Program :556 - TRAFFIC

2014
PROPOSED
BUDGET

2014
APPROVED
BUDGET

2014
ADOPTED
BUDGET

REQUIREMENTS

PERSONNEL SERVICES

0	69,498	73,007	7000-05	Salaries & Wages - Regular Full Time				71,230	71,230	71,230
				Police Officer - Traffic - 1.00 FTE						
0	10,892	15,492	7000-20	Salaries & Wages - Overtime				10,017	10,000	10,000
0	4,926	4,844	7300-05	Fringe Benefits - FICA - Social Security				4,627	4,592	4,592
0	1,152	1,283	7300-06	Fringe Benefits - FICA - Medicare				1,178	1,178	1,178
0	19,390	21,338	7300-15	Fringe Benefits - PERS - OPSRP - IAP				23,302	23,297	23,297
0	17,794	19,812	7300-20	Fringe Benefits - Medical Insurance				21,064	20,338	20,338
0	126	126	7300-25	Fringe Benefits - Life Insurance				126	126	126
0	345	356	7300-30	Fringe Benefits - Long Term Disability				364	364	364
0	2,313	3,328	7300-35	Fringe Benefits - Workers' Compensation Insurance				3,705	3,704	3,704
0	27	29	7300-37	Fringe Benefits - Workers' Benefit Fund				34	34	34

0	126,463	139,615	TOTAL PERSONNEL SERVICES			135,647	134,863	134,863
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MATERIALS AND SERVICES

1,307	813	1,000	7550	Travel & Education				1,050	1,050	1,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Memberships & training	1	1,050	1,050			
257	914	2,000	7590	Fuel - Vehicle & Equipment				2,000	2,000	2,000
338	2,124	2,400	7630-05	Uniforms - Employee				2,000	2,000	2,000
0	142	350	7660	Materials & Supplies				350	350	350
795	3,014	2,625	7720-14	Repairs & Maintenance - Vehicles				3,500	3,500	3,500
				Motorcycle repairs & maintenance.						

				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Maintenance & repairs	1	1,500	1,500
				Three year extended service warranty	1	2,000	2,000

0	0	1,500	7800	M & S Equipment				1,500	1,500	1,500
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2,697	7,007	9,875	TOTAL MATERIALS AND SERVICES			10,400	10,400	10,400
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CAPITAL OUTLAY

0	0	25,300	8850	Vehicles				0	0	0
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0	0	25,300	TOTAL CAPITAL OUTLAY			0	0	0
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Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,697	133,470	174,790	TOTAL REQUIREMENTS	146,047	145,263	145,263

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
1,125	625	500	6115 Code Enforcement Fines and forfeiture reimbursement for police department abatements (weeds/rubbish, etc)	0	0	0
1,125	625	500	<u>TOTAL FINES AND FORFEITURES</u>	0	0	0
1,125	625	500	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
103,031	104,891	108,562	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	0	1,261	7000-20	Salaries & Wages - Overtime	0	0	0
6,217	6,325	6,757	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
1,454	1,479	1,592	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
19,705	23,243	24,366	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
18,625	18,978	20,998	7300-20	Fringe Benefits - Medical Insurance	0	0	0
125	249	249	7300-25	Fringe Benefits - Life Insurance	0	0	0
544	552	570	7300-30	Fringe Benefits - Long Term Disability	0	0	0
3,213	3,201	4,128	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
50	50	58	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
1,611	1,752	2,300	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
154,575	160,719	170,841	TOTAL PERSONNEL SERVICES		0	0	0
MATERIALS AND SERVICES							
567	100	1,100	7550	Travel & Education	0	0	0
3,234	3,484	3,500	7590	Fuel - Vehicle & Equipment	0	0	0
2,043	1,104	1,500	7630-05	Uniforms - Employee	0	0	0
1,562	1,834	2,000	7660	Materials & Supplies	0	0	0
959	3,280	3,500	7720-14	Repairs & Maintenance - Vehicles	0	0	0
41	44	50	7750	Professional Services	0	0	0
1,180	1,110	3,500	7750-08	Professional Services - Code Enforcement	0	0	0
367	159	500	7800	M & S Equipment	0	0	0
9,953	11,116	15,650	TOTAL MATERIALS AND SERVICES		0	0	0
CAPITAL OUTLAY							
0	0	0	8850	Vehicles	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY		0	0	0
164,527	171,835	186,491	TOTAL REQUIREMENTS		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
5,082	2,685	4,000	7000-15 Salaries & Wages - Temporary Extra Help - Police Reserves - 0.06 FTE	3,000	3,000	3,000
315	166	248	7300-05 Fringe Benefits - FICA - Social Security	186	186	186
74	39	58	7300-06 Fringe Benefits - FICA - Medicare	44	44	44
171	89	150	7300-35 Fringe Benefits - Workers' Compensation Insurance	137	137	137
3	2	3	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
101	30	102	7300-40 Fringe Benefits - Unemployment	201	201	201
729	639	671	7400-05 Fringe Benefits - Volunteers - Life Insurance	700	700	700
1,642	1,466	2,201	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,690	1,690	1,690
8,117	5,117	7,433	TOTAL PERSONNEL SERVICES	5,960	5,960	5,960
MATERIALS AND SERVICES						
276	355	560	7550 Travel & Education	0	0	0
3,405	1,222	1,250	7630-10 Uniforms - Volunteer	0	0	0
150	193	0	7660 Materials & Supplies	0	0	0
3,831	1,770	1,810	TOTAL MATERIALS AND SERVICES	0	0	0
11,948	6,887	9,243	TOTAL REQUIREMENTS	5,960	5,960	5,960

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>MISCELLANEOUS</u>						
0	0	0	6400 Donations - Police	0	0	0
0	0	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0
0	0	0	<u>TOTAL RESOURCES</u>	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
1,498	1,935	3,780	7550	Travel & Education		3,780	3,780	3,780
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Memberships & training	1	3,780	3,780		
7,866	8,575	8,425	7660	Materials & Supplies		8,425	8,425	8,425
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Veterinary care	1	3,800	3,800		
			Boarding	1	1,000	1,000		
			Misc supplies; dog food, licenses, training aids	1	3,625	3,625		
0	0	0	7800	M & S Equipment		0	0	0
9,364	10,510	12,205	TOTAL MATERIALS AND SERVICES			12,205	12,205	12,205
CAPITAL OUTLAY								
0	0	0	8710-15	Equipment - Canine		0	0	0
0	0	0	TOTAL CAPITAL OUTLAY			0	0	0
9,364	10,510	12,205	TOTAL REQUIREMENTS			12,205	12,205	12,205



POLICE DEPARTMENT

Investigations & Support Division



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-11-046-501
• Building Maintenance	01-11-046-550
• Code/Parking Enforcement	01-11-046-559
• Investigations	01-11-046-568
• Narcotics	01-11-046-571
• School Resource	01-11-046-574
• In-Service Training	01-11-046-577
• Evidence	01-11-046-583
• Professional Standards	01-11-046-586

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

92,227	93,879	94,220	7000-05 Salaries & Wages - Regular Full Time Police Captain - Special Operations - 1.00 FTE Police Sergeant - Special Operations - 1.00 FTE	178,826	178,826	178,826
0	0	0	7000-20 Salaries & Wages - Overtime	2,513	2,520	2,520
5,458	5,547	5,842	7300-05 Fringe Benefits - FICA - Social Security	11,141	11,132	11,132
1,276	1,297	1,366	7300-06 Fringe Benefits - FICA - Medicare	2,629	2,630	2,630
18,381	22,644	22,726	7300-15 Fringe Benefits - PERS - OPSRP - IAP	52,008	52,010	52,010
14,117	14,324	14,324	7300-20 Fringe Benefits - Medical Insurance	36,910	35,854	35,854
63	63	63	7300-25 Fringe Benefits - Life Insurance	189	189	189
494	500	500	7300-30 Fringe Benefits - Long Term Disability	942	942	942
2,821	2,793	3,543	7300-35 Fringe Benefits - Workers' Compensation Insurance	8,269	8,269	8,269
25	25	29	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
0	0	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	554	554	554
134,863	141,072	142,613	TOTAL PERSONNEL SERVICES	294,015	292,960	292,960

MATERIALS AND SERVICES

0	0	0	7530 Safety Training/OSHA	0	0	0
821	1,383	1,375	7550 Travel & Education	3,800	3,800	3,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships & training for Captain/Admin Sergeant	1	3,800	3,800
1,425	1,368	1,500	7590 Fuel - Vehicle & Equipment	1,500	1,500	1,500
11,691	11,155	11,539	7620 Telecommunications Includes telecommunications for entire Special Operations Division.	19,702	19,702	19,702
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - 15 landlines	1	9,450	9,450
			Telecom - annual voicemail box	2	65	130
			Cell phones for entire division	1	7,800	7,800
			Blackbox services - phone moves, programming	1	450	450
			Data service for Ipad	2	480	960
			Cell service for pole camera	1	516	516
			Landline - evidence facility	1	396	396
303	437	700	7630-05 Uniforms - Employee	600	600	600

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
142	1,465	600	7660	Materials & Supplies		800	800	800
45	641	1,500	7720-14	Repairs & Maintenance - Vehicles		1,000	1,000	1,000
4,407	4,744	7,500	7720-16	Repairs & Maintenance - Radio & Pagers		7,500	7,500	7,500
2,514	336	1,000	7750	Professional Services		2,962	2,962	2,962
				DNA testing, transcription service, records requests				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administrative fee	1	50	50	
				DNA testing, transcription service, records requests	1	2,912	2,912	
0	0	0	7800	M & S Equipment		0	0	0
0	0	900	7800-06	M & S Equipment - Weapons		3,200	3,200	3,200
				Budget note: Purchase of handguns is to ensure there is replacement equipment in the event of repairs/service or handgun being placed in evidence.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				M-4 223 rifles	2	1,600	3,200	
21,348	21,529	26,614	TOTAL MATERIALS AND SERVICES			41,064	41,064	41,064
<u>CAPITAL OUTLAY</u>								
0	0	0	8850	Vehicles		25,000	25,000	25,000
				Replace Crown Victorias that are currently assigned to the Captains. The Crown Victorias will be rotated back into the Patrol fleet to eliminate the need to purchase new patrol car.				
0	0	0	TOTAL CAPITAL OUTLAY			25,000	25,000	25,000
156,211	162,601	169,227	TOTAL REQUIREMENTS			360,079	359,024	359,024

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000-10 Salaries & Wages - Regular Part Time Facilities Maintenance Specialist II - 0.80 FTE	33,894	33,894	33,894
0	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	2,101	2,101	2,101
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	491	491	491
0	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	8,281	8,281	8,281
0	0	0	7300-20 Fringe Benefits - Medical Insurance	5,506	5,392	5,392
0	0	0	7300-25 Fringe Benefits - Life Insurance	63	63	63
0	0	0	7300-30 Fringe Benefits - Long Term Disability	186	186	186
0	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,559	1,559	1,559
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	28	28	28
0	0	0	TOTAL PERSONNEL SERVICES	52,109	51,995	51,995

MATERIALS AND SERVICES

0	0	0	7600 Electric & Natural Gas	46,000	46,000	46,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity costs	1	33,000	33,000
			Natural Gas	1	13,000	13,000
0	0	0	7610-05 Insurance - Liability	1,100	1,100	1,100
0	0	0	7610-10 Insurance - Property	8,300	8,300	8,300
0	0	0	7630-05 Uniforms - Employee	100	100	100
0	0	0	7650-10 Janitorial - Services	32,000	32,000	32,000
0	0	0	7650-15 Janitorial - Supplies	3,000	3,000	3,000
0	0	0	7720-10 Repairs & Maintenance - Building Maintenance	37,932	37,932	37,932
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Maintenance contracts	1	27,632	27,632
			Materials, operations and repairs	1	9,350	9,350
			Other projects	1	950	950
0	0	0	TOTAL MATERIALS AND SERVICES	128,432	128,432	128,432

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE				2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
			<u>CAPITAL OUTLAY</u>						
0	0	0	8710	Equipment		15,000	15,000	15,000	
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement of DVTEL CCTV Server - 5 yrs old		1	15,000	15,000		
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>				15,000	15,000	15,000
0	0	0	<u>TOTAL REQUIREMENTS</u>				195,541	195,427	195,427

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
0	0	0	6115 Code Enforcement	500	500	500
0	0	0	<u>TOTAL FINES AND FORFEITURES</u>	500	500	500
0	0	0	<i>TOTAL RESOURCES</i>	500	500	500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000-05 Salaries & Wages - Regular Full Time Police Community Support Coordinator - 0.98 FTE Parking & Code Enforcement - 1.00 FTE	110,548	110,548	110,548
0	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	0	0	7000-20 Salaries & Wages - Overtime	302	320	320
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	6,860	6,860	6,860
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	1,607	1,608	1,608
0	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	29,530	29,536	29,536
0	0	0	7300-20 Fringe Benefits - Medical Insurance	22,334	21,560	21,560
0	0	0	7300-25 Fringe Benefits - Life Insurance	250	250	250
0	0	0	7300-30 Fringe Benefits - Long Term Disability	580	580	580
0	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,055	5,056	5,056
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	68	68	68
0	0	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	2,073	2,073	2,073
0	0	0	TOTAL PERSONNEL SERVICES	179,207	178,459	178,459

MATERIALS AND SERVICES

0	0	0	7550 Travel & Education	1,100	1,100	1,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships & training	1	1,100	1,100
0	0	0	7590 Fuel - Vehicle & Equipment Fuel for parking scooter, code enforcement vehicle and the volunteer parking patrol vehicle.	4,000	4,000	4,000
0	0	0	7630-05 Uniforms - Employee Uniforms for code/parking enforcement staff as well as volunteers.	1,500	1,500	1,500
0	0	0	7660 Materials & Supplies	2,000	2,000	2,000
0	0	0	7720-14 Repairs & Maintenance - Vehicles	3,500	3,500	3,500
0	0	0	7750 Professional Services	50	50	50
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	50	50
0	0	0	7750-08 Professional Services - Code Enforcement Services to clean up yard debris and grass abatements.	3,500	3,500	3,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	7800 M & S Equipment	500	500	500
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	16,150	16,150	16,150
			<u>CAPITAL OUTLAY</u>			
0	0	0	8850 Vehicles	0	0	0
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
0	0	0	<u>TOTAL REQUIREMENTS</u>	195,357	194,609	194,609

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

356,805	362,106	379,194	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 4.00 FTE	389,258	389,258	389,258
4,746	1,469	3,500	7000-15 Salaries & Wages - Temporary Extra Help - Investigations - 0.04 FTE	2,000	2,000	2,000
46,819	42,427	40,008	7000-20 Salaries & Wages - Overtime	39,999	40,000	40,000
0	2,200	2,000	7000-35 Salaries & Wages - Clothing Allowance Detectives' \$400 annual clothing allowance.	2,000	2,000	2,000
25,394	25,362	24,674	7300-05 Fringe Benefits - FICA - Social Security	25,224	25,087	25,087
5,939	5,932	6,157	7300-06 Fringe Benefits - FICA - Medicare	6,283	6,283	6,283
78,694	92,386	99,602	7300-15 Fringe Benefits - PERS - OPSRP - IAP	121,400	121,400	121,400
82,801	84,172	93,640	7300-20 Fringe Benefits - Medical Insurance	99,564	96,128	96,128
320	630	630	7300-25 Fringe Benefits - Life Insurance	630	630	630
1,743	1,752	1,822	7300-30 Fringe Benefits - Long Term Disability	1,876	1,876	1,876
12,497	12,181	15,893	7300-35 Fringe Benefits - Workers' Compensation Insurance	19,666	19,666	19,666
149	142	147	7300-37 Fringe Benefits - Workers' Benefit Fund	137	137	137
96	153	102	7300-40 Fringe Benefits - Unemployment	0	0	0
616,003	630,912	667,369	TOTAL PERSONNEL SERVICES	708,037	704,465	704,465

MATERIALS AND SERVICES

4,070	4,558	5,450	7550 Travel & Education	4,250	4,250	4,250
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships & training for detectives	1	2,750	2,750
			Out of state investigations	1	1,500	1,500
6,292	6,147	6,500	7590 Fuel - Vehicle & Equipment	6,000	6,000	6,000
3,124	93	400	7630-05 Uniforms - Employee	500	500	500
2,725	2,371	3,000	7660 Materials & Supplies	2,000	2,000	2,000
4,900	2,727	4,500	7720-14 Repairs & Maintenance - Vehicles	4,500	4,500	4,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
84	424	455	7750	Professional Services		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				High speed internet	1	264	264	
				Section 125 administration fee	1	140	140	
				Search services for investigations	1	596	596	
0	0	0	7800	M & S Equipment		4,200	4,200	4,200
21,195	16,320	20,305		<u>TOTAL MATERIALS AND SERVICES</u>		22,450	22,450	22,450
				<u>CAPITAL OUTLAY</u>				
0	19,185	0	8850	Vehicles		0	0	0
0	19,185	0		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
				<u>DEBT SERVICE</u>				
0	0	0	9420-05	Investigations Vehicle Lease/Pur - Principal		0	0	0
0	0	0	9420-10	Investigations Vehicle Lease/Pur - Interest		0	0	0
0	0	0		<u>TOTAL DEBT SERVICE</u>		0	0	0
637,198	666,417	687,674		<u>TOTAL REQUIREMENTS</u>		730,487	726,915	726,915

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
456	0	0	4620-05 Police Federal Drug Funds - Dept of Justice-OCDEF Organized Crime Drug Enforcement Task Forces (OCDEF) reimbursement for overtime	0	0	0
2,076	1,568	2,250	5200 YCINT - ERAD Grant US Department of Justice Marijuana Eradication Grant funds distributed to agencies that actively seek out persons involved in the illegal manufacture and distribution of marijuana. Budget Note: The City shares in these funds through the Police Department's participation with the Yamhill County Intergency Narcotics Team (YCINT).	1,250	1,250	1,250
2,532	1,568	2,250	TOTAL INTERGOVERNMENTAL	1,250	1,250	1,250
FINES AND FORFEITURES						
7,062	9,353	12,225	6110-10 Drug Forfeitures - State	4,570	4,570	4,570
7,062	9,353	12,225	TOTAL FINES AND FORFEITURES	4,570	4,570	4,570
9,594	10,922	14,475	TOTAL RESOURCES	5,820	5,820	5,820

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
41,304	71,188	74,579	7000-05 Salaries & Wages - Regular Full Time <small>Police Officer - Narcotics - 1.00 FTE</small>	76,066	76,066	76,066
8,569	9,763	7,995	7000-20 Salaries & Wages - Overtime	13,400	13,400	13,400
0	400	400	7000-35 Salaries & Wages - Clothing Allowance <small>Detective's \$400 annual clothing allowance.</small>	400	400	400
3,071	4,986	4,813	7300-05 Fringe Benefits - FICA - Social Security	5,023	4,977	4,977
718	1,166	1,202	7300-06 Fringe Benefits - FICA - Medicare	1,303	1,303	1,303
9,900	16,649	18,994	7300-15 Fringe Benefits - PERS - OPSRP - IAP	24,611	24,611	24,611
6,568	17,794	19,812	7300-20 Fringe Benefits - Medical Insurance	21,064	20,338	20,338
24	126	126	7300-25 Fringe Benefits - Life Insurance	126	126	126
130	345	356	7300-30 Fringe Benefits - Long Term Disability	364	364	364
1,124	2,363	3,105	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,080	4,080	4,080
12	30	29	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
71,419	124,809	131,411	TOTAL PERSONNEL SERVICES	146,471	145,699	145,699
MATERIALS AND SERVICES						
308	1,425	1,000	7550 Travel & Education	1,000	1,000	1,000
992	2,082	1,800	7590 Fuel - Vehicle & Equipment	2,000	2,000	2,000
665	711	1,000	7620 Telecommunications	700	700	700
618	0	200	7630-05 Uniforms - Employee	200	200	200
5,098	5,135	5,500	7660 Materials & Supplies	5,500	5,500	5,500
4	0	725	7720-14 Repairs & Maintenance - Vehicles	750	750	750
0	0	0	7800 M & S Equipment	0	0	0
7,684	9,353	10,225	TOTAL MATERIALS AND SERVICES	10,150	10,150	10,150
79,103	134,163	141,636	TOTAL REQUIREMENTS	156,621	155,849	155,849

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
37,189	41,653	42,700	5020-05 McMinnville School Dist #40 - SRO - High School McMinnville School District #40 shares in the cost of the High School Resource Officer by paying the City 50% of the officer's salary and fringe benefits for the nine-month school year.	48,100	48,100	48,100
0	0	0	5020-10 McMinnville School Dist #40 - SRO - Middle School	0	0	0
37,189	41,653	42,700	<u>TOTAL INTERGOVERNMENTAL</u>	48,100	48,100	48,100
37,189	41,653	42,700	<i>TOTAL RESOURCES</i>	48,100	48,100	48,100

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
70,348	71,741	74,193	7000-05 Salaries & Wages - Regular Full Time Police Officer - High School Resource Officer - 1.00 FTE	75,607	75,607	75,607
4,526	6,520	5,009	7000-20 Salaries & Wages - Overtime	7,504	7,520	7,520
4,622	4,811	4,702	7300-05 Fringe Benefits - FICA - Social Security	4,846	4,821	4,821
1,081	1,125	1,148	7300-06 Fringe Benefits - FICA - Medicare	1,205	1,205	1,205
14,922	18,876	19,097	7300-15 Fringe Benefits - PERS - OPSRP - IAP	23,836	23,841	23,841
6,137	12,743	14,392	7300-20 Fringe Benefits - Medical Insurance	21,064	20,338	20,338
63	124	126	7300-25 Fringe Benefits - Life Insurance	126	126	126
341	345	356	7300-30 Fringe Benefits - Long Term Disability	364	364	364
2,180	2,329	2,978	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,790	3,791	3,791
25	27	29	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
104,246	118,642	122,030	TOTAL PERSONNEL SERVICES	138,376	137,647	137,647
MATERIALS AND SERVICES						
474	274	1,000	7550 Travel & Education	1,000	1,000	1,000
24	20	300	7660 Materials & Supplies Miscellaneous youth services program materials and supplies.	300	300	300
497	294	1,300	TOTAL MATERIALS AND SERVICES	1,300	1,300	1,300
104,744	118,936	123,330	TOTAL REQUIREMENTS	139,676	138,947	138,947

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
3,750	3,500	3,000	5380-02 Facility Rentals - Training Facility Revenue received from Oregon State Police and Yamhill County Community Corrections for use of the Firearms Facility.	3,000	3,000	3,000
3,750	3,500	3,000	TOTAL CHARGES FOR SERVICES	3,000	3,000	3,000
3,750	3,500	3,000	TOTAL RESOURCES	3,000	3,000	3,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

10,120	8,330	15,600	7000-15 Salaries & Wages - Temporary Extra Help - Training Facility - 0.38 FTE	15,600	15,600	15,600
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
627	516	967	7300-05 Fringe Benefits - FICA - Social Security	967	967	967
147	121	226	7300-06 Fringe Benefits - FICA - Medicare	226	226	226
341	277	587	7300-35 Fringe Benefits - Workers' Compensation Insurance	711	711	711
7	6	11	7300-37 Fringe Benefits - Workers' Benefit Fund	13	13	13
11,242	9,250	17,391	TOTAL PERSONNEL SERVICES	17,517	17,517	17,517

MATERIALS AND SERVICES

81	0	0	7540 Employee Development	0	0	0
0	0	500	7550 Travel & Education	500	500	500
1,394	372	2,250	7550-05 Travel & Education - Defensive Tactics	1,250	1,250	1,250
752	-11	200	7550-10 Travel & Education - Driving Training	200	200	200
2,649	2,140	1,200	7550-15 Travel & Education - Emergency Management	2,200	2,200	2,200
0	1,245	0	7550-20 Travel & Education - Firearms Training	2,000	2,000	2,000
14,714	16,469	20,000	7660 Materials & Supplies	23,445	23,445	23,445
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Defensive tactics safety gear/simulations	1	1,000	1,000
			Emergency vehicle operations track rental/equipment	1	1,800	1,800
			Covered garage for PIT car	1	1,295	1,295
			Firearms supplies and ammunition	1	14,000	14,000
			Emergency management supplies	1	1,000	1,000
			Taser supplies	1	4,350	4,350
8,697	3,874	5,900	7720-18 Repairs & Maintenance - Training Facility	5,200	5,200	5,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Road maintenance	1	2,700	2,700
			Tractor maintenance	1	400	400
			Range construction	1	1,300	1,300
			Supplies	1	500	500
			Chem can rental	1	300	300

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE				2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	2,150	0	7800	M & S Equipment			3,600	3,600	3,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Taser X2 unit	2	1,800	3,600		
28,287	26,239	30,050		<u>TOTAL MATERIALS AND SERVICES</u>			38,395	38,395	38,395
39,529	35,489	47,441		<i>TOTAL REQUIREMENTS</i>			55,912	55,912	55,912

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :046 - INVESTIGATIONS AND SUPPORT
 Program :583 - EVIDENCE

2014
PROPOSED
BUDGET

2014
APPROVED
BUDGET

2014
ADOPTED
BUDGET

REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000-05	Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE		51,976	51,976	51,976
0	0	0	7000-20	Salaries & Wages - Overtime		1,005	1,000	1,000
0	0	0	7300-05	Fringe Benefits - FICA - Social Security		3,244	3,241	3,241
0	0	0	7300-06	Fringe Benefits - FICA - Medicare		769	769	769
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP		12,986	12,985	12,985
0	0	0	7300-20	Fringe Benefits - Medical Insurance		21,064	20,338	20,338
0	0	0	7300-25	Fringe Benefits - Life Insurance		126	126	126
0	0	0	7300-30	Fringe Benefits - Long Term Disability		288	288	288
0	0	0	7300-35	Fringe Benefits - Workers' Compensation Insurance		212	212	212
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund		34	34	34
0	0	0	<u>TOTAL PERSONNEL SERVICES</u>			91,704	90,969	90,969

MATERIALS AND SERVICES

0	0	0	7550	Travel & Education		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Memberships & Training	1	500	500	
0	0	0	7590	Fuel - Vehicle & Equipment		500	500	500
0	0	0	7630-05	Uniforms - Employee		400	400	400
0	0	0	7660	Materials & Supplies		2,600	2,600	2,600
0	0	0	7720-14	Repairs & Maintenance - Vehicles		500	500	500
0	0	0	7750	Professional Services		0	0	0
0	0	0	7790	Maintenance & Rental Contracts Evidence storage building alarm contract		300	300	300
0	0	0	7800	M & S Equipment		500	500	500
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>			5,300	5,300	5,300

CAPITAL OUTLAY

0	0	0	8850	Vehicles		0	0	0
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	TOTAL REQUIREMENTS	97,004	96,269	96,269

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
0	0	0	7550 Travel & Education	900	900	900
0	0	0	7660 Materials & Supplies	3,000	3,000	3,000
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	3,900	3,900	3,900
0	0	0	TOTAL REQUIREMENTS	3,900	3,900	3,900



POLICE DEPARTMENT Support Services



Organization Set – Programs

- Administration
- Records
- Evidence
- Professional Standards
- IS Technology

Organization Set #

01-11-049-501
01-11-049-580
01-11-049-583
01-11-049-586
01-11-049-589

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :501 - ADMINISTRATION		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
66,277	73,619	72,420	7000-05	Salaries & Wages - Regular Full Time	0	0	0
4,005	4,352	4,490	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
937	1,018	1,050	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
13,209	17,757	17,467	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
63	58	63	7300-25	Fringe Benefits - Life Insurance	0	0	0
368	357	400	7300-30	Fringe Benefits - Long Term Disability	0	0	0
138	154	196	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
22	20	29	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
85,019	97,335	96,115	TOTAL PERSONNEL SERVICES		0	0	0
MATERIALS AND SERVICES							
30	0	0	7530	Safety Training/OSHA	0	0	0
654	3,187	1,300	7550	Travel & Education	0	0	0
5,968	5,630	5,980	7620	Telecommunications	0	0	0
272	192	300	7630-05	Uniforms - Employee	0	0	0
59	25	250	7660	Materials & Supplies	0	0	0
0	0	400	7720-06	Repairs & Maintenance - Equipment	0	0	0
136	129	505	7750	Professional Services	0	0	0
18,868	25,864	25,482	7790	Maintenance & Rental Contracts	0	0	0
0	0	500	7800	M & S Equipment	0	0	0
25,987	35,027	34,717	TOTAL MATERIALS AND SERVICES		0	0	0
111,006	132,362	130,832	TOTAL REQUIREMENTS		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :580 - RECORDS		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
92,188	95,260	101,127	7000-05	Salaries & Wages - Regular Full Time	0	0	0
24,332	25,547	26,931	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	995	7000-20	Salaries & Wages - Overtime	0	0	0
7,160	7,116	7,960	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
1,674	1,664	1,871	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
22,119	26,324	28,096	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
30,627	35,817	39,274	7300-20	Fringe Benefits - Medical Insurance	0	0	0
131	315	315	7300-25	Fringe Benefits - Life Insurance	0	0	0
484	633	660	7300-30	Fringe Benefits - Long Term Disability	0	0	0
250	276	383	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
74	72	79	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
179,039	193,025	207,691	TOTAL PERSONNEL SERVICES		0	0	0
MATERIALS AND SERVICES							
674	2,477	1,500	7550	Travel & Education	0	0	0
633	563	900	7630-05	Uniforms - Employee	0	0	0
3,935	4,129	4,300	7660	Materials & Supplies	0	0	0
0	45	50	7750	Professional Services	0	0	0
0	156	500	7800	M & S Equipment	0	0	0
8,720	6,317	6,500	8040	Regional Automated Info Network	0	0	0
13,962	13,687	13,750	TOTAL MATERIALS AND SERVICES		0	0	0
193,002	206,712	221,441	TOTAL REQUIREMENTS		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :583 - EVIDENCE		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
<u>PERSONNEL SERVICES</u>							
48,450	49,444	51,075	7000-05	Salaries & Wages - Regular Full Time	0	0	0
420	1,123	995	7000-20	Salaries & Wages - Overtime	0	0	0
2,970	3,077	3,190	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
695	720	757	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
8,919	10,144	10,510	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
17,515	17,794	19,812	7300-20	Fringe Benefits - Medical Insurance	0	0	0
63	126	126	7300-25	Fringe Benefits - Life Insurance	0	0	0
271	275	284	7300-30	Fringe Benefits - Long Term Disability	0	0	0
100	111	175	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
25	26	29	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
79,428	82,839	86,953	<u>TOTAL PERSONNEL SERVICES</u>		0	0	0
<u>MATERIALS AND SERVICES</u>							
65	135	500	7550	Travel & Education	0	0	0
902	1,426	1,500	7590	Fuel - Vehicle & Equipment	0	0	0
495	316	400	7630-05	Uniforms - Employee	0	0	0
2,397	2,711	2,600	7660	Materials & Supplies	0	0	0
20	284	300	7720-14	Repairs & Maintenance - Vehicles	0	0	0
4	0	0	7750	Professional Services	0	0	0
0	0	300	7790	Maintenance & Rental Contracts	0	0	0
1,616	0	500	7800	M & S Equipment	0	0	0
5,499	4,872	6,100	<u>TOTAL MATERIALS AND SERVICES</u>		0	0	0
<u>CAPITAL OUTLAY</u>							
0	18,150	0	8850	Vehicles	0	0	0
0	18,150	0	<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
84,927	105,861	93,053	<u>TOTAL REQUIREMENTS</u>		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :586 - PROFESSIONAL STANDARDS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
100	200	500	7550	Travel & Education	0	0
1,558	1,558	1,650	7660	Materials & Supplies	0	0
1,658	1,758	2,150		<u>TOTAL MATERIALS AND SERVICES</u>	0	0
1,658	1,758	2,150		TOTAL REQUIREMENTS	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET		Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :589 - IS - TECHNOLOGY	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
<u>MATERIALS AND SERVICES</u>							
60,955	53,625	63,887	7840	M & S Computer Charges	0	0	0
45,041	64,813	61,953	7840-20	M & S Computer Charges - Police	0	0	0
105,995	118,438	125,840		<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>CAPITAL OUTLAY</u>							
8,629	24,058	7,511	8750	Capital Outlay Computer Charges	0	0	0
14,382	24,003	22,830	8750-20	Capital Outlay Computer Charges - Police	0	0	0
23,011	48,061	30,341		<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
129,006	166,499	156,181		<u>TOTAL REQUIREMENTS</u>	0	0	0



POLICE DEPARTMENT Community Relations



Organization Set – Programs

- Administration
- Community Education
- Peer Court - History

Organization Set #

01-11-052-501
01-11-052-592
01-11-052-598

In fiscal year 2013-14, Police Department organization sets were restructured.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :501 - ADMINISTRATION		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
<u>PERSONNEL SERVICES</u>							
0	0	19,365	7000-05	Salaries & Wages - Regular Full Time	0	0	0
4,388	1,104	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
272	68	1,201	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
64	16	281	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	3,885	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	26	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	0	108	7300-30	Fringe Benefits - Long Term Disability	0	0	0
148	37	52	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
5	1	12	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
4,876	1,226	24,930	<u>TOTAL PERSONNEL SERVICES</u>		0	0	0
<u>MATERIALS AND SERVICES</u>							
0	0	0	7550	Travel & Education	0	0	0
0	0	0	7620	Telecommunications	0	0	0
0	0	0	7630-05	Uniforms - Employee	0	0	0
0	0	0	7660	Materials & Supplies	0	0	0
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>		0	0	0
4,877	1,226	24,930	<u>TOTAL REQUIREMENTS</u>		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET		Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :592 - COMMUNITY EDUCATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS							
<u>MATERIALS AND SERVICES</u>							
669	801	1,000	7520	Public Notices & Printing	0	0	0
0	0	500	7550	Travel & Education	0	0	0
0	0	0	7630-05	Uniforms - Employee	0	0	0
2,684	4,809	4,500	7660	Materials & Supplies	0	0	0
3,352	5,610	6,000		<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
3,352	5,610	6,000		TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :598 - PEER COURT	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
0	0	0	5350 Registration Fees	0	0	0
0	0	0	TOTAL CHARGES FOR SERVICES	0	0	0
0	0	0	TOTAL RESOURCES	0	0	0



MUNICIPAL COURT



Organization Set – Sections

- Court
- Parking Tickets

Organization Set

01-13-060
01-13-063



General Fund – Municipal Court

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- Continue to provide increasingly better customer service, increased efficiencies, lower costs for the City, and improved ways to work with our clients while holding them accountable.
- Continue to bring innovative alternative sentencing programs to Municipal Court clients. Circuit and Juvenile Courts are participating in Municipal Court's diversion programs.
- Implemented an "early resolution" program for eligible defendants, reducing court appointed attorney fees and ensuring swift adjudication.
- Continue to explore flexible payment plans that meet the needs of our clients while also meeting the goals of the Court.
- Continue to provide programs that enable people to have their drivers' licenses reinstated at the earliest possible time.
- Continue to improve all processes and procedures to ensure that the Court operates as smoothly and efficiently as possible.
- Implement e-ticketing so it will no longer be necessary to manually enter each citation into the Court's software system, tracking will improve, and the state will be able to include McMinnville in risk management assessments.
- Implement cash receipting to improve customer service, enhance our record keeping processes, and add financial safeguards.

Core Services

Provide education and information to the public through the provision of quality judicial services:

- Swift access to the Court
- Opportunity for a hearing or trial before a neutral decision maker
- Sentences tailor made to fit not only the act but the actor
- Alternative programs which teach rather than punish
- Accessible, responsive, education-oriented Court staff

Future Challenges and Opportunities

- Coordinate processes with the Police Department once e-ticketing is fully implemented
- Work with Information Services to ensure that the new cash receipting program is as efficient and helpful as possible to both Court staff and customers
- Coordinate processes with Finance as cash receipting is implemented
- Increase collections activity through use of collections agency
- Complete procedure manuals for each position
- Be prepared for the increasing number of trials being requested, and maintain a jury pool at all times
- Continue to cross train all employees for maximum efficiency
- Continue to improve services and provide all possible legal options to customers
- Continue to keep up with changes in the law
- Maintain and increase statistical reporting
- Maintain professionalism through education



Municipal Court processed 4,467 citations in 2012. Of those, 3,917 were traffic and 550 were misdemeanors.

General Fund – Municipal Court

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	712,020	703,500	690,500	(13,000)
Personnel Services	309,118	342,236	359,065	16,829
Materials & Services	87,273	102,344	96,110	(6,234)
Capital Outlay	3,795	1,073	-	(1,073)
Total Expenditures	400,186	445,653	455,175	9,522
Net Expenditures	311,834	257,847	235,325	22,522

Full-Time Equivalent (FTE)

	2012-13		2013-14
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	4.38		
City Prosecutor		(0.06)	
FTE Proposed Budget		(0.06)	4.32



General Fund – Municipal Court

Historical Highlights

- 1846** First entry in McMinnville Municipal Court docket—a disorderly conduct charge against Henry Johnson for “assaulting” the neighbors’ children by “throwing things at them” --- fine of \$9.75.
- 1846** First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.
- 1847** First speeding charge. The defendant, James Badley, was arrested and jailed until sober, at which time he admitted he had been drunk, but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had, indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn’t make another appearance.
- 1848** First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.

- 1876** Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than \$3.00 and not more than \$20.00.
- 1924** Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.
- 1971** First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.
- 1991** Personal computers first used for Municipal Court docket and citation tracking.
- 2004** Municipal Court transitions to windows-based Caselle Software.
- 2006** Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.

- 2007** Credit card payments on fines now taken over the telephone.
- 2009** Court sessions held in new Civic Hall.
- 2010** Fine amnesty program offered. The program was a success.
- 2012** Fine amnesty program successfully offered for a second time.



996 people used the Court's "Fix It" Ticket

General Fund - Municipal Court

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
<u>Fund</u>	<u>Number of</u>	<u>Range</u>	<u>Total</u>	<u>Page</u>	<u>Amount</u>
<u>Department</u>	<u>Employees</u>		<u>Salary</u>		
<u>City Attorney</u>	1	361	117,618		
General Fund					
Administration					
Legal (0.90 FTE)				9	105,856
Municipal Court					
Court (0.10 FTE)				74	11,762
<u>Court Clerk I</u>	1	316	14,232		
General Fund					
Municipal Court					
Court (0.29 FTE)				74	8,539
Parking Tickets (0.19 FTE)				78	5,693

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
FINES AND FORFEITURES						
662,184	664,237	660,000	6120 Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	660,000	660,000	660,000
19,189	14,025	9,000	6140 Peer Court Assessment Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. In 2012, the legislature adopted new fine schedules that cannot be increased with additional assessments. The Court will continue to collect assessments on citations issued prior to 2012.	500	500	500
8,857	8,017	9,000	6150 Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs.	7,000	7,000	7,000
690,230	686,279	678,000	TOTAL FINES AND FORFEITURES	667,500	667,500	667,500
MISCELLANEOUS						
1,409	929	1,000	6600-93 Other Income - Municipal Court	1,000	1,000	1,000
1,409	929	1,000	TOTAL MISCELLANEOUS	1,000	1,000	1,000
691,640	687,208	679,000	TOTAL RESOURCES	668,500	668,500	668,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

173,057	177,202	177,068	7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.00 FT	180,540	180,540	180,540
36,282	32,178	49,778	7000-10 Salaries & Wages - Regular Part Time Court Clerk I - 0.29 FTE City Judge - 0.20 FTE and "on call" City Prosecutor - 0.32 FTE Municipal Court - Interpreter - 0.05 FTE	45,092	45,092	45,092
131	1,780	7,750	7000-15 Salaries & Wages - Temporary Extra Help - Municipal Court Security - 0.17 FTE	8,000	8,000	8,000
2,496	264	500	7000-20 Salaries & Wages - Overtime	500	500	500
12,584	12,316	14,554	7300-05 Fringe Benefits - FICA - Social Security	14,490	14,490	14,490
2,947	2,890	3,409	7300-06 Fringe Benefits - FICA - Medicare	3,395	3,395	3,395
37,142	36,216	40,135	7300-15 Fringe Benefits - PERS - OPSRP - IAP	49,484	49,484	49,484
28,337	39,650	39,650	7300-20 Fringe Benefits - Medical Insurance	46,012	45,056	45,056
195	195	195	7300-25 Fringe Benefits - Life Insurance	195	195	195
751	773	770	7300-30 Fringe Benefits - Long Term Disability	784	784	784
324	316	354	7300-35 Fringe Benefits - Workers' Compensation Insurance	491	491	491
103	103	121	7300-37 Fringe Benefits - Workers' Benefit Fund	141	141	141
1,663	0	1,002	7300-40 Fringe Benefits - Unemployment	2,000	2,000	2,000
296,013	303,883	335,286	TOTAL PERSONNEL SERVICES	351,124	350,168	350,168

MATERIALS AND SERVICES

7,098	7,309	6,500	7500 Credit Card Fees Credit card fees for Municipal Court collections.	8,000	8,000	8,000
595	1,000	1,000	7520 Public Notices & Printing	1,000	1,000	1,000
41	97	200	7540 Employee Development	200	200	200
2,783	3,455	4,500	7550 Travel & Education Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs.	4,500	4,500	4,500
1,362	1,230	1,700	7610-05 Insurance - Liability	1,800	1,800	1,800
5,675	5,719	6,000	7620 Telecommunications	6,000	6,000	6,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
733	1,450	1,500	7630	Uniforms		1,500	1,500	1,500
10,280	11,234	12,000	7660-05	Materials & Supplies - Office Supplies		12,000	12,000	12,000
2,617	2,604	6,000	7660-15	Materials & Supplies - Postage		8,000	8,000	8,000
0	0	500	7660-17	Materials & Supplies - Court Security		500	500	500
1,274	1,275	1,170	7750	Professional Services		1,300	1,300	1,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	900	900	
				Section 125 administration fee	1	50	50	
				Shredding service	1	350	350	
0	0	1,000	7750-12	Professional Services - Contract Judge		500	500	500
				Back-up judge, if Municipal Court Judge is unavailable due to vacation or illness.				
23,965	24,432	30,000	7750-15	Professional Services - Court Appointed Attorney		29,000	29,000	29,000
				Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees.				
383	158	500	7750-18	Professional Services - Contract Prosecutor		500	500	500
				Back-up prosecutor to cover City Prosecutor's absences and legal conflicts.				
60	60	100	7750-21	Professional Services - Security		100	100	100
				Security contract to provide panic button monitoring.				
19,189	14,025	9,000	7750-22	Professional Services - Peer Court Assessment		500	500	500
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
789	1,324	2,500	7800	M & S Equipment		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Filing cabinets	2	500	1,000	
5,686	8,463	9,127	7840	M & S Computer Charges		10,676	10,676	10,676
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	10,676	10,676	
1,864	3,345	7,547	7840-25	M & S Computer Charges - Municipal Court		8,234	8,234	8,234
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Caselle maintenance	1	2,884	2,884	
				Solid state hard drives, with additional memory	2	125	250	
				APS E-ticketing maintenance, 33% - shared with Police	1	5,100	5,100	
75	96	1,500	8050	Trial Expense		800	800	800
				Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.				

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
84,470	87,273	102,344	<u>TOTAL MATERIALS AND SERVICES</u>	96,110	96,110	96,110
<u>CAPITAL OUTLAY</u>						
1,354	3,795	1,073	8750 Capital Outlay Computer Charges	0	0	0
1,354	3,795	1,073	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
381,836	394,951	438,703	<u>TOTAL REQUIREMENTS</u>	447,234	446,278	446,278

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
FINES AND FORFEITURES						
24,779	24,812	24,500	6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	22,000	22,000	22,000
24,779	24,812	24,500	TOTAL FINES AND FORFEITURES	22,000	22,000	22,000
24,779	24,812	24,500	TOTAL RESOURCES	22,000	22,000	22,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
4,781	4,528	5,391	7000-10 Salaries & Wages - Regular Part Time Court Clerk I - 0.19 FTE	5,693	5,693	5,693
0	0	100	7000-20 Salaries & Wages - Overtime	0	0	0
297	281	340	7300-05 Fringe Benefits - FICA - Social Security	353	353	353
69	66	79	7300-06 Fringe Benefits - FICA - Medicare	83	83	83
434	350	24	7300-15 Fringe Benefits - PERS - OPSRP - IAP	1,391	1,391	1,391
0	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
0	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
0	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
8	6	8	7300-35 Fringe Benefits - Workers' Compensation Insurance	12	12	12
5	5	6	7300-37 Fringe Benefits - Workers' Benefit Fund	7	7	7
1,109	0	1,002	7300-40 Fringe Benefits - Unemployment	402	402	402
6,702	5,235	6,950	<u>TOTAL PERSONNEL SERVICES</u>	7,941	7,941	7,941
6,702	5,235	6,950	TOTAL REQUIREMENTS	7,941	7,941	7,941



FIRE DEPARTMENT



Organization Set – Sections

- Fire Administration & Operations**
- Fire Prevention & Life Safety**

Organization Set #

01-15-070
01-15-073



Budget Highlights

- The Fire Station, while a beautiful building, was built in 1986. The age of the building is driving some of the maintenance cost increases in our budget. Mechanical systems are starting to fail and plumbing leaks are beginning to cause rot under the men's shower room. In addition, the living area upstairs was not designed for the amount of personnel we currently have on shift. This 2013-14 proposed budget includes the cost for the design on a remodel of the living area upstairs.
- Personnel Services costs in the 2013-14 proposed budget reflect the change of the firefighter mechanic position to a firefighter paramedic position, and the addition of a part-time mechanic position.
- The 2013-14 proposed budget includes replacing outdated Tait portable radios. The existing radios have distortion and feedback issues which cause significant safety issues for the firefighters. These challenges have been ongoing and new portables do not have the same issues as the older Tait radios. This project will replace all portable units.
- Building repair costs have gone up due to the aging of the building and mechanical systems, requiring significant repairs or replacement of systems.
- The fire training facility is out of service due to numerous damaged burn panels. These panels line the inside of the facility to reflect the heat away from the structural components. The failure of these panels has caused the failure of safety thermo couples. A new lining system must be installed in order to resume live fire training. This training is a key component of our ability to train our own firefighters and keep training costs down.

Core Services

Fire Operations

- Respond to Fire and EMS related emergencies within the City of McMinnville and the surrounding Rural Fire District
- Provide training opportunities to all personnel within the Operations Division
- Provide response to hazardous materials incidents throughout the Rural Fire District
- Provide incident management functions within the City of McMinnville Emergency Operations Plan

Fire & Life Safety

- Maintain fire and life safety code enforcement
- Maintain or improve partnerships within local and State organizations
- Review plans for new building construction
- Complete on-site fire inspections of commercial property
- Investigate fires for cause and origin
- Investigate fires involving juvenile fire setters
- Provide for delivery of public fire education courses

Future Challenges and Opportunities

- Obtaining a new aerial ladder truck is critical to the Fire Department's ability to provide safe and effective fire service. The vehicle has already been restricted from performing rescue operations. It also cannot be used for operations that require flowing water with personnel on the ladder. Two out of three uses for the ladder are not allowed due to safety failures that have occurred. A new aerial ladder truck will allow the truck company to provide more operational capabilities with fewer personnel and vehicles. This is critical in a combination fire department where personnel and resources are critical for labor intensive fire operations

General Fund – Fire

2013 – 2014 Proposed Budget --- Budget Summary

- Develop a plan to replace aging fire apparatus
- Establish partnerships with external agencies that will improve efficiencies and reduce costs
- Improve Health and Wellness of firefighters through an improved effort of the department's Health and Wellness program for all Combat Firefighters
- Improve ability to provide quality training for emergency personnel
- Continue to review the need for future sub-stations within the City
- Upgrade Fire Department Training Area to incorporate a live fire burning prop
- Identify future staffing needs to accommodate the increasing response volume
- Develop a plan to market department services
- Explore a citation ordinance for fire and life safety code violations

CALL TYPE	SUB-TYPE	CALLS FOR SERVICE	Fire Call Type%	Division %
FIRE	Structural	37	.57%	
	Brush/Wildland	19	.30%	
	Vehicle	6	.09%	
	Other	628	9.74%	
	Fire Sub-Total	690		10.7%
EMS	All EMS Calls	5,756		89.3%
Total		6,446		100%

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	331,231	348,085	364,262	16,177
Personnel Services	1,740,545	1,804,840	1,957,415	152,575
Materials & Services	506,444	548,394	559,384	10,990
Capital Outlay	45,477	24,685	80,000	55,315
Total Expenditures	2,292,466	2,377,919	2,596,799	218,880
Net Expenditures	(1,961,235)	(2,029,834)	(2,232,537)	202,703

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	14.03		
Fire Mechanic / Firefighter / EMT		(0.35)	
Mechanic - Fire Dept - PT+		0.25	
Firefighter / Paramedic		0.35	
Fire Prevention Specialist		0.20	
FTE Proposed Budget		0.45	14.48



General Fund – Fire

Historical Highlights

- 1874** A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.
- 1916** McMinnville Fire Department hires first paid Fire Chief.
- 1916** McMinnville purchases their first motorized fire engine, a 1916 Laverne.
- 1924** The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.
- 1948** McMinnville voters pass the “Fireman’s Compensation Millage Levy” on May 21st @ 3 mills (~\$1.50/1,000 assessed value). These monies were dedicated to the sole purpose of hiring fireman. This was a continuing millage levy.

- 1952** McMinnville voters pass the “Fire Equipment Millage Levy” on November 4th @ ½ mill (~\$.25/1,000 assessed value). This levy provided monies for the purchase of fire apparatus and also was a continuing millage levy.
- 1967** McMinnville Fire Department hires first paid Fire Marshall.
- 1974** McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.



- 1986** McMinnville voters pass a 20-year bond levy to build a new fire station and parking lot and demolish the old fire station - \$1,995,000.
- 1988** The new fire station opens at 1st& Baker in April.

- 1994** McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.
- 1994** City adds fire inspector position.
- 1996** Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.
- 1996** New College Intern Program implemented taking the place of Sleeper Program.
- 2000** Fire Training Tower constructed on City land next to the Water Reclamation Facility.



General Fund – Fire

Historical Highlights

2003 Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.



2004 New fire engine purchased from H & W Emergency Equipment in Hillsboro. Purchase replaced Engine 13, a 1967 Ford.

2005 New strategic plan was developed with the help from BOLA Consultants. The 2005 – 2007 plans were approved by the City Council.

2008 The Fire Department becomes part of the General Fund as opposed to having its own specific Fire Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for fire operations.

2009 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses.

2009 Fire Prevention receives exempt status from the State. McMinnville Fire is one of 12 Departments state-wide responsible for code enforcement in place of the state.



2009 Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents.

2009 Realigned staffing to provide crew on the first out engine company with career staff. Reduced average first unit response time from 9:05 to 5:38

2010 Budget challenges force the elimination of the student program at the Fire Department.

2010 Fire Department purchased new brush vehicle that will be used as a secondary rescue vehicle. A large portion of this purchase was funded by an anonymous donor.

2012 Budget Challenges force the elimination of the Fire Marshal position.



General Fund - Fire

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>					
Fund	Number of	Total	<u>Detailed Summary</u>		
Department	Employees	Salary	Range	Page	Amount
<u>Fire Chief</u>	1	108,087	360		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				80	81,065
Ambulance Fund (0.25 FTE)				241	27,022
<u>Assistant Fire Chief</u>	1	96,328	354		
General Fund					
Fire					
Administration & Operations (0.50 FTE)				80	48,164
Ambulance Fund (0.50 FTE)				241	48,164
<u>Fire Captain</u>	3	261,260	240		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				80	91,441
Ambulance Fund (1.95 FTE)				241	169,819
<u>Fire Lieutenant</u>	3	236,432	235		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				80	82,751
Ambulance Fund (1.95 FTE)				241	153,681

<u>Position Description</u>					
Fund	Number of	Total	<u>Detailed Summary</u>		
Department	Employees	Salary	Range	Page	Amount
<u>Mechanic - Fire Dept</u>	1	27,072	332		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				80	13,536
Ambulance Fund (0.25 FTE)				241	13,536
<u>Firefighter / Paramedic</u>	18	1,268,250	220		
General Fund					
Fire					
Administration & Operations (6.30 FTE)				80	443,888
Ambulance Fund (11.70 FTE)				241	824,362
<u>Firefighter / EMT</u>	6	306,604	207		
General Fund					
Fire					
Administration & Operations (2.10 FTE)				80	107,311
Ambulance Fund (3.90 FTE)				241	199,293
<u>Office Manager</u>	1	41,520	328		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				80	14,532
Ambulance Fund (0.65 FTE)				241	26,988

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
1,000	0	0	4545 Federal FEMA Grant	0	0	0
0	0	0	4840 OR Conflagration Reimbursement	0	0	0
			Budget Note: Reimbursement received from the State of Oregon when the Conflagration Act is implemented and the City provides personnel and equipment to assist in fighting wildfires.			
0	0	0	4840-05 OR Conflagration Reimbursement - Personnel	0	0	0
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
290,874	299,600	308,585	5030-05 McMinnville Rural Fire District - Contract Fire Protection	317,842	317,842	317,842
			McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2013-14 proposed budget assumes 3% increase in contract.			
291,874	299,600	308,585	TOTAL INTERGOVERNMENTAL	317,842	317,842	317,842
CHARGES FOR SERVICES						
4,065	1,947	3,000	5340 Fire Department Service Fees	3,000	3,000	3,000
			Non-resident motor vehicle incident charges for Fire Department required services.			
4,065	1,947	3,000	TOTAL CHARGES FOR SERVICES	3,000	3,000	3,000
MISCELLANEOUS						
15,951	17,869	17,000	6310-07 Interest - LOSAP	23,920	23,920	23,920
			Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.			
9,144	294	1,000	6410 Donations - Fire	1,000	1,000	1,000
			Donations received to help support the Fire Department.			
774	630	500	6600 Other Income	500	500	500
2,559	1,844	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
26,420	9,047	18,000	6600-07 Other Income - LOSAP	18,000	18,000	18,000
			Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).			
54,847	29,684	36,500	TOTAL MISCELLANEOUS	43,420	43,420	43,420
OTHER FINANCING SOURCE						
0	0	0	6830 Certificate of Participation	0	0	0
0	0	0	6830-05 Certificate of Participation - Fire Vehicle	0	0	0
0	0	0	TOTAL OTHER FINANCING SOURCE	0	0	0
350,786	331,231	348,085	TOTAL RESOURCES	364,262	364,262	364,262

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

844,452	736,089	859,345	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.75 FTE Assistant Fire Chief - 0.50 FTE Fire Captain - 1.05 FTE Fire Lieutenant - 1.05 FTE Firefighter / Paramedic - 6.30 FTE Firefighter / EMT - 2.10 FTE Office Manager - 0.35 FTE	869,149	869,149	869,149
			Budget Note: Change reflects FF/Mechanic to FF/Paramedic.			
103,953	91,364	0	7000-10 Salaries & Wages - Regular Part Time Mechanic - Fire Department - 0.25 FTE	13,536	13,536	13,536
13,463	219	3,500	7000-15 Salaries & Wages - Temporary Extra Help - Fire - 0.13 FTE	3,500	3,500	3,500
25,709	24,900	37,500	7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	37,500	37,500	37,500
117,169	55,474	99,753	7000-20 Salaries & Wages - Overtime	99,756	99,756	99,756
66,702	54,784	62,009	7300-05 Fringe Benefits - FICA - Social Security	63,457	63,457	63,457
15,599	12,813	14,499	7300-06 Fringe Benefits - FICA - Medicare	14,841	14,841	14,841
213,099	198,031	226,079	7300-15 Fringe Benefits - PERS - OPSRP - IAP	270,436	270,436	270,436
169,665	139,940	146,572	7300-20 Fringe Benefits - Medical Insurance	145,996	141,286	141,286
0	0	30,000	7300-22 Fringe Benefits - VEBA Plan	28,525	28,525	28,525
1,485	1,258	1,422	7300-25 Fringe Benefits - Life Insurance	1,454	1,454	1,454
4,640	4,053	4,408	7300-30 Fringe Benefits - Long Term Disability	4,476	4,476	4,476
34,453	28,043	38,943	7300-35 Fringe Benefits - Workers' Compensation Insurance	44,342	44,342	44,342
497	422	471	7300-37 Fringe Benefits - Workers' Benefit Fund	579	579	579
4,831	355	1,999	7300-40 Fringe Benefits - Unemployment	5,095	5,095	5,095
3,620	3,331	3,531	7400-05 Fringe Benefits - Volunteers - Life Insurance	3,500	3,500	3,500
10,442	12,795	15,598	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	17,295	17,295	17,295
18,881	26,616	50,000	7400-15 Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current Length of Service Award Program (LOSAP) is retirement plan for volunteer firefighters. When volunteer reaches entitlement age, City either purchases annuity or pays monthly benefit to volunteer directly from plan assets.	90,000	90,000	90,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
-232	0	0	7400-20	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Past		0	0	0
				Funding for past years of service for the Length of Service Award Program (LOSAP) is no longer designated separately from funding for current years of service.				
9,598	9,110	11,615	7400-21	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins		12,300	12,300	12,300
				Volunteer Length of Service Awards (LOSAP) Program includes \$20,000 of life insurance for active fire volunteers.				
7,515	7,521	8,000	7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance		8,000	8,000	8,000
1,665,542	1,407,116	1,615,244	TOTAL PERSONNEL SERVICES			1,733,737	1,729,027	1,729,027
<u>MATERIALS AND SERVICES</u>								
0	0	500	7530	Safety Training/OSHA		500	500	500
123	259	800	7540	Employee Development		800	800	800
17,089	18,315	20,000	7550	Travel & Education		20,000	20,000	20,000
				Fire training, education, and travel expenses for career and volunteer staff. Development training includes Incident Command System Training (ICS), National Fire Academy (NFA), Fire Officer I and II, Fireground Leader, Firefighter I and II courses and related training materials.				
22,442	28,386	25,000	7590	Fuel - Vehicle & Equipment		25,000	25,000	25,000
18,236	19,705	20,000	7600	Electric & Natural Gas		20,625	20,625	20,625
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electric 75% /25% split with Ambulance	1	15,000	15,000	
				Gas split 75%/25% with Ambulance	1	5,625	5,625	
8,715	8,890	11,300	7610-05	Insurance - Liability		11,800	11,800	11,800
11,855	10,850	15,100	7610-10	Insurance - Property		17,400	17,400	17,400
12,508	14,926	15,000	7620	Telecommunications		15,000	15,000	15,000
0	0	0	7630	Uniforms		0	0	0
6,655	6,764	7,500	7630-05	Uniforms - Employee		7,500	7,500	7,500
				Career, part-time, and volunteer fire uniforms.				
31,760	36,621	35,000	7630-15	Uniforms - Protective Clothing		35,000	35,000	35,000
				Safety clothing for firefighting and OSHA compliance. National Fire Protection Association (NFPA) requires replacement of all turnouts over 10 years old. Also continue to upgrade and purchase additional wildland firefighting clothing.				
6,336	3,213	6,000	7650	Janitorial		6,000	6,000	6,000
				Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.				
22,276	19,671	22,000	7660	Materials & Supplies		22,000	22,000	22,000
				Supplies for fire operations, fire prevention, administration.				
6,804	294	1,000	7680	Materials & Supplies - Donations		1,000	1,000	1,000
0	3,593	5,000	7700	Hazardous Materials		5,000	5,000	5,000

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
3,125	8,194	5,000	7720	Repairs & Maintenance		5,000	5,000	5,000
2,461	3,966	5,000	7720-06	Repairs & Maintenance - Equipment		5,000	5,000	5,000
18,900	29,970	35,000	7720-08	Repairs & Maintenance - Building Repairs Increase is due to the aging building.		20,000	20,000	20,000
26,184	20,301	30,000	7720-14	Repairs & Maintenance - Vehicles		30,000	30,000	30,000
3,077	2,133	3,000	7720-16	Repairs & Maintenance - Radio & Pagers		3,000	3,000	3,000
120,415	90,295	5,000	7720-22	Repairs & Maintenance - Breathing Apparatus		5,000	5,000	5,000
18,327	38,019	42,190	7750	Professional Services		42,090	42,090	42,090
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	4,200	4,200	
				Section 125 administration fee	1	70	70	
				Labor negotiations arbitrator 65% shared with Amb	1	700	700	
				NFPA Physicals	1	37,120	37,120	
6,924	5,171	8,000	7790	Maintenance & Rental Contracts Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts. Increase accounts for storage rental for Christmas decorations.		13,000	13,000	13,000
10,497	5,432	11,000	7800	M & S Equipment		11,000	11,000	11,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Self Contained Breathing App (SCBA) telemetry station	1	6,000	6,000	
				Interoperable radio equipment	1	5,000	5,000	
0	2,489	2,500	7800-09	M & S Equipment - Radios Cost for replacing all outdated Tait portables on Fire vehicles. The Tait portables have significant seal and squelch issues causing safety concerns.		100,000	100,000	100,000
2,757	4,901	105,000	7800-30	M & S Equipment - Breathing Apparatus		5,000	5,000	5,000
29,465	31,985	33,465	7840	M & S Computer Charges		30,960	30,960	30,960
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	30,960	30,960	

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
10,863	10,651	13,840	7840-30	M & S Computer Charges - Fire		16,610	16,610	16,610
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Firehouse maintenance	1	3,500	3,500	
				GeoComm mapping maintenance	1	850	850	
				Netmotion MDT communications, 25% - shared with Police and Amb	1	1,000	1,000	
				VisionAir maintenance (mobile, RMS), 35% - shared with Ambulance	1	4,725	4,725	
				Workstation replacements, 35% - shared with Ambulance	5	595	2,975	
				Web based Firehouse software, 35% - shared with Ambulance	1	420	420	
				Warranty extensions, 35% - shared with Ambulance	2	70	140	
				MDT hardware maintenance, 25% - shared with Police and Amb	1	3,000	3,000	
52,400	55,038	52,399	8090	Hydrant Rental & Maintenance		52,399	52,399	52,399
				Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.				
3,848	6,503	10,000	8110	Hoses, Nozzles, & Adapters		10,000	10,000	10,000
				Fire hose, nozzles, and adapters with values under \$5,000.				
4,217	4,415	5,500	8120	Hose & Ladder Testing		5,500	5,500	5,500
				Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards.				
478,258	490,950	551,094	TOTAL MATERIALS AND SERVICES			542,184	542,184	542,184
CAPITAL OUTLAY								
47,417	26,441	0	8710	Equipment		0	0	0
5,245	14,348	3,935	8750	Capital Outlay Computer Charges		0	0	0
24,983	4,688	0	8800	Building Improvements		80,000	80,000	80,000
				Station remodel is 75%/25% split with Ambulance. Cost is for design of remodel to living quarters to accomodate the increase in personnel staffing and to facilitate the repair of dry rot in men's shower room floor.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replace and repair burn room liners and sensors	1	50,000	50,000	
				Remodel design	1	30,000	30,000	
0	0	20,750	8850	Vehicles		0	0	0
77,644	45,477	24,685	TOTAL CAPITAL OUTLAY			80,000	80,000	80,000
DEBT SERVICE								
0	0	0	9442	2013 Fire Vehicle COP		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	9442-05 2013 Fire Vehicle COP - Principal	0	0	0
0	0	0	9442-10 2013 Fire Vehicle COP - Interest	0	0	0
0	0	0	TOTAL DEBT SERVICE	0	0	0
2,221,444	1,943,543	2,191,023	TOTAL REQUIREMENTS	2,355,921	2,351,211	2,351,211

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

195,611	207,685	68,408	7000-05 Salaries & Wages - Regular Full Time Fire and Life Safety Division Chief - 1.00 FTE Fire Prevention Specialist - 1.00 FTE	124,929	124,929	124,929
0	0	31,666	7000-10 Salaries & Wages - Regular Part Time	0	0	0
1,848	28	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	2,680	0	7000-17 Salaries & Wages - Volunteer Reimbursement	0	0	0
2,729	4,463	4,997	7000-20 Salaries & Wages - Overtime	4,997	4,997	4,997
12,244	13,036	6,514	7300-05 Fringe Benefits - FICA - Social Security	8,056	8,056	8,056
2,864	3,049	1,523	7300-06 Fringe Benefits - FICA - Medicare	1,885	1,885	1,885
39,529	51,170	25,344	7300-15 Fringe Benefits - PERS - OPSRP - IAP	37,265	37,265	37,265
42,528	42,504	21,964	7300-20 Fringe Benefits - Medical Insurance	24,450	23,796	23,796
0	0	2,000	7300-22 Fringe Benefits - VEBA Plan	1,500	1,500	1,500
315	310	189	7300-25 Fringe Benefits - Life Insurance	189	189	189
1,096	1,077	378	7300-30 Fringe Benefits - Long Term Disability	694	694	694
7,543	7,312	4,308	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,925	5,925	5,925
75	77	52	7300-37 Fringe Benefits - Workers' Benefit Fund	68	68	68
0	0	2,202	7300-40 Fringe Benefits - Unemployment	13,623	13,623	13,623
17	39	51	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	97	97	97
306,399	333,428	169,596	TOTAL PERSONNEL SERVICES	223,678	223,024	223,024

MATERIALS AND SERVICES

29	68	200	7540 Employee Development	100	100	100
2,595	4,302	5,000	7550 Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided.	5,000	5,000	5,000
117	244	100	7750 Professional Services	100	100	100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	100	100
11,767	10,880	12,000	8080 Fire Prevention Education Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures.	12,000	12,000	12,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
14,509	15,494	17,300	<u>TOTAL MATERIALS AND SERVICES</u>	17,200	17,200	17,200
320,907	348,922	186,896	<i>TOTAL REQUIREMENTS</i>	240,878	240,224	240,224



PARKS & RECREATION



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
• Administration	01-17-001
• Aquatics Center	01-17-087
• Community Center & Rec Prog	01-17-090
• Kids on the Block	01-17-093
• Recreational Sports	01-17-096
• Senior Center	01-17-099



General Fund – Parks & Recreation - Administration

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The Parks and Recreation Department continues to serve a vast array of constituents ranging from toddlers to elders within the community. Our three recreation centers (Aquatic, Community and Senior), typically open a combined 172 hours per week, are often filled with recreation classes and programs as well as other community uses. Our many programs also extend into other public facilities (ie: School District facilities and private businesses) and parks (ie: Wortman, City and Dancer Parks), adding thousands of programmed participant hours that directly serve the interests of families and individuals in McMinnville and surrounding communities. From fitness and swim classes to recreational sports, to our afterschool KOB enrichment program; from special interest classes, to international travel; from dance to gymnastics to Lego engineering, to the unlimited hours of un-programmed park experiences along our many trails, atop our skate parks, throughout our pathways or within our many playgrounds, picnic sites and open spaces....the benefits of our budget investments reach far beyond the numbers as our services and facilities enrich the lives of our citizens and fundamentally support the quality of life in McMinnville.
- Overall, the Parks and Recreation Department remains approximately 58% self-supporting, with planned revenues of \$1,356,000 in 2013-14. Selected building improvements, computer replacements, equipment replacements, and anticipated increases in electrical and janitorial services costs account for a very slight increase in General Fund support for 2013-14. Some additional revenues are anticipated due to selected fee increases in some program areas as well as continued program growth. These changes are discussed in the summaries of the various programs within the Parks and Recreation Department section.
- Two significant budget management changes in the coming year can be found in the Department's Recreational Sports and Kids on the Block programs. The Rec. Sports budget will increase fees to generate approximately \$15,000 in new revenues to directly fund program related park maintenance tasks previously paid for with General Fund dollars. Within the Kids on the Block Program, the City will reduce its annual General Fund contribution by \$10,000 (from \$55,000 to \$45,000). These changes, intended specifically to reduce overall General Fund obligations, are discussed further in the respective program narratives.
- In the Administration budget, Donations revenue is increased to accommodate an expanded Summer Concert schedule (from three concerts in 2012-13 to five in 2013-14). The donated funds are expended in the M & S- Donations account. The City supports the series with an additional \$3500 as shown in the Summer Concerts expenditure account.

Core Services

- Department oversight and management
- Park system planning and development
- Community advocacy, collaboration, and coordination
- Resource development
- Management of park improvement projects

General Fund – Parks & Recreation -Administration

2013 – 2014 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- McMinnville’s Park, Recreation and Open Space Master Plan, adopted in 1999, should be updated no later than 2014-15. McMinnville residents value both their many parks and greenways as well as their recreation centers and many City sponsored recreation programs and services that enrich their lives. Engaging our citizens in this review will help address how we will fund our park system in the future and identify community-wide recreation program priorities moving forward.
- Continue to pursue grant dollars and other sources of funding support for facilities and services.

Park Development and Improvement Issues

- Currently in discussions to acquire approximately 3.46 acres for a neighborhood park site to serve residents in northwest McMinnville (the last of the targeted park bond projects approved in 2000.) Combined with our Westside pedestrian/bicycle corridor properties within the Bonneville Power Administration (BPA) easement, the neighborhood park would be a full four acres in size, if the acquisition is successful this spring.
- In 2012-13, we received an \$18,000 grant from the Petco Foundation to fund partial lighting at the Riverside Drive Dog Park. Lighting will help provide expanded after-work Dog Park access between 5:00 pm and 8:00 pm during winter months when it is now closed due to the early sunset and darkness. The lighting installation will take place this summer and will begin operating in the fall when days become shorter.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	14,616	20,050	23,500	3,450
Personnel Services	176,751	175,801	185,340	9,539
Materials & Services	30,842	43,064	48,718	5,654
Capital Outlay	5,821	119	-	(119)
Total Expenditures	213,414	218,984	234,058	15,074
Net Expenditures	(198,798)	(198,934)	(210,558)	11,624

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	2.06		
Rec Leadership - Park Ranger		(0.10)	
FTE Proposed Budget			1.96



General Fund – Parks & Recreation – Administration

Historical Highlights

- 1948** McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968** First Director of Parks and Recreation, Galen McBee is hired.
- 1968** Recreation Commission abolished.
- 1969** City hires first Swimming Pool Manager.
- 1977** City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a short-term position.
- 1981** Community Center opens and Parks & Recreation Department headquarters move from City Hall to the new Center
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1986** New Aquatic Center opens.
- 1990** Part-time Volunteer Coordinator for the new Kids on the Block Program is hired.
- 1995** McMinnville Senior Center opens in October 1995.
- 1997** Long-time Park & Rec. Director, Galen McBee retires. Asst. Director Jay Pearson is appointed Director.
- 2008** The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation. All property tax supported departments are within the General Fund.
- 2011** In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called "ActiveNet." Citizens now will be able to register from home or office via the internet for any Aquatic or Community Center class or program, 24-7.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES								
MISCELLANEOUS								
0	8,825	5,050	6420	Donations - Parks & Recreation		8,500	8,500	8,500
			Donations received from various community organizations and businesses primarily to support our summer concerts program.					
600	5,791	15,000	6600	Other Income		15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Brochure advertising	1	12,500	12,500		
			Discovery Meadows concessions	1	2,500	2,500		
600	14,616	20,050	TOTAL MISCELLANEOUS			23,500	23,500	23,500
600	14,616	20,050	TOTAL RESOURCES			23,500	23,500	23,500

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

97,721	98,865	98,888	7000-05 Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	100,577	100,577	100,577
22,542	24,529	22,000	7000-15 Salaries & Wages - Temporary Recreation Leadership - Park Ranger - 0.96 FTE	22,000	22,000	22,000
Park Rangers are assigned to monitor activities in Discovery Meadows, City Park and other park venues throughout McMinnville from late May through September.						
56	90	50	7000-20 Salaries & Wages - Overtime	0	0	0
7,144	7,331	7,498	7300-05 Fringe Benefits - FICA - Social Security	7,600	7,600	7,600
1,671	1,714	1,754	7300-06 Fringe Benefits - FICA - Medicare	1,777	1,777	1,777
20,834	25,416	26,504	7300-15 Fringe Benefits - PERS - OPSRP - IAP	32,001	32,001	32,001
14,117	14,324	14,324	7300-20 Fringe Benefits - Medical Insurance	15,846	15,516	15,516
63	63	63	7300-25 Fringe Benefits - Life Insurance	63	63	63
519	525	526	7300-30 Fringe Benefits - Long Term Disability	534	534	534
2,637	2,597	2,933	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,336	3,336	3,336
59	60	60	7300-37 Fringe Benefits - Workers' Benefit Fund	67	67	67
0	1,033	1,002	7300-40 Fringe Benefits - Unemployment	1,004	1,004	1,004
222	204	199	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	535	535	535
167,585	176,751	175,801	TOTAL PERSONNEL SERVICES	185,340	185,010	185,010

MATERIALS AND SERVICES

10,925	16,968	27,500	7520 Public Notices & Printing Publication of four seasonal Parks and Recreation Program brochures. \$15,000 of the total expenses are General Fund supported. The balance is funded through the sale of advertisement space within the brochure. The brochure is the Depts. most effective communication link with the public, announcing programs and opportunities on a seasonal basis.	29,000	29,000	29,000
20	38	300	7540 Employee Development	300	300	300
909	787	800	7550 Travel & Education Professional development conferences and workshop fees. Membership fees for State and National Park and Recreation Associations.	1,200	1,200	1,200
477	510	700	7610-05 Insurance - Liability	700	700	700
68	80	100	7610-10 Insurance - Property	100	100	100

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,350	1,035	1,000	7620	Telecommunications		1,100	1,100	1,100
767	1,565	1,500	7660	Materials & Supplies		1,500	1,500	1,500
				Includes materials and supplies needed for Park Ranger Programs as well as other materials related to park use management and community awareness.				
0	0	5,050	7680	Materials & Supplies - Donations		8,500	8,500	8,500
				Summer Concert related expenditures funded with community donations received in revenue account 6420.				
1,127	1,299	400	7750	Professional Services		550	550	550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
				Section 125 administration fee	1	50	50	
1,280	937	1,014	7840	M & S Computer Charges		1,068	1,068	1,068
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	1,068	1,068	
0	7,621	1,200	7840-35	M & S Computer Charges - Parks & Rec Administration		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance - shared among P&R Departments	1	1,200	1,200	
0	0	3,500	8140	Summer Concerts		3,500	3,500	3,500
				The overall summer concert budget proposed for 2014 is \$12,000 providing for 5 concerts in July and August. \$3,500 of the total comes from the City. The balance of additional concert series related expenditures will be covered through community donations which are indicated under Revenues in the Administration Donations account 6420 and expended through M/S Donations line item 7680.				
16,923	30,842	43,064	<u>TOTAL MATERIALS AND SERVICES</u>			48,718	48,718	48,718
			<u>CAPITAL OUTLAY</u>					
169	419	119	8750	Capital Outlay Computer Charges		0	0	0
0	5,402	0	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration		0	0	0
169	5,821	119	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
184,677	213,414	218,984	<u>TOTAL REQUIREMENTS</u>			234,058	233,728	233,728



**PARKS & RECREATION
Aquatic Center**



<u>Organization Set – Programs</u>	<u>Organization Set #</u>
• Administration	01-17-087-501
• Child Lessons	01-17-087-620
• Swim Lessons	01-17-087-621
• Adult Lessons	01-17-087-623
• Fitness Programs	01-17-087-626
• Pro Shop	01-17-087-632
• Classes & Programs	01-17-087-635
• Special Events	01-17-087-641

As of fiscal year 2011-2012, Child Lessons and Adult Lessons were consolidated into Swim Lessons organization set.



General Fund – Parks & Recreation

- Aquatic Center

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The Aquatic Center (AC) should achieve a solid 61% self-supporting level with planned overall revenues of \$430,700 in 2013-14. The Center is open 77 hours per week, (Mondays through Saturdays; some Sunday operations in summer months) and is available for private rentals during “off-hours.” The AC membership base remains strong with over 850 individual or family membership passes sold annually (over 2000 individual members).
- Increase in the Electric and Natural Gas account reflects an anticipated 6.5% Water and Light increase in electrical service charges beginning in October.
- A very significant increase in the Janitorial Services account is included in the 2013-14 proposed budget. The annual cost of \$19,200 is 91% higher than 2012-13. We believe the contractor woefully miscalculated the work bid last year; this number is consistent with other bid totals received.
- AC Repairs and Maintenance includes three new projects including \$3500 to replace an extremely deteriorated interior door and door-frame; \$5000 to re-paint the pool deck and shower rooms with a slip resistant material; and \$3500 to complete a limited roof repair (due to budget limitations, we have deferred the \$30,000 flat-roof replacement initially budgeted in 2012-13) As was the case last year, limited preventative maintenance is planned; major unanticipated repairs will be covered through General Fund operational contingencies if needed.
- The increase in Travel and Education will allow staff to attend national professional development training (ie: National Recreation and Parks Association Revenue Development and Management School).

- The increase in the Maintenance and Rental Contracts account is due to moving the annual garbage service cost (\$825) into this account from Repairs and Maintenance.
- M&S Equipment-Weight Room includes \$4000 to replace either a treadmill or Ab/Back machine in the fitness center.
- AC Capital Outlay – Equipment. Includes \$7000 to purchase and install a new pool lift that complies with new Americans with Disabilities Act (ADA) standards and regulations.

Core Services

- Lifeguard training and safety management
- Community fitness programs
- Public recreation; swim lessons; general aquatic programming
- Community/high school swim teams; agency programs; facility rentals
- Maintenance and repairs

Future Challenges and Opportunities

- Sustain quality programs while creatively maximizing pool hours.
- Continue strong membership retention efforts.
- Effectively manage impacts of program growth to sustain patron satisfaction.
- Investigate feasibility of enclosing patio area and expanding weight room and cardio-fitness equipment and related programs to sustain success and meet rapidly growing demand. Expanded program opportunities in this area will generate new revenues to support operations.
- Study the possibility (cost/benefit) of replacing the current gas chlorination system with an equally effective dry chlorine tablet system (or other alternative) that may reduce OSHA and other safety-management related challenges.

General Fund – Parks & Recreation -Aquatic Center

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	397,752	403,650	430,700	27,050
Personnel Services	472,330	468,629	493,822	25,193
Materials & Services	189,212	182,665	210,238	27,573
Capital Outlay	1,263	30,596	7,000	(23,596)
Total Expenditures	662,805	681,890	711,060	29,170
Net Expenditures	(265,053)	(278,240)	(280,360)	2,120



The Aquatic Center had 2092 members in calendar year 2012.

Full-Time Equivalent (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	11.08		
Extra Help - Aquatics I, II, III (Lifeguard)		0.32	
Extra Help - Aquatics I, II, III (Swim Lessons)		0.04	
Extra Help - Aquatics I, II, III (Office)		(0.24)	
FTE Proposed Budget		0.12	11.20

There were 61,030 pass holder visits in calendar year 2012.



Partnership with Chemeketa Community College produces ~\$25,000.00 in revenue.



General Fund – Parks & Recreation – Aquatic Center

Historical Highlights

1906 From 1906 to 1908, funds are raised to purchase City Park. J.A. Gilbertson is hired to design the park. His plan includes a grandstand, playground and lake, a sprinkling system, and water tower.

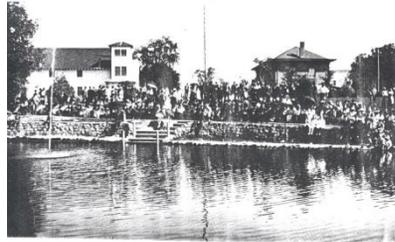
1908 McMinnville's first community Pavilion was constructed on the site of the present day Aquatic Center – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

1910 1910 to 1927: A pond and small zoo are added to upper City Park around 1910-1912. Until 1917, the zoo includes a bear, deer, and other animals. The pond is improved and becomes an outdoor swimming pool.

1927 The pool is donated around 1927 to the Garden Club for a sunken garden.



1910 to 1927

1927 Funds are approved for the construction of Soper Fountain and the Star Mills property is purchased. A new kidney shaped pond/pool is built in upper City Park. Another concrete pool is constructed later near West 2nd Street and Star Mill Road. The pool is heated in the winter by the boiler works from the old Star Mill.



1927 to 1950's

1956 1956 to 1985: A 30 yard outdoor pool and 20 yard enclosed recreational pool is promoted and built in 1956 by city fathers who wish to increase the livability of McMinnville. Children can swim for 15 cents and adults for 25 cents. The McMinnville Swim Club is founded shortly thereafter. Numerous AAU swimming records will be set in the Aquatic Center's rare 20 yard indoor pool.

1975 The facility is remodeled.



1956 to 1985

1984 McMinnville voters pass Swimming Pool Renovation Bond Levy - \$1,885,000.

General Fund – Parks & Recreation– Aquatic Center

Historical Highlights

1986 The current Aquatic Center is opened and dedicated in 1986 as **“A Pool for Everybody.”** The new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool. The old entrance and bathhouse are remodeled into the new weight room and maintenance areas. A new office, locker rooms, and enclosure are constructed.

1990's In the early 1990's, the original roof is replaced due to poor construction and the HVAC controls are re-engineered.



1986 to present

2007 The Aquatic Center's main roof (metal) is replaced with an asphalt shingle roof that will be less impacted by high winds and condensation related damage.

2008 Use of the weight room is added to memberships. Weight room attendance grows from 4,300 in fiscal year 2005-06 to over 9,000 in fiscal year 2007-08.

2008 The Aquatic Center begins a relationship with Chemeketa Community College (CCC) in the Spring of 2008. CCC students receive college credit for working out in the weight room, swimming laps or taking fitness classes. Weight room attendance grows to over 12,300 visits.

2010 Heating Ventilation and Air Conditioning (HVAC) renovation, \$800,000, as part of a Bonneville Power Administration and McMinnville Water & Light supported energy conservation project. In the first two months of 2010 the energy usage is reduced by 94,000 kilowatt hours (kWh) over historical averages.

2011 Parks and Recreation Department implements ActiveNet. This provides the AC with the its very first credit card machine and automated membership tracking system.



Use of the Aquatic Center weight room is included with annual passes. As part of the City's employee wellness program, the Aquatic Center and weight room are available to all City employees as an employee benefit.

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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RESOURCES

CHARGES FOR SERVICES

41,236	37,321	38,000	5360-05 Admissions - Child/Student Aquatic Center daily child/student admission fees.	39,000	39,000	39,000
64,640	68,287	68,000	5360-10 Admissions - Adult/Seniors Aquatic Center daily adult/senior admission fees.	75,000	75,000	75,000
84,721	94,784	96,000	5370-05 Memberships - Family Aquatic Center year and half-yearly family swim passes. Budget Note: Adult daily admissions fees have increased from \$3.00 in 2009-10 to \$4.00 in 2012-13. Senior fees from \$2.50 to \$3.00.	104,000	104,000	104,000
49,160	59,209	59,000	5370-10 Memberships - Individual Aquatic Center year and half-yearly individual swim passes. Budget Note: Family Membership fees have been increased approximately 25% since 2009-10.	62,500	62,500	62,500
13,377	12,325	14,000	5380-05 Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, annual triathlon and other organizations. Budget Note: Individual Membership fees have been increased approximately 25% since 2009-10.	12,000	12,000	12,000
11,685	9,947	10,000	5380-10 Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices. Budget Note: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family and single memberships.	10,000	10,000	10,000
3,038	2,474	3,000	5380-15 Facility Rentals - Lockers & Equipment	3,000	3,000	3,000
267,857	284,347	288,000	TOTAL CHARGES FOR SERVICES	305,500	305,500	305,500

MISCELLANEOUS

0	0	0	6420 Donations - Parks & Recreation	0	0	0
660	1,120	500	6420-05 Donations - Parks & Recreation - Scholarships Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
1	0	0	6420-10 Donations - Parks & Recreation - Equipment Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.	50	50	50
111,630	773	150	6600 Other Income	150	150	150
112,290	1,893	650	TOTAL MISCELLANEOUS	700	700	700

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
380,147	286,241	288,650	TOTAL RESOURCES	306,200	306,200	306,200

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

154,836	156,635	156,672	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE	159,389	159,389	159,389
33,384	32,382	21,803	7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator I - 0.60 FTE	22,556	22,556	22,556
113,849	124,653	128,001	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Lifeguard - 5.12 FTE Extra Help - Aquatics I, II, III - Office - 1.11 FTE	128,999	128,999	128,999
158	61	100	7000-20 Salaries & Wages - Overtime	300	300	300
18,128	18,809	19,006	7300-05 Fringe Benefits - FICA - Social Security	19,296	19,296	19,296
4,240	4,399	4,446	7300-06 Fringe Benefits - FICA - Medicare	4,513	4,513	4,513
46,708	58,090	57,547	7300-15 Fringe Benefits - PERS - OPSRP - IAP	69,808	69,808	69,808
33,195	33,717	33,718	7300-20 Fringe Benefits - Medical Insurance	37,198	36,424	36,424
252	252	252	7300-25 Fringe Benefits - Life Insurance	252	252	252
949	963	962	7300-30 Fringe Benefits - Long Term Disability	978	978	978
10,155	10,138	11,099	7300-35 Fringe Benefits - Workers' Compensation Insurance	14,319	14,319	14,319
280	285	285	7300-37 Fringe Benefits - Workers' Benefit Fund	338	338	338
0	0	499	7300-40 Fringe Benefits - Unemployment	100	100	100
9	21	51	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	33	33	33
416,142	440,405	434,441	TOTAL PERSONNEL SERVICES	458,079	457,305	457,305

MATERIALS AND SERVICES

0	3,227	6,000	7500 Credit Card Fees	6,000	6,000	6,000
0	0	100	7530 Safety Training/OSHA State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations.	100	100	100
102	191	200	7540 Employee Development	200	200	200
812	895	1,000	7550 Travel & Education Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff.	2,500	2,500	2,500
72,853	79,778	81,000	7600 Electric & Natural Gas	85,250	85,250	85,250
1,770	1,880	2,200	7610-05 Insurance - Liability	2,300	2,300	2,300

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET	
2,861	2,750	5,000	7610-10	Insurance - Property		5,600	5,600	5,600	
3,734	3,528	3,500	7620	Telecommunications		3,500	3,500	3,500	
8,784	9,720	10,050	7650-10	Janitorial - Services		19,200	19,200	19,200	
7,616	7,296	4,500	7650-15	Janitorial - Supplies		4,500	4,500	4,500	
1,697	1,691	1,500	7660-05	Materials & Supplies - Office Supplies		1,800	1,800	1,800	
0	0	500	7680	Materials & Supplies - Donations		500	500	500	
				Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).					
15,579	14,244	14,000	7690	Chemicals		14,000	14,000	14,000	
				Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate.					
25,565	25,872	21,000	7720	Repairs & Maintenance		26,175	26,175	26,175	
				General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems.					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				General day to day repairs	1	13,325	13,325		
				Re-paint pool deck & bathhouse floors	1	5,000	5,000		
				Replace one deteriorated interior door frame and door	1	3,500	3,500		
				Roof repairs	1	3,500	3,500		
				Pool licenses	1	850	850		
1,010	985	1,170	7750	Professional Services		1,300	1,300	1,300	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Audit fee allocation	1	1,300	1,300		
9,317	12,075	12,700	7790	Maintenance & Rental Contracts		13,525	13,525	13,525	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				HVAC PM contract	1	6,000	6,000		
				Annual chlorinator service	1	2,500	2,500		
				Weight room equipment maintenance	1	2,000	2,000		
				Fire suppression system inspection & service	1	1,000	1,000		
				Copy machine service contract	1	500	500		
				Employee background checks	1	200	200		
				Fire alarm monitoring	1	500	500		
				Garbage service	1	825	825		
0	2,443	0	7800	M & S Equipment		0	0	0	
290	907	500	7800-03	M & S Equipment - Office		500	500	500	
				Office chair and sit/stand keyboard & mouse platform.					

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
6,944	10,580	0	7800-36	M & S Equipment - Weight Room		4,000	4,000	4,000
				Placeholder for new Treadmill or Ab/Back Machine. If revenues hold strong, we will replace one of these old machines at mid-year.				
0	0	0	7810	M & S Equipment - Donations		50	50	50
				Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.				
3,839	2,819	5,070	7840	M & S Computer Charges		5,338	5,338	5,338
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,338	5,338	
0	1,956	3,425	7840-40	M & S Computer Charges - Aquatic Center		2,900	2,900	2,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance - shared among P&R Departments	1	1,200	1,200	
				Workstation replacements	1	1,700	1,700	
4,326	1,982	3,000	8130	Recreation Program Expenses		3,500	3,500	3,500
				Purchase of general recreation program supplies.				
167,097	184,816	176,415	<u>TOTAL MATERIALS AND SERVICES</u>			202,738	202,738	202,738
			<u>CAPITAL OUTLAY</u>					
0	0	0	8710	Equipment		7,000	7,000	7,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ADA compliant pool lift	1	7,000	7,000	
508	1,263	596	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8750-40	Capital Outlay Computer Charges - Aquatic Center		0	0	0
0	0	30,000	8800	Building Improvements		0	0	0
508	1,263	30,596	<u>TOTAL CAPITAL OUTLAY</u>			7,000	7,000	7,000
583,747	626,483	641,452	<u>TOTAL REQUIREMENTS</u>			667,817	667,043	667,043

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :620 - CHILD LESSONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
60,569	0	0	5350 Registration Fees	0	0	0
60,569	0	0	<u>TOTAL CHARGES FOR SERVICES</u>	0	0	0
60,569	0	0	<u>TOTAL RESOURCES</u>	0	0	0

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :620 - CHILD LESSONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
18,402	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
1,141	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
267	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
1,780	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
650	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
29	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
22,269	0	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
22,269	0	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
0	63,814	65,500	5350 Registration Fees Aquatic Center - Swim Lessons	72,500	72,500	72,500
0	63,814	65,500	TOTAL CHARGES FOR SERVICES	72,500	72,500	72,500
0	63,814	65,500	TOTAL RESOURCES	72,500	72,500	72,500

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	21,079	21,004	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Swim Lessons - 1.06 FTE	21,505	21,505	21,505
0	1,307	1,305	7300-05 Fringe Benefits - FICA - Social Security	1,335	1,335	1,335
0	306	305	7300-06 Fringe Benefits - FICA - Medicare	310	310	310
0	1,995	2,520	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,083	3,083	3,083
0	411	761	7300-35 Fringe Benefits - Workers' Compensation Insurance	990	990	990
0	31	31	7300-37 Fringe Benefits - Workers' Benefit Fund	36	36	36
0	25,130	25,926	TOTAL PERSONNEL SERVICES	27,259	27,259	27,259
MATERIALS AND SERVICES						
0	330	500	8130 Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	750	750	750
0	330	500	TOTAL MATERIALS AND SERVICES	750	750	750
0	25,460	26,426	TOTAL REQUIREMENTS	28,009	28,009	28,009

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :623 - ADULT LESSONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
1,611	0	0	5350 Registration Fees	0	0	0
1,611	0	0	<u>TOTAL CHARGES FOR SERVICES</u>	0	0	0
1,611	0	0	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :623 - ADULT LESSONS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
493	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
31	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
7	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
63	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
17	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
1	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
613	0	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
613	0	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
33,571	36,972	37,500	5350 Registration Fees Aquatic Center - Fitness Programs.	41,000	41,000	41,000
33,571	36,972	37,500	TOTAL CHARGES FOR SERVICES	41,000	41,000	41,000
33,571	36,972	37,500	TOTAL RESOURCES	41,000	41,000	41,000

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
2,698	3,445	4,501	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Fitness Classes - 0.20 FTE	4,496	4,496	4,496
167	214	278	7300-05 Fringe Benefits - FICA - Social Security	279	279	279
39	50	65	7300-06 Fringe Benefits - FICA - Medicare	66	66	66
503	495	541	7300-15 Fringe Benefits - PERS - OPSRP - IAP	646	646	646
94	64	163	7300-35 Fringe Benefits - Workers' Compensation Insurance	206	206	206
4	5	7	7300-37 Fringe Benefits - Workers' Benefit Fund	7	7	7
3,505	4,272	5,555	TOTAL PERSONNEL SERVICES	5,700	5,700	5,700
MATERIALS AND SERVICES						
0	203	750	8130 Recreation Program Expenses Fitness program supplies (i.e. exercise belts & hand weights).	2,000	2,000	2,000
0	203	750	TOTAL MATERIALS AND SERVICES	2,000	2,000	2,000
3,505	4,475	6,305	TOTAL REQUIREMENTS	7,700	7,700	7,700

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
5,885	5,803	7,500	5410 Sales Aquatic Center revenues from sale of swim accessories and related merchandise.	6,500	6,500	6,500
5,885	5,803	7,500	TOTAL CHARGES FOR SERVICES	6,500	6,500	6,500
5,885	5,803	7,500	TOTAL RESOURCES	6,500	6,500	6,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
3,641	3,214	4,000	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,500	3,500	3,500
3,641	3,214	4,000	<u>TOTAL MATERIALS AND SERVICES</u>	3,500	3,500	3,500
3,641	3,214	4,000	<i>TOTAL REQUIREMENTS</i>	3,500	3,500	3,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
2,785	2,507	2,000	5350 Registration Fees Aquatic Center - Classes & Programs (Jr. Lifesaving & Lifeguard Training)	2,000	2,000	2,000
2,785	2,507	2,000	TOTAL CHARGES FOR SERVICES	2,000	2,000	2,000
2,785	2,507	2,000	TOTAL RESOURCES	2,000	2,000	2,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
176	81	592	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Classes & Programs - 0.03 FTE	596	596	596
11	5	36	7300-05 Fringe Benefits - FICA - Social Security	36	36	36
3	1	9	7300-06 Fringe Benefits - FICA - Medicare	9	9	9
30	16	72	7300-15 Fringe Benefits - PERS - OPSRP - IAP	85	85	85
6	2	22	7300-35 Fringe Benefits - Workers' Compensation Insurance	27	27	27
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
226	105	731	TOTAL PERSONNEL SERVICES	755	755	755
MATERIALS AND SERVICES						
677	606	750	8130 Recreation Program Expenses Lifeguard & Jr. Lifesaving program materials and student certification fees.	1,000	1,000	1,000
677	606	750	TOTAL MATERIALS AND SERVICES	1,000	1,000	1,000
903	711	1,481	TOTAL REQUIREMENTS	1,755	1,755	1,755

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
2,598	2,415	2,500	5350 Registration Fees Aquatic Center - Special Events (additional public swims hosted during holidays and non-school days during the week)	2,500	2,500	2,500
2,598	2,415	2,500	TOTAL CHARGES FOR SERVICES	2,500	2,500	2,500
2,598	2,415	2,500	TOTAL RESOURCES	2,500	2,500	2,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
1,577	2,064	1,603	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Special Events - 0.08 FTE	1,603	1,603	1,603
98	128	99	7300-05 Fringe Benefits - FICA - Social Security	98	98	98
23	30	23	7300-06 Fringe Benefits - FICA - Medicare	24	24	24
162	162	192	7300-15 Fringe Benefits - PERS - OPSRP - IAP	229	229	229
55	31	57	7300-35 Fringe Benefits - Workers' Compensation Insurance	73	73	73
3	3	2	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
1,917	2,418	1,976	<u>TOTAL PERSONNEL SERVICES</u>	2,029	2,029	2,029
MATERIALS AND SERVICES						
507	44	250	8130 Recreation Program Expenses Materials & supplies (candy, toys, raffle items) for extra non-school day swims (i.e. holidays, spring break, etc.).	250	250	250
507	44	250	<u>TOTAL MATERIALS AND SERVICES</u>	250	250	250
2,423	2,461	2,226	<u>TOTAL REQUIREMENTS</u>	2,279	2,279	2,279



PARKS & RECREATION
Community Center & Rec Programs



Organization Set – Programs

- **Administration**
- **Classes and Programs**
- **Tiny Tots**
- **Special Events**
- **Summer Stars**

Organization Set #

01-17-090-501
01-17-090-635
01-17-090-638
01-17-090-641
01-17-090-644



General Fund – Parks & Recreation - Comm. Ctr & Rec Programs

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The 2013-14 proposed budget for the Community Center (CC) provides for a cost recovery level of approximately 52% with anticipated revenues of \$239,950. The Center is open to the public 57 hours per week, Tuesdays through Saturdays and available for public or private facility rentals during “off-hours”. Moderate fee increases for meeting room and auditorium rentals should boost these revenues by \$5000 and \$1000 respectively. Moderate revenue and expense increases in special interest Programs and Classes reflect continued program growth and expanded community participation in this area.
- Increases in Electric and Natural Gas expenditures reflect an anticipated 6.5% increase in Water & Light electric charges beginning in October. Janitorial Services costs are also up 16%.
- The increase in Travel and Education will allow staff to attend national professional development training (ie: National Recreation and Parks Association Revenue Development and Management School).
- The budget for Repairs and Maintenance includes \$7000 in new costs for replacing four Community Center meeting room windows that have become fogged up due to broken seals. The M & S Computer Charges account includes the replacement of one computer workstation. And, in Capital Outlay Equipment, there is a \$10,500 expense for a gym curtain divider to help provide greater programming flexibility at the Center (allows multiple activities to be scheduled in the auditorium) thus maximizing use of available space. As with the Aquatic Center and Senior Center budgets, less preventative maintenance is planned at the CC; major unanticipated repairs will be covered through General Fund operational contingencies if needed.

Core Services

- General recreation and enrichment programs for adults and children.
- Public / private events, facility rentals and community events.
- Maintenance / repairs of Community Center facilities.

Future Challenges and Opportunities

- The Community Center, still known as “The People Place”, remains very busy as a great venue for receptions, meetings and community events. Recreation programming is increasing and recreational opportunities will continue to be expanded to meet community interests and respond to public input as expressed through recent surveys. Yet, with an aging, 32 year old facility with limited parking and limited programming flexibility, community programs and needs may outgrow the facilities’ capacity. Some “re-purposing” of center spaces may be prudent in the future.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	202,165	226,400	239,950	13,550
Personnel Services	222,277	232,075	244,346	12,271
Materials & Services	177,991	191,025	207,789	16,764
Capital Outlay	1,263	596	10,500	9,904
Total Expenditures	401,531	423,696	462,635	38,939
Net Expenditures	(199,366)	(197,296)	(222,685)	25,389

General Fund – Parks & Recreation - Community Center

2013 – 2014 Proposed Budget --- Budget Summary

Full-Time Equivalent (FTE)

	2012-13		2013-14
	Adopted	Change	Proposed
	Budget		Budget
FTE Adopted Budget	5.60		
No change		-	
FTE Proposed Budget		-	5.60



STARS Day Camp kids visited the Oregon Guide Dogs for the Blind training Center, Oregon Garden, Tillamook Forest Center, and OHSU Sky Tram.



The City of McMinnville Parks & Recreation Director, Jay Pearson, admiring the TV Parks & Recreation Director, Mr. Ron Swanson.



Recreation class and program participation continues to see steady growth.



General Fund – Parks & Recreation – Community Ctr & Rec Programs

Historical Highlights

1908 McMinnville's first community Pavilion was constructed on the site of the present day Aquatic Center – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

1948 McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~ \$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance operations.

1977 First full-time, City-funded Recreation Coordinator hired. Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc.

1978 March 1978, Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6th and Evans - \$190,000.

1979 November 1978, Voters pass 20-year bond levy to remodel the old National Guard Armory into a McMinnville Community Center. - \$2,622,000.

1981 New McMinnville Community Center opens. Recreation classes expand drastically to include art, dance, pottery, cooking, finance, etc. Community special events also expand including craft fairs, concert series, home and garden shows, teen activities, dances, senior activities, etc.

1981 Senior Citizen's Inc. move into Community Center to provide recreation programs for older adults. Old city-owned community building on 1st and Galloway Streets, where seniors had been meeting, was demolished about this time when the Post Office was moved to its current location.

1993 Spring Break Quake damages Community Center.

1994 Major seismic retrofit and renovation is completed, funded from the Insurance Reserve Fund.

1995 Seniors move from Community Center to new McMinnville Senior Center upon its completion.

2005 New carpet and other cosmetic renovations upgrade Center facilities. 56,000 participants attend 887 meetings at the Center.

2011 Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.



ActiveNet, a recreation software solution, launched in December 2011. Feedback from public and staff has been extremely positive.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
39,759	37,577	40,000	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	45,000	45,000	45,000
12,223	14,682	15,000	5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	16,000	16,000	16,000
905	3,233	4,000	5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor.	4,000	4,000	4,000
8,290	6,712	9,000	5380-35 Facility Rentals - Athletic Facilities Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs.	9,000	9,000	9,000
4,633	9,109	9,000	5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. Also includes fees collected when McMinnville Police Department staff is required for event supervision.	10,000	10,000	10,000
513	2,965	2,500	5380-42 Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	2,500	2,500	2,500
66,321	74,278	79,500	<u>TOTAL CHARGES FOR SERVICES</u>	86,500	86,500	86,500
<u>MISCELLANEOUS</u>						
2,657	865	1,000	6600 Other Income Incidental revenue received at Community Center from vending machine, copy machine, audio/visual equipment user fees, etc .	1,500	1,500	1,500
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
2,657	865	1,000	<u>TOTAL MISCELLANEOUS</u>	1,500	1,500	1,500
68,978	75,143	80,500	<u>TOTAL RESOURCES</u>	88,000	88,000	88,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

59,682	63,201	63,216	7000-05 Salaries & Wages - Regular Full Time Community Center Manager - 1.00 FTE	64,354	64,354	64,354
15,494	28,081	28,020	7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator I - 0.80 FTE	29,948	29,948	29,948
28,368	26,067	28,000	7000-15 Salaries & Wages - Temporary Extra Help - Community Center - 1.38 FTE Extra Help - Community Center Security - 0.02 FTE	28,000	28,000	28,000
594	241	500	7000-20 Salaries & Wages - Overtime	200	200	200
6,144	6,921	7,423	7300-05 Fringe Benefits - FICA - Social Security	7,595	7,595	7,595
1,437	1,619	1,736	7300-06 Fringe Benefits - FICA - Medicare	1,776	1,776	1,776
15,774	22,994	22,025	7300-15 Fringe Benefits - PERS - OPSRP - IAP	27,396	27,396	27,396
17,065	19,506	19,394	7300-20 Fringe Benefits - Medical Insurance	21,352	20,908	20,908
100	127	126	7300-25 Fringe Benefits - Life Insurance	126	126	126
420	508	354	7300-30 Fringe Benefits - Long Term Disability	516	516	516
2,140	2,044	1,432	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,711	1,711	1,711
85	93	93	7300-37 Fringe Benefits - Workers' Benefit Fund	110	110	110
0	371	499	7300-40 Fringe Benefits - Unemployment	265	265	265
15	47	99	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	53	53	53
147,319	171,820	172,917	TOTAL PERSONNEL SERVICES	183,402	182,958	182,958

MATERIALS AND SERVICES

3,936	4,295	2,500	7500 Credit Card Fees	2,500	2,500	2,500
55	88	100	7540 Employee Development	100	100	100
565	500	1,000	7550 Travel & Education Professional development conference and workshops and membership in the Oregon Recreation and Parks Association.	2,500	2,500	2,500
59,564	65,239	63,500	7600 Electric & Natural Gas	67,000	67,000	67,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Natural gas	1	375	375
			Electricity	1	66,625	66,625
1,702	1,880	2,100	7610-05 Insurance - Liability	2,500	2,500	2,500
7,222	6,730	11,900	7610-10 Insurance - Property	13,500	13,500	13,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,828	2,807	2,800	7620	Telecommunications		2,800	2,800	2,800
29,840	25,876	26,800	7650-10	Janitorial - Services		31,080	31,080	31,080
3,658	4,122	2,800	7650-15	Janitorial - Supplies		2,800	2,800	2,800
2,843	1,938	2,750	7660	Materials & Supplies		2,750	2,750	2,750
13,947	15,851	16,000	7720	Repairs & Maintenance		20,000	20,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Routine and unanticipated Community Center repairs	1	6,500	6,500	
				Elevator repairs - unanticipated	1	2,000	2,000	
				General HVAC repairs	1	4,500	4,500	
				Meeting room window replacement	1	7,000	7,000	
910	930	760	7750	Professional Services		800	800	800
				Audit fee allocation				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	800	800	
12,461	11,284	15,520	7790	Maintenance & Rental Contracts		14,189	14,189	14,189
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Employee background checks	1	314	314	
				Western Oregon Waste - refuse contract	1	2,100	2,100	
				Fire alarm & sprinkler system annual inspection	1	800	800	
				Copy machine maintenance contract	1	4,100	4,100	
				HVAC system maintenance contract	1	3,125	3,125	
				Fire alarm system monitoring	1	350	350	
				Elevator maintenance contract	1	1,900	1,900	
				Carpet cleaning	1	1,500	1,500	
0	0	0	7800	M & S Equipment		0	0	0
2,559	2,819	5,070	7840	M & S Computer Charges		4,270	4,270	4,270
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,270	4,270	
0	1,425	1,325	7840-45	M & S Computer Charges - Community Center		2,900	2,900	2,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance - shared among P&R Departments	1	1,200	1,200	
				Workstation replacements	1	1,700	1,700	
378	2,904	2,500	8130-50	Recreation Program Expenses - Contract Event Security		2,500	2,500	2,500
				Costs associated with event security provided by a private agency when Community Center events require additional security. Costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security.				

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET								
9,027	14,044	0	8140	Summer Concerts		0	0	0								
			Summer Concert expenditure account has been moved to the Parks and Recreation Administration of the budget for 2013 and future years.													
151,494	162,730	157,425	TOTAL MATERIALS AND SERVICES			172,189	172,189	172,189								
<u>CAPITAL OUTLAY</u>																
5,018	0	0	8710	Equipment		10,500	10,500	10,500								
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Gym divider curtain</td> <td>1</td> <td>10,500</td> <td>10,500</td> </tr> </tbody> </table>			Description	Units	Amt/Unit	Total	Gym divider curtain	1	10,500	10,500			
Description	Units	Amt/Unit	Total													
Gym divider curtain	1	10,500	10,500													
338	1,263	596	8750	Capital Outlay Computer Charges		0	0	0								
5,356	1,263	596	TOTAL CAPITAL OUTLAY			10,500	10,500	10,500								
304,170	335,813	330,938	TOTAL REQUIREMENTS			366,091	365,647	365,647								

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
46,800	57,000	68,000	5350 Registration Fees Community Center special interest programs and classes serving children and adults.	72,500	72,500	72,500
980	550	600	5350-12 Registration Fees - Piano Registration fees for students taking piano lessons.	600	600	600
47,780	57,550	68,600	<u>TOTAL CHARGES FOR SERVICES</u>	73,100	73,100	73,100
<u>MISCELLANEOUS</u>						
3,752	2,974	2,900	6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program.	2,900	2,900	2,900
3,752	2,974	2,900	<u>TOTAL MISCELLANEOUS</u>	2,900	2,900	2,900
51,532	60,524	71,500	<u>TOTAL RESOURCES</u>	76,000	76,000	76,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
14,071	20,800	22,000	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 1.10 FTE	22,000	22,000	22,000
872	1,290	1,364	7300-05 Fringe Benefits - FICA - Social Security	1,364	1,364	1,364
204	302	319	7300-06 Fringe Benefits - FICA - Medicare	319	319	319
497	280	2,640	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,155	3,155	3,155
506	806	1,032	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,164	1,164	1,164
14	22	32	7300-37 Fringe Benefits - Workers' Benefit Fund	38	38	38
16,164	23,499	27,387	TOTAL PERSONNEL SERVICES	28,040	28,040	28,040
MATERIALS AND SERVICES						
12,926	9,902	13,000	8130 Recreation Program Expenses Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	14,000	14,000	14,000
5,012	2,869	3,500	8130-33 Recreation Program Expenses - Piano Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.	3,500	3,500	3,500
17,939	12,771	16,500	TOTAL MATERIALS AND SERVICES	17,500	17,500	17,500
34,103	36,270	43,887	TOTAL REQUIREMENTS	45,540	45,540	45,540

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
5,936	6,884	7,000	5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,000	7,000	7,000
5,936	6,884	7,000	TOTAL CHARGES FOR SERVICES	7,000	7,000	7,000
5,936	6,884	7,000	TOTAL RESOURCES	7,000	7,000	7,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
973	890	1,200	8130 Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark.	1,200	1,200	1,200
973	890	1,200	<u>TOTAL MATERIALS AND SERVICES</u>	1,200	1,200	1,200
973	890	1,200	TOTAL REQUIREMENTS	1,200	1,200	1,200

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
15,195	12,615	15,000	5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, and other major one-time programs, performing arts, triathlon, and interactive exhibits directly sponsored by the Parks and Recreation Department.	15,000	15,000	15,000
15,195	12,615	15,000	TOTAL CHARGES FOR SERVICES	15,000	15,000	15,000
15,195	12,615	15,000	TOTAL RESOURCES	15,000	15,000	15,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
8,649	8,137	6,000	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, triathlon, and other department-sponsored special events.	7,000	7,000	7,000
8,649	8,137	6,000	<u>TOTAL MATERIALS AND SERVICES</u>	7,000	7,000	7,000
8,649	8,137	6,000	<i>TOTAL REQUIREMENTS</i>	7,000	7,000	7,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
40,000	47,000	52,000	5350 Registration Fees Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting.	53,550	53,550	53,550
40,000	47,000	52,000	TOTAL CHARGES FOR SERVICES	53,550	53,550	53,550
MISCELLANEOUS						
0	0	400	6420-50 Donations - Parks & Recreation - STARS Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations.	400	400	400
0	0	400	TOTAL MISCELLANEOUS	400	400	400
40,000	47,000	52,400	TOTAL RESOURCES	53,950	53,950	53,950

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
19,909	23,608	25,521	7000-15 Salaries & Wages - Temporary Site Director - Summer STARS - 0.26 FTE Recreation Leadership - Summer STARS - 1.04 FTE	25,815	25,815	25,815
0	57	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,234	1,467	1,582	7300-05 Fringe Benefits - FICA - Social Security	1,601	1,601	1,601
289	343	370	7300-06 Fringe Benefits - FICA - Medicare	374	374	374
431	900	3,063	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,703	3,703	3,703
753	548	1,197	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,366	1,366	1,366
30	34	38	7300-37 Fringe Benefits - Workers' Benefit Fund	45	45	45
22,646	26,958	31,771	TOTAL PERSONNEL SERVICES	32,904	32,904	32,904
MATERIALS AND SERVICES						
0	0	400	7680 Materials & Supplies - Donations STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	400	400	400
6,317	7,507	9,500	8130 Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	9,500	9,500	9,500
6,317	7,507	9,900	TOTAL MATERIALS AND SERVICES	9,900	9,900	9,900
28,963	34,465	41,671	TOTAL REQUIREMENTS	42,804	42,804	42,804



PARKS & RECREATION
Kids on the Block





General Fund – Parks & Recreation

- Kids on the Block

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- Kids on the Block (KOB) is going strong with over 375 children in the full program (2:30 pm to 5:30 pm) and an additional 270 children attending Power Hour only (2:30 pm to 3:30 pm). The KOB program will provide more than 150,000 participant hours of recreation enrichment and academic support during the 2012-13 fiscal year.
- KOB program fees break down to \$1.24 per hour. For Power Hour only, the fees break down to \$2.48 per hour. Of the more than 650 children registered during the 2012-13 fiscal year, approximately 70% qualified for the federal free/reduced price lunch program and needed financial assistance to be able to attend the KOB program.
- The City of McMinnville absorbs direct and indirect KOB program costs totaling \$45,000 annually. (Due to budget constraints, the City's contribution is \$10,000 less in the 2013-14 proposed budget than recent years.) The KOB program 2013-14 proposed budget is 87% self-supporting, with additional funding from registration fees, the McMinnville School District, and KOB Inc. (a non-profit Board of Directors formed to support the KOB program) plus support from the Linfield College work-study program. Most expenses for the Power Hour component of KOB are not shown in the City budget as they are generally expensed through the School District. Power Hour is funded by a combination of Power Hour only registration fees (received by the City and passed through to the School District). In addition, Power Hour is supported by Federal Title I and 21st Century Grant funds received by the School District. Annual Mayor's Charity Ball (MCB) proceeds are contributed to KOB, Inc. and are used to help sustain the KOB program.

- Over 60 part-time staff work in the KOB Program, at six different elementary school sites (five sites in McMinnville; one site in Lafayette.) Several student employees are funded partially by the Linfield College work-study program which has approved KOB as a qualified off-campus work-study employment option. KOB pays only 25% of the wages paid to work-study qualified students; Linfield pays the remaining 75%.

Core Services

- After school enrichment and recreation programs for elementary school aged children in McMinnville and Lafayette. Special programs include Outdoor School, Science Week, and a variety of special enrichment presentations and activities.
- Interagency and resource development with McMinnville School District #40 and KOB, Inc. Supporting the annual Mayors Charity Ball which provides significant funding support for the Kids on the Block Program; working in concert with the KOB, Inc. Board of Directors who also provide resource development and strategic planning in support of KOB.

Future Challenges and Opportunities

- Federal 21st Century Grant dollars will not be available after the 2013-14 fiscal year. Long term financial sustainability will present the greatest challenge for Kids on the Block programs, including Power Hour, the academic support component of the KOB program.

General Fund – Parks & Recreation - Kids on the Block

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	247,254	318,377	345,441	27,064
Personnel Services	203,742	257,047	268,123	11,076
Materials & Services	87,613	106,159	112,318	6,159
Capital Outlay	419	119	-	(119)
Total Expenditures	291,774	363,325	380,441	17,116
Net Expenditures	(44,520)	(44,948)	(35,000)	(9,948)



The KOB program's weekly themes, such as "McMinnville 1912", feature a variety of activities, special guests, and field trips that enrich kids' lives.

One of the kids' favorite enrichment experiences was a field trip to the Yamhill Heritage Center, where they tried using a slate and chalk, played with antique toys, and met a very stern, old-fashion school marm.

Full-Time Equivalents (FTE)

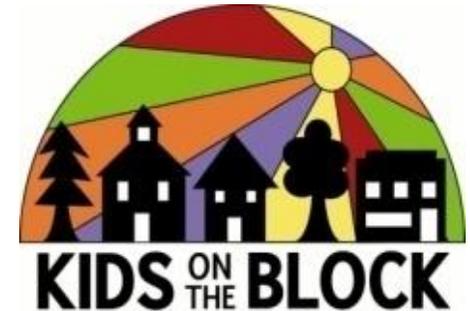
	2012-13		2013-14
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	7.13		
No change		-	
FTE Proposed Budget		-	7.13



General Fund – Parks & Rec – Kids on the Block

Historical Highlights

- 1989** Kids On The Block (KOB) After-School Program begins three days a week at three schools.
- 1990** KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program.
- 1990** First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.
- 1990** Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week.
- 1992** KOB expands to five days per week.
- 2000** 10th Annual Mayor's Charity Ball raised ~\$72,000 for KOB.
- 2010** Mayor Rick Olson and wife Candy host the 21st annual Mayors Ball and raise \$125,000 for KOB.
- 2013** The 2013-2014 fiscal year marks the city's 25th anniversary of operating the KOB program.



Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
55,000	55,000	55,000	5020-15 McMinnville School Dist #40 - Kids on the Block McMinnville School District #40 funding support for the Kids on the Block After-School Program.	55,000	55,000	55,000
			Budget Note: City's \$45,000 support is KOB revenues less KOB program direct and indirect expenditures.			
6,675	9,972	0	5020-17 McMinnville School Dist #40 - 21st Century Grant McMinnville School District #40, Federal 21st Century Learning Centers Grant has helped fund the KOB program in the past three years. Grant funds received by the School District will be spent to support the School District's academic component of KOB (Power Hour). At this time, 21st Century Grant funds for the KOB program will not be available to the City in 2013-14 or subsequent years.	0	0	0
61,675	64,972	55,000	TOTAL INTERGOVERNMENTAL	55,000	55,000	55,000
CHARGES FOR SERVICES						
101,082	123,784	140,000	5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees.	130,000	130,000	130,000
21,978	34,298	38,500	5350-10 Registration Fees - KOB - Power Hour KOB Power Hour registration fees. Power Hour fees are collected by the City and passed through to McMinnville School District #40 through expenditure account 8130-30, Recreation Program Expenses-Power Hour Fees.	38,500	38,500	38,500
123,060	158,082	178,500	TOTAL CHARGES FOR SERVICES	168,500	168,500	168,500
MISCELLANEOUS						
0	0	0	6420 Donations - Parks & Recreation Budget Note: Donations from sources other than Kids on the Block, Inc. and McMinnville School District #40, earmarked for specific enrichment projects & programs.	0	0	0
42,347	0	43,277	6420-15 Donations - Parks & Recreation - KOB, Inc. - Elementary Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	76,941	76,941	76,941
1,829	0	15,000	6420-20 Donations - Parks & Recreation - KOB, Inc. - Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	18,000	18,000	18,000
1,103	0	2,500	6420-25 Donations - Parks & Recreation - KOB, Inc. - Misc Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program. KOB, Inc. receives most of its funding from the annual Mayor's Charity Ball.	3,000	3,000	3,000
24,000	24,000	24,000	6420-30 Donations - Parks & Recreation - Mayor's Ball Mayor's Charity Ball Director funded by Ball proceeds.	24,000	24,000	24,000
0	200	100	6600 Other Income	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
69,280	24,200	84,877	<u>TOTAL MISCELLANEOUS</u>	121,941	121,941	121,941
254,015	247,254	318,377	<i>TOTAL RESOURCES</i>	345,441	345,441	345,441

Budget Document Report

01 - GENERAL FUND

Department :17 - PARKS & RECREATION
 Section :093 - KIDS ON THE BLOCK
 Program :N/A

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

59,437	63,139	63,216	7000-05	Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	64,354	64,354	64,354
129,162	100,865	139,998	7000-15	Salaries & Wages - Temporary Site Director II - 0.39 FTE Site Director - 1.08 FTE Assistant Site Director - 1.41 FTE Recreation Leadership - 3.25 FTE	141,070	141,070	141,070
32	32	0	7000-20	Salaries & Wages - Overtime	0	0	0
11,588	10,074	12,599	7300-05	Fringe Benefits - FICA - Social Security	12,736	12,736	12,736
2,710	2,356	2,947	7300-06	Fringe Benefits - FICA - Medicare	2,978	2,978	2,978
15,686	19,039	29,481	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35,950	35,950	35,950
4,961	5,070	5,070	7300-20	Fringe Benefits - Medical Insurance	5,506	5,392	5,392
63	63	63	7300-25	Fringe Benefits - Life Insurance	63	63	63
334	356	354	7300-30	Fringe Benefits - Long Term Disability	360	360	360
2,855	2,000	2,561	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,040	3,040	3,040
216	173	208	7300-37	Fringe Benefits - Workers' Benefit Fund	245	245	245
1,930	558	499	7300-40	Fringe Benefits - Unemployment	1,771	1,771	1,771
15	18	51	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
228,990	203,742	257,047	TOTAL PERSONNEL SERVICES		268,123	268,009	268,009

MATERIALS AND SERVICES

0	1,197	2,500	7500	Credit Card Fees	2,500	2,500	2,500
70	117	100	7540	Employee Development	100	100	100
409	660	700	7610-05	Insurance - Liability	1,100	1,100	1,100
1,361	1,321	1,200	7620	Telecommunications	1,200	1,200	1,200
14	2	0	7660-05	Materials & Supplies - Office Supplies	0	0	0
0	0	0	7680	Materials & Supplies - Donations Budget Note: Special enrichment project or program expenditure of donations (revenue account 6420).	0	0	0
913	1,030	620	7750	Professional Services	700	700	700

Description	Units	Amt/Unit	Total
Audit fee allocation	1	700	700

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
24,000	24,000	24,000	7750-39	Professional Services - Mayor's Ball Director Mayor's Charity Ball Director funded by Ball proceeds.		24,000	24,000	24,000
1,280	937	1,014	7840	M & S Computer Charges		1,068	1,068	1,068
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	1,068	1,068	
0	2,400	2,525	7840-50	M & S Computer Charges - Kids on the Block		2,650	2,650	2,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance - shared among P&R Departments	2	1,200	2,400	
				Additional video card	1	250	250	
10,193	6,531	10,000	8130	Recreation Program Expenses Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for field trips are also included.		12,000	12,000	12,000
0	0	0	8130-25	Recreation Program Expenses - Power Hour - City Budget Note: Past City of McMinnville financial support to McMinnville School District #40 for the Kids on the Block Power Hour program may be reconsidered should the City budget climate improve significantly in the future.		0	0	0
21,978	34,298	38,500	8130-30	Recreation Program Expenses - Power Hour Fees Pass-through to McMinnville School District #40 of fees collected by the City for KOB Power Hour ONLY participants. This expenditure account will match revenue account 5350-10, Registration Fees-KOB Power Hour.		38,500	38,500	38,500
1,829	5,408	15,000	8130-35	Recreation Program Expenses - Enrichment Programs Kids on the Block Enrichment Programs and supplies including music, theater, storytellers science, visiting artists, environmental instruction, all of which broaden participants experience and awareness of the world around them.		18,000	18,000	18,000
1,103	1,311	2,500	8130-40	Recreation Program Expenses - Miscellaneous Kids on the Block expenses for miscellaneous program supplies. Also includes staff training presentations and materials as well as key site leader attendance at professional development workshops.		3,000	3,000	3,000
6,492	8,401	7,500	8130-45	Recreation Program Expenses - Workstudy Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff. Budget Note: Budget amount represents the City's share of the work study costs which actually total approximately \$16,000 annually. This joint program with Linfield College benefits KOB by reducing overall Recreation Leadership costs that otherwise would have to be recovered through higher fees for participants, property tax dollars, or donations.		7,500	7,500	7,500
69,641	87,613	106,159	TOTAL MATERIALS AND SERVICES			112,318	112,318	112,318
CAPITAL OUTLAY								
169	419	119	8750	Capital Outlay Computer Charges		0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
169	419	119	TOTAL CAPITAL OUTLAY	0	0	0
298,800	291,773	363,325	TOTAL REQUIREMENTS	380,441	380,327	380,327



PARKS & RECREATION Recreational Sports



Organization Set – Programs

- Administration**
- Adult Sports**
- Youth Soccer**
- Youth Basketball**
- Youth Baseball/Softball**
- Youth Sports Camps**
- Field Rentals**

Organization Set #

01-17-096-501
01-17-096-647
01-17-096-650
01-17-096-653
01-17-096-656
01-17-096-659
01-17-096-662



General Fund – Parks & Recreation

- Recreational Sports

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The 2013-14 proposed budget for the Recreational Sports (RS) division of the Parks and Recreation Department is expected to achieve a 74.6% cost recovery level with anticipated overall revenues (registration fees, field rentals, donations, concessions and sponsorships) of \$209,050.
- Registration fees for youth and adult programs utilizing Dancer Park (youth baseball/softball, adult softball, youth and adult soccer, field rentals) will increase to recover approximately \$15,000 of program related park maintenance costs which previously were accounted for in the Park Maintenance budget. Because these expenses can be tied directly to specific rec. sports programs (field dragging/lining, field painting, garbage pick-up and clean-up, electricity for concessions, etc.), it is appropriate that program participants bear these costs, particularly now in tough budget times. While some tasks will still be completed by Park Maintenance staff (expensed within the Park Maintenance budget), the revenue to off-set these costs will be accounted for in the specific sports program budgets, thus reducing the overall General Fund support.
- Affordability is always a concern. Increased fees will negatively impact some players. However, we believe we remain on the low end of comparable fees when assessed against other similar community programs around the state.
- All individual sports within Youth and Adults Sports areas recover more than 100% of their basic program costs and over half of the administrative costs to manage these programs.
- There are 3600 registered participants in the 20 youth and adult sports programs offered annually. This translates to nearly 100,000 “participant hours” during which players are recreating in these programs each year.

- Approximately 1800 youth and adult recreation sports league games or matches are scheduled each year (1500 at Dancer Park)
- About 120 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for “independent” teams annually.
- The community livability values of these programs and opportunities for both youth and adults remains significant.

Core Services

- Youth and Adult sports programs
- Volunteer training and supervision
- Intra- and inter-departmental planning and coordination
- Scheduling and coordinating community facilities
- Coordinating and assisting independent community programs
- Resource development; sponsorships and donations
- Field preparation, maintenance and repair assistance within outdoor sport venues



Future Challenges and Opportunities

- Reduced professional staffing resulting from budget reductions in the 2012-13 fiscal year will require that our program manager focus on sustaining quality services and outcomes within existing programs before extending to other major program areas.
- Maximize public use of facilities while protecting facilities from over-use and damage.

General Fund – Parks & Recreation - Recreational Sports

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	191,630	198,000	209,050	11,050
Personnel Services	245,346	184,158	189,004	4,846
Materials & Services	89,053	86,278	91,150	4,872
Capital Outlay	844	238	-	(238)
Total Expenditures	335,243	270,674	280,154	9,480
Net Expenditures	(143,613)	(72,674)	(71,104)	(1,570)



Youth Basketball was the first youth sports program to alter games from halves to 3 periods.



850-900 soccer participants for each of two seasons, with 70-75 teams per season, including teams from Sheridan, Willamina, Amity, Dayton, & Carlton.

Full-Time Equivalentents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	4.13		
Program Assistant		(0.63)	
Extra Help - Management Assistant		0.58	
Extra Help - Office		0.15	
Rec Program Labor - Adult Sports		0.12	
Rec Program Labor - Youth Soccer		(0.02)	
Rec Program Labor - Youth Basketball		0.01	
Rec Program Labor - Youth Baseball/Softball		(0.01)	
Rec Program Labor - Youth Sports Camps		(0.01)	
FTE Proposed Budget		0.19	4.32



General Fund – Parks & Recreation – Recreational Sports

Historical Highlights

- 1968** First Director of Parks and Recreation hired. Helps organize men's and women's softball programs.
- 1975** Adult sports expanded to include men's and women's softball, coed volleyball, church volleyball, and men's basketball. Youth sports programs begin including pigtail and ponytail girl's softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.
- 1977** Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four "rough" baseball fields on that site.
- 1982** Fall season Youth Soccer Program begins.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light "trades" the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1985** Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.
- 1986** Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee's.
- 1990** Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
- 1991** At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.
- 1996** From 1996 – 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
- 2000** Voters pass 20-year park improvements bond - \$9,500,000. Bond projects include new baseball/softball/soccer fields at Dancer Park, new access road, and skate park improvements.

General Fund – Parks& Recreation – Recreational Sports

Historical Highlights

- 2001** Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.
- 2004** Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball softball fields.
- 2005** Major skate park renovation at DancerPark complete. Discovery Meadows, Max Baseball Field inaugural game played June 4th, 2005.
- 2008** Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities.
- 2009** A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.

# of Teams	Adult Sports
25-30	Softball - Coed or men's
16-18	Volleyball - Spring & Fall Coed
10-14	Volleyball - Church league
24-36	Basketball - Over 30
10	Soccer - McMinnville Soccer Assoc men's league

Donations have helped maintain affordable fees for Youth Baseball/Softball. 40+ contributors donate as team sponsors each year.

Fundraisers - Working with Sweet Oregon Rain kettle corn for 5 years, raising between \$2,500 and \$3,500 annually to help with program costs.

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
4,050	4,500	4,500	5380-60 Facility Rentals - Field Rentals Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs.	5,500	5,500	5,500
4,050	4,500	4,500	TOTAL CHARGES FOR SERVICES	5,500	5,500	5,500
4,050	4,500	4,500	TOTAL RESOURCES	5,500	5,500	5,500

Budget Document Report

01 - GENERAL FUND

Department :17 - PARKS & RECREATION
 Section :096 - RECREATIONAL SPORTS
 Program :501 - ADMINISTRATION

2014
PROPOSED BUDGET

2014
APPROVED BUDGET

2014
ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
120,373	133,350	65,915	7000-05	Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	61,158	61,158	61,158
0	0	19,000	7000-15	Salaries & Wages - Temporary Extra Help - Management Assistant - 0.58 FTE Extra Help - Office - .15 FTE	19,000	19,000	19,000
285	499	500	7000-20	Salaries & Wages - Overtime	0	0	0
7,210	8,016	5,296	7300-05	Fringe Benefits - FICA - Social Security	4,970	4,970	4,970
1,686	1,875	1,238	7300-06	Fringe Benefits - FICA - Medicare	1,163	1,163	1,163
24,047	32,284	18,300	7300-15	Fringe Benefits - PERS - OPSRP - IAP	20,265	20,265	20,265
15,250	15,143	10,496	7300-20	Fringe Benefits - Medical Insurance	11,462	11,222	11,222
126	121	63	7300-25	Fringe Benefits - Life Insurance	63	63	63
637	615	307	7300-30	Fringe Benefits - Long Term Disability	326	326	326
1,253	1,116	858	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,005	1,005	1,005
51	52	47	7300-37	Fringe Benefits - Workers' Benefit Fund	59	59	59
433	837	1,002	7300-40	Fringe Benefits - Unemployment	1,735	1,735	1,735
2,443	2,430	2,499	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,053	3,053	3,053
173,794	196,338	125,521	TOTAL PERSONNEL SERVICES		124,259	124,019	124,019

MATERIALS AND SERVICES

0	1,690	1,500	7500	Credit Card Fees	2,300	2,300	2,300
44	85	100	7540	Employee Development	100	100	100
112	0	0	7550	Travel & Education	100	100	100
383	202	500	7590	Fuel - Vehicle & Equipment	500	500	500
749	730	1,000	7610-05	Insurance - Liability	600	600	600
136	150	200	7610-10	Insurance - Property	200	200	200
2,524	2,290	1,800	7620	Telecommunications	1,600	1,600	1,600
0	0	0	7660	Materials & Supplies	0	0	0
47	54	0	7660-05	Materials & Supplies - Office Supplies	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
954	930	550	7750	Professional Services		550	550	550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				Audit fee allocation	1	500	500	
0	0	0	7800	M & S Equipment		0	0	0
2,559	1,881	2,028	7840	M & S Computer Charges		2,135	2,135	2,135
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,135	2,135	
0	1,200	1,200	7840-55	M & S Computer Charges - Recreational Sports		3,700	3,700	3,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance - shared among P&R Departments	1	1,200	1,200	
				Workstation replacement	1	1,700	1,700	
				Printer replacement	1	600	600	
				Warranty extension	1	200	200	
0	0	0	8130	Recreation Program Expenses		0	0	0
371	0	0	8130-15	Recreation Program Expenses - Concessions		1,000	1,000	1,000
7,879	9,212	8,878		<u>TOTAL MATERIALS AND SERVICES</u>		12,785	12,785	12,785
				<u>CAPITAL OUTLAY</u>				
338	844	238	8750	Capital Outlay Computer Charges		0	0	0
338	844	238		<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
182,011	206,393	134,637		<u>TOTAL REQUIREMENTS</u>		137,044	136,804	136,804

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
16,432	21,901	24,000	5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	24,500	24,500	24,500
16,432	21,901	24,000	TOTAL CHARGES FOR SERVICES	24,500	24,500	24,500
16,432	21,901	24,000	TOTAL RESOURCES	24,500	24,500	24,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
2,383	2,424	2,400	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.24 FTE	4,900	4,900	4,900
148	150	149	7300-05 Fringe Benefits - FICA - Social Security	304	304	304
35	35	35	7300-06 Fringe Benefits - FICA - Medicare	71	71	71
355	393	288	7300-15 Fringe Benefits - PERS - OPSRP - IAP	703	703	703
0	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
103	99	113	7300-35 Fringe Benefits - Workers' Compensation Insurance	259	259	259
4	4	3	7300-37 Fringe Benefits - Workers' Benefit Fund	8	8	8
3,027	3,105	2,988	TOTAL PERSONNEL SERVICES	6,245	6,245	6,245
MATERIALS AND SERVICES						
13,762	12,480	13,000	8130 Recreation Program Expenses Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.	13,000	13,000	13,000
13,762	12,480	13,000	TOTAL MATERIALS AND SERVICES	13,000	13,000	13,000
16,789	15,585	15,988	TOTAL REQUIREMENTS	19,245	19,245	19,245

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
81,918	78,327	80,000	5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons.	86,000	86,000	86,000
250	850	1,000	5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City.	1,000	1,000	1,000
82,168	79,177	81,000	TOTAL CHARGES FOR SERVICES	87,000	87,000	87,000
82,168	79,177	81,000	TOTAL RESOURCES	87,000	87,000	87,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
15,686	15,135	17,000	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.89 FTE	17,000	17,000	17,000
25	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
974	938	1,054	7300-05 Fringe Benefits - FICA - Social Security	1,054	1,054	1,054
228	220	247	7300-06 Fringe Benefits - FICA - Medicare	247	247	247
455	294	2,040	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,438	2,438	2,438
681	711	797	7300-35 Fringe Benefits - Workers' Compensation Insurance	899	899	899
26	25	26	7300-37 Fringe Benefits - Workers' Benefit Fund	30	30	30
18,076	17,323	21,164	TOTAL PERSONNEL SERVICES	21,668	21,668	21,668
MATERIALS AND SERVICES						
23,501	25,554	25,000	8130 Recreation Program Expenses Soccer equipment, team t-shirts, field supplies, and printing, etc.	27,800	27,800	27,800
23,501	25,554	25,000	TOTAL MATERIALS AND SERVICES	27,800	27,800	27,800
41,577	42,877	46,164	TOTAL REQUIREMENTS	49,468	49,468	49,468

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
14,115	16,732	17,000	5350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball.	16,500	16,500	16,500
14,115	16,732	17,000	TOTAL CHARGES FOR SERVICES	16,500	16,500	16,500
14,115	16,732	17,000	TOTAL RESOURCES	16,500	16,500	16,500

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
6,746	7,029	7,200	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.39 FTE	7,600	7,600	7,600
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
418	436	446	7300-05 Fringe Benefits - FICA - Social Security	471	471	471
98	102	104	7300-06 Fringe Benefits - FICA - Medicare	110	110	110
265	406	864	7300-15 Fringe Benefits - PERS - OPSRP - IAP	1,090	1,090	1,090
292	331	338	7300-35 Fringe Benefits - Workers' Compensation Insurance	402	402	402
11	12	11	7300-37 Fringe Benefits - Workers' Benefit Fund	13	13	13
7,830	8,315	8,963	TOTAL PERSONNEL SERVICES	9,686	9,686	9,686
MATERIALS AND SERVICES						
2,172	2,299	2,400	8130 Recreation Program Expenses T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	2,750	2,750	2,750
2,172	2,299	2,400	TOTAL MATERIALS AND SERVICES	2,750	2,750	2,750
10,002	10,614	11,363	TOTAL REQUIREMENTS	12,436	12,436	12,436

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
43,867	48,389	51,000	5350 Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs.	57,700	57,700	57,700
0	1,025	1,000	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	1,000	1,000	1,000
43,867	49,414	52,000	TOTAL CHARGES FOR SERVICES	58,700	58,700	58,700
MISCELLANEOUS						
14,099	12,958	12,000	6420-35 Donations - Parks & Recreation - Base/Softball Sponsorships Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	12,000	12,000	12,000
2,157	3,905	3,000	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,000	3,000
16,256	16,863	15,000	TOTAL MISCELLANEOUS	15,000	15,000	15,000
60,123	66,277	67,000	TOTAL RESOURCES	73,700	73,700	73,700

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
20,251	17,659	20,000	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 1.06 FTE	21,000	21,000	21,000
25	104	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,257	1,101	1,240	7300-05 Fringe Benefits - FICA - Social Security	1,302	1,302	1,302
294	257	290	7300-06 Fringe Benefits - FICA - Medicare	304	304	304
431	403	2,400	7300-15 Fringe Benefits - PERS - OPSRP - IAP	3,011	3,011	3,011
877	712	938	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,111	1,111	1,111
33	28	31	7300-37 Fringe Benefits - Workers' Benefit Fund	36	36	36
23,168	20,266	24,899	TOTAL PERSONNEL SERVICES	26,764	26,764	26,764
MATERIALS AND SERVICES						
14,232	12,958	12,000	7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	12,000	12,000	12,000
20,666	23,557	22,000	8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	22,715	22,715	22,715
34,898	36,515	34,000	TOTAL MATERIALS AND SERVICES	34,715	34,715	34,715
58,066	56,781	58,899	TOTAL REQUIREMENTS	61,479	61,479	61,479

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
4,500	3,044	4,500	5350 Registration Fees Recreational Sports registration fees for several summer skill development youth sports camps.	1,850	1,850	1,850
4,500	3,044	4,500	TOTAL CHARGES FOR SERVICES	1,850	1,850	1,850
4,500	3,044	4,500	TOTAL RESOURCES	1,850	1,850	1,850

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	500	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.01 FTE	300	300	300
0	0	31	7300-05 Fringe Benefits - FICA - Social Security	19	19	19
0	0	7	7300-06 Fringe Benefits - FICA - Medicare	4	4	4
0	0	60	7300-15 Fringe Benefits - PERS - OPSRP - IAP	43	43	43
0	0	24	7300-35 Fringe Benefits - Workers' Compensation Insurance	16	16	16
0	0	1	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	623	TOTAL PERSONNEL SERVICES	382	382	382
MATERIALS AND SERVICES						
3,396	2,992	3,000	8130 Recreation Program Expenses Payment to contractor organizations, such as Skyhawks, for providing summer youth sports camps.	100	100	100
3,396	2,992	3,000	TOTAL MATERIALS AND SERVICES	100	100	100
3,396	2,992	3,623	TOTAL REQUIREMENTS	482	482	482



**PARKS & RECREATION
Senior Center**



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation

- Senior Center

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- To help meet City-wide budget challenges, Senior Center (SC) facility closures in December and August, which were implemented in 2011-12, will be continued. The facility will be closed for one week in December and one week in August. Additionally, current Saturday staffing will be discontinued unless it can be funded through user fees. The Center will operate Mondays and Thursdays from 9:00 am to 9:00 pm, Tuesdays and Wednesdays from 9:00 am to 4:00 pm, and Fridays from 9:00 am to 1:00 pm (42 hours per week total) and may be rented during “off-hours.” Important, daily senior meals services that take place at the Center will be continued during the two weekly closures. In the 2013-14 proposed budget, overall Senior Center budget is projected to achieve a 41.4% self-support level with planned revenues of \$107,350.
- Department staff will work with the “Friends of the McMinnville Senior Center,” formally Senior Citizen’s Incorporated (the non-profit organization that sponsors daily/weekly programs for area seniors at the Center) to discuss how the “Friends” organization might help expand financial support of Center operations. The Friends of MSC was instrumental in raising funds to support the construction of the Senior Center in 1998, and has generously contributed various funds over the years to help fund or partially fund equipment, needed maintenance related projects and some basic operating expenses. We are hoping that the Friends of the MSC can have an instrumental voice in generating new support for Center operations. Activities sponsored by the Friends are held at the Center approximately 24 hours per week at no charge. The Friends most recent contribution has been a beautiful new garden area at the Center entrance. Expanded contributions may seem prudent but may prove difficult as many seniors live on limited incomes.

- Electric and Natural Gas account is increased in the 2013-14 proposed budget to account for an expected 6.5% increase in Water & Light electric charges beginning in October.
- Maintenance and Rental Contract account has been increased to more accurately reflect annual costs associated with the services.
- Repairs and Maintenance account has been reduced. Due to the City’s current budget challenge, preventative maintenance is minimal; major unanticipated repairs will be covered through General Fund operational contingency, if needed.
- Fee increases will be implemented for programs, classes and services that have previously been free or on a “suggested donation” basis.

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

Future Challenges and Opportunities

- Work with McMinnville Seniors, Inc. to grow their financial participation in supporting Senior Center operations.
- Maximize facility use through expanded programs and rentals that both serve public interests and generate revenues to support operations.
- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville.

General Fund – Parks & Recreation - Senior Center

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	102,978	113,900	107,350	(6,550)
Personnel Services	149,009	150,023	155,308	5,285
Materials & Services	97,471	100,172	103,668	3,496
Capital Outlay	1,263	358	-	(358)
Total Expenditures	247,743	250,553	258,976	8,423
Net Expenditures	(144,765)	(136,653)	(151,626)	14,973

Full-Time Equivalents (FTE)

	2012-13		2013-14
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	2.67		
No change		-	
FTE Proposed Budget		-	2.67



The McMinnville Cranks heading out for a ride



General Fund – Parks & Recreation – 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.

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.



Over 5,500 participants in special interest recreation

1995 In October, new McMinnville Senior Center opens with great fanfare. Seniors move 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.

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.



The Pickle-Ball crew playing at City Park.



(Pictured: The Grape Stompers clogging group after a St. Patrick's Day performance at Hillside)

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
5,720	5,379	6,000	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	6,500	6,500	6,500
555	1,345	1,000	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	1,200	1,200	1,200
4,958	5,979	7,700	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.	1,700	1,700	1,700
4,467	8,188	8,200	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	9,700	9,700	9,700
6,000	6,000	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	6,000
8,000	6,290	3,000	5420 Newsletter Senior Program subscription fees for monthly senior newsletter.	1,750	1,750	1,750
29,699	33,180	31,900	<u>TOTAL CHARGES FOR SERVICES</u>	26,850	26,850	26,850
<u>MISCELLANEOUS</u>						
3,168	1,132	4,000	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	5,000	5,000	5,000
1,082	1,033	3,000	6600 Other Income Senior Center announcement board fees and other incidental revenues.	2,500	2,500	2,500
0	0	3,000	6600-35 Other Income - Wortman Gallery Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,200	1,200	1,200
4,249	2,165	10,000	<u>TOTAL MISCELLANEOUS</u>	8,700	8,700	8,700
33,949	35,345	41,900	<u>TOTAL RESOURCES</u>	35,550	35,550	35,550

01 - GENERAL FUND

Department :17 - PARKS & RECREATION
 Section :099 - SENIOR CENTER
 Program :501 - ADMINISTRATION

2014 PROPOSED BUDGET
 2014 APPROVED BUDGET
 2014 ADOPTED BUDGET

REQUIREMENTS

PERSONNEL SERVICES

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
62,410	63,932	64,116	7000-05	Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	65,254	65,254	65,254
29,913	31,107	28,700	7000-15	Salaries & Wages - Temporary Extra Help - Senior Center - 1.20 FTE	26,700	26,700	26,700
3	50	40	7000-20	Salaries & Wages - Overtime	0	0	0
5,450	5,621	5,756	7300-05	Fringe Benefits - FICA - Social Security	5,701	5,701	5,701
1,275	1,315	1,347	7300-06	Fringe Benefits - FICA - Medicare	1,333	1,333	1,333
16,174	20,024	18,918	7300-15	Fringe Benefits - PERS - OPSRP - IAP	22,544	22,544	22,544
14,117	14,324	14,324	7300-20	Fringe Benefits - Medical Insurance	15,846	15,516	15,516
63	63	63	7300-25	Fringe Benefits - Life Insurance	63	63	63
351	354	354	7300-30	Fringe Benefits - Long Term Disability	360	360	360
1,598	1,529	1,800	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,779	1,779	1,779
64	69	68	7300-37	Fringe Benefits - Workers' Benefit Fund	75	75	75
3,612	0	3,001	7300-40	Fringe Benefits - Unemployment	100	100	100
1,315	1,325	1,400	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,355	1,355	1,355
136,344	139,711	139,887	TOTAL PERSONNEL SERVICES		141,110	140,780	140,780

MATERIALS AND SERVICES

1,076	1,363	1,000	7500	Credit Card Fees	1,300	1,300	1,300
171	48	100	7540	Employee Development	100	100	100
437	837	1,000	7550	Travel & Education Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	1,000	1,000	1,000
8,443	10,329	9,000	7600	Electric & Natural Gas	10,500	10,500	10,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Electricity	1	7,000	7,000
				Natural gas	1	3,500	3,500
545	580	600	7610-05	Insurance - Liability	700	700	700
1,090	1,020	2,000	7610-10	Insurance - Property	2,200	2,200	2,200
2,794	5,027	4,500	7620	Telecommunications	3,900	3,900	3,900
8,178	6,972	7,200	7650-10	Janitorial - Services	8,400	8,400	8,400

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,670	1,748	1,200	7650-15	Janitorial - Supplies		1,900	1,900	1,900
2,282	2,525	1,000	7660	Materials & Supplies		1,400	1,400	1,400
1,771	641	2,000	7680	Materials & Supplies - Donations		1,000	1,000	1,000
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
11,970	15,957	9,000	7720	Repairs & Maintenance		8,000	8,000	8,000
1,397	77	2,000	7720-24	Repairs & Maintenance - Donations - Seniors		3,000	3,000	3,000
				Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
948	1,139	480	7750	Professional Services		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
5,839	1,194	2,300	7790	Maintenance & Rental Contracts		5,925	5,925	5,925
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Garbage service	1	1,500	1,500	
				Monthly copier lease	12	104	1,248	
				Fire sprinkler & related annual inspection	1	1,100	1,100	
				Annual HVAC maintenance	1	675	675	
				Copier per copy charges	1	550	550	
				Annual fire alarm monitoring service	1	342	342	
				Annual roof/gutter preventative maintenance	1	510	510	
0	0	0	7800	M & S Equipment		0	0	0
4,476	414	0	7810	M & S Equipment - Donations		1,000	1,000	1,000
				Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
2,559	2,819	3,042	7840	M & S Computer Charges		3,203	3,203	3,203
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,203	3,203	
0	175	250	7840-60	M & S Computer Charges - Senior Center		0	0	0
9,855	8,461	1,400	8130-05	Recreation Program Expenses - Newsletter		840	840	840
				Production and mailing senior newsletter, a monthly publication mailed to over 400 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.				
0	50	2,500	8135	Wortman Artists' Commission		800	800	800
				Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.				
65,501	61,375	50,572	TOTAL MATERIALS AND SERVICES			55,668	55,668	55,668

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>						
338	1,263	358	8750 Capital Outlay Computer Charges	0	0	0
338	1,263	358	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
202,184	202,349	190,817	<i>TOTAL REQUIREMENTS</i>	196,778	196,448	196,448

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
13,772	15,089	12,500	5350 Registration Fees Senior Center fees for recreational and special interest classes and programs.	17,000	17,000	17,000
13,772	15,089	12,500	TOTAL CHARGES FOR SERVICES	17,000	17,000	17,000
13,772	15,089	12,500	TOTAL RESOURCES	17,000	17,000	17,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
8,499	6,352	6,800	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.41 FTE	9,800	9,800	9,800
527	394	422	7300-05 Fringe Benefits - FICA - Social Security	608	608	608
123	92	99	7300-06 Fringe Benefits - FICA - Medicare	142	142	142
0	376	816	7300-15 Fringe Benefits - PERS - OPSRP - IAP	1,405	1,405	1,405
295	188	260	7300-35 Fringe Benefits - Workers' Compensation Insurance	344	344	344
11	8	8	7300-37 Fringe Benefits - Workers' Benefit Fund	14	14	14
9,455	7,410	8,405	<u>TOTAL PERSONNEL SERVICES</u>	12,313	12,313	12,313
MATERIALS AND SERVICES						
1,820	1,518	1,600	8130 Recreation Program Expenses Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	2,000	2,000	2,000
1,820	1,518	1,600	<u>TOTAL MATERIALS AND SERVICES</u>	2,000	2,000	2,000
11,274	8,928	10,005	<u>TOTAL REQUIREMENTS</u>	14,313	14,313	14,313

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
1,914	6,600	4,000	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
1,914	6,600	4,000	TOTAL CHARGES FOR SERVICES	3,000	3,000	3,000
1,914	6,600	4,000	TOTAL RESOURCES	3,000	3,000	3,000

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
3,369	3,807	1,500	8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs.	2,300	2,300	2,300
3,369	3,807	1,500	<u>TOTAL MATERIALS AND SERVICES</u>	2,300	2,300	2,300
3,369	3,807	1,500	TOTAL REQUIREMENTS	2,300	2,300	2,300

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
3,582	501	0	4775-05 ODOT State Grants - Special Transportation Fund	0	0	0
3,582	501	0	TOTAL INTERGOVERNMENTAL	0	0	0
CHARGES FOR SERVICES						
10,107	14,007	15,500	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.	16,800	16,800	16,800
10,107	14,007	15,500	TOTAL CHARGES FOR SERVICES	16,800	16,800	16,800
13,689	14,508	15,500	TOTAL RESOURCES	16,800	16,800	16,800

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
1,318	1,454	1,400	7000-15 Salaries & Wages - Temporary Extra Help - Senior Center Day Tours - 0.06 FTE	1,500	1,500	1,500
82	90	87	7300-05 Fringe Benefits - FICA - Social Security	93	93	93
19	21	20	7300-06 Fringe Benefits - FICA - Medicare	22	22	22
180	292	168	7300-15 Fringe Benefits - PERS - OPSRP - IAP	215	215	215
49	28	54	7300-35 Fringe Benefits - Workers' Compensation Insurance	53	53	53
2	2	2	7300-37 Fringe Benefits - Workers' Benefit Fund	2	2	2
1,650	1,887	1,731	TOTAL PERSONNEL SERVICES	1,885	1,885	1,885
MATERIALS AND SERVICES						
12,951	12,158	10,500	8130 Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	12,000	12,000	12,000
12,951	12,158	10,500	TOTAL MATERIALS AND SERVICES	12,000	12,000	12,000
14,600	14,045	12,231	TOTAL REQUIREMENTS	13,885	13,885	13,885

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
43,918	31,436	40,000	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.	35,000	35,000	35,000
43,918	31,436	40,000	TOTAL CHARGES FOR SERVICES	35,000	35,000	35,000
43,918	31,436	40,000	TOTAL RESOURCES	35,000	35,000	35,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
33,935	18,614	36,000	8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	31,700	31,700	31,700
33,935	18,614	36,000	TOTAL MATERIALS AND SERVICES	31,700	31,700	31,700
33,935	18,614	36,000	TOTAL REQUIREMENTS	31,700	31,700	31,700



PARK MAINTENANCE





General Fund – Park Maintenance

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The 2013-14 proposed budget for Park Maintenance reflects the Division's effort to "re-focus" maintenance priorities to match the City's available resources. The service levels proposed with this request will be reduced relative to 2012-13.
- Park Maintenance staff completed an extensive review of current operations, services levels and costs. That effort was followed by a process to identify service level priorities that were in alignment with available resources. By extension, that process was used to help identify activities and programs that would be reduced or eliminated.

The underlying premise of the prioritization process was to focus efforts on activities that:

- Maintain user safety in our park facilities;
- Protect the City's investment in park assets;
- Further the City Council's, City Manager's, and Department's goals and objectives; and
- Maintain and grow the knowledge and skill base used to care for the park assets.

The process placed an emphasis on protecting the City's assets, and recognized that lower priority will be given to activities that don't necessarily protect an asset or preserve user safety. In that vein, in some cases our park aesthetics won't be as high quality as the typical McMinnville standard. However, it is important to note that this type of work can be deferred without a permanent negative impact on the asset.

Overall, these reductions represent a conscious choice to protect the "heart" of the community's park system for the future. Each of our facilities tells a story about the value the community places on these important public assets. That story today is based on doing "what we can, with what we have, where we are."

- Where possible, staff will continue to partner with key volunteer and inmate work groups. Examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps, local school teams), soccer field goal area restoration (McMinnville Youth Soccer), and various labor intensive landscape cleanup projects (Yamhill County). Materials, staff support, and supervisory oversight for these projects are typically provided by the City.
- Some maintenance needs will continue to be addressed through the use of independent contractors. This is usually work that either requires specialized licenses, equipment, expertise, or in some cases is work that staff does not have the capacity to do. The work is a mix of demand and planned work. Contract services represent approximately 6% of the Division's operating budget.
- The Division's capital budget includes funding to replace a 1993 11-foot rotary mower, as well as funding for a pavement overlay on Park Drive, which serves the Aquatic Center and lower City Park.



Painting soccer lines at Dancer Park.

Guy Smith

Core Services

Maintaining the City’s park asset base is the primary mission of the Park Maintenance staff. This work is accomplished in parks, public facilities, landscaped City owned parking lots, and beautification areas, with a total of 40 sites comprising over 258 acres. The goal of this mission is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville’s livability. Reductions and or changes to these core services are noted in each area, as applicable.

Park Services

- Litter removal, restroom cleaning, general park upkeep, and vandalism reporting and repair occur year round. This core service will be reduced by decreasing staff visits (“rounds”) to various types of facilities. Services levels will be maintained during peak seasons (June 1- Labor Day) at the City’s community parks, but will be reduced during other times of the year. Overall reduction in this service will be approximately 25%. Park services to neighborhood and linear parks will be reduced throughout the year by 40 % and 50% respectively.
- Additionally, restrooms at the west side of City Park (Labor Day-February 28) and the east side of Wortman Park (November 1-February 28) will be closed seasonally.

Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service will be reduced in some areas. Various facilities have been indentified for irrigation shut downs, which will result in reduced irrigation costs (start ups and repairs). Additionally, there will be reduced mowing in these areas. It is anticipated that these areas will “go brown” during the summer, and will remain dry until the fall rains. Park areas where the irrigation will be shut off include Lower City park, neighborhood “pocket” parks, and portions of the Goucher linear park system. Non-sports related turf areas at Dancer Park will be mowed less frequently as well, but will remain irrigated. These changes will reduce the Division’s turf mowing efforts by approximately 14%.

- Approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed pesticide applicators, and all herbicide use on public facilities is recorded and tracked.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. The application of mulch will be eliminated at some facilities, and at other facilities the application cycle will be extended. These changes will result in materials and labor savings.
- Annual flowers are planted at various City facilities. The fall annual planting program has been eliminated, resulting in labor and materials savings.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The budget includes labor and material reductions and cost savings achieved by partnering with local tree service vendors for chip material and local user groups to spread material.
- The Division assists with the maintenance and operation of the irrigation systems for various Street Department assets (parking structure and right-of-way beautification areas) and at the Airport. The costs of maintaining the landscaping of those areas will be assumed by the Street Department and the Airport, resulting in labor savings in the Park Maintenance budget.



Trimming shrubs

Kristine Reed

General Fund – Park Maintenance

2013 – 2014 Proposed Budget --- Budget Summary

Sports Turf Maintenance

- This work is primarily performed in Dancer Park in support of City recreation programs. Sports turf is irrigated, fertilized, mowed, and aerated at a very high level to support a health turf stand that can withstand the activity levels these programs bring. This work preserves the sports field assets, maintains user safety and supports the City's programmed recreational sports efforts. These costs are offset by sports program revenues in the Parks and Recreation budget.

Recreation Sports Program Facility Support

- This work is primarily performed in Dancer Park in support of City recreation programs. Soccer and baseball fields are set up each season and are "torn down" at the conclusion of the season. Given the location of Dancer Park, support amenities (benches, tables, garbage cans, concession stand, etc) must be removed from the park each fall to protect them from potential flood damage. These costs are offset by program revenues in the Parks and Recreation budget.

Tree Maintenance

- Perform annual pruning on young trees, along with scheduled fertilizing, to promote tree health and correct tree structure. Develop maintenance plans for tree stands. This core area will be reduced approximately 90%; storm damaged trees will be replaced, and approximately 10 trees per year throughout the remainder of the system will be replaced as the need arises.

Park Amenities

- Maintain courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows water feature operates under Oregon Public Health Division's administrative rules and is cleaned and inspected on a specific schedule.

Park Building Maintenance

- Building lighting, security, and plumbing systems are repaired and vandalism is cleaned up as soon as possible.

Skate Park Maintenance

- Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and clean up of vandalism and graffiti.

Play Equipment Maintenance

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.
- Play equipment is pressure washed and kept clean. Cleaning cycles will be extended from an every year cleaning to an every other year cleaning.



Inspecting playground equipment

Andy McCune

Community Event/Volunteer support

- Prepare facilities for special community events.

Emergency Response

- Activities related to inclement weather, accidents and hazardous materials spills, including sanding, closing flooded streets, sanitary sewer and storm drain problems, removing downed trees, etc. Typically Park Maintenance staff functions as team members on first responder crews. Keeping this work section whole insures no loss of response capacity in these situations.

General Fund – Park Maintenance

2013 – 2014 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Maintenance planning

- Continued utilization of computerized maintenance management to plan, schedule, and track work. In fiscal year 2013-14, staff's goal will be to make use of that data to track work against newly revised service levels, and to identify opportunities to streamline work practices.
- Park acreage has increased significantly since 2002. As additional facilities have been added and existing ones age, the challenge continues to be that maintenance needs and costs are continuing to grow faster than the growth of available resources.

Continue to develop strategies to provide acceptable maintenance levels

- Monitor these new services levels to evaluate their long term impact on the City's park assets, as well as to monitor their acceptability to City residents and the City Council.
- Strategies will include continuing to identify opportunities to reduce costs through operational efficiencies, as well as to continue to review service levels offered relative to established priorities.

Develop and implement water conservation strategies

- Investigate technology and funding available to reduce the City's irrigation water use, with the long-term goal of implementing a centralized irrigation control system.

Americans with Disability Act (ADA) Compliance

- Evaluate and address ADA issues within the park system; identify opportunities to remedy problems as projects are scoped and developed.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	9,893	8,900	8,000	(900)
Personnel Services	648,461	650,929	663,683	12,754
Materials & Services	321,452	330,199	273,807	(56,392)
Capital Outlay	1,901	49,417	77,000	27,583
Total Expenditures	971,814	1,030,545	1,014,490	(16,055)
Net Expenditures	(961,921)	(1,021,645)	(1,006,490)	(15,155)

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	10.00		
Extra Help - Park Maintenance		(0.94)	
FTE Proposed Budget			9.06

242	Acres of developed parks
178	Benches
9	Group picnic areas
131	Acres of mowed grass
130	Picnic Tables
162	Trash cans
28	Drinking fountains
14	Play structures
31	Pet waste station
8	Restroom facilities
3	Cook shelters
859	Parking spaces
625	Irrigation zones
12	Soccer fields
13	Baseball/softball fields
9.81	Miles of hard path
5	Miles of soft nature trails
2	Skate parks
1	Off leash dog park (3.8 acres)



General Fund – Parks Maintenance

Historical Highlights

- | | | | | | |
|-------------|---|-------------|---|-------------|--|
| 1994 | James Addition park -1.29 acre park - developed with turf, irrigation, benches, and play equipment. | 2000 | Development of Bend-O-River Park - 0.33 acre - including play equipment, basketball hoop, lawn area, and irrigation system. | 2005 | BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five benches. |
| 1995 | Senior Center built in West Wortman Park along with upgrades to the grounds. | 2002 | Development of Thompson Park - 2.40 acre - with restroom facility, play equipment, horseshoe court, basketball court, and shelter. | 2005 | Discovery Meadows Community Park opens – 21.45 acres – water feature, skatepark, play equipment, baseball field, basketball courts, walking path, two shelters and restroom facility. Increasing the total of maintained parks to 223 acres. |
| 1996 | Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres. | 2003 | Ash Meadows Park upgraded - 1.29 acres - with turf, irrigation, benches, and plantings. | 2006 | 32 trees of varying size and value were lost throughout McMinnville Parks due to the windstorm on December 14, 2006. Over half have been replanted to date, with complete replacements planned. |
| 1996 | Installation of recreation station in Upper City Park. | 2004 | Dancer Park Phase III completed increasing the total acreage maintained to 75 acres. | 2007 | Computerized maintenance management program implemented, including a work order system and an asset management system. |
| 1997 | Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department. | 2004 | McMinnville Rotary donates completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation. | 2007 | Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping. |
| 1997 | Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and plantings. | 2005 | Remodel of City Park and Wortman Park completed. | | |
| 1998 | Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf. | | | | |

2008 Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.

2012 Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to insure constant compliance with Oregon Heath Division rules.

2010 Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.

2010 Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.

2010 Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.

2011 Chegwyn Farms, a four acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.



Interacting with kindergarten students at "Touch a Truck" event during National Public Works Week.

Nate Brown - far left, and David Renshaw - 2nd left, Noel Donato -middle, and Liz Fliszar - far right



Abraham Guzman and Noel Donato mark soccer lines at Dancer Park.

General Fund - Park Maintenance

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<u>Public Works Superintendent</u>	1	348	80,382		
General Fund					
Park Maintenance (0.50 FTE)				152	40,191
Street Fund (0.50 FTE)				181	40,191
<u>Park Maintenance Supervisor</u>	1	338	63,665		
General Fund					
Park Maintenance (0.95 FTE)				152	60,482
Street Fund (0.05 FTE)				181	3,183
<u>Street Maintenance Supervisor</u>	1	338	65,800		
General Fund					
Park Maintenance (0.05 FTE)				152	3,290
Street Fund (0.95 FTE)				181	62,510
<u>Mechanic - Public Works</u>	1	326	40,651		
General Fund					
Park Maintenance (0.45 FTE)				152	18,293
Street Fund (0.45 FTE)				181	18,293
Wastewater Services Fund					
Administration (0.10 FTE)				216	4,065
<u>Operations Support Specialist</u>	1	326	45,022		
General Fund					
Park Maintenance (0.50 FTE)				152	22,511
Street Fund (0.50 FTE)				181	22,511

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
8,609	9,501	8,500	5390 Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	7,600	7,600	7,600
8,609	9,501	8,500	TOTAL CHARGES FOR SERVICES	7,600	7,600	7,600
MISCELLANEOUS						
858	392	400	6600 Other Income	400	400	400
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
858	392	400	TOTAL MISCELLANEOUS	400	400	400
9,467	9,893	8,900	TOTAL RESOURCES	8,000	8,000	8,000

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

359,524	367,544	373,044	7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Utility Worker II - Public Works - 5.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE	378,742	378,742	378,742
58,072	54,577	48,100	7000-15 Salaries & Wages - Temporary Extra Help - Park Maintenance - 1.61 FTE	30,785	30,785	30,785
3,909	4,356	4,200	7000-20 Salaries & Wages - Overtime	3,700	3,700	3,700
24,832	24,945	26,373	7300-05 Fringe Benefits - FICA - Social Security	25,621	25,621	25,621
5,808	5,834	6,166	7300-06 Fringe Benefits - FICA - Medicare	5,992	5,992	5,992
77,968	93,943	91,244	7300-15 Fringe Benefits - PERS - OPSRP - IAP	108,142	108,142	108,142
64,192	67,181	67,182	7300-20 Fringe Benefits - Medical Insurance	74,118	72,578	72,578
470	469	471	7300-25 Fringe Benefits - Life Insurance	471	471	471
2,002	2,047	2,074	7300-30 Fringe Benefits - Long Term Disability	2,116	2,116	2,116
18,248	19,385	21,783	7300-35 Fringe Benefits - Workers' Compensation Insurance	23,688	23,688	23,688
268	267	293	7300-37 Fringe Benefits - Workers' Benefit Fund	310	310	310
10,414	7,912	9,999	7300-40 Fringe Benefits - Unemployment	9,998	9,998	9,998
625,707	648,461	650,929	TOTAL PERSONNEL SERVICES	663,683	662,143	662,143

MATERIALS AND SERVICES

653	1,021	750	7530 Safety Training/OSHA	600	600	600
96	204	400	7540 Employee Development	400	400	400
2,515	2,369	2,500	7550 Travel & Education Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	2,500	2,500	2,500
21,707	25,291	26,000	7590 Fuel - Vehicle & Equipment	22,000	22,000	22,000
31,611	28,470	28,000	7600 Electric & Natural Gas	28,650	28,650	28,650
8,102	8,820	11,600	7610-05 Insurance - Liability	6,600	6,600	6,600
5,587	6,730	8,500	7610-10 Insurance - Property	9,200	9,200	9,200
5,090	4,865	4,700	7620 Telecommunications	4,100	4,100	4,100

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
973	1,245	1,290	7650	Janitorial		1,400	1,400	1,400
19,751	14,809	19,000	7660	Materials & Supplies		17,000	17,000	17,000
2,659	5,194	2,500	7720-10	Repairs & Maintenance - Building Maintenance Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.		1,500	1,500	1,500
27,838	28,486	28,000	7720-14	Repairs & Maintenance - Vehicles		25,000	25,000	25,000
82,803	80,031	78,000	7720-26	Repairs & Maintenance - Park Maintenance Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenities, bark, herbicides, garbage bags, irrigation parts, etc. Other significant costs include adding fall protection material at various playgrounds, replacement picnic tables and benches throughout the park system, play equipment repairs, dog park surfacing material and trail surfacing material.		65,425	65,425	65,425
11,027	5,584	8,000	7720-27	Repairs & Maintenance - Park Vandalism Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.		5,000	5,000	5,000
2,640	1,120	2,060	7750	Professional Services		2,070	2,070	2,070
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,900	1,900	
				Section 125 administration fee	1	170	170	
14,234	14,436	14,900	7780-07	Contract Services - Downtown Downtown litter patrol and solid waste disposal		14,900	14,900	14,900
94,916	80,771	80,000	7780-15	Contract Services - Park Maintenance Contract services to address system needs relative to building maintenance, electrical, plumbing, light construction, irrigation, play equipment repairs and maintenance, tree planting, pruning and removal, turf/landscape maintenance, herbicide/pesticide applications, water feature maintenance and various small projects in the park system.		56,175	56,175	56,175
4,660	2,953	2,000	7800-39	M & S Equipment - Parks Miscellaneous small equipment for operations and maintenance		1,500	1,500	1,500
1,850	0	500	7800-42	M & S Equipment - Shop Miscellaneous small equipment and tools for shop operations and maintenance		500	500	500
5,158	4,235	3,549	7840	M & S Computer Charges		3,737	3,737	3,737
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,737	3,737	

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	4,818	7,950	7840-65	M & S Computer Charges - Park Maintenance		5,550	5,550	5,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hanson Sewer database, 25% - shared with Eng, Street, WWS	1	2,900	2,900	
				ESRI ArcIMS mapping, 17% - shared with PI, Blg, Eng, PM, St, WWS	1	1,600	1,600	
				Workstation replacement, 50% - shared with Street	1	850	850	
				Warranty extensions, 50% - shared with Street	2	100	200	
343,870	321,452	330,199	<u>TOTAL MATERIALS AND SERVICES</u>			273,807	273,807	273,807
			<u>CAPITAL OUTLAY</u>					
761	1,901	417	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8800	Building Improvements		0	0	0
0	0	0	8850	Vehicles		55,000	55,000	55,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				11' Rotary mower-replaces 1993 unit	1	55,000	55,000	
0	0	20,000	8920	Land Improvements		22,000	22,000	22,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Park Drive overlay	1	20,000	20,000	
				Hwy 99 beautification project	1	2,000	2,000	
0	0	29,000	9300-05	Park Improvements - Play Equipment		0	0	0
761	1,901	49,417	<u>TOTAL CAPITAL OUTLAY</u>			77,000	77,000	77,000
970,338	971,813	1,030,545	<u>TOTAL REQUIREMENTS</u>			1,014,490	1,012,950	1,012,950



LIBRARY DEPARTMENT



Budget Highlights

Library Use

The Library continues to serve as a vibrant learning and entertainment hub for the community. Children engage with letters, words, songs, and crafts during story times to prepare them for success in school and life. Teens connect with their peers informally and during planned library activities providing both leisure and purpose. Adults meet with others to discuss books and ideas, find space to study and contemplate, and discover resources to enhance their engagement with the community and the world.



Personnel Services

With change comes challenge and opportunity. The second half of fiscal year 2012-13 was marked by significant changes in personnel at the Library. A number of upper level positions opened up due to long term employees retiring. Many of these positions have been in place for more than 15 years, and library services have transformed in that time. Careful evaluation of the needs of the Library to serve the community allowed for reconfiguration of staffing in some work groups, which generated savings in the 2013-14 proposed budget.

Changes in library services impacting personnel needs

- Although the number of computers at the Library has increased dramatically in the last 10 years, the reliability of these computers and the assistance from City Information Services staff has improved.
- Staff knowledge and comfort with technology has advanced.
- Reference has changed - staff spend more time assisting customers with technology and less time with in depth research. This does not change the number of staff hours needed, but does change the nature of the positions.
- Skills can be more divided and focused, with particular staff increasing expertise in certain areas- specialization of skills.



Repairs and Maintenance

A repair to the roof of the Carnegie building is planned to avoid risk of water damage. Window sealant is proposed to take place over the next two fiscal years also to avoid water seepage into the stucco walls of the newer Library addition.

Technology

The Library currently has 59 computers maintained by City Information Services. In order to return to a reasonable replacement schedule the Library and IS plan to replace eight computers and two color printers.



Core Services

Reference and Information Services

- Provide current and accurate information and research help to all citizens by phone, email and in person.
- Instruct and assist patrons on the Internet and computer software, the Library catalog and databases.
- Help the public find materials from Chemeketa Cooperative Regional Library Service (CCRLS) and beyond.
- Provide homebound services to community members.
- Troubleshoot and assist patrons with Library computers and equipment.

Children's Services

- Assist children and their parents / guardians to find children's books, magazines, web sites, and other materials that are age appropriate and that promote the enjoyment of reading.
- Develop and implement programming that supports early literacy for young children.
- Provide homework assistance and technology instruction.
- Provide outreach for children in the community.
- Partner and collaborate with other city, county and school district agencies to bring the best recreational and educational opportunities to the youth in McMinnville.

General Fund – Library

2013 – 2014 Proposed Budget --- Budget Summary

Circulation Services

- Check out materials to the public.
- Provide library cards and help patrons manage and understand their library accounts; collect fees and fines.
- Check in and shelve all Library items; process and shelve materials for patron pickup.
- Assist patrons in understanding library circulation policies.

Technical Services

- Order, receive, catalog, and process materials for public use.
- Support the regional library automation system.
- Provide maintenance and repair of Library materials.

Future Challenges and Opportunities

Challenges

Personnel changes from January to June, 2013:

- 20% of the staff retired taking with them 109 years of service to the Library and City.
- 50% of current staff members are working in a new position due to staffing reconfigurations.
- 80% of the members of the supervisory team are working in a new capacity at the library.

Opportunities

- Many of the staff changes are due to internal hires, which allows for continuity while bringing a fresh perspective to a variety of positions.

Department Cost Summary

	2011-12	2012-13	2013-14	Budget Variance
	Actual	Amended Budget	Proposed Budget	
Revenue	203,170	190,791	193,645	2,854
Personnel Services	1,068,101	996,109	959,616	(36,493)
Materials & Services	282,896	310,508	330,735	20,227
Capital Outlay	19,831	6,796	-	(6,796)
Total Expenditures	1,370,828	1,313,413	1,290,351	(23,062)
Net Expenditures	(1,167,658)	(1,122,622)	(1,096,706)	(25,916)

Full-Time Equivalents (FTE)

	2012-13		2013-14
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	15.55		
Senior Librarian		(0.50)	
Librarian III		0.50	
Librarian II		0.40	
Librarian I		(1.61)	
Library Assistant		0.94	
Library Page		0.10	
FTE Proposed Budget		(0.17)	15.38

1909 The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.

1910 Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.

1913 In February 1913, the Carnegie library building is dedicated.



1973 McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).

**Chemeketa Cooperative
Regional Library Service**



Community. Literacy. Technology.

1980 McMinnville voters pass a 20-year bond levy (\$1,715,000) to build a library addition.

1982 Library addition opens adding 11,500 square feet.



1986 Library installs its first automation system.

1996 Library undergoes major repairs, renovations, and earthquake retrofit.

2000 Children’s Bookmobile “hits the road” – funded by the City and Library Foundation.

2005 Teen Homework Help Center opens with a grant from Spirit Mountain and adds a teen services librarian

2008 Library2Go downloadable book service offered through CCRLS and Oregon Digital Library Consortium.



2012 McMinnville Public Library celebrates 100 years serving the community.



Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
3,909	3,796	4,000	4780 OR State Aid Grant - Library Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries expended through expenditure account 8150-55, Books & Materials-State Grant Materials.	6,000	6,000	6,000
127,625	131,271	131,341	5050 CCRLS - Library Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	132,465	132,465	132,465
131,534	135,067	135,341	TOTAL INTERGOVERNMENTAL	138,465	138,465	138,465
CHARGES FOR SERVICES						
11,913	11,573	11,000	5430 Outside City User Fee \$60 per household per year as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.	11,000	11,000	11,000
11,913	11,573	11,000	TOTAL CHARGES FOR SERVICES	11,000	11,000	11,000
FINES AND FORFEITURES						
38,193	39,976	37,000	6160 Fines & Lost Books Overdue Fines --- Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item. Lost Materials --- \$5 processing fee added to lost material cost.	37,000	37,000	37,000
38,193	39,976	37,000	TOTAL FINES AND FORFEITURES	37,000	37,000	37,000
MISCELLANEOUS						
85	26	100	6310-15 Interest - Library Endowment Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0	0	0
1,237	309	600	6440 Donations - Library General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through expenditure account 8160, Donations-Library.	450	450	450
500	248	250	6440-05 Donations - Library - Bookmobile Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	230	230	230
0	4,399	0	6440-10 Donations - Library - Library Foundation	0	0	0
0	4,300	0	6440-15 Donations - Library - Friends of the Library	0	0	0
1,353	0	0	6440-20 Donations - Library - Adult Programs	0	0	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,408	2,102	2,500	6440-25 Donations - Library - Children's Programs Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	2,500	2,500	2,500
317	0	0	6440-30 Donations - Library - Teen Program	0	0	0
5,094	5,170	4,000	6600-98 Other Income - Library Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	4,000	4,000	4,000
9,994	16,554	7,450	<u>TOTAL MISCELLANEOUS</u>	7,180	7,180	7,180
191,634	203,170	190,791	<u>TOTAL RESOURCES</u>	193,645	193,645	193,645

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

520,868	528,873	511,834	7000-05 Salaries & Wages - Regular Full Time Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Library Circulation Specialist - 1.00 FTE Library Technical Assistant - Children's - 1.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE	394,854	394,854	394,854
220,602	234,598	190,681	7000-10 Salaries & Wages - Regular Part Time Librarian II - Reference - 1.65 FTE Librarian I - Children's - 0.75 FTE Librarian I - Reference - 0.25 FTE Library Technical Assistant - Circulation - 0.75 FTE Library Assistant - Children's - 0.74 FTE Library Assistant - Circulation - 1.25 FTE Library Assistant - Technical Services - 0.83 FTE Library Page - 1.08 FTE	257,040	257,040	257,040
0	2,078	1,789	7000-15 Salaries & Wages - Temporary Program Assistant - 0.08 FTE	1,789	1,789	1,789
110	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
44,184	45,668	43,665	7300-05 Fringe Benefits - FICA - Social Security	40,528	40,528	40,528
10,333	10,680	10,213	7300-06 Fringe Benefits - FICA - Medicare	9,480	9,480	9,480
131,901	168,990	156,004	7300-15 Fringe Benefits - PERS - OPSRP - IAP	167,710	167,710	167,710
69,775	69,908	73,784	7300-20 Fringe Benefits - Medical Insurance	80,893	79,268	79,268
1,068	1,056	1,009	7300-25 Fringe Benefits - Life Insurance	1,071	1,071	1,071
3,816	3,942	3,623	7300-30 Fringe Benefits - Long Term Disability	3,389	3,389	3,389
1,548	1,748	1,902	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,094	2,094	2,094
445	453	453	7300-37 Fringe Benefits - Workers' Benefit Fund	529	529	529
1,209	0	1,002	7300-40 Fringe Benefits - Unemployment	100	100	100
90	107	150	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	139	139	139
1,005,951	1,068,101	996,109	TOTAL PERSONNEL SERVICES	959,616	957,991	957,991

MATERIALS AND SERVICES

155	1,078	900	7500 Credit Card Fees Charges for credit card payment at circulation desk for overdue fines, lost items and out of area library card fees.	1,000	1,000	1,000
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Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
Department :21 - LIBRARY Section :N/A Program :N/A					
161	373	1,000	7540	Employee Development	900
4,763	3,562	4,000	7550	Travel & Education Membership in professional organizations, registration and travel to workshops, conferences and seminars.	4,000
853	833	1,100	7580	Volunteer Recognition Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	1,000
771	998	1,000	7590	Fuel - Vehicle & Equipment Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.	1,100
28,487	32,224	33,000	7600	Electric & Natural Gas	33,000
5,583	5,500	7,100	7610-05	Insurance - Liability	7,200
4,020	3,840	7,100	7610-10	Insurance - Property	7,900
13,850	13,596	16,000	7620	Telecommunications Telephone and cell lines, elevator phone, Yamco telecom, bookmobile laptop connection, new Comcast internet service charges and installation costs, and alarm phones.	16,000
18,082	15,445	15,900	7650	Janitorial Contract janitorial services and supplies.	20,395
744	711	875	7660	Materials & Supplies General library and staff room supplies.	650
570	599	600	7660-15	Materials & Supplies - Postage Inter-library loan books returned by mail and other library mailing costs.	600
5,441	7,285	5,850	7660-20	Materials & Supplies - Public Services Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	5,000
824	555	600	7660-30	Materials & Supplies - Public Information Library yellow pages listing.	600
1,522	2,476	1,500	7660-60	Materials & Supplies - Administration Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	1,300
4,388	5,111	5,200	7660-63	Materials & Supplies - Library Circulation Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.	5,200
6,006	5,472	5,700	7660-64	Materials & Supplies - Library Technical Services Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.	5,000
690	643	650	7660-65	Materials & Supplies - Children's Programs Craft supplies, paper and miscellaneous costs for children's programming.	600
0	26	100	7680-05	Materials & Supplies - Donations - Children's Programs - Endowment Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,351	0	0	7680-10	Materials & Supplies - Donations - Adult Programs		0	0	0
0	99	23,230	7680-11	Materials & Supplies - Donations - Library Foundation Lanouette Trust principal was disbursed to Library Foundation in 2012-13.		0	0	0
1,408	2,102	2,500	7680-15	Materials & Supplies - Donations - Children's Programs Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.		2,500	2,500	2,500
0	0	0	7680-16	Materials & Supplies - Donations - Friends of the Library		0	0	0
317	0	0	7680-20	Materials & Supplies - Donations - Teen Programs		0	0	0
18,055	11,074	11,000	7720-08	Repairs & Maintenance - Building Repairs HVAC, plumbing, lighting, equipment and general repairs.		34,000	34,000	34,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Roof repair- Carnegie Building	1	13,000	13,000	
				General repairs	1	11,000	11,000	
				Window caulking - part 1 of 2 year process	1	10,000	10,000	
15,986	16,290	18,700	7720-10	Repairs & Maintenance - Building Maintenance Building maintenance including pest control, alarm inspections, extra scheduled gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.		18,600	18,600	18,600
297	0	500	7720-14	Repairs & Maintenance - Vehicles Repairs, maintenance and supplies for the library bookmobile.		400	400	400
1,081	1,061	2,700	7750	Professional Services		2,400	2,400	2,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,300	2,300	
				Section 125 administration fee	1	100	100	
9,119	10,224	10,000	7790	Maintenance & Rental Contracts Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.		9,500	9,500	9,500
1,130	0	0	7800	M & S Equipment		0	0	0
0	0	0	7810-05	M & S Equipment - Donations - Library Foundation		0	0	0
52,857	44,211	57,803	7840	M & S Computer Charges		61,920	61,920	61,920
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	61,920	61,920	
14,138	18,611	4,400	7840-70	M & S Computer Charges - Library		16,440	16,440	16,440
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	8	1,700	13,600	
				Printer replacements, color	2	320	640	
				Deepfreeze security software	8	100	800	
				Laptop replacement, Bookmobile	1	1,400	1,400	

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
27,909	26,933	19,000	8150-05	Books & Materials - Adult Books Fiction and non-fiction print and electronic books for adult collections.	19,000	19,000	19,000
2,187	1,108	1,500	8150-10	Books & Materials - Reference Books Reference books and materials for adult print reference collection.	1,000	1,000	1,000
6,977	3,303	3,300	8150-15	Books & Materials - Reference Online Database Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.	4,000	4,000	4,000
13,906	13,998	14,000	8150-20	Books & Materials - Children's Books Library books, audio visual, and other materials for children ages 0 - 12.	14,000	14,000	14,000
4,047	4,152	4,500	8150-25	Books & Materials - Young Adult Books Library materials for young adults ages 12 - 17.	4,500	4,500	4,500
3,537	3,971	4,000	8150-30	Books & Materials - Large Print Books Large print books for visually impaired adults.	4,000	4,000	4,000
4,901	4,458	3,650	8150-35	Books & Materials - Spanish Language Materials Books, media, magazines and newspapers in Spanish.	3,650	3,650	3,650
501	0	0	8150-40	Books & Materials - Bookmobile	0	0	0
5,013	5,113	5,200	8150-45	Books & Materials - Periodicals Newspaper and magazine subscriptions, including Spanish language titles.	5,200	5,200	5,200
5,893	6,255	6,000	8150-50	Books & Materials - Audio Visuals-DVD Adult nonfiction and entertainment DVDs.	6,000	6,000	6,000
5,321	5,254	5,500	8150-51	Books & Materials - Audio Visuals-CD Books Fiction and nonfiction books on CD.	5,500	5,500	5,500
3,909	3,796	4,000	8150-55	Books & Materials - State Grant Materials State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library.	6,000	6,000	6,000
1,237	309	600	8160	Donations - Library Various library purchases and materials funded through revenue account 6440, Donations-Library.	450	450	450
500	248	250	8160-05	Donations - Library - Bookmobile Books Books and materials for the bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.	230	230	230
298,491	282,896	310,508	<u>TOTAL MATERIALS AND SERVICES</u>		330,735	330,735	330,735
<u>CAPITAL OUTLAY</u>							
7,783	19,831	6,796	8750	Capital Outlay Computer Charges	0	0	0
0	0	0	8900-10	Land Acquisition - Elliott Property	0	0	0
7,783	19,831	6,796	<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
1,312,225	1,370,828	1,313,413	<u>TOTAL REQUIREMENTS</u>		1,290,351	1,288,726	1,288,726



**GENERAL FUND
NON-DEPARTMENTAL**





General Fund - Non- Departmental

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

Revenues

Property Taxes - Current

The City's permanent property tax rate is \$5.02 per thousand dollars of assessed value.

- The 2013-14 proposed budget projects a 1.5% increase in assessed value (AV) compared to 2012-13 assessed value.
- Based on the projected assessed value, property taxes levied are estimated to be \$11,205,000. However, several significant factors affect the collection of taxes levied.
- Two of the City's largest taxpayers have appealed the assessed valuation of their property. As a result of those appeals, the Yamhill County Assessor has indicated that the City will collect approximately \$77,000 less in property taxes than otherwise expected.
- The City also assumes an uncollectible rate of 8% on property taxes levied. The uncollectible rate includes amounts for refunds, credits, and discounts, as well as unpaid taxes due.

Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2013-14 is projected to increase by 6% compared to 2012-13 due to rate increases by Water & Light.
- Franchise fee revenue for cable, telephone, waste collection, and natural gas are projected to be consistent with 2012-13 revenues.

State Shared Revenues

Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette taxes are projected to remain consistent with prior years. However, State shared revenue, which is a distribution of the State's liquor receipts, is expected to continue to increase by 10% compared to the prior year.

Transfers In

- Reimbursement from other funds for General Fund personnel services support - \$1,048,157
- Reimbursement from other funds for Engineering Materials And Services costs - \$48,181
- Distribution of surplus reserve in Insurance Services Fund - \$103,200 was distributed in 2012-13. There is no surplus reserve distribution in 2013-14.

Expenditures - Transfers Out

- **Transfer Out – Emergency Communications Fund** --- Transfer to Emergency Communications Fund for police and fire emergency dispatch services. Emergency Communications Fund pays Yamhill Communications Agency (YCOM) for the City's share of member contributions. The Transfer to the Emergency Communications Fund is \$100,000 less than the 2012-13 transfer due to the decision in 2013-14 to use a portion of the Emergency Communications Fund capital reserve to pay for dispatch services.
- **Transfer Out – Ambulance Fund** --- General Fund support is necessary due to the gap between the cost of operations and reimbursement for transports. Notably, Medicare and Medicaid reimburse the City for approximately 25% of the total amount charged. This is significant, as 74% of the City's total transports are Medicare and Medicaid accounts.

Future Challenges and Opportunities

- Continue to monitor property tax collection rates. The estimated uncollectible rate of 8% has been sufficient in past years but collections rates may be negatively affected by current economic conditions.
- The City’s tax base grew rapidly between 2004 and 2009, resulting in significant increases in property tax revenue. However, due to local economic conditions and corresponding lack of building activity, the increase in property tax revenue has not continued at the same rate in the last several years. To illustrate, the average increase in assessed value between 2005 and 2009 was 7%. The increase in assessed value in 2013-14 is projected to be 1.5%. For comparison purposes, a 1% increase in assessed value results in approximately \$100,000 in property tax revenue.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	14,402,927	14,192,223	14,733,238	541,015
Materials & Services	-	400	400	-
Transfers Out	1,310,471	1,387,463	1,341,437	(46,026)
Total Expenditures	1,310,471	1,387,863	1,341,837	(46,026)
Net Expenditures	13,092,456	12,804,360	13,391,401	(587,041)



General Fund – Non-Departmental

Historical Highlights

<p>1916 Voters establish original operating property tax base which could rise 6% per year and by 1988, the last year of the levy, has risen to \$257,070.</p>	<p>1990 November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.</p>	<p>1997 City's permanent rate is established at \$5.02.</p>
<p>1980 First library operations 3-year serial levy passed - \$45,000 per year.</p>	<p>1996 November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.</p>	<p>2000 First year City levies entire \$5.02 per thousand assessed value permanent rate.</p>
<p>1985 Second library operations 3-year serial levy passed - \$65,000 per year.</p>	<p>1997 January and February 1997, City Council, Budget Committee, and Department Heads review city provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.</p>	<p>2002 November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.</p>
<p>1986 First police, library, and transportation 3-year serial levy passed. - \$300,000 per year.</p>	<p>1997 May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates.</p>	<p>2003 Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14, which called for review in May 2006.</p>
<p>1988 March election passed library operations 1-year serial levy - \$80,000 per year.</p>		<p>2005 Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; which became the new Community Development Center.</p>
<p>1988 November 1988 general election, "Life McMinnville Style" new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.</p>		

- 2006** Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position. These staff additions required a re-adjustment of the property tax allocation raising the General Fund levy by \$200,000 over the 3% normal growth factor.
- 2006** First year in recent memory that the McMinnville Water & Light (W&L) payment in-lieu of tax budgeted a lower dollar amount than previous year. Research indicates trend due to extensive conservation initiatives W&L has undertaken over the last several years.
- 2007** Implementation of Logos.net financial system established “non-assigned” revenues in Non-Departmental classification.
- 2008** All operating permanent rate, \$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
PROPERTY TAXES						
9,834,228	10,017,028	9,936,500	4100-05 Property Taxes - Current \$11,205,000 2013-2014 Permanent operating property tax levy, \$5.02 per thousand (\$77,000) Less appeals (\$896,000) Less: Uncollectible taxes - 8%. \$10,232,000 2013-2014 Current property taxes	10,232,000	10,232,000	10,232,000
508,624	489,144	300,000	4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies.	315,000	315,000	315,000
10,342,851	10,506,173	10,236,500	TOTAL PROPERTY TAXES	10,547,000	10,547,000	10,547,000
LICENSES AND PERMITS						
1,529,601	1,754,260	1,715,000	4205-05 Franchise Fees - McMinnville Water & Light McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users, 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.	1,800,000	1,800,000	1,800,000
51,011	34,914	34,100	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	32,450	32,450	32,450
32,148	34,607	26,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	55,860	55,860	55,860
140,086	153,953	154,000	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	162,250	162,250	162,250
125,152	127,114	125,000	4205-20 Franchise Fees - Recology Western Oregon - Valley Western Oregon Waste - Valley waste collection franchise fee is 3%.	135,000	135,000	135,000
143,773	155,896	160,000	4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 3%.	155,000	155,000	155,000
3,470	3,038	3,000	4490 Licenses & Permits - Misc Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.	1,500	1,500	1,500
2,025,241	2,263,781	2,217,100	TOTAL LICENSES AND PERMITS	2,342,060	2,342,060	2,342,060

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET												
<u>INTERGOVERNMENTAL</u>																				
49,067	47,610	50,000	4720	OR State Cigarette Taxes		50,000	50,000	50,000												
State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.																				
255,506	241,107	250,000	4730	OR State Revenue Sharing		270,000	270,000	270,000												
State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.																				
388,089	394,671	370,000	4750	OR State Liquor Taxes		400,000	400,000	400,000												
State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.																				
692,662	683,388	670,000	<u>TOTAL INTERGOVERNMENTAL</u>			720,000	720,000	720,000												
<u>MISCELLANEOUS</u>																				
24,529	38,419	38,000	6310	Interest		45,500	45,500	45,500												
548	966	1,000	6600	Other Income		1,000	1,000	1,000												
25,076	39,385	39,000	<u>TOTAL MISCELLANEOUS</u>			46,500	46,500	46,500												
<u>TRANSFERS IN</u>																				
6,621	6,747	5,309	6900-05	Transfers In - Special Assessments		5,699	5,694	5,694												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration and Finance personnel services support.</td> <td>1</td> <td>5,694</td> <td>5,694</td> </tr> </tbody> </table>						Description	Units	Amt/Unit	Total	Administration and Finance personnel services support.	1	5,694	5,694							
Description	Units	Amt/Unit	Total																	
Administration and Finance personnel services support.	1	5,694	5,694																	
0	0	0	6900-07	Transfers In - Transient Lodging Tax		63,000	72,000	72,000												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>30% of transient lodging tax collected</td> <td>1</td> <td>72,000</td> <td>72,000</td> </tr> </tbody> </table>						Description	Units	Amt/Unit	Total	30% of transient lodging tax collected	1	72,000	72,000							
Description	Units	Amt/Unit	Total																	
30% of transient lodging tax collected	1	72,000	72,000																	
130,424	148,289	159,054	6900-20	Transfers In - Street		168,937	168,621	168,621												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Street Fund support of Engineering operations.</td> <td>1</td> <td>11,501</td> <td>11,501</td> </tr> <tr> <td>Engineering, Admin, & Finance personnel services support.</td> <td>1</td> <td>157,120</td> <td>157,120</td> </tr> </tbody> </table>						Description	Units	Amt/Unit	Total	Street Fund support of Engineering operations.	1	11,501	11,501	Engineering, Admin, & Finance personnel services support.	1	157,120	157,120			
Description	Units	Amt/Unit	Total																	
Street Fund support of Engineering operations.	1	11,501	11,501																	
Engineering, Admin, & Finance personnel services support.	1	157,120	157,120																	
34,236	44,452	51,437	6900-25	Transfers In - Airport		61,199	61,122	61,122												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Airport Fund support of Engineering operations.</td> <td>1</td> <td>4,198</td> <td>4,198</td> </tr> <tr> <td>Engineering, Admin, & Finance personnel services support.</td> <td>1</td> <td>56,924</td> <td>56,924</td> </tr> </tbody> </table>						Description	Units	Amt/Unit	Total	Airport Fund support of Engineering operations.	1	4,198	4,198	Engineering, Admin, & Finance personnel services support.	1	56,924	56,924			
Description	Units	Amt/Unit	Total																	
Airport Fund support of Engineering operations.	1	4,198	4,198																	
Engineering, Admin, & Finance personnel services support.	1	56,924	56,924																	

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
111,239	52,091	45,022	6900-45	Transfers In - Transportation			48,329	48,252	48,252
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Transportation Fund support of Engineering operations.	1	2,591	2,591			
			Engineering, Admin, & Finance personnel services support.	1	45,661	45,661			
51,695	49,090	48,324	6900-50	Transfers In - Park Development			51,461	51,363	51,363
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Parks & Rec Admin, Admin, & Finance personnel services support.	1	51,363	51,363			
33,139	32,325	20,272	6900-70	Transfers In - Building			30,877	30,826	30,826
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Engineering, Admin, & Finance personnel services support.	1	30,826	30,826			
203,445	224,628	217,148	6900-75	Transfers In - Wastewater Services			232,764	232,298	232,298
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Wastewater Services Fund support of Engineering operations.	1	15,385	15,385			
			Engineering, Admin, & Finance personnel services support.	1	216,913	216,913			
147,202	161,095	184,015	6900-77	Transfers In - Wastewater Capital			201,425	201,081	201,081
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Wastewater Capital Fund support of Engineering operations.	1	14,508	14,508			
			Engineering, Admin, & Finance personnel services support.	1	186,573	186,573			
142,972	150,941	156,677	6900-79	Transfers In - Ambulance			172,032	171,608	171,608
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel including Amb Billing staff	1	171,608	171,608			
39,021	40,542	142,365	6900-85	Transfers In - Insurance Services			41,955	41,908	41,908
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel services support.	1	41,908	41,908			
899,994	910,200	1,029,623	TOTAL TRANSFERS IN				1,077,678	1,084,773	1,084,773
13,985,824	14,402,927	14,192,223	TOTAL RESOURCES				14,733,238	14,740,333	14,740,333

Budget Document Report

01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
400,000	500,000	600,000	9901-15 Designated End FB - General Fd - Fire - Vehicle Reserve Designated carryover from the 2013-14 fiscal year held in reserve for future fire vehicle and equipment purchases.	600,000	600,000	600,000
6,506,740	6,486,296	4,241,368	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2014, includes the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.	4,784,339	4,741,970	4,787,491
7,331,338	7,477,827	5,361,909	<u>TOTAL ENDING FUND BALANCE</u>	5,968,339	5,925,970	5,971,491
8,247,611	8,788,298	7,409,542	<u>TOTAL REQUIREMENTS</u>	8,060,176	8,017,365	8,062,886

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01 - GENERAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
23,530,922	24,427,130	23,692,179	TOTAL RESOURCES	25,042,975	25,050,070	25,105,591
23,530,922	24,427,130	23,692,179	TOTAL REQUIREMENTS	25,042,975	25,050,070	25,105,591



SPECIAL ASSESSMENT FUND





Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments against real property which benefit from the district. The ordinance states that the district shall be in effect for three consecutive years and may be renewed at the end of the third year.
- The 2013-14 fiscal year will be the first year of a three-year DEID assessment cycle. The assessment cycle duration will be from August 1, 2013 through July 31, 2016.
- The enabling ordinance requires that DEID assessments collected by the City be passed through to the McMinnville Downtown Association (MDA).
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2013-14.

Core Services

- The Special Assessment Fund provides accounting for the collection of DEID assessments collected by the City and passed through to MDA. The Fund is also used to account for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.
- State law requires the City to provide 10-year financing options for local improvement districts (LIDs). Currently, there are no LIDs.

- DEID assessments – The assessment for 2011 through 2013 was based on a rate of \$0.70 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3rd Street. For properties in Zone 2, the rate is \$0.35 per square foot. Zone 2 is primarily the downtown portion of 2nd Street and 4th Street. During the renewal process for the 2013-16 assessment cycle, the City Council will determine whether the rate per square foot will be increased.

Future Challenges and Opportunities

- In the future, it is unlikely that street and sidewalk improvement districts will be used to fund improvements.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	52,280	61,100	66,500	5,400
Materials & Services	52,051	60,140	65,200	5,060
Transfers Out	6,747	5,309	5,699	390
Total Expenditures	58,798	65,449	70,899	5,450
Net Expenditures	(6,518)	(4,349)	(4,399)	50



Special Assessment Fund

Historical Highlights

- | | | | | | |
|-------------|---|-------------|--|-------------|--|
| 1976 | City Council establishes Villard Street Local Improvement District. | 1991 | City Council establishes NE Newby Street Local Improvement District - \$98,000. | 2001 | City Council re-establishes DEID – 6th three-year assessment district ~\$47,000. |
| 1986 | City Council establishes Cleveland Avenue Local Improvement District - \$77,500. | 1992 | City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000. | 2004 | City Council re-establishes DEID – 7th three-year assessment district ~\$51,500. |
| 1986 | City Council establishes Downtown Economic Improvement District (DEID) – 1 st three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA). | 1993 | City Council establishes Pacific Avenue Local Improvement District - \$30,000. | 2007 | City Council re-establishes DEID – 8th three-year assessment district. |
| 1987 | City Council establishes Michelbook Lane Local Improvement District - \$71,500. | 1995 | City Council re-establishes DEID – 4th three-year assessment district ~\$42,000. | 2010 | City Council proposed to re-establish DEID – 9th three-year assessment district. DEID assessments collected “passed through” to MDA. |
| 1989 | City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA. | 1998 | City Council establishes Burnette Road Local Improvement District - \$361,500. | | |
| 1991 | City Council establishes NE Hembree Street Local Improvement District - \$130,000. | 1998 | City Council re-establishes DEID – 5th three-year assessment district ~\$44,500. | | |
| | | 1999 | City Council establishes Newby Sidewalk Local Improvement District - \$23,000. | | |

05 - SPECIAL ASSESSMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
184,032	177,812	171,000	4090 Beginning Fund Balance Estimated July 1, 2013 carryover from the 2012-2013 fiscal year.	167,285	167,285	167,285
184,032	177,812	171,000	<u>TOTAL BEGINNING FUND BALANCE</u>	167,285	167,285	167,285
<u>SPECIAL ASSESSMENTS</u>						
54,810	51,121	60,000	6250 Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance. Budget Note: The three-year DEID Assessment District's duration is from August 1, 2013 to July 31, 2016.	65,000	65,000	65,000
54,810	51,121	60,000	<u>TOTAL SPECIAL ASSESSMENTS</u>	65,000	65,000	65,000
<u>MISCELLANEOUS</u>						
679	998	1,000	6310 Interest	1,100	1,100	1,100
632	161	100	6310-25 Interest - Assessments Interest collected on past due assessment accounts.	400	400	400
1,311	1,159	1,100	<u>TOTAL MISCELLANEOUS</u>	1,500	1,500	1,500
240,153	230,092	232,100	<u>TOTAL RESOURCES</u>	233,785	233,785	233,785

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
910	930	140	7750	Professional Services		200	200	200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	200	200	
54,810	51,121	60,000	8020	McMinnville Downtown Association		65,000	65,000	65,000
				Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.				
55,719	52,051	60,140	<u>TOTAL MATERIALS AND SERVICES</u>			65,200	65,200	65,200
<u>TRANSFERS OUT</u>								
6,621	6,747	5,309	9700-01	Transfers Out - General Fund		5,699	5,694	5,694
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	5,694	5,694	
6,621	6,747	5,309	<u>TOTAL TRANSFERS OUT</u>			5,699	5,694	5,694
<u>CONTINGENCIES</u>								
0	0	80,000	9800	Contingencies		80,000	80,000	80,000
0	0	80,000	<u>TOTAL CONTINGENCIES</u>			80,000	80,000	80,000
<u>ENDING FUND BALANCE</u>								
177,812	171,294	86,651	9999	Unappropriated Ending Fd Balance		82,886	82,891	82,891
				Undesignated carryover for July 1, 2014, includes the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.				
177,812	171,294	86,651	<u>TOTAL ENDING FUND BALANCE</u>			82,886	82,891	82,891
240,152	230,092	232,100	<u>TOTAL REQUIREMENTS</u>			233,785	233,785	233,785

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05 - SPECIAL ASSESSMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
240,153	230,092	232,100	<i>TOTAL RESOURCES</i>	233,785	233,785	233,785
240,152	230,092	232,100	<i>TOTAL REQUIREMENTS</i>	233,785	233,785	233,785



TRANSIENT LODGING TAX FUND





Transient Lodging Tax Fund

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

To fund the promotion of tourism, the 2003 Oregon Legislature established a statewide transient lodging tax. Generally, transient lodging is defined as hotel, motel, and other dwelling units designed for temporary overnight occupancy. State law requires that at least 70 percent of net revenue collected as transient lodging tax be used to fund tourism promotion or tourism-related facilities.

Cities and counties are also permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, campgrounds, and other temporary lodgings.

The 2013-14 proposed budget includes \$210,000 in TLT revenue. This assumes the City Council will adopt a TLT ordinance in 2013 that, if passed, will assess a tax on the rent charged by a transient lodging provider. The tax will be assessed on the occupant, collected by the provider, and turned over to the City of McMinnville.

The estimated \$210,000 of TLT revenue included in the 2013-14 proposed budget assumes that the tax will be assessed at a rate of 7% of the rent charged the occupant and will be effective January 2014.

While the Oregon law requires that at least 70 percent of net revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30 percent may be appropriated at the City Council's discretion. The 2013-14 proposed budget includes a transfer to the General Fund of \$63,000 which represents 30 percent of the estimated \$210,000 in TLT revenue.

Core Services

It is probable that the City Council will consider input from interested parties regarding the process for distributing the TLT revenue. Interested parties may include representatives from the Chamber of Commerce, the McMinnville Downtown Association, the local logging industry, retailers, restaurants, tourist attractions, and citizens at large.

Future Challenges and Opportunities

Determining the most effective use of TLT revenues that will have the most significant impact on tourism and benefit local businesses and citizens.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	-	-	210,000	210,000
Materials & Services	-	-	147,000	147,000
Transfers Out	-	-	63,000	63,000
Total Expenditures	-	-	210,000	210,000
Net Expenditures	-	-	-	-



Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4090	Beginning Fund Balance	0	0
0	0	0	<u>TOTAL BEGINNING FUND BALANCE</u>		0	0
<u>LICENSES AND PERMITS</u>						
0	0	0	4220	Transient Lodging Tax The 2013-14 proposed budget reflects Transient Lodging Tax collections beginning January 2014.	210,000	240,000
0	0	0	<u>TOTAL LICENSES AND PERMITS</u>		210,000	240,000
<u>CHARGES FOR SERVICES</u>						
0	0	0	6020	Other Income	0	0
0	0	0	<u>TOTAL CHARGES FOR SERVICES</u>		0	0
<u>MISCELLANEOUS</u>						
0	0	0	6310	Interest	0	0
0	0	0	<u>TOTAL MISCELLANEOUS</u>		0	0
0	0	0	<u>TOTAL RESOURCES</u>		210,000	240,000

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
0	0	0	7660	Materials & Supplies		0	0	0
0	0	0	7750	Professional Services		0	0	0
0	0	0	8017	Tourism Promotion & Programs		147,000	168,000	168,000
Expenditures of Transient Lodging Tax revenues, as defined in Oregon Statute								
0	0	0	<u>TOTAL MATERIALS AND SERVICES</u>			147,000	168,000	168,000
<u>TRANSFERS OUT</u>								
0	0	0	9700-01	Transfers Out - General Fund		63,000	72,000	72,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			30% of transient lodging tax collected	1	72,000	72,000		
0	0	0	<u>TOTAL TRANSFERS OUT</u>			63,000	72,000	72,000
<u>ENDING FUND BALANCE</u>								
0	0	0	9999	Unappropriated Ending Fd Balance		0	0	0
0	0	0	<u>TOTAL ENDING FUND BALANCE</u>			0	0	0
0	0	0	<u>TOTAL REQUIREMENTS</u>			210,000	240,000	240,000

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	TOTAL RESOURCES	210,000	240,000	240,000
0	0	0	TOTAL REQUIREMENTS	210,000	240,000	240,000



TELECOMMUNICATIONS FUND





Budget Highlights

The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Frontier Communications and Comcast Cable. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are passed through to McMinnville Community Media (MCM).

The City also receives a Public Education and Government (PEG) subscriber fee from Frontier Communications and Comcast Cable. The PEG fee is \$1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes exclusively.

Core Services

McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.

MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.

MCM promotes diversity in community access utilization, assuring that programming serves under-served populations and reflects a broad range of community interests within the cable service area.

MCM is also responsible for ensuring the public's access to community access channels, equipment, facilities, and media literacy training on an equitable basis.

Future Challenges and Opportunities

- Concern that cable franchise fees and local access subscriber fees may decrease as more residents opt for satellite service instead of cable service.
- AT&T “past sins” settlement money was paid out to MCM over approximately 10 years from 2001, the year of the settlement. During 2009-10, the \$32,200 remaining of the settlement principal and \$11,800 of accrued interest was paid to MCM. The remaining interest of approximately \$38,000 was distributed to MCM in 2010-11.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	237,477	243,000	237,400	(5,600)
Materials & Services	237,355	242,900	236,750	(6,150)
Total Expenditures	237,355	242,900	236,750	(6,150)
Net Expenditures	122	100	650	(550)



Telecommunications Fund

Historical Highlights

- 1982** Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.
- 1999** Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001** New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001** New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- 2001** New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.
- 2001** City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.
- 2001** McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.
- 2001** City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002** April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.
- 2003** January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005** MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006** January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings.
- 2007** Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
- 2008** MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- 2009** “Past sins” settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.

10 - TELECOMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
36,370	1,458	1,550	4090 Beginning Fund Balance Estimated July 1, 2013 carryover from the 2012-13 fiscal year.	1,681	1,681	1,681
36,370	1,458	1,550	TOTAL BEGINNING FUND BALANCE	1,681	1,681	1,681
LICENSES AND PERMITS						
41,736	28,566	27,900	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	26,550	26,550	26,550
114,616	125,962	126,000	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	132,750	132,750	132,750
23,205	16,621	17,000	4275-07 Subscriber Fees - PEG - Frontier-Cable \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	12,000	12,000	12,000
61,771	66,206	72,000	4275-15 Subscriber Fees - PEG - Comcast-Cable \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	66,000	66,000	66,000
241,329	237,355	242,900	TOTAL LICENSES AND PERMITS	237,300	237,300	237,300
MISCELLANEOUS						
88	122	100	6310 Interest	100	100	100
88	122	100	TOTAL MISCELLANEOUS	100	100	100
277,787	238,935	244,550	TOTAL RESOURCES	239,081	239,081	239,081

10 - TELECOMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
114,616	125,962	126,000	8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	132,750	132,750	132,750
41,736	28,566	27,900	8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	26,000	26,000	26,000
35,000	0	0	8170-11 McMinnville Community Media - AT&T Settlement Interest	0	0	0
61,771	66,206	72,000	8170-15 McMinnville Community Media - PEG Access Support-Comcast City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	66,000	66,000	66,000
23,205	16,621	17,000	8170-17 McMinnville Community Media - PEG Access Support-Frontier City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	12,000	12,000	12,000
276,329	237,355	242,900	<u>TOTAL MATERIALS AND SERVICES</u>	236,750	236,750	236,750
<u>CONTINGENCIES</u>						
0	0	1,450	9800 Contingencies	1,450	1,450	1,450
0	0	1,450	<u>TOTAL CONTINGENCIES</u>	1,450	1,450	1,450
<u>ENDING FUND BALANCE</u>						
1,458	1,581	200	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2014, includes excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.	881	881	881
1,458	1,581	200	<u>TOTAL ENDING FUND BALANCE</u>	881	881	881
277,787	238,936	244,550	<u>TOTAL REQUIREMENTS</u>	239,081	239,081	239,081

10 - TELECOMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
277,787	238,935	244,550	TOTAL RESOURCES	239,081	239,081	239,081
277,787	238,935	244,550	TOTAL REQUIREMENTS	239,081	239,081	239,081



EMERGENCY COMMUNICATIONS FUND





Emergency Communications Fund

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- **Frontier – Telephone Franchise Fee** --- The City’s telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to “Enhanced 911” emergency communications systems.
- **State – 911 Emergency Telephone Tax** --- Senate Bill 1559 (SB 1559), effective January 1, 2013, requires the State of Oregon to disburse 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.
- **Transfers From Other Funds** --- Total transfers from the General and Ambulance Funds equal \$574,500, a 14% decrease from 2012-13. Although it’s projected that YCOM fees will increase by 3% in 2013-14, that increase has been offset by a \$112,215 total reduction in the transfer from the General Fund and the Ambulance Fund. The reduction in the transfers to the Emergency Communication Fund is due to the decision in 2013-14 to use a portion of the Emergency Communications Fund capital reserve to pay for dispatch services.
- Funds transferred from the General Fund and Ambulance Fund are used to pay the City’s member contribution to YCOM, which provides dispatching emergency communication services for the City. The City’s cost is distributed as follows:
 - Transfer - General Fund --- 90% (85% Police, 5% Fire)
 - Transfer - Ambulance Fund --- 10%
- **McMinnville Public Safety Radio System** --- Provides public safety radio infrastructure for police and fire, and emergency interoperability with public works, the McMinnville School District and Linfield College. Equipment for the system was purchased and installed in 2011-12. Funding for the project came from several sources: a transfer of unanticipated franchise fee revenue from the General Fund; the City’s capital accumulation fund, maintained by Yamhill County; and a transfer from the

Emergency Communications contingency appropriation. The City is collecting system user fees, which will pay for the annual maintenance agreement and other equipment costs.

- The 2013-14 proposed budget includes a capital outlay purchase of \$150,000 for public safety radio infrastructure equipment.
- **Emergency Operations Center (EOC)** --- The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

Core Services

- City of McMinnville’s membership contribution provides the most significant portion of YCOM’s funding – 44%. The next largest member contribution is paid by Yamhill County – 39%.
- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

Future Challenges and Opportunities

- Identifying funding sources for maintaining and improving the public safety radio system.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	1,004,053	857,700	646,440	(211,260)
Materials & Services	868,233	856,383	719,700	(136,683)
Capital Outlay	154,994	37,744	150,000	112,256
Total Expenditures	1,023,227	894,127	869,700	(24,427)
Net Expenditures	(19,174)	(36,427)	(223,260)	186,833



Emergency Communications Fund

Historical Highlights

- 1987** Yamhill Communications Agency (YCOM) is formed under ORS 190. Previously Yamhill County and City of McMinnville operated joint emergency communication center in the basement of Yamhill County Courthouse. During this time, emergency communication expenses are a department in the General Fund.

- 1988** YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.

- 1990** July 1, 1990, telephone franchise fee increased from four percent to seven percent. Franchise fee increase allowed by State of Oregon to fund enhanced 911 telephone service.

- 1990** July 1, 1990, Emergency Communications Fund implemented to receive additional three percent of telephone franchise fee dedicated to enhanced 911 with original four percent of telephone franchise fee continuing as General Fund revenues.

- 1990** State of Oregon shared revenues distributed from telephone tax revenue moved from General Fund to the new Emergency Communication Fund.

- 1990** YCOM City of McMinnville membership contribution made from the new Emergency Communication Fund.

- 1990** Emergency Communications Fund balanced by an annual transfer from the General Fund. Transfer funded 75% from General Fund property taxes, 8.75% Fire Fund property taxes, and 16.25% Ambulance Fund emergency medical service fees.

- 1992** City funds YCOM equipment purchase to move toward providing enhanced 911 - \$86,800.

- 2002** YCOM Policy Board revises funding formula to allocate costs 85% to police member entities and 15% to fire member entities.

- 2004** City's first budgets to implement its Emergency Operations Center (EOC).

<u>Fiscal Year</u>	<u>YCOM City Contribution</u>
2004 – 2005	458,800
2005 – 2006	525,100
2006 – 2007	528,920
2007 – 2008	542,277
2008 – 2009	580,950
2009 – 2010	596,608
2010 – 2011	621,625
2011 – 2012	649,400
2012 – 2013	669,300
2013 – 2014	686,700

- 2006** YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.
- 2008** YCOM prepares to move into the City of McMinnville’s new Public Safety Building.
- 2012** McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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RESOURCES

BEGINNING FUND BALANCE

289,976	319,101	315,325	4090 Beginning Fund Balance Estimated July 1, 2013 carryover from the 2012-2013 fiscal year.	339,536	339,536	339,536
289,976	319,101	315,325	TOTAL BEGINNING FUND BALANCE	339,536	339,536	339,536

LICENSES AND PERMITS

24,114	26,019	19,600	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	42,140	42,140	42,140
24,114	26,019	19,600	TOTAL LICENSES AND PERMITS	42,140	42,140	42,140

INTERGOVERNMENTAL

161,453	158,728	156,000	4760 OR State 911 Emergency Services SB 1559, effective January 1, 2013, requires the State to distribute 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.	0	0	0
0	0	0	5040-05 Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County; a portion of reserve was first paid to City in 2011-12.	15,000	15,000	15,000
161,453	158,728	156,000	TOTAL INTERGOVERNMENTAL	15,000	15,000	15,000

CHARGES FOR SERVICES

0	0	11,000	5325 System Access Fees Fees charged for access to City's radio system.	12,500	12,500	12,500
0	0	11,000	TOTAL CHARGES FOR SERVICES	12,500	12,500	12,500

MISCELLANEOUS

1,236	1,705	1,800	6310 Interest	2,300	2,300	2,300
1,236	1,705	1,800	TOTAL MISCELLANEOUS	2,300	2,300	2,300

TRANSFERS IN

564,400	746,800	596,400	6900-01 Transfers In - General Fund In the 2013-2014 Proposed Budget, the capital reserve in the Emergency Communications Fund will be spent down by ~\$112,000 and the General Fund Transfer to the Emergency Communications Fund is decreased by \$100,000.	511,900	511,900	511,900
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Description	Units	Amt/Unit	Total
General Fund support for YCOM dispatching service for PD & Fire	1	511,900	511,900

15 - EMERGENCY COMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET								
61,000	70,800	72,900	6900-79 Transfers In - Ambulance In the 2013-2014 Proposed Budget, the capital reserve in the Emergency Communications Fund will be spent down by ~\$112,000 and the Ambulance Fund Transfer to the Emergency Communications Fund is decreased by ~\$12,000.	62,600	62,600	62,600								
			<table border="0"> <thead> <tr> <th><u>Description</u></th> <th><u>Units</u></th> <th><u>Amt/Unit</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Ambulance Fund support for YCOM dispatching services.</td> <td>1</td> <td>62,600</td> <td>62,600</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Ambulance Fund support for YCOM dispatching services.	1	62,600	62,600			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Ambulance Fund support for YCOM dispatching services.	1	62,600	62,600											
625,400	817,600	669,300	TOTAL TRANSFERS IN	574,500	574,500	574,500								
1,102,178	1,323,153	1,173,025	TOTAL RESOURCES	985,976	985,976	985,976								

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
0	6,298	15,500	7720-06 Repairs & Maintenance - Equipment	15,000	15,000	15,000
0	0	0	7750 Professional Services	18,000	18,000	18,000
			Maintenance agreement for public safety radio system equipment			
0	53,807	15,583	7770 Professional Services - Projects	0	0	0
			Professional services for the engineering and installation of Public Safety radio system.			
621,625	649,399	669,300	8180-05 YCOM - Other Governmental Services	686,700	686,700	686,700
			City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).			
161,453	158,728	156,000	8180-10 YCOM - State of OR E911 Emergency Sys	0	0	0
			SB 1559, effective January 1, 2013, requires the State to distribute 911 emergency excise taxes directly to 911 jurisdictions. As a result, 911 taxes are no longer received by the City and passed through to YCOM.			
783,078	868,233	856,383	<u>TOTAL MATERIALS AND SERVICES</u>	719,700	719,700	719,700
<u>CAPITAL OUTLAY</u>						
0	154,994	37,744	8710 Equipment	150,000	150,000	150,000
			Public safety radio infrastructure equipment.			
0	154,994	37,744	<u>TOTAL CAPITAL OUTLAY</u>	150,000	150,000	150,000
<u>CONTINGENCIES</u>						
0	0	200,000	9800 Contingencies	75,000	75,000	75,000
0	0	200,000	<u>TOTAL CONTINGENCIES</u>	75,000	75,000	75,000
<u>ENDING FUND BALANCE</u>						
319,101	299,926	78,898	9999 Unappropriated Ending Fd Balance	41,276	41,276	41,276
			Undesignated carryover for July 1, 2014 includes, excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.			
319,101	299,926	78,898	<u>TOTAL ENDING FUND BALANCE</u>	41,276	41,276	41,276
1,102,179	1,323,153	1,173,025	<u>TOTAL REQUIREMENTS</u>	985,976	985,976	985,976

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,102,178	1,323,153	1,173,025	TOTAL RESOURCES	985,976	985,976	985,976
1,102,179	1,323,153	1,173,025	TOTAL REQUIREMENTS	985,976	985,976	985,976



STREET FUND





Budget Highlights

- The 2013-14 proposed budget includes additional contract services funding for city wide street sweeping. As the City's current sweeping equipment has neared the end of its useful life, the staff has conducted a comprehensive examination of internal sweeping operations. Labor, disposal, machine ownership, maintenance, fuel costs, and productivity rates were reviewed to provide a baseline for comparison with contractual costs. After careful study, staff has recommended procuring a contract to provide residential and arterial street sweeping services. This will avoid a \$200,000 capital expenditure for new equipment while still addressing one of the Division's highest priority equipment needs.

As part of this transition, staff has proposed to re-allocate the staff time previously dedicated to street sweeping for other tasks in the Street Maintenance Division. Safety related tasks such as pot hole filling/repair, gravel road maintenance, pavement marking replacement, traffic median delineation/repair will be the focus of these efforts. The strategy here is to attempt to maintain what the 2011 community survey revealed as a strength (street sweeping) while improve in areas that were revealed as a weakness (street conditions).

- The 2013-14 proposed budget allocates funding to improve traffic signage and pavement markings throughout the community. Staff has recently implemented a condition rating system for pavement markings. Similar to the annual street sign rating program, this process inventories and rates each marking on its condition. This work has identified 47 intersections that will receive updated markings over the next year.

Specific signage projects will include annual nighttime retro-reflectivity surveys and resulting replacements, as well as to implement the first phase of a three year program to upgrade street signage along the City's collector and arterial streets to the new 6" letter standard. That work will replace 248 streets signs in the downtown and NE McMinnville service areas.

- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance in known problem areas. The budget proposal also includes a culvert repair/replacement on Edmunston Street in SW McMinnville. As note, at this time the City is not under a storm water mandate relative to water quality standards. However, should this change, it may be necessary to consider a dedicated funding source for this program in order to meet new storm water quality standards.
- The 2013-14 proposed budget includes a 7% increase in street lighting costs. This increase is due to adjustments in McMinnville Water & Light's billing structure for traditional street lighting around the city and decorative street lighting in the downtown core area. At Water & Light's invitation, discussions on the feasibility of upgrading much of the street lighting system to LED lighting have started. These upgrades would lead to significantly lower energy consumption, but at a significant capital cost. At this time, street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

Core Services

The Street Maintenance Division's primary mission is the maintenance of the City's transportation system. This includes the 108 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages and alleys. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

Pavement Maintenance

- Preservation projects; i.e., overlay, slurry seal, and crack seal. These projects are developed, designed, procured and managed with significant support from Engineering staff.

Street (State Gas Tax) Fund

2013 – 2014 Proposed Budget --- Budget Summary

- Street repairs; i.e., partial and full depth, skin patches, pot hole filling and temporary cold mix repairs in inclement weather.
- Curb, gutter, sidewalk repairs and curb painting. Sidewalk repairs are conducted adjacent to City properties or in a 50/50 split with downtown property owners who are repairing street tree related damages. Private property owners are responsible for sidewalks adjacent to their property. Curb painting is performed on a three year cycle, and with school zones and downtown areas being painted annually.

Storm Water

- Residential street sweeping by contract on a six-week schedule, arterials/bike lanes on a monthly basis; weekly downtown street sweeping by contract.
- Catch basin cleaning with the Wastewater Collections crews.
- Residential curb side leaf collection by City crews, with approximately four pickups per year.

Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff. The Public Works Division maintains 49 vehicle and 148 various pieces of equipment at the Riverside Drive facility. At this time this does not include public safety vehicles or equipment.

Right-of-Way (ROW) maintenance

- City-owned areas are maintained on an annual basis with a combination of City personnel, contract labor, and inmate labor.

Community Event support

- Public Works staff place barricades, hang banners, and work with local groups in staging a wide variety of community events throughout the year.

Sign/Signal Maintenance

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request

for other City departments and for major city infrastructure projects.

- Traffic signals are maintained by Oregon Department of Transportation (ODOT).

Street Trees

- This program supports the Planning Department's administration of the street tree ordinance. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.
- Water and prune city owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone.
- Remove hazardous or storm damaged trees, and replace as appropriate

Emergency Response

- Activities related to inclement weather, accidents, and hazardous materials spills. Tasks include anti-icing/deicing, sanding, catch basin clearing, spill clean-up, closing flooded streets, sanitary sewer problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.
- The Division will maintain its current sweeping equipment at a back up status to use as needed in emergencies.

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

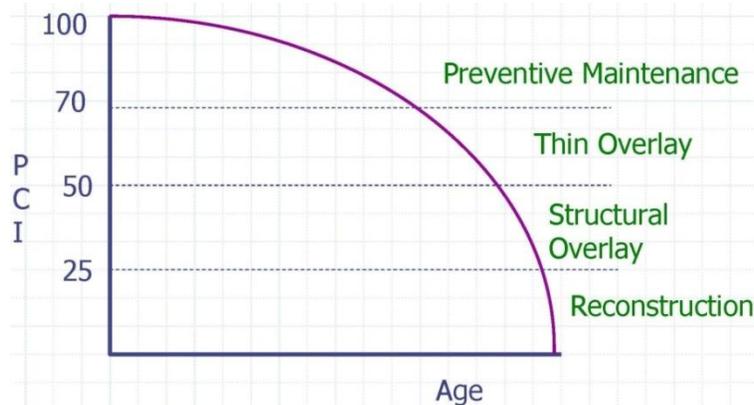
- Developments for this project over the past year have resulted in a requirement for local funding. At this time, the proposal is to dedicate a portion of the City's gas tax revenue increases from the 2009 House Bill 2001. Use of these additional revenues will divert these funds from pavement preservation and system operational needs. That cost is estimated to be approximately \$200,000 per year over the twenty year life of the loan.

Maintenance Planning

- Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- As part of a “re-focusing” process, Street Maintenance staff is conducting a review of all operations and asset maintenance activities to identify or re-affirm priorities, establish condition standards and identify strong and weak performance areas.
- Continue to grow partnership opportunities; i.e., ODOT, Yamhill County and local service clubs.

Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a “Pavement Condition Index (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a “like new” street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on reconstruction work. Streets that are in “very good” condition have a PCI of 70 or greater. At this point, about 64% of the City’s network meets that threshold:



To maintain that level will require an annual investment of approximately \$1.25 million dollars. At this point resource availability limits the City’s investment to approximately \$525,000. These limits, coupled with pending Newberg/Dundee bypass loan requirements, will mean that without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to higher preservation costs in the future.

Aging Fleet

- The Street Maintenance Division’s powered rolling stock includes 22 units with an estimated replacement value of \$1.5 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (2) *	17.6 years
Utility trucks and vans (9)	19.4 years
Dump trucks (4)	20.8 years
Construction / maintenance equip (7) **	22.6 years

* Note that the 1988 sweeper is out of service indefinitely

** Includes backhoes, right-of-way mower, tractors, water truck/flusher, and roller.

The challenge will be to develop a fiscally sustainable replacement strategy where units are replaced based on condition, usage and need, and not just age. Strategies will include equipment replacement as well as evaluating operations to determine least cost options (contracts, rentals, lease, etc.)

Street (State Gas Tax) Fund

2013 – 2014 Proposed Budget --- Budget Summary

Americans with Disabilities Act (ADA) compliance

- o Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- o Continue to upgrade curb ramps along with street overlays as per Federal requirements.
- o Initiate work on an ADA Transition Plan to identify pedestrian access challenges throughout the community and in the downtown core.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	1,769,487	1,791,600	1,824,450	32,850
Personnel Services	600,535	616,719	655,723	39,004
Materials & Services	593,017	785,798	875,874	90,076
Capital Outlay	51,056	537	-	(537)
Transfers Out	454,044	464,875	375,123	(89,752)
Total Expenditures	1,698,652	1,867,929	1,906,720	38,791
Net Expenditures	70,835	(76,329)	(82,270)	5,941



Sean Garrison



Nate Brown

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	8.90		
Extra Help - Street		(0.24)	
FTE Proposed Budget			8.66



Street (State Gas Tax) Fund

Historical Highlights

1962	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	1997	Public Works Superintendent assumes managerial responsibility over parks maintenance.	2007	Computerized maintenance management program implemented, including a work order system and an asset management system.
1976	Downtown core area tree planting completed.	1997	City of McMinnville awarded "Tree CityUSA".	2007	Decorative antique street lights installed along 3 rd Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
1986	Crack Sealing Program begins on city streets to prolong street life.	2003	Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.	2007	City awarded "Tree CityUSA" designation for the 10 th consecutive year.
1987	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	2004	Street Department maintains 97 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	Street Department maintains 100 miles of streets.	2008	Slurry seal project on city streets to prolong street life.
1990	City maintains 64 miles of paved streets.	2005	200 new street signs were installed.	2009	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
1994	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	2006	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 th storm event.		
1994	Street sweeping function partially contracted.				
1996	Seal Coating Program on city streets initiated to prolong street life.				

Street (State Gas Tax) Fund

Historical Highlights

2010 In 20th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.

2012 Pedestrian crossing at 15th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.

2010 Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.

2012 2nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks

2010 Implemented the use of liquid deicer on streets as a tool during snow and ice events.

2011 City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2nd to Wallace Road.

2011 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.

2012 2nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.



Michael Payne at Grandhaven School during National Public Works Week.



City gravel street work.

Carlos Ochoa and Michael Payne

Street Fund

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

Position Description

Fund Department Section Program	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
				Page	Amount
<u>Public Works Superintendent</u>	1	348	80,382		
General Fund					
Park Maintenance (0.50 FTE)				152	40,191
Street Fund (0.50 FTE)				181	40,191
<u>Park Maintenance Supervisor</u>	1	338	63,665		
General Fund					
Park Maintenance (0.95 FTE)				152	60,482
Street Fund (0.05 FTE)				181	3,183
<u>Street Maintenance Supervisor</u>	1	338	65,800		
General Fund					
Park Maintenance (0.05 FTE)				152	3,290
Street Fund (0.95 FTE)				181	62,510
<u>SS & SD Maintenance Supervisor</u>	1	338	65,800		
Street Fund (0.10 FTE)				181	6,580
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)				228	59,220
<u>Senior Utility Worker - WWS</u>	1	330	52,427		
Street Fund (0.10 FTE)				181	5,243
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)				228	47,184

Position Description

Fund Department Section Program	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
				Page	Amount
<u>Mechanic - Public Works</u>	1	326	40,651		
General Fund					
Park Maintenance (0.45 FTE)				152	18,293
Street Fund (0.45 FTE)				181	18,293
Wastewater Services Fund					
Administration (0.10 FTE)				216	4,065
<u>Utility Worker II - WWS</u>	4	326	189,590		
Street Fund (0.40 FTE)				181	18,959
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)				228	170,631
<u>Operations Support Specialist</u>	1	326	45,022		
General Fund					
Park Maintenance (0.50 FTE)				152	22,511
Street Fund (0.50 FTE)				181	22,511
<u>Police Community Support Coordinator</u>	1	140	58,469		
General Fund					
Police					
Investigations and Support					
Code / Parking Enforcement (0.98 FTE)				51	57,300
Street Fund (0.02 FTE)				181	1,169

Budget Document Report

20 - STREET FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET																					
RESOURCES																											
BEGINNING FUND BALANCE																											
663,109	1,011,432	1,041,000	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	1,131,231	1,131,231	1,172,306																					
663,109	1,011,432	1,041,000	TOTAL BEGINNING FUND BALANCE	1,131,231	1,131,231	1,172,306																					
LICENSES AND PERMITS																											
34	75	50	4300 Bicycle Fees	50	50	50																					
34	75	50	TOTAL LICENSES AND PERMITS	50	50	50																					
INTERGOVERNMENTAL																											
1,559,733	1,756,888	1,775,000	4740 OR State Gas Taxes State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	1,815,000	1,815,000	1,815,000																					
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Estimated HB 2001 (Jobs & Transportation Act) revenue</td> <td style="text-align: center;">1</td> <td style="text-align: center;">650,000</td> <td style="text-align: center;">650,000</td> <td colspan="3"></td> </tr> <tr> <td>Estimated non-HB 2001 state highway revenues</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1,165,000</td> <td style="text-align: center;">1,165,000</td> <td colspan="3"></td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				Estimated HB 2001 (Jobs & Transportation Act) revenue	1	650,000	650,000				Estimated non-HB 2001 state highway revenues	1	1,165,000	1,165,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																								
Estimated HB 2001 (Jobs & Transportation Act) revenue	1	650,000	650,000																								
Estimated non-HB 2001 state highway revenues	1	1,165,000	1,165,000																								
1,559,733	1,756,888	1,775,000	TOTAL INTERGOVERNMENTAL	1,815,000	1,815,000	1,815,000																					
MISCELLANEOUS																											
2,996	5,396	5,400	6310 Interest	6,900	6,900	6,900																					
14,476	7,128	5,000	6600 Other Income	2,500	2,500	2,500																					
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0																					
17,472	12,523	10,400	TOTAL MISCELLANEOUS	9,400	9,400	9,400																					
TRANSFERS IN																											
5,981	0	0	6900-50 Transfers In - Park Development	0	0	0																					
0	0	6,150	6900-85 Transfers In - Insurance Services	0	0	0																					
5,981	0	6,150	TOTAL TRANSFERS IN	0	0	0																					
2,246,329	2,780,919	2,832,600	TOTAL RESOURCES	2,955,681	2,955,681	2,996,756																					

Budget Document Report

20 - STREET FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

320,913	346,063	352,208	7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Street Maintenance - 0.95 FTE Supervisor - Park Maintenance - 0.05 FTE Supervisor - SS & SD Maintenance - 0.10 FTE Mechanic - Public Works - 0.45 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - Street - 4.00 FTE Utility Worker II - WWS - 0.40 FTE Operations Support Specialist - Public Works - 0.50 FTE Police Community Support Coordinator - 0.02 FTE	360,206	360,206	360,206
48,883	35,334	34,390	7000-15 Salaries & Wages - Temporary Extra Help - Streets - 1.59 FTE	30,360	30,360	30,360
2,122	2,884	2,500	7000-20 Salaries & Wages - Overtime	2,600	2,600	2,600
21,613	22,108	24,125	7300-05 Fringe Benefits - FICA - Social Security	24,375	24,375	24,375
5,055	5,171	5,642	7300-06 Fringe Benefits - FICA - Medicare	5,700	5,700	5,700
75,445	78,268	82,268	7300-15 Fringe Benefits - PERS - OPSRP - IAP	100,293	100,293	100,293
72,889	78,782	76,896	7300-20 Fringe Benefits - Medical Insurance	88,938	87,086	87,086
412	444	445	7300-25 Fringe Benefits - Life Insurance	444	444	444
1,752	1,911	1,944	7300-30 Fringe Benefits - Long Term Disability	1,994	1,994	1,994
21,839	26,107	32,043	7300-35 Fringe Benefits - Workers' Compensation Insurance	36,520	36,520	36,520
236	231	260	7300-37 Fringe Benefits - Workers' Benefit Fund	294	294	294
3,816	3,231	3,998	7300-40 Fringe Benefits - Unemployment	3,999	3,999	3,999
574,975	600,535	616,719	TOTAL PERSONNEL SERVICES	655,723	653,871	653,871

MATERIALS AND SERVICES

1,190	1,082	750	7530 Safety Training/OSHA	900	900	900
82	181	300	7540 Employee Development	300	300	300
2,075	3,002	2,000	7550 Travel & Education	2,000	2,000	2,000
29,226	33,100	33,000	7590 Fuel - Vehicle & Equipment	25,000	25,000	25,000
10,325	11,180	11,500	7600 Electric & Natural Gas	11,250	11,250	11,250
25,804	27,240	34,000	7610-05 Insurance - Liability	36,900	36,900	36,900

Budget Document Report

20 - STREET FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
4,769	5,860	8,600	7610-10 Insurance - Property	9,700	9,700	9,700
5,101	4,935	5,200	7620 Telecommunications	5,400	5,400	5,400
973	1,245	1,290	7650 Janitorial	1,400	1,400	1,400
17,995	16,439	17,000	7660 Materials & Supplies	16,500	16,500	16,500
32,547	46,771	60,000	7720 Repairs & Maintenance Materials and supplies for street maintenance activities	57,000	57,000	57,000
26,936	30,566	40,000	7720-06 Repairs & Maintenance - Equipment	29,000	29,000	29,000
0	6	0	7720-07 Repairs & Maintenance - Equipment-Inventory	0	0	0
2,659	4,318	2,500	7720-10 Repairs & Maintenance - Building Maintenance Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.	1,500	1,500	1,500
7	1,528	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
7,555	5,109	6,000	7720-28 Repairs & Maintenance - Right of Way Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.	6,000	6,000	6,000
7,860	14,419	30,000	7720-30 Repairs & Maintenance - Sidewalks Repair and construction of city sidewalks and wheelchair ramps.	41,000	41,000	41,000
			<u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u>			
			19th Street (Evans to Ford) sidewalk project 1 27,000 27,000			
			Program work-downtown reimbursements, ADA,etc. 1 14,000 14,000			
3,309	6,284	7,000	7720-32 Repairs & Maintenance - Traffic Signal Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.	6,500	6,500	6,500
6,517	11,988	24,270	7720-34 Repairs & Maintenance - Parking Structure & Lots	16,200	16,200	16,200
			<u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u>			
			Maintenance contracts and permits 1 3,000 3,000			
			Flower basket program 1 3,200 3,200			
			Maintenance projects and repairs 1 10,000 10,000			
4,602	0	30,000	7720-35 Repairs & Maintenance - Storm Drains Repair of the storm drainage system within the public right-of-way.	100,000	100,000	100,000
			<u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u>			
			Edmunston Street culvert replacement / repair 1 100,000 100,000			

20 - STREET FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
11,498	2,231	62,050	7750	Professional Services		32,670	32,670	32,670
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,500	2,500	
				Section 125 administration fee	1	170	170	
				Pavement rating services	1	8,000	8,000	
				One Call utility locate services-storm system	1	2,000	2,000	
				Transportation Plan implementation	1	20,000	20,000	
81,819	141,559	150,000	7780-12	Contract Services - Street Maintenance		209,100	209,100	209,100
				Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Downtown contract sweeping	1	27,000	27,000	
				City wide contract sweeping	1	90,000	90,000	
				Inmate Crew work	1	3,600	3,600	
				Striping (Marion County)	1	17,500	17,500	
				Snow removal contract services	1	15,000	15,000	
				Backflow testing	1	1,000	1,000	
				Pavement repairs	1	55,000	55,000	
4,945	4,643	2,000	7800	M & S Equipment		1,500	1,500	1,500
				Miscellaneous small equipment for operations and maintenance				
754	0	500	7800-42	M & S Equipment - Shop		500	500	500
				Miscellaneous small equipment and tools for shop operations and maintenance				
858	4,235	4,563	7840	M & S Computer Charges		4,804	4,804	4,804
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,804	4,804	
9,966	9,016	13,275	7840-75	M & S Computer Charges - Street		8,250	8,250	8,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI ArcIMS mapping, 17% - shared with Plan, Eng, Bldg, PW, WWS	1	1,600	1,600	
				Hansen sewer database, 25% - shared with Eng, Pk Maint, WWS	1	2,900	2,900	
				Street Saver software support	1	1,000	1,000	
				Street Saver subscription	1	1,500	1,500	
				Workstation replacement, 50% - shared with Pk Maint	1	850	850	
				Warranty extensions, 2 shared 50%, 1 at 100%	1	400	400	
14,190	8,981	17,500	8190	Signs		15,500	15,500	15,500
				Street signing materials and supplies, along with replacement of downtown parking signage.				
149,091	191,457	205,000	8200	Street & Parking Lot Lighting		225,000	225,000	225,000
				McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.				

Budget Document Report

20 - STREET FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
10,651	5,642	17,500	8210	Street Tree Program		12,000	12,000	12,000
			The street tree program includes activities related to planting, removal and pruning of street trees in the downtown core. It also includes work on right of way trees around the community related to storm damage, including clean-up, pruning, and removals.					
473,304	593,017	785,798	TOTAL MATERIALS AND SERVICES			875,874	875,874	875,874
<u>CAPITAL OUTLAY</u>								
0	49,156	0	8710	Equipment		0	0	0
761	1,901	537	8750	Capital Outlay Computer Charges		0	0	0
761	51,056	537	TOTAL CAPITAL OUTLAY			0	0	0
<u>TRANSFERS OUT</u>								
130,424	148,289	159,054	9700-01	Transfers Out - General Fund		168,937	168,621	168,621
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering, Admin, & Finance personnel services support.	1	157,120	157,120		
			Street Fund support of Engineering operations.	1	11,501	11,501		
50,000	300,000	300,000	9700-45	Transfers Out - Transportation		200,000	200,000	200,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000		
5,432	5,755	5,821	9700-80	Transfers Out - Information Systems		6,186	6,173	6,173
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	6,173	6,173		
185,856	454,044	464,875	TOTAL TRANSFERS OUT			375,123	374,794	374,794
<u>CONTINGENCIES</u>								
0	0	250,000	9800	Contingencies		250,000	250,000	250,000
0	0	250,000	TOTAL CONTINGENCIES			250,000	250,000	250,000
<u>ENDING FUND BALANCE</u>								
1,011,432	1,082,267	714,671	9999	Unappropriated Ending Fd Balance		798,961	801,142	842,217
			Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.					
1,011,432	1,082,267	714,671	TOTAL ENDING FUND BALANCE			798,961	801,142	842,217
2,246,328	2,780,919	2,832,600	TOTAL REQUIREMENTS			2,955,681	2,955,681	2,996,756

Budget Document Report

20 - STREET FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,246,329	2,780,919	2,832,600	TOTAL RESOURCES	2,955,681	2,955,681	2,996,756
2,246,328	2,780,919	2,832,600	TOTAL REQUIREMENTS	2,955,681	2,955,681	2,996,756



AIRPORT MAINTENANCE FUND



- **Airport Layout Map**

Budget Highlights

- The 2013-14 proposed budget includes Federal Aviation Administration (FAA) grant funds to begin the design and environmental evaluation of the planned apron reconstruction, and required removal of obstructions in the main runway flight path. It is anticipated that construction will occur in fiscal year 2014-15. FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match.
- The 2013-14 proposed budget includes \$10,000 for the replacement of the Pilot's Lounge Deck which is located on the West Hangar. The deck has reached the end of its useful life and has been closed due to safety concerns.
- This is the fifth and final year of the loan repayment to Wastewater Capital Fund. The Airport Fund borrowed \$350,000 in fiscal year 2009-10 to fund the remodel of the former FAA Flight Service Station building, and to construct an associated storage building which will accommodate the long term lease of the space by the Oregon State Police (OSP).

Core Services

Operations

- Charged with operating the airport facility and meeting all regulatory conditions as required by the FAA and providing a pleasing and safe environment for recreational pilots.
- Operate all facilities in a cost effective and efficient manner.

Maintenance

- Responsible for maintaining all facilities and equipment owned by the City. This includes hangars, Fixed Base Operations (FBO) building, Oregon State Police building, runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

- City owned buildings and facilities, including hangars, FBO building, maintenance hangars, and hanger taxiways are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for recent FAA grants. With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan.



There are 129 based aircraft at the McMinnville Municipal Airport.

Airport Maintenance Fund

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	241,185	243,964	434,500	190,536
Materials & Services	91,837	155,900	327,600	171,700
Capital Outlay	-	210,000	-	(210,000)
Transfers Out	114,452	121,437	131,199	9,762
Total Expenditures	206,289	487,337	458,799	(28,538)
Net Expenditures	34,896	(243,373)	(24,299)	(219,074)



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$10.1 million dollars.



Airport Maintenance Fund

Historical Highlights

1942 McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.

1957 East Hangar is constructed.

1973 Airport Layout Plan (ALP) and Master Plan is written.

1982 Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.

1987 Annual \$60,000 Transfer to Debt Service Fund eliminated.

1992 Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.

1999 New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.

2001 Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.

2003 Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.

2004 Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.

2005 Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.

2006 FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.

2006 City and Evergreen Aviation reach agreement on partnership for major airport improvements.

2007 Environmental and design work begin for major airport improvements.

2008 City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.

2008 New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.

2009 Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.

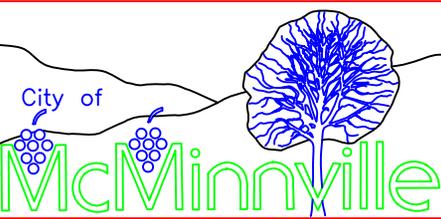
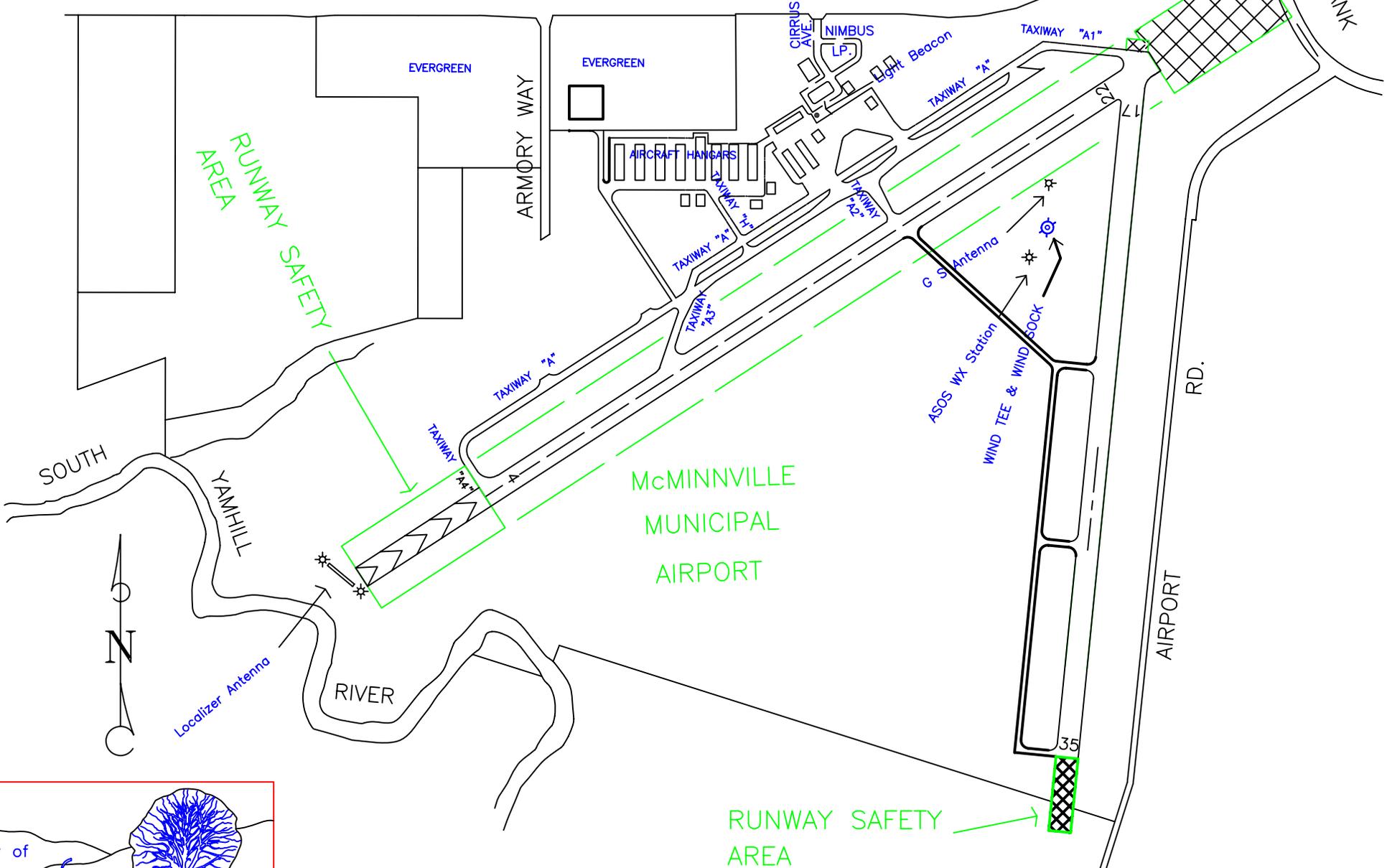
2010 Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.



The FBO or “Terminal Building” continues to be a priority but lacks a funding source.

(SALMON RIVER HWY. NO. 39)

CRUCKSHANK RD.



AIRPORT 2011

RUNWAY SAFETY AREA

RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
170,883	0	0	4025-05 Designated Begin FB-Airport Fd - Evergreen Aviation	0	0	0
780,373	774,392	802,000	4090 Beginning Fund Balance Estimated July 1, 2013 carryover from the 2012-2013 fiscal year.	665,551	665,551	739,694
951,256	774,392	802,000	TOTAL BEGINNING FUND BALANCE	665,551	665,551	739,694
INTERGOVERNMENTAL						
1,253,571	0	0	4580 FAA Grant FAA grant for environmental and design work related to the required flightpath obstruction evaluation and the apron reconstruction project planned for 2014-15. Grant will fund 90% of the cost; City will match will be 10%.	180,000	180,000	180,000
1,253,571	0	0	TOTAL INTERGOVERNMENTAL	180,000	180,000	180,000
CHARGES FOR SERVICES						
13,679	13,885	13,100	5400-05 Property Rentals - Crop Share & USDA	13,600	13,600	13,600
53,186	54,549	56,200	5400-10 Property Rentals - Land Leases	56,800	56,800	56,800
102,533	104,977	106,464	5400-15 Property Rentals - OSP Building	116,800	116,800	116,800
9,414	9,654	9,900	5400-20 Property Rentals - Fixed Base Operator Lease	10,000	10,000	10,000
44,774	44,184	44,000	5400-25 Property Rentals - City Hangar	42,000	42,000	42,000
223,585	227,250	229,664	TOTAL CHARGES FOR SERVICES	239,200	239,200	239,200
MISCELLANEOUS						
3,270	4,103	4,300	6310 Interest	5,300	5,300	5,300
10,065	9,832	10,000	6600 Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	10,000	10,000	10,000
13,336	13,935	14,300	TOTAL MISCELLANEOUS	15,300	15,300	15,300
2,441,748	1,015,577	1,045,964	TOTAL RESOURCES	1,100,051	1,100,051	1,174,194

25 - AIRPORT MAINTENANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
4,562	3,910	6,100	7610-05 Insurance - Liability	6,400	6,400	6,400
4,224	4,200	4,500	7610-10 Insurance - Property	5,000	5,000	5,000
0	0	200	7620 Telecommunications Airport Manager phone.	200	200	200
1,916	1,734	2,500	7660 Materials & Supplies Airport restroom, janitorial and office supplies, miscellaneous permits.	2,500	2,500	2,500
10,899	20,884	45,000	7720-40 Repairs & Maintenance - Runway/Taxiway	40,000	40,000	40,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Airport miscellanous repairs - minor paving, painting, etc.	1	13,000	13,000
			Airport grounds weed spraying	1	10,000	10,000
			Airport grounds mowing	1	17,000	17,000
15,195	16,706	20,900	7740-05 Rental Property Repair & Maint - Building	23,500	23,500	23,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance - liability	1	1,400	1,400
			Miscellaneous repairs, maintenance, landscaping, ect.	1	12,100	12,100
			Pilots lounge deck repair	1	10,000	10,000
17,235	11,803	12,700	7740-10 Rental Property Repair & Maint - OSP	15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance - liability	1	300	300
			Insurance - property	1	2,200	2,200
			Miscellaneous repairs, maintenance, landscape, etc.	1	12,500	12,500
19,926	22,407	30,000	7750 Professional Services	20,000	20,000	20,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Contract airport manager	1	14,100	14,100
			Miscellaneous professional services	1	5,200	5,200
			Audit fee allocation	1	700	700
143,407	0	0	7760-45 Professional Svcs - Plan/Study - Environmental Design & Const Svc	200,000	200,000	200,000
			Environmental and design work related to the required flightpath obstruction evaluation and the apron reconstruction project planned for FY14/15.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			FAA Grant (90%) funding	1	180,000	180,000
			City match (10%) funding	1	20,000	20,000

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	4,790	19,000	7770-52	Professional Services - Projects - OSP Remodel		0	0	0
5,686	5,405	15,000	8215	Airport Lighting		15,000	15,000	15,000
				Runway, beacon, street, and parking area lighting maintenance and power costs.				
104,905	0	0	8217	Public/Private Partnershp Refund		0	0	0
327,955	91,837	155,900	<u>TOTAL MATERIALS AND SERVICES</u>			327,600	327,600	327,600
<u>CAPITAL OUTLAY</u>								
0	0	210,000	8800	Building Improvements		0	0	0
1,176,142	0	0	8920-10	Land Improvements - FAA - Runway & Taxiway Const		0	0	0
59,024	0	0	8920-15	Land Improvements - Leasee Improvements		0	0	0
1,235,166	0	210,000	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
<u>TRANSFERS OUT</u>								
34,236	44,452	51,437	9700-01	Transfers Out - General Fund		61,199	61,122	61,122
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering, Admin, & Finance personnel services support.	1	56,924	56,924		
			Airport Fund support of Engineering operations.	1	4,198	4,198		
70,000	70,000	70,000	9700-77	Transfers Out - Wastewater Capital		70,000	70,000	70,000
				Repayment from Wastewater Capital Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations.				
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Final (5th) year repayment of interfund "loan"	1	70,000	70,000		
104,236	114,452	121,437	<u>TOTAL TRANSFERS OUT</u>			131,199	131,122	131,122
<u>CONTINGENCIES</u>								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	<u>TOTAL CONTINGENCIES</u>			300,000	300,000	300,000
<u>ENDING FUND BALANCE</u>								
774,392	809,288	258,627	9999	Unappropriated Ending Fd Balance		341,252	341,329	415,472
				Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.				
774,392	809,288	258,627	<u>TOTAL ENDING FUND BALANCE</u>			341,252	341,329	415,472
2,441,748	1,015,577	1,045,964	<u>TOTAL REQUIREMENTS</u>			1,100,051	1,100,051	1,174,194

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,441,748	1,015,577	1,045,964	TOTAL RESOURCES	1,100,051	1,100,051	1,174,194
2,441,748	1,015,577	1,045,964	TOTAL REQUIREMENTS	1,100,051	1,100,051	1,174,194



**PUBLIC SAFETY FACILITIES
CONSTRUCTION FUND**





Public Safety Facilities Construction Fund

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The McMinnville Civic Hall and Edward J. Gormley Plaza were completed in 2009-10. The Civic Hall is currently used for City Council meetings, Municipal Court sessions, and other City meetings and functions.
- An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City is paying for debt service on the 2006 bonds. In fiscal year 2010-11, approximately \$107,000, or 90%, of the rebatable arbitrage liability was paid to the Internal Revenue Service.
- The remaining \$11,476, or 10%, of the arbitrage liability has been reserved in a Designated Fund Balance in this Fund. The final arbitrage calculation will occur in 2016, at which time the remaining 10% may or may not be owed to the Internal Revenue Service.
- The 2012-13 budget included a \$42,337 transfer to the Debt Service Fund. This amount was the remaining unspent bond proceeds from the issuance of the 2006 Bonds. The transfer decreased the amount of property taxes that were levied in the Debt Service Fund for the 2012-13 debt service payments.



PROJECT REVENUE:

Bond Proceeds: \$13,315,000
Bond Interest / Misc Income: \$1,100,000

Total Available Revenue: \$14,415,000

PROJECT EXPENSES:

Police Building \$10,342,000
 Civic Hall \$3,688,000
 Miscellaneous Costs \$406,000

Total Expenses: \$14,415,000

Future Challenges and Opportunities

- Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.
- Because all bond proceeds and interest, except for the amount reserved for the arbitrage liability, have been spent or transferred, costs for the annual financing administration or paying agent fee are accounted for in General Fund Non-Departmental materials and services expenditures.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	250	-	60	60
Materials & Services	352	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	42,337	-	(42,337)
Total Expenditures	352	42,337	-	(42,337)
Net Expenditures	(102)	(42,337)	60	(42,397)



Public Safety Facilities Construction Fund

Historical Highlights

- 1940's** Police Department housed in south administrative area of old Fire Hall Building.
- 1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.
- 1940's** Present Police Department building a grocery store and later a hardware store. A bomb shelter was housed in the basement of the building.
- 1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.
- 1986** City of McMinnville purchased the building from McMinnville Water & Light Department.
- 1987** City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

- 1987** City of McMinnville Police Department and YCOM move into remodeled facilities.
- 1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.
- 2006** City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.
- 2006** The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.
- 2007** Construction of the new Public Safety Facility, located at the SW corner of 2nd St / Adams St, commences.
- 2008** The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

- 2009** The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.
- 2011** 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.
- 2012** Projects are complete. Remaining unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4040	Designated Begin FB-Public Safety Facility	0	0
0	0	11,476	4040-05	Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve	11,476	11,476
				Proceeds from 2006 issuance of bonds reserved for payment of possible arbitrage rebate liability. Final liability calculation will be completed in 2016.		
160,838	53,935	42,337	4090	Beginning Fund Balance	33	33
				Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.		
160,838	53,935	53,813	<u>TOTAL BEGINNING FUND BALANCE</u>		11,509	11,509
<u>MISCELLANEOUS</u>						
1	1	0	6310	Interest	0	0
722	249	0	6310-30	Interest - Bond	60	60
723	250	0	<u>TOTAL MISCELLANEOUS</u>		60	60
161,561	54,185	53,813	<u>TOTAL RESOURCES</u>		11,569	11,569

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
107,626	352	0	7750-57 Professional Services - Financing Administration All resources remaining in this Fund, other than reserve for arbitrage liability, were transferred to the Debt Service Fund in 2012-13. Bond administration or paying agent fee are now paid from General Fund, Non-Departmental Department.	0	0	0
107,626	352	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>TRANSFERS OUT</u>						
0	0	42,337	9700-60 Transfers Out - Debt Service	0	0	0
0	0	42,337	<u>TOTAL TRANSFERS OUT</u>	0	0	0
<u>CONTINGENCIES</u>						
0	0	0	9800 Contingencies	0	0	0
0	0	0	<u>TOTAL CONTINGENCIES</u>	0	0	0
<u>ENDING FUND BALANCE</u>						
0	0	0	9940 Designated End FB - Public Safety Facility	0	0	0
0	11,476	11,476	9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve Proceeds from 2006 bonds reserved for possible arbitrage rebate liability. Final calculation will be completed in 2016.	11,569	11,569	11,569
53,935	42,357	0	9999 Unappropriated Ending Fd Balance Entire amount of fund balance is reserved as Designated Fund Balance-Arbitrage Rebate Reserve.	0	0	0
53,935	53,833	11,476	<u>TOTAL ENDING FUND BALANCE</u>	11,569	11,569	11,569
161,561	54,185	53,813	<u>TOTAL REQUIREMENTS</u>	11,569	11,569	11,569

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
161,561	54,185	53,813	TOTAL RESOURCES	11,569	11,569	11,569
161,561	54,185	53,813	TOTAL REQUIREMENTS	11,569	11,569	11,569



TRANSPORTATION FUND





Budget Highlights

- The 2013-14 proposed budget includes a transfer of \$200,000 from the Street Fund to help fund street preservation (overlays and slurry seal applications) work in various areas around the community.
- The 2013-14 budget proposal includes \$597,000 for pavement overlay and slurry seal application work during the summer of 2013.
- Also included in the 2013-14 budget proposal are professional services funds of \$18,000, for the City's continued support of the efforts to construct the Newberg – Dundee bypass project.

Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

Future Challenges and Opportunities

- Develop an implementation plan to address the transportation capital needs identified in the updated Transportation System Plan.



In early 2010, the City Council adopted the update to the City's Transportation Master Plan. The plan provides a comprehensive look at the City's major street, pedestrian, bicycle, and transit systems and sets out needed system improvements.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	952,118	790,421	734,488	(55,933)
Materials & Services	21,045	25,000	30,000	5,000
Capital Outlay	503,781	575,000	597,000	22,000
Transfers Out	303,535	45,022	48,329	3,307
Total Expenditures	828,361	645,022	675,329	30,307
Net Expenditures	123,757	145,399	59,159	86,240



Transportation Fund

Historical Highlights

1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 st Street / Evans Street / 5 th Street.	1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	Transportation Fund implemented to account for SDCs and street capital projects.
1900	In the early 1900's, many of the downtown area streets constructed.	1986	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	1996	McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
1950	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 th Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.	1997	West 2 nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
1970	Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	1994	City adopts "Transportation Master Plan."	1997	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
1975	Voters pass 5-year roadway serial levy - \$120,000 per year.	1995	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.	1999	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.
1980	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.		

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.

Budget Document Report

45 - TRANSPORTATION FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET												
RESOURCES																		
BEGINNING FUND BALANCE																		
1,399,109	1,393,538	1,343,789	4045-05 Designated Begin FB-Transport Fd - Transportation SDC Estimated system development charge (SDC) designated carryover at July 1, 2013; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,534,101	1,534,101	1,534,101												
33,524	-41,474	124,513	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	210,784	210,784	209,804												
1,434,320	1,352,064	1,468,302	TOTAL BEGINNING FUND BALANCE	1,744,885	1,744,885	1,743,905												
INTERGOVERNMENTAL																		
532,722	443,154	334,021	4810 OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. The fund exchange allows the City to spend the money on any City street. Without the fund exchange, the federal dollars would need to be spent on a federal aid project on the City's arterial or collector streets on the federal aid roadway list.	377,188	377,188	377,188												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2012 STP fund exchange additional allotment</td> <td>1</td> <td>21,573</td> <td>21,573</td> </tr> <tr> <td>2013 STP fund exchange allotment</td> <td>1</td> <td>355,615</td> <td>355,615</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	2012 STP fund exchange additional allotment	1	21,573	21,573	2013 STP fund exchange allotment	1	355,615	355,615			
Description	Units	Amt/Unit	Total															
2012 STP fund exchange additional allotment	1	21,573	21,573															
2013 STP fund exchange allotment	1	355,615	355,615															
532,722	443,154	334,021	TOTAL INTERGOVERNMENTAL	377,188	377,188	377,188												
CHARGES FOR SERVICES																		
289,242	202,328	150,000	5500 System Development Charges Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	150,000	150,000	150,000												
289,242	202,328	150,000	TOTAL CHARGES FOR SERVICES	150,000	150,000	150,000												
MISCELLANEOUS																		
4,578	6,636	6,400	6310 Interest	7,300	7,300	7,300												
4,578	6,636	6,400	TOTAL MISCELLANEOUS	7,300	7,300	7,300												
TRANSFERS IN																		
50,000	300,000	300,000	6900-20 Transfers In - Street	200,000	200,000	200,000												
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Gas tax revenues used to fund Transportation Fund expenses</td> <td>1</td> <td>200,000</td> <td>200,000</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	Gas tax revenues used to fund Transportation Fund expenses	1	200,000	200,000							
Description	Units	Amt/Unit	Total															
Gas tax revenues used to fund Transportation Fund expenses	1	200,000	200,000															
50,000	300,000	300,000	TOTAL TRANSFERS IN	200,000	200,000	200,000												

Budget Document Report

45 - TRANSPORTATION FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,309,175	2,304,182	2,258,723	TOTAL RESOURCES	2,479,373	2,479,373	2,478,393

Budget Document Report

45 - TRANSPORTATION FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

35,629	21,045	25,000	7750	Professional Services		30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,100	1,100	
				Yamhill Parkway Committee support	1	18,000	18,000	
				Miscellaneous consulting services	1	10,900	10,900	
0	0	0	7760-10	Professional Svcs - Plan/Study - Transportation System Plan		0	0	0
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement		0	0	0
0	0	0	7770-67	Professional Services - Projects - Street Resurfacing		0	0	0
35,629	21,045	25,000		TOTAL MATERIALS AND SERVICES		30,000	30,000	30,000

CAPITAL OUTLAY

0	69,551	75,000	9020-05	Street Resurfacing - Seal Coating		75,000	75,000	75,000
				Slurry seal application on various City streets, primarily using fund exchange resources.				
510,243	434,229	500,000	9020-10	Street Resurfacing - Contract Overlays		522,000	522,000	522,000
				Pavement overlay of various City streets, primarily using fund exchange resources.				
0	0	0	9150-05	Developer Reimbursement - Storm Drainage		0	0	0
				Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.				
510,243	503,781	575,000		TOTAL CAPITAL OUTLAY		597,000	597,000	597,000

DEBT SERVICE

0	0	0	9472-05	ODOT Loan - Newberg/Dundee Bypass - Principal		0	0	0
0	0	0	9472-10	ODOT Loan - Newberg/Dundee Bypass - Interest		0	20,000	20,000
0	0	0		TOTAL DEBT SERVICE		0	20,000	20,000

TRANSFERS OUT

111,239	52,091	45,022	9700-01	Transfers Out - General Fund		48,329	48,252	48,252
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineering, Admin, & Finance personnel services support.	1	45,661	45,661	
				Transportation Fund support of Engineering operations.	1	2,591	2,591	
300,000	251,444	0	9700-60	Transfers Out - Debt Service		0	0	0
411,239	303,535	45,022		TOTAL TRANSFERS OUT		48,329	48,252	48,252

Budget Document Report

45 - TRANSPORTATION FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>CONTINGENCIES</u>						
0	0	50,000	9800 Contingencies Budget Note: As budgeted, contingency is 100% undesignated carryover.	50,000	50,000	50,000
0	0	50,000	<u>TOTAL CONTINGENCIES</u>	50,000	50,000	50,000
<u>ENDING FUND BALANCE</u>						
1,393,538	1,351,185	1,499,647	9945-05 Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover at July 1, 2014; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,690,519	1,690,519	1,690,519
-41,474	124,636	64,054	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2014, includes the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.	63,525	43,602	42,622
1,352,064	1,475,821	1,563,701	<u>TOTAL ENDING FUND BALANCE</u>	1,754,044	1,734,121	1,733,141
2,309,175	2,304,182	2,258,723	<u>TOTAL REQUIREMENTS</u>	2,479,373	2,479,373	2,478,393

Budget Document Report

45 - TRANSPORTATION FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,309,175	2,304,182	2,258,723	TOTAL RESOURCES	2,479,373	2,479,373	2,478,393
2,309,175	2,304,182	2,258,723	TOTAL REQUIREMENTS	2,479,373	2,479,373	2,478,393



PARK DEVELOPMENT FUND



Budget Highlights

- The 2013-14 proposed budget estimate for park systems development charges (SDCs) is based on approximately 61 residential permits generating a total of \$130,000. This amount is equal to that which was anticipated in the 2012-13 budget.
- Currently in discussions to acquire approximately 3.46 acres for a neighborhood park site to serve residents in northwest McMinnville (the last of the targeted park bond projects approved in 2000.) Combined with our Westside pedestrian/bicycle corridor properties within the Bonneville Power Administration (BPA) easement, the neighborhood park would be a full four acres in size, if the acquisition is successful this spring (2012-13) or summer (2013-14)
- If an acquisition of a NW Neighborhood park property is successful, funds are available in the 2013-14 proposed budget under Professional Services to conduct a neighborhood park planning process and create a conceptual park design that would serve neighborhood interests. The park would be constructed in the near future (perhaps in the 2014-15 fiscal year).
- In 2012-13, we received an \$18,000 grant from the Petco Foundation to fund partial lighting at the Riverside Drive Dog Park. Lighting will help provide expanded after-work Dog Park access between 5:00 pm and 8:00 pm during winter months when the Park is now closed due to the early sunset and darkness. The lighting installation will take place this summer and will begin operating in the fall of 2013 when days become shorter.
- \$35,000 has been budgeted in 2013-14 to replace the small pedestrian bridge in lower City Park. Additional asphalt pathways may also be added to provide improved access to picnic sites located across the creek in the same vicinity as the bridge.
- The 2013-14 proposed budget includes a \$100,000 transfer to the Debt Service Fund. This transfer reduces the amount of the tax levy needed for debt service payments for the Park Improvement Bond passed by voters in November 2000.



Nothing beats a cool, wet break from the summer heat offered by the 54 jet water feature at Discovery Meadows Community Park

Future Challenges and Opportunities

- With the strong support of citizens, the City is developing a progressive system of parks and open spaces that complement and enhance McMinnville's quality of life. The City should remain determined to meet the challenge of sustaining park maintenance staffing/funding levels commensurate with the facilities and park functions that serve the growing community.
- Continue to communicate with citizens regarding park project status and park development opportunities and continue to accept public input, leadership, and assistance for ongoing park development success in the future.
- Work during the 2013-14 fiscal year with the McMinnville Kiwanis Club to design/plan a "barrier-free" playground to directly serve children with physical challenges. At this time, no City funds are dedicated to this project. Kiwanis has set aside \$33,000 for the project; other funding through donations and grants may also be available for this project. The specific location of this potential project within the McMinnville Park system has yet to be determined.

Park Development Fund

- o Park SDC’s alone will not support the continued growth of McMinnville’s Park System as the community grows and new facilities are needed. The recent completion of all but one of the park bond projects approved in 2000 will essentially end the City’s financial capacity to expand our park system at any relevant level without additional resources. While we have created a great park system foundation to serve our existing population, we will be hard pressed to “keep up” with a growing and changing community in the future unless we can successfully secure the same variety of funding opportunities we have enjoyed in the past.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	247,712	133,100	131,100	(2,000)
Materials & Services	110,549	78,070	38,100	(39,970)
Capital Outlay	4,942	726,000	51,000	(675,000)
Transfers Out	149,090	148,324	151,461	3,137
Total Expenditures	264,581	952,394	240,561	(711,833)
Net Expenditures	(16,869)	(819,294)	(109,461)	(709,833)



Wetland grasses within Dancer Park are particularly beautiful in the spring.



Park Development Fund

Historical Highlights

- 1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1956** McMinnville Aquatic Center constructed.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979** From 1979 – 1981, old National Guard Armory at 6th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- 1990** Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.

Park Development Fund

Historical Highlights

1993 Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

1994 From 1994 – 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.

1996 Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.



1996 Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

1998 City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.

1999 Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.

1999 *Parks, Recreation, and Open Space Master Plan* adopted by City Council

1999 SW Community Park property purchased.

2000 In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.

2001 SW Community Park planning and design process begins -park bond project.

2002 Thompson Park construction project begins in south McMinnville.

2002 Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.

2002 Bend-O-River mini-park in east McMinnville constructed.

2003 Thompson Park construction complete; park opens in June.

2003 Marsh Lane Extension and Dancer Park Expansion Project substantially complete.

2003 Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

Park Development Fund

Historical Highlights

- 2004** From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004** Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004** In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 2005** Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.
- 2006** McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.
- 2007** McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.
- 2007** The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.
- 2007** The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.
- 2008** The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
- 2009** The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
- 2009** A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
- 2010** McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.

2010 Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010 Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

2010 McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

2011 "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.



Budget Document Report

50 - PARK DEVELOPMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
2,204,243	1,179,000	1,165,394	4050-05 Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds Estimated July 1, 2013 designated carryover of 2001 Park Improvement Bond proceeds.	1,151,682	1,151,682	1,151,682
16,000	16,000	16,000	4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow July 1, 2013 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	16,000	16,000
0	0	0	4050-30 Designated Begin FB-Park Dev Fd - Howard F Nice Trust	0	0	0
14,574	13,664	6,466	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year. Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future.	3,508	21,508	21,508
2,251,364	1,208,664	1,187,860	TOTAL BEGINNING FUND BALANCE	1,171,190	1,189,190	1,189,190
CHARGES FOR SERVICES						
114,372	140,635	130,000	5500 System Development Charges Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth. Budget Note: Current Park SDC is \$2,118 per residential unit.	130,000	130,000	130,000
114,372	140,635	130,000	TOTAL CHARGES FOR SERVICES	130,000	130,000	130,000
MISCELLANEOUS						
50	269	100	6310 Interest Interest earned on SDC, grant, intergovernmental, etc balances	400	400	400
9,508	6,038	3,000	6310-30 Interest - Bond Interest earned on unspent Park System Improvement Bond proceeds.	700	700	700
0	0	0	6360-15 Grants - Petco Foundation PETCO Foundation grant - Dog Park lighting project	0	0	0
0	0	0	6450-05 Donations - Park Development - Discovery Meadows	0	0	0
0	0	0	6450-30 Donations - Park Development - Howard F Nice Trust	0	0	0
0	0	0	6600 Other Income	0	0	0
9,558	6,307	3,100	TOTAL MISCELLANEOUS	1,100	1,100	1,100

Budget Document Report

50 - PARK DEVELOPMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>OTHER FINANCING SOURCE</u>						
0	100,769	0	6820-10 Bond Proceeds - Premium	0	0	0
0	100,769	0	<u>TOTAL OTHER FINANCING SOURCE</u>	0	0	0
2,358,748	1,456,375	1,320,960	<i>TOTAL RESOURCES</i>	1,302,290	1,320,290	1,320,290

50 - PARK DEVELOPMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

910	930	2,670	7750	Professional Services	2,600	2,600	2,600
				Description	Units	Amt/Unit	Total
				Audit fee allocation	1	2,600	2,600
400	8,300	400	7750-57	Professional Services - Financing Administration	500	500	500
0	100,769	0	7750-63	Professional Services - Financing Issuance Cost	0	0	0
834	0	0	7770-18	Professional Services - Projects - Discovery Meadows	0	0	0
11,577	0	0	7770-21	Professional Services - Projects - BPA Pedestrian/Bikeway	0	0	0
16,671	0	0	7770-24	Professional Services - Projects - NE Neighborhood Park	0	0	0
0	0	65,000	7770-27	Professional Services - Projects - NW Neighborhood Park Initial "conceptual" park design services for NW McMinnville Neighborhood Park, if property purchased.	25,000	25,000	25,000
				Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.			
0	0	10,000	7770-30	Professional Services - Projects - City Park Renovations	10,000	10,000	10,000
5,950	550	0	7770-31	Professional Services - Projects - Kiwanis Marine Park Renovation New foot bridge and handicap access pathway to picnic areas in Lower City Park.	0	0	0
				Budget Note: Improvement funded 100% by Park Improvement Bonds.			
2,097	0	0	7770-32	Professional Services - Projects - West Hills Neighborhood Park	0	0	0
38,438	110,549	78,070	TOTAL MATERIALS AND SERVICES		38,100	38,100	38,100

CAPITAL OUTLAY

0	0	375,000	9200-10	Park Acquisition - NW Neighborhood Park Estimated purchase price of a yet to be determined 2.5 acre NW McMinnville Neighborhood Park site.	484,400	484,400	484,400
				Budget Note: Acquisition funded by Park Improvement Bonds, although acquisition qualifies for 80% park SDC funding.			
13,646	0	0	9250-10	Park Construction - BPA Pedestrian/Bike-Phase I & II	0	0	0
133,532	0	0	9250-11	Park Construction - BPA Pedestrian/Bike-Phase III	0	0	0
765,356	4,942	0	9250-20	Park Construction - NE Neighborhood Park	0	0	0

Budget Document Report

50 - PARK DEVELOPMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	300,000	9250-25 Park Construction - NW Neighborhood Park Construction of a NW McMinnville Neighborhood Park. This is a park bond funded project and remains contingent on the successful acquisition of a desired park property in this area.	0	0	0
			Budget Note: Construction funded by Park Improvement Bonds, although proeject qualifies for 80% park SDC funding.			
24,426	0	0	9250-30 Park Construction - Dog Park	0	0	0
17,010	0	0	9250-40 Park Construction - W Hills Neighborhood Park	0	0	0
0	0	35,000	9300-15 Park Improvements - City Park Renovations New foot bridge and handicap access pathways to picnic areas in Lower City Park.	35,000	35,000	35,000
			Budget Note: Improvement funded 100% by Park Improvement Bonds.			
0	0	16,000	9300-25 Park Improvements - Heather Hollow City Park For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs.	16,000	16,000	16,000
			Budget Note: Project funded 100% by donation.			
0	0	0	9300-30 Park Improvements - Dog Park-Petco Foundation grant Dog Park lighting project	0	18,000	18,000
953,970	4,942	726,000	<u>TOTAL CAPITAL OUTLAY</u>	535,400	553,400	553,400
<u>TRANSFERS OUT</u>						
51,695	49,090	48,324	9700-01 Transfers Out - General Fund	51,461	51,363	51,363
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Parks & Rec Admin, Admin, & Finance personnel services support.	1	51,363	51,363
5,981	0	0	9700-20 Transfers Out - Street	0	0	0
100,000	100,000	100,000	9700-60 Transfers Out - Debt Service Transfer to partially off-set debt service for the Park Improvement Bonds which "up-front" funded the SDC portion of projects built with bond funds.	100,000	100,000	100,000
			Budget Note: Park SDCs available for property tax debt service off-set is proportionate to use of bond money for SDC percentage of bond projects; calculated when all bond proceeds & interest earnings have been spent.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Transfer of park system development charges (SDC's)	1	100,000	100,000
157,676	149,090	148,324	<u>TOTAL TRANSFERS OUT</u>	151,461	151,363	151,363

Budget Document Report

50 - PARK DEVELOPMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>CONTINGENCIES</u>						
0	0	368,566	9800 Contingencies Budget Note: As budgeted, contingency is \$576,018 Park Development Bonds and \$1,311 Undesignated Other balance.	577,329	577,427	577,427
0	0	368,566	<u>TOTAL CONTINGENCIES</u>	577,329	577,427	577,427
<u>ENDING FUND BALANCE</u>						
1,179,000	1,170,089	0	9950-05 Designated End FB - Park Dev Fd - Park Development Bond Proceeds All funds remaining at June 30, 2014 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.	0	0	0
16,000	16,000	0	9950-25 Designated End FB - Park Dev Fd - Heather Hollow	0	0	0
0	0	0	9950-30 Designated End FB - Park Dev Fd - Howard F Nice Trust	0	0	0
13,664	5,705	0	9999 Unappropriated Ending Fd Balance All funds remaining at June 30, 2014 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.	0	0	0
1,208,664	1,191,794	0	<u>TOTAL ENDING FUND BALANCE</u>	0	0	0
2,358,748	1,456,375	1,320,960	<u>TOTAL REQUIREMENTS</u>	1,302,290	1,320,290	1,320,290

Budget Document Report

50 - PARK DEVELOPMENT FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
2,358,748	1,456,375	1,320,960	TOTAL RESOURCES	1,302,290	1,320,290	1,320,290
2,358,748	1,456,375	1,320,960	TOTAL REQUIREMENTS	1,302,290	1,320,290	1,320,290



DEBT SERVICE FUND



- **Statement of Bonds and Loans Outstanding**



Budget Highlights

Debt Service Current Property Taxes

- For the 2013-14 Proposed Budget, the property tax rate for debt service is projected to increase to \$0.6983 compared to \$0.6320 in 2012-13. Several factors caused the increase in the rate.
- In 2012-13, remaining proceeds from the sale of the 2006 Public Safety Facilities Construction Bonds were transferred from the Public Safety Facilities Construction Fund to the Debt Service Fund. This transfer of \$42,337 reduced the amount of property taxes needed to pay debt service in 2012-13, resulting in a lower property tax rate for debt service in fiscal year 2012-13.
- The City's policy is to only levy property taxes for debt service sufficient to pay principal and interest and to avoid building an excess reserve in the Debt Service Fund. Therefore, in 2012-13, a portion of prior year property taxes carried over from previous years was used for 2012-13 debt service payments, which also lowered the tax rate in fiscal year 2012-13.
- In 2013-14, debt service payments must be made entirely from current year property tax revenues, resulting in a higher tax rate compared to 2012-13.
- The increase in the tax levy for debt service payments is partially offset by an estimated 1.5% increase in assessed value (AV). The property tax rate for debt service is the amount of property tax per \$1,000 of AV that will provide sufficient property tax revenue to pay debt service principal and interest due during the fiscal year.

Refunding of 2001 Park Improvement System Bonds

- In October 2011, the City issued \$5,590,000 General Obligation Refunding Bonds. The bond proceeds and a portion of the Debt Service Fund reserve were used to refund or pay off the 2001 Park System Improvement Bonds. Total present value savings from the refunding was approximately \$957,000.
- The 2011 Refunding Bonds are 10-year bonds and will be paid off in 2021.

Transfers From Other Funds

- System development charges (SDCs) can be transferred to the Debt Service Fund to offset the related debt service tax levy up to the percentage of the bond proceeds that paid for constructing SDC qualifying projects. The SDC percentage is calculated after all bond proceeds and interest earned on the bond proceeds are spent. The percentage of SDC qualifying expenditures are calculated and that percentage is applied to the total bond principal and interest payments.

This dollar amount is the total amount of SDCs that can be transferred into the Debt Service Fund to offset the related debt service tax levy. Each bond issue and the associated SDC require a separate calculation.

Transfer from the Transportation Fund

- Since 1996 when the \$7,415,000 General Obligation Bonds for Transportation Projects were issued, transportation SDC revenues have been transferred from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy. As determined by the SDC qualifying calculation, all qualifying SDC revenues have been transferred.

Debt Service Fund

Transfer from the Park Development Fund

- Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. After all Park Development bond proceeds and interest are spent, a calculation will be completed to determine the total amount of park SDC revenues that can be used to reduce the related debt service tax levy.
- \$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2013-14.

Designated Ending Fund Balance (DEFB)

- DEFB's are used to meet debt service payments paid prior to the collection of current year property taxes in November; consequently, the prior year's debt service levy pays for debt service payments due from July 1 through November 1.

Future Challenges and Opportunities

- Continue to monitor property tax collection rates. The estimated uncollectible rate of 8% has been sufficient in past years but collections rates may be affected by current economic conditions.
- The City is facing a variety of capital needs that will need to be addressed in the future. General Obligation bonds can be used to finance capital projects but must be approved by the voters. Future capital projects include:
 - Aerial ladder truck and other vehicles for the Fire Department
 - Transportation system improvements
 - Fire substations
 - Downtown core infrastructure improvements
 - Library expansion

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	7,620,509	1,475,637	1,589,500	113,863
Debt Service	1,688,651	1,650,380	1,605,030	(45,350)
Other Financing Uses	5,812,957	-	-	-
Total Expenditures	7,501,608	1,650,380	1,605,030	(45,350)
Net Expenditures	118,901	(174,743)	(15,530)	(159,213)



Debt Service Fund

Historical Highlights

1969	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	1984	Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.	1997	1997 refunding bonds issued to refund 1979 community center bonds and 1987 fire station bonds.
1975	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	1986	September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	2002	November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
1978	March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	1989	1989 advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	2006	Voters approve 20-year \$13,120,000 general obligation public safety and courtroom/civic building bond issue. Bonds sold November 2006.
1978	November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	1995	Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	2006	Transportation 10-year bonds paid.
1980	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	1996	1996 refunding bonds issued to refund 1989 advance refunding bonds, saving future debt service tax dollars.	2007	Fire Station 20-year bonds paid.
1982	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	1996	Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	2011	2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds, saving future debt service tax dollars
1982	August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.			2012	Projects in Public Safety Facilities Construction Fund are complete. Remaining unspent bond proceeds transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds.



Statement of Bonds and Loans Outstanding 2013-2014 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2013	Maturing 2013 - 2014 Principal	Maturing 2013 - 2014 Interest
GENERAL OBLIGATION BONDS							
Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property tax revenue and debt service payments are accounted for in the Debt Service Fund.							
2006 Public Safety Civic Buildings Construction Bonds	11/14/2006	11/14/2026	\$ 13,120,000	3.75 - 5.50%	\$ 10,400,000	\$ 555,000	\$ 415,275
Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.							
2011 Park Improvement Refunding Bonds	10/6/2011	10/6/2021	\$ 5,590,000	3.75 - 5.5%	\$ 5,040,000	\$ 515,000	\$ 119,750
Bond proceeds used to refund 2001 Park Improvement Bonds.							
TOTAL - General Obligation Bonds			\$ 18,710,000		\$ 15,440,000	\$ 1,070,000	\$ 535,025
SEWER BONDS							
Sewer user fees are accounted for in the Wastewater Services Fund and transferred to the Wastewater Capital Fund. The Wastewater Capital Fund then pays the debt service payments.							
Sewer Refunding Bonds							
These bonds refunded the 1994 Sewer Revenue Bonds and 1993 Oregon Economic Community Development Department loan.							
	2/13/2004	2/13/2014	\$ 23,690,000	3.0 - 5.0%	\$ 2,845,000	\$ 2,845,000	\$ 92,463
TOTAL - Sewer Bonds			\$ 23,690,000		\$ 2,845,000	\$ 2,845,000	\$ 92,463
TOTAL DEBT:			\$ 42,400,000		\$ 18,285,000	\$ 3,915,000	\$ 627,488

Budget Document Report

60 - DEBT SERVICE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
430,000	450,000	0	4060-10 Designated Begin FB-Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1	0	0	0
161,505	151,830	0	4060-15 Designated Begin FB-Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1	0	0	0
480,000	500,000	525,000	4060-20 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 July 1, 2013 designated carryover from the 2012-2013 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2013 which is prior to receipt of 2013-2014 property taxes.	555,000	555,000	555,000
168,000	239,710	229,710	4060-25 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 July 1, 2013 designated carryover from the 2012-2013 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2013 which is prior to receipt of 2013-2014 property taxes.	215,270	215,270	215,270
0	0	550,000	4060-32 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1, 2013 designated carryover from the 2012-2013 fiscal year to pay 2011 Park Refunding Bond principal due August 1, 2013 which is prior to receipt of 2013-2014 property taxes.	515,000	515,000	515,000
0	0	67,950	4060-33 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1, 2013 designated carryover from the 2012-2013 fiscal year to pay 2011 Park Refunding Bond interest due August 1, 2013 which is prior to receipt of 2013-2014 property taxes.	62,450	62,450	62,450
42,405	130,258	189,900	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	70,135	70,135	70,135
1,281,910	1,471,798	1,562,560	TOTAL BEGINNING FUND BALANCE	1,417,855	1,417,855	1,417,855
PROPERTY TAXES						
1,415,175	1,362,079	1,278,700	4100-05 Property Taxes - Current \$1,558,700 2013-2014 debt service property tax levy (\$124,700) Less uncollectible taxes - 8% \$1,434,000 2013-2014 Current property taxes Budget Note: Debt Service property tax rate estimated at \$0.6983 per thousand of assessed value compared to \$0.6320 in 2012-2013.	1,434,000	1,434,000	1,434,000
83,652	76,196	50,000	4100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	50,000	50,000
1,498,827	1,438,276	1,328,700	TOTAL PROPERTY TAXES	1,484,000	1,484,000	1,484,000

Budget Document Report

60 - DEBT SERVICE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET								
<u>MISCELLANEOUS</u>																
3,401	5,242	4,600	6310	Interest		5,500	5,500	5,500								
3,401	5,242	4,600	<u>TOTAL MISCELLANEOUS</u>			5,500	5,500	5,500								
<u>OTHER FINANCING SOURCE</u>																
0	5,590,000	0	6820-05	Bond Proceeds - Par Amount Par amount of 2011 Refunding Bonds issued in October 2011; proceeds were used to refund the 2001 Park Improvement Bonds.		0	0	0								
0	235,547	0	6820-10	Bond Proceeds - Premium Premium received for refunding bonds issued in October 2011; premium was used in refunding of the 2001 Park Improvement Bonds.		0	0	0								
0	5,825,547	0	<u>TOTAL OTHER FINANCING SOURCE</u>			0	0	0								
<u>TRANSFERS IN</u>																
0	0	42,337	6900-40	Transfers In - Public Safety Facilities Const		0	0	0								
300,000	251,444	0	6900-45	Transfers In - Transportation		0	0	0								
100,000	100,000	100,000	6900-50	Transfers In - Park Development Transfer from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service.		100,000	100,000	100,000								
Budget Note: Available amount of Park Devopment SDC's for property tax debt service is proportionate to the pecentage use of original bond money on SDC Park Development projects.																
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Transfer of park system development charges (SDC's)</td> <td>1</td> <td>100,000</td> <td>100,000</td> </tr> </tbody> </table>									Description	Units	Amt/Unit	Total	Transfer of park system development charges (SDC's)	1	100,000	100,000
Description	Units	Amt/Unit	Total													
Transfer of park system development charges (SDC's)	1	100,000	100,000													
400,000	351,444	142,337	<u>TOTAL TRANSFERS IN</u>			100,000	100,000	100,000								
3,184,138	9,092,307	3,038,197	<u>TOTAL RESOURCES</u>			3,007,355	3,007,355	3,007,355								

Budget Document Report

60 - DEBT SERVICE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

DEBT SERVICE

480,000	500,000	525,000	9460-05 2006 PS & Court/Civic Bldg Bond - Principal - Aug 1 2006 Public Safety and Courtroom/Civic Building principal payment due August 1, 2013.	555,000	555,000	555,000
239,706	229,706	215,270	9460-10 2006 PS & Court/Civic Bldg Bond - Interest - Feb 1 2006 Public Safety and Courtroom/Civic Building Bond interest payment due February 1, 2014.	200,010	200,010	200,010
249,306	239,706	229,710	9460-15 2006 PS & Court/Civic Bldg Bond - Interest - Aug 1 2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2013.	215,270	215,270	215,270
430,000	450,000	0	9480-05 2001 Park Improvements Bond - Principal - Aug 1	0	0	0
151,826	51,957	0	9480-10 2001 Park Improvements Bond - Interest - Feb 1	0	0	0
161,501	151,826	0	9480-15 2001 Park Improvements Bond - Interest - Aug 1	0	0	0
0	0	0	9485 2011 Park Bond Refunding	0	0	0
0	0	550,000	9485-05 2011 Park Bond Refunding - Principal - Aug 1 2011 Park Refunding Bond principal payment due August 1, 2013.	515,000	515,000	515,000
0	43,413	62,450	9485-10 2011 Park Bond Refunding - Interest - Feb 1 2011 Park Refunding Bond interest payment due February 1, 2014.	57,300	57,300	57,300
0	0	67,950	9485-15 2011 Park Bond Refunding - Interest - Aug 1 2011 Park Refunding Bond interest payment due August 1, 2013.	62,450	62,450	62,450
0	22,043	0	9490 Bond Refunding	0	0	0
1,712,340	1,688,651	1,650,380	TOTAL DEBT SERVICE	1,605,030	1,605,030	1,605,030

OTHER FINANCING USES

0	5,812,957	0	9600 Bond Refunding	0	0	0
0	5,812,957	0	TOTAL OTHER FINANCING USES	0	0	0

ENDING FUND BALANCE

450,000	470,000	0	9960-10 Designated End FB - Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1	0	0	0
151,830	141,705	0	9960-15 Designated End FB - Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1	0	0	0
500,000	525,000	555,000	9960-20 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 July 1, 2014 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2014 which is prior to receipt of 2014-2015 property taxes.	585,000	585,000	585,000

Budget Document Report

60 - DEBT SERVICE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
239,710	229,710	215,270	9960-25 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 July 1, 2014 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2014 which is prior to receipt of 2014-2015 property taxes.	200,010	200,010	200,010
0	0	515,000	9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1, 2014 designated cash carryover for payment of the 2011 Park Refunding Bond principal due August 1, 2014 which is prior to 2014-2015 property tax receipts.	520,000	520,000	520,000
0	0	62,450	9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1, 2014 designated cash carryover for payment of the 2011 Park Refunding Bond interest due August 1, 2014 which is prior to 2014-2015 property tax receipts.	57,300	57,300	57,300
130,258	224,283	40,097	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.	40,015	40,015	40,015
1,471,798	1,590,698	1,387,817	<u>TOTAL ENDING FUND BALANCE</u>	1,402,325	1,402,325	1,402,325
3,184,138	9,092,306	3,038,197	<u>TOTAL REQUIREMENTS</u>	3,007,355	3,007,355	3,007,355

Budget Document Report

60 - DEBT SERVICE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
3,184,138	9,092,307	3,038,197	TOTAL RESOURCES	3,007,355	3,007,355	3,007,355
3,184,138	9,092,307	3,038,197	TOTAL REQUIREMENTS	3,007,355	3,007,355	3,007,355



BUILDING FUND



Budget Highlights

- The 2013-14 proposed budget for the Building Division continues the previous year's "hold the line" position in most accounts, and expected expenses are in line with expected revenues. No transfer from the General Fund is included in the 2013-14 proposed budget (a \$50,000 transfer from the General Fund occurred in 2011-12). The projected ending fund balance of approximately \$184,000 represents nearly a 65% annual operating reserve for the Division.
- With only one full time Building Inspector, and a half-time Building Official, coverage for inspections and in-office customer service (availability for permit and code questions via phone or at the counter) remains challenging. Staff continues to do an excellent job coordinating schedules to maximize coverage and to meet our customer's expectations related to our services, but there are times during staff absences (training, vacations and/or sick leave) where we need to postpone inspections, and where other Community Development Department staff assists with providing the needed coverage.
- The City does not have staff with the code certifications necessary to perform A-level (multi-family residential, commercial, and industrial) plumbing plan reviews or inspections. We have entered into an intergovernmental agreement with Yamhill County that allows their Building personnel to perform that work for us (the reciprocal agreement will also allow us to provide inspection services and support to Yamhill County on an as needed basis). The Yamhill County Building Department staff has been excellent to work with, and they have been of great assistance to us in helping provide coverage for our inspectors on an as needed basis, often with very short notice (due to unexpected absences).

Core Services

Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

Future Challenges and Opportunities

- Staff will continue to monitor revenues and expenses, and further staffing reductions will be implemented, if necessary. It should be noted that further staffing reductions may impact the Division's ability to provide the state mandated and approved services related to building code enforcement, and will impact the timing of inspection and plan review services provided to customers.



42 new living units in 2012

Building Fund

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	354,222	278,600	292,375	13,775
Personnel Services	317,642	192,348	196,092	3,744
Materials & Services	43,468	48,896	51,355	2,459
Capital Outlay	2,808	393	-	(393)
Transfers Out	43,834	26,093	37,063	10,970
Total Expenditures	407,752	267,730	284,510	16,780
Net Expenditures	(53,530)	10,870	7,865	3,005

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	2.00		
Building Official		(0.50)	
Building Inspector III		0.40	
FTE Proposed Budget		(0.10)	1.90



Building Fund

Historical Highlights

- | | | | | | |
|--------------|---|-------------|---|-------------|--|
| 1969 | State of Oregon adopts the 1968 edition of the National Electrical Code. | 1997 | Building Division management moved into the newly created Community Development Department with ultimate goal of a “one-stop” development center. | 2009 | Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement. |
| 1970s | Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections. | 2000 | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses. | 2010 | As a cost saving measure, the Building Division instituted a policy of two furlough days per month for all personnel. Staff furlough days were eliminated in early 2011. |
| 1988 | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews. | 2002 | City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting. | 2012 | General Fund transfer of \$50,000 to support Division activities. |
| 1991 | Building Division Advisory Board created with various stakeholders from the building community. | 2005 | The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%. | 2012 | Due to continued downturn in construction industry, one inspector position eliminated; one inspector reduced to part-time; and Division support of one Permit Technician was eliminated. Transfer from General Fund to support Division activities not required. |
| 1994 | Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff. | 2006 | An additional inspector position filled. | 2012 | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services. |
| 1995 | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits. | 2007 | Division moved to new Community Development Center. | | |
| 1997 | Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews. | | | | |

Building Fund

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>					
Fund	Number of		Total	<u>Detailed Summary</u>	
Department	Employees	Range	Salary	Page	Amount
<u>Permit Technician</u>	1	328	49,935		
General Fund					
Engineering (0.60 FTE)				19	29,961
Building Fund (0.40 FTE)				210	19,974

Budget Document Report

70 - BUILDING FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
331,784	223,222	149,390	4090 Beginning Fund Balance Estimated July 1, 2013 carryover from the 2012-2013 fiscal year.	176,628	176,628	182,628
331,784	223,222	149,390	TOTAL BEGINNING FUND BALANCE	176,628	176,628	182,628
LICENSES AND PERMITS						
203,646	216,236	200,000	4400-05 Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees.	210,000	210,000	210,000
46,447	34,211	35,000	4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	38,500	38,500	38,500
42,998	44,840	39,250	4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	41,250	41,250	41,250
2,797	1,075	500	4400-20 Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	525	525	525
0	47	0	4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including sidewalk, driveway, and re-inspection fees.	0	0	0
295,888	296,409	274,750	TOTAL LICENSES AND PERMITS	290,275	290,275	290,275
MISCELLANEOUS						
1,092	825	700	6310 Interest	1,100	1,100	1,100
45	6,988	0	6600-97 Other Income - Building	1,000	1,000	1,000
1,137	7,813	700	TOTAL MISCELLANEOUS	2,100	2,100	2,100
TRANSFERS IN						
0	50,000	0	6900-01 Transfers In - General Fund	0	0	0
0	0	3,150	6900-85 Transfers In - Insurance Services	0	0	0
0	50,000	3,150	TOTAL TRANSFERS IN	0	0	0
628,809	577,444	427,990	TOTAL RESOURCES	469,003	469,003	475,003

Budget Document Report

70 - BUILDING FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

226,896	200,937	92,435	7000-05 Salaries & Wages - Regular Full Time Building Inspector III - 1.00 FTE Permit Technician - Eng / Bldg - 0.40 FTE	85,940	85,940	85,940
0	11,214	38,875	7000-10 Salaries & Wages - Regular Part Time Building Official - 0.50 FTE	38,270	38,270	38,270
0	3,861	0	7000-15 Salaries & Wages - Temporary	0	0	0
0	0	200	7000-20 Salaries & Wages - Overtime	200	200	200
13,216	12,753	8,153	7300-05 Fringe Benefits - FICA - Social Security	7,713	7,713	7,713
3,091	2,982	1,908	7300-06 Fringe Benefits - FICA - Medicare	1,804	1,804	1,804
47,373	51,171	26,370	7300-15 Fringe Benefits - PERS - OPSRP - IAP	35,679	35,679	35,679
36,310	30,786	21,296	7300-20 Fringe Benefits - Medical Insurance	23,304	22,818	22,818
230	169	117	7300-25 Fringe Benefits - Life Insurance	117	117	117
1,314	999	734	7300-30 Fringe Benefits - Long Term Disability	680	680	680
3,324	2,697	2,201	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,320	2,320	2,320
84	74	59	7300-37 Fringe Benefits - Workers' Benefit Fund	65	65	65
0	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
331,839	317,642	192,348	TOTAL PERSONNEL SERVICES	196,092	195,606	195,606

MATERIALS AND SERVICES

0	176	250	7520 Public Notices & Printing Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	500	500	500
34	80	200	7540 Employee Development	100	100	100
1,550	1,205	1,500	7550 Travel & Education Training seminars and classes to maintain staff certifications, some of which are required by the State of Oregon.	1,500	1,500	1,500
1,128	1,067	1,200	7590 Fuel - Vehicle & Equipment	1,300	1,300	1,300
1,785	2,154	2,250	7600 Electric & Natural Gas Division's share of Community Development Center's electricity expense, ~25%.	2,250	2,250	2,250
1,634	1,670	2,200	7610-05 Insurance - Liability	1,400	1,400	1,400
681	660	1,000	7610-10 Insurance - Property	900	900	900
3,208	3,091	3,400	7620 Telecommunications	3,000	3,000	3,000

Budget Document Report

70 - BUILDING FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,538	1,512	1,650	7650	Janitorial		1,650	1,650	1,650
					Division's share of Community Development Center janitorial service and supplies cost, ~25%.			
3,757	3,563	3,500	7660	Materials & Supplies		3,500	3,500	3,500
					Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.			
28	171	500	7720	Repairs & Maintenance		500	500	500
					Repairs and maintenance of vehicles and office equipment.			
328	730	1,250	7720-08	Repairs & Maintenance - Building Repairs		5,000	5,000	5,000
					Division's share of Community Development Center's repairs and improvements, ~25%.			
718	810	1,450	7720-10	Repairs & Maintenance - Building Maintenance		1,450	1,450	1,450
					Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%.			
1,577	956	810	7750	Professional Services		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
1,208	4,395	12,000	7750-33	Professional Services - Contract Inspections		10,000	10,000	10,000
					Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.			
1,525	824	1,500	7750-36	Professional Services - Contract Plan Review		1,500	1,500	1,500
					Contract plan reviews and engineering services on commercial projects.			
1,186	1,201	1,400	7790-20	Maintenance & Rental Contracts - Community Development Center		1,400	1,400	1,400
					Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.			
0	0	0	7800	M & S Equipment		0	0	0
3,308	6,262	3,346	7840	M & S Computer Charges		3,555	3,555	3,555
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	3,555	3,555	
3,793	12,941	9,490	7840-80	M & S Computer Charges - Building		11,350	11,350	11,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela Permits Plus, 70% - shared with Eng, Plan	1	8,050	8,050	
				ESRI ArcIMS mapping, 17% - shared with PI, Eng, PW, WWS	1	1,600	1,600	
				Workstation replacement	1	1,700	1,700	
28,985	43,468	48,896	TOTAL MATERIALS AND SERVICES			51,355	51,355	51,355
CAPITAL OUTLAY								
761	2,808	393	8750	Capital Outlay Computer Charges		0	0	0

Budget Document Report

70 - BUILDING FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	8850	Vehicles		0	0	0
761	2,808	393	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
<u>TRANSFERS OUT</u>								
33,139	32,325	20,272	9700-01	Transfers Out - General Fund		30,877	30,826	30,826
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Engineering, Admin, & Finance personnel services support.		1	30,826	30,826	
10,863	11,509	5,821	9700-80	Transfers Out - Information Systems		6,186	6,173	6,173
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Information Systems personnel services support.		1	6,173	6,173	
44,002	43,834	26,093	<u>TOTAL TRANSFERS OUT</u>			37,063	36,999	36,999
<u>CONTINGENCIES</u>								
0	0	75,000	9800	Contingencies		75,000	75,000	75,000
0	0	75,000	<u>TOTAL CONTINGENCIES</u>			75,000	75,000	75,000
<u>ENDING FUND BALANCE</u>								
223,222	169,691	85,260	9999	Unappropriated Ending Fd Balance		109,493	110,043	116,043
			Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.					
223,222	169,691	85,260	<u>TOTAL ENDING FUND BALANCE</u>			109,493	110,043	116,043
628,809	577,444	427,990	<u>TOTAL REQUIREMENTS</u>			469,003	469,003	475,003

Budget Document Report

70 - BUILDING FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
628,809	577,444	427,990	TOTAL RESOURCES	469,003	469,003	475,003
628,809	577,444	427,990	TOTAL REQUIREMENTS	469,003	469,003	475,003



WASTEWATER SERVICES



<u>Organization Set – Departments</u>	<u>Organization Set #</u>
• Administration	75-01
• Plant	75-72
• Environmental Services	75-74
• Pump Stations	75-76
• Conveyance Systems	75-78
• Non-Departmental	75-99

Budget Highlights

- The 2013-14 proposed budget continues the City's commitment to exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 18th-year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
 - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
 - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.

The 2013-14 proposed budget includes professional services to assist with the review and implementation of any new regulations.



Drilling for geotech study in preparation of WRF expansion.

- The 2013-14 proposed budget includes funding for additional flow monitoring in those conveyance system basins in which significant repair, rehabilitation and replacement of aging sewer lines has occurred. The flow monitoring will allow us to update the conveyance system flow model, and will help us measure our progress towards removing unwanted storm water inflow and ground water infiltration (I&I) from the system.

- Per the approved 2013 Updated Wastewater Services Financial Plan, the 2013-14 proposed budget includes \$6,225,690 Transfer Out to Wastewater Capital Fund to cover planned capital improvements and the final debt payment on the 2004 Sewer Revenue Bond.
- New Programs, Projects, or Equipment:
 - Control system software upgrades including a newer version of OPS 32, which will be updated to Hach WIMS.
 - Rehabilitation of Cozine Woods Pump Station surface and concrete structures.
 - Continued conveyance system repairs and maintenance to increase reliability, capacity and efficiency through inflow & infiltration (I&I) reduction.
 - Modification of digester foam cutters to mitigate degradation due to submersion.
 - Additional push camera for enhanced emergency conveyance system response.

Core Services

Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollution Discharge Elimination System (NPDES) permit requirements and protect the environment.

Wastewater Services Fund

2013 – 2014 Proposed Budget --- Budget Summary

- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.
- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.



Variable frequency drives (VFD) are being replaced with newer, more efficient and reliable drives.

Environmental Services

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.
- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line as needed.

- Continue to maintain the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow inflow and infiltration (I&I) into the system.
- Utilize an asset management system to record sewer maintenance and condition and prioritize repairs.



The Conveyance System crew continues to perform sanitary sewer repairs that were previously contracted out.

Future Challenges and Opportunities

Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Participation in South Yamhill River Total Maximum Daily Load (TMDL) process with DEQ.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.

Plant / Pump Stations

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through the Energy Smart projects.
- Improvement to plant and pump station computer control systems, including replacement of the server and essential upgrades to software database.

Wastewater Services Fund

2013 – 2014 Proposed Budget --- Budget Summary

- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventative maintenance and corrosion abatement on the aging WRF equipment and processes.

Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the Environmental Protection Agency (EPA) quality assurance program by continuing to score 100% on all test parameters.
- Continue Wastewater Services Laboratory internship program with Linfield College for the 9th year.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to the new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Provide revised Pretreatment Program procedures including an approved Sewer Use Ordinance and new local limits for City Council adoption.

Steve Covey and Erik Grimstad perform lab analysis under ultra clean conditions as required by Wastewater Services NPDES permit.



- Public outreach and education related to wastewater issues, including Fats, Oils, and Grease (FOG) outreach, prescription drug take back program, and storm drain marker awareness.
- Implementation of the Pretreatment Program updates once approved by City Council.

Conveyance Systems

- Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Perform software training for conveyance crew members.
- Maintain the sanitary sewer collection system in compliance with the National Pollutant Discharge Elimination System (NPDES) permit.
- Evaluate sanitary sewer cleaning and video inspection schedule and adjust to maintain appropriate level of service.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



The Conveyance System team maintains and rehabilitates the WRF stormwater detention pond.

Wastewater Services Fund

2013 – 2014 Proposed Budget --- Budget Summary

Department Cost Summary

	2011-12	2012-13	2013-14	Budget Variance
	Actual	Amended Budget	Proposed Budget	
Revenue	8,027,870	8,340,876	8,576,542	235,666
Personnel Services	1,580,533	1,653,694	1,750,739	97,045
Materials & Services	1,194,683	1,509,616	1,501,630	(7,986)
Capital Outlay	383,920	134,385	143,000	8,615
Transfers Out	6,000,142	4,876,973	6,494,045	1,617,072
Total Expenditures	9,159,278	8,174,668	9,889,414	1,714,746
Net Expenditures	(1,131,408)	166,208	(1,312,872)	1,479,080

Full-Time Equivalent (FTE)

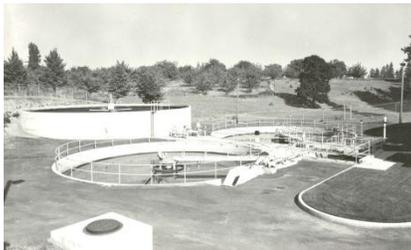
	2012-13		2013-14
	Adopted	Change	Proposed
	Budget		Budget
FTE Adopted Budget	20.46		
No change		-	
FTE Proposed Budget			20.46



Wastewater Services Fund

Historical Highlights

- 1900** First organized effort for a municipal sewage collection system was made early in the 1900's.
- 1915** The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- 1950** In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- 1953** McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- 1956** The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- 1964** First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971** Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989** Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- 1991** Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991 Facilities Plan*. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- 1992** A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993** City breaks ground on constructing the new Water Reclamation Facility (WRF).



- 1993** Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

Wastewater Services Fund

Historical Highlights

1994 City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

1995 First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.

1996 The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



1996 Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.

1997 Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

1997 City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.

1998 WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.

1998 City purchases first TV inspection unit to inspect underground pipes.

1999 The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.

1999 WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

1999 City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.

2000 Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.

2001 A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.

2003 A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.

2005 A new pump station added in the Autumn Ridge Development.

2005 An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

Wastewater Services Fund

Historical Highlights

2006 Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.

2006 Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.

2006 PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.

2012 Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.

Wastewater Services Fund

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>				<u>Detailed Summary</u>	
Fund		Number of	Range	Total	
Department		Employees		Salary	Page
Section					Amount
<u>SS & SD Maintenance Supervisor</u>		1	338	65,800	
Street Fund (0.10 FTE)					181
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)					228
					59,220
<u>Senior Utility Worker - WWS</u>		1	330	52,427	
Street Fund (0.10 FTE)					181
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)					228
					47,184
<u>Mechanic - Public Works</u>		1	326	40,651	
General Fund					
Park Maintenance (0.45 FTE)					152
Street Fund (0.45 FTE)					181
Wastewater Services Fund					
Administration (0.10 FTE)					216
					4,065
<u>Utility Worker II - WWS</u>		4	326	189,590	
Street Fund (0.40 FTE)					181
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)					228
					170,631

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,000,000	1,000,000	1,000,000	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1, 2013.	1,000,000	1,000,000	1,000,000
2,085,380	2,676,656	1,446,000	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	1,828,671	1,828,671	2,003,971
3,085,380	3,676,656	2,446,000	TOTAL BEGINNING FUND BALANCE	2,828,671	2,828,671	3,003,971
3,085,380	3,676,656	2,446,000	TOTAL RESOURCES	2,828,671	2,828,671	3,003,971



ADMINISTRATION



Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	2,007	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
0	2,007	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0
0	2,007	0	<i>TOTAL RESOURCES</i>	0	0	0

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

143,156	128,158	129,397	7000-05 Salaries & Wages - Regular Full Time Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	128,821	128,821	128,821
13,921	10,167	20,100	7000-15 Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.96 FTE	20,000	20,000	20,000
194	202	1,001	7000-20 Salaries & Wages - Overtime	1,000	1,000	1,000
9,232	8,061	9,330	7300-05 Fringe Benefits - FICA - Social Security	9,289	9,289	9,289
2,159	1,885	2,182	7300-06 Fringe Benefits - FICA - Medicare	2,173	2,173	2,173
28,677	27,335	30,352	7300-15 Fringe Benefits - PERS - OPSRP - IAP	40,100	40,100	40,100
22,633	25,058	26,252	7300-20 Fringe Benefits - Medical Insurance	28,892	28,290	28,290
130	127	132	7300-25 Fringe Benefits - Life Insurance	132	132	132
671	653	710	7300-30 Fringe Benefits - Long Term Disability	704	704	704
4,440	3,705	4,836	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,375	5,375	5,375
75	70	89	7300-37 Fringe Benefits - Workers' Benefit Fund	105	105	105
0	0	0	7300-40 Fringe Benefits - Unemployment	11,002	11,002	11,002
225,287	205,421	224,381	<u>TOTAL PERSONNEL SERVICES</u>	247,593	246,991	246,991

MATERIALS AND SERVICES

1,282	1,039	1,100	7530 Safety Training/OSHA Safety meetings, training films, posters, and handouts, etc.	1,100	1,100	1,100
181	442	800	7540 Employee Development	900	900	900
11,533	14,836	14,850	7550 Travel & Education Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	19,850	19,850	19,850

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Environmental Services section	1	2,500	2,500
Operation and Maintenance section	1	2,500	2,500
Administration	1	2,500	2,500
Conveyance System section	1	2,500	2,500
Combined division training	1	4,850	4,850
Wonderware software training	1	5,000	5,000

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
24,170	25,150	35,900	7610-05	Insurance - Liability		39,600	39,600	39,600
23,437	22,920	37,900	7610-10	Insurance - Property		41,700	41,700	41,700
17,118	19,792	22,000	7620	Telecommunications		21,000	21,000	21,000
				Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
6,905	6,792	7,500	7650	Janitorial		8,000	8,000	8,000
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contract (re-negotiation)	1	6,500	6,500	
				Janitorial supplies	1	1,500	1,500	
21,015	26,049	33,000	7660	Materials & Supplies		30,000	30,000	30,000
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
3,391	3,567	7,650	7740-05	Rental Property Repair & Maint - Building		8,000	8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - liability	1	100	100	
				Insurance - property	1	500	500	
				Property taxes	1	2,300	2,300	
				Miscellaneous repair, maintenance, etc	1	5,100	5,100	
60,229	40,588	76,237	7750	Professional Services		75,000	75,000	75,000
				Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Permit consulting including toxic and TMDL	1	25,000	25,000	
				Audit fee allocation	1	5,900	5,900	
				Pretreatment assistance	1	5,230	5,230	
				Section 125 administration fee	1	50	50	
				Wastewater rate brochure	1	3,600	3,600	
				Water & Light annual sewer billing fee	1	600	600	
				Environmental legal assistance	1	5,000	5,000	
				Miscellaneous wastewater facilities consulting	1	23,763	23,763	
				Energy efficiency consulting	1	2,000	2,000	
				Northwest Biosolids Association dues	1	657	657	
				ACWA program fees	1	2,000	2,000	
				ACWA annual membership fee	1	1,200	1,200	

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
24,854	23,516	30,670	7790	Maintenance & Rental Contracts		29,000	29,000	29,000
				Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Landscaping contract with Shangri La	1	19,000	19,000	
				Elevator maintenance contract	1	1,900	1,900	
				Fire alarm system contract	1	4,200	4,200	
				Fire extinguisher and backflow preventer certification	1	2,500	2,500	
				Landscaping contract additions	1	1,400	1,400	
31,988	22,585	20,282	7840	M & S Computer Charges		26,690	26,690	26,690
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	26,690	26,690	
4,239	18,800	58,550	7840-85	M & S Computer Charges - WWS		23,600	23,600	23,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hanson Sewer database, 25% - shared with Eng, Street, Pk Maint	1	2,900	2,900	
				ESRI ArcIMS mapping, 17% - shared with PI, Bldg, Eng, PW	1	1,600	1,600	
				MP2 maintenance management software	1	2,400	2,400	
				Rockwell Control System software	1	5,500	5,500	
				Workstation replacements	3	1,700	5,100	
				Warranty extensions	3	200	600	
				Wonderware software	1	5,500	5,500	
30,220	32,650	35,362	8260	Permit & Basin Council Fees		35,500	35,500	35,500
				State and federal agency fees and permits.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DEQ National Pollutant Discharge Elim (NPDES) permit fee	1	12,500	12,500	
				DEQ population base fee	1	4,200	4,200	
				DEQ pretreatment program fee	1	3,300	3,300	
				Federal USGS monitor site fee - Yamhill River	1	9,000	9,000	
				DEQ certification program fee	1	1,200	1,200	
				DEQ plan review fee	1	1,500	1,500	
				Oregon Hazardous substance fee	1	450	450	
				Department of Consumer Services compressor fee	1	350	350	
				DEQ stormwater program fee	1	1,000	1,000	
				Greater Yamhill Watershed Council related support	1	2,000	2,000	
260,561	258,727	381,801	TOTAL MATERIALS AND SERVICES			359,940	359,940	359,940

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
4,230	10,135	2,385	8750	Capital Outlay Computer Charges		0	0	0
0	0	0	8750-85	Capital Outlay Computer Charges - Wastewater Services		30,000	30,000	30,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ops 32 to Hach WIMS software upgrade	1	30,000	30,000		
20,424	218,677	0	8800	Building Improvements		0	0	0
0	6,194	0	8850	Vehicles		0	0	0
24,654	235,006	2,385	<u>TOTAL CAPITAL OUTLAY</u>			30,000	30,000	30,000
510,503	699,154	608,567	<u>TOTAL REQUIREMENTS</u>			637,533	636,931	636,931



PLANT



75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES							
360,900	404,713	430,386	7000-05	Salaries & Wages - Regular Full Time Operations Superintendent - 1.00 FTE Senior Operator - 1.00 FTE Operator II - 3.00 FTE Mechanic - 3.00 FTE	435,194	435,194	435,194
9,803	11,201	9,999	7000-20	Salaries & Wages - Overtime	12,001	12,001	12,001
21,293	23,920	27,303	7300-05	Fringe Benefits - FICA - Social Security	27,728	27,728	27,728
4,980	5,594	6,384	7300-06	Fringe Benefits - FICA - Medicare	6,485	6,485	6,485
72,446	94,811	95,169	7300-15	Fringe Benefits - PERS - OPSRP - IAP	122,304	122,304	122,304
83,457	90,271	93,854	7300-20	Fringe Benefits - Medical Insurance	96,072	94,064	94,064
431	488	504	7300-25	Fringe Benefits - Life Insurance	504	504	504
2,006	2,265	2,372	7300-30	Fringe Benefits - Long Term Disability	2,406	2,406	2,406
13,753	14,065	17,571	7300-35	Fringe Benefits - Workers' Compensation Insurance	20,213	20,213	20,213
173	198	232	7300-37	Fringe Benefits - Workers' Benefit Fund	275	275	275
569,242	647,526	683,774	TOTAL PERSONNEL SERVICES		723,182	721,174	721,174

MATERIALS AND SERVICES							
85	0	0	7550	Travel & Education	0	0	0
6,756	6,841	5,775	7590	Fuel - Vehicle & Equipment Gas and diesel - vehicles, rolling stock and generators.	6,000	6,000	6,000
222,049	231,239	365,000	7600	Electric & Natural Gas Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations.	380,000	380,000	380,000
Budget Note: Beginning in fiscal year 2012-13, this account includes the energy costs for the plant and pump stations. Previously power for the pump stations was in 75-76-7600.							
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Electricity	1	357,500	357,500	
			Natural gas	1	22,500	22,500	
0	0	0	7660	Materials & Supplies	0	0	0

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
86,880	78,832	88,000	7690 Chemicals	90,000	90,000	90,000
			Various chemicals used at the Water Reclamation Facility.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Aluminum compounds	1	50,000	50,000
			Polymers	1	14,500	14,500
			Sodium hypochlorite	1	9,500	9,500
			Alkalinity compounds	1	16,000	16,000
26,611	32,093	36,000	7720-04 Repairs & Maintenance - Supplies	35,000	35,000	35,000
			Supplies related to the Water Reclamation Facility and pump stations.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Tools	1	4,500	4,500
			Landscape - barkdust, irrigation, etc	1	4,000	4,000
			Operations lab supplies - gloves, analyticals	1	3,000	3,000
			Fasteners, belts, seals, filters, etc	1	11,000	11,000
			Lubricants - oil, grease	1	5,000	5,000
			Materials for equipment rehabilitation	1	5,000	5,000
			Electrical components	1	1,500	1,500
			Pump parts and accessories	1	1,000	1,000
126,668	137,566	210,000	7720-06 Repairs & Maintenance - Equipment	210,000	210,000	210,000
			Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Instrumentation and controls	1	10,000	10,000
			Rental equipment	1	5,000	5,000
			Building and structure repairs	1	10,000	10,000
			Electrical systems	1	15,000	15,000
			HVAC systems	1	13,000	13,000
			Mechanical equipment repairs and replacement	1	95,000	95,000
			Ultraviolet disinfection system	1	10,000	10,000
			Coating and rehabilitatin on plant process tanks	1	18,000	18,000
			ATAD foam controllers	1	13,000	13,000
			Chemical storage and distribution system upgrade	1	5,000	5,000
			Landscaping and irrigation	1	1,000	1,000
			Cozine Woods Pump Station surface and drainage rehabilitation	1	15,000	15,000
2,850	4,637	4,500	7720-14 Repairs & Maintenance - Vehicles	5,000	5,000	5,000
			Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Wear items - batteries, tires, etc	1	2,000	2,000
			Mechanical repairs	1	2,000	2,000
			Preventative maintenance	1	1,000	1,000

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
126	172	190	7750	Professional Services		190	190	190
				Section 125 administration fee				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	190	190	
112,105	115,819	128,000	7780-25	Contract Services - Biosolids		125,000	125,000	125,000
				Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hauling and application	1	118,000	118,000	
				Site management	1	7,000	7,000	
6,831	0	0	7790-15	Maintenance & Rental Contracts - Software Maintenance		0	0	0
				Budget Note: Beginning in fiscal year 2011-2012 software maintenance costs are budgeted in the IS Fund.				
4,656	2,906	4,000	7800	M & S Equipment		7,000	7,000	7,000
				Equipment necessary for plant and pump station operations and maintenance.				
0	0	0	7800-55	M & S Equipment - Lab		0	0	0
4,465	3,634	2,000	7800-57	M & S Equipment - Computers		0	0	0
				Budget Note: Water Reclamation Facility (WRF) control system computers and associated equipment & software budgeted in IS Fund.				
600,082	613,737	843,465	<u>TOTAL MATERIALS AND SERVICES</u>			858,190	858,190	858,190
			<u>CAPITAL OUTLAY</u>					
40,062	22,427	60,000	8710	Equipment		0	0	0
4,540	0	0	8800	Building Improvements		40,000	40,000	40,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Headworks Building roof replacement	1	40,000	40,000	
10,656	0	0	8850	Vehicles		0	0	0
55,258	22,427	60,000	<u>TOTAL CAPITAL OUTLAY</u>			40,000	40,000	40,000
1,224,581	1,283,691	1,587,239	<u>TOTAL REQUIREMENTS</u>			1,621,372	1,619,364	1,619,364



ENVIRONMENTAL SERVICES



Organization Set – Sections

- **Laboratory**
- **Pretreatment**

Organization Set #

75-74-310

75-74-315

As of fiscal year 2012-2013, Laboratory and Pretreatment were consolidated in the Environmental Services organization set.

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	217,168	7000-05 Salaries & Wages - Regular Full Time Supervisor - Environmental Services - 1.00 FTE Senior Environmental Technician - 1.00 FTE Environmental Technician II - 1.00 FTE Laboratory Technician - 1.00 FTE	212,044	212,044	212,044
0	0	5,999	7000-20 Salaries & Wages - Overtime	2,499	2,499	2,499
0	0	13,836	7300-05 Fringe Benefits - FICA - Social Security	13,301	13,301	13,301
0	0	3,235	7300-06 Fringe Benefits - FICA - Medicare	3,110	3,110	3,110
0	0	38,626	7300-15 Fringe Benefits - PERS - OPSRP - IAP	52,520	52,520	52,520
0	0	34,960	7300-20 Fringe Benefits - Medical Insurance	33,936	33,228	33,228
0	0	252	7300-25 Fringe Benefits - Life Insurance	252	252	252
0	0	1,210	7300-30 Fringe Benefits - Long Term Disability	1,188	1,188	1,188
0	0	6,778	7300-35 Fringe Benefits - Workers' Compensation Insurance	8,625	8,625	8,625
0	0	116	7300-37 Fringe Benefits - Workers' Benefit Fund	136	136	136
0	0	322,180	<u>TOTAL PERSONNEL SERVICES</u>	327,611	326,903	326,903

MATERIALS AND SERVICES

0	0	25,500	7660 Materials & Supplies Materials and supplies to support permit, pretreatment, and laboratory work and activities.	25,000	25,000	25,000																												
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Pretreatment monitoring materials and supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,400</td> <td style="text-align: right;">2,400</td> </tr> <tr> <td>Outreach education supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">4,000</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>Lab supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">9,300</td> <td style="text-align: right;">9,300</td> </tr> <tr> <td>Lab equipment maintenance and supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">8,300</td> <td style="text-align: right;">8,300</td> </tr> <tr> <td>Quality control kits</td> <td style="text-align: center;">1</td> <td style="text-align: right;">600</td> <td style="text-align: right;">600</td> </tr> <tr> <td>Hazardous waste disposal</td> <td style="text-align: center;">1</td> <td style="text-align: right;">400</td> <td style="text-align: right;">400</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Pretreatment monitoring materials and supplies	1	2,400	2,400	Outreach education supplies	1	4,000	4,000	Lab supplies	1	9,300	9,300	Lab equipment maintenance and supplies	1	8,300	8,300	Quality control kits	1	600	600	Hazardous waste disposal	1	400	400			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																															
Pretreatment monitoring materials and supplies	1	2,400	2,400																															
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Lab equipment maintenance and supplies	1	8,300	8,300																															
Quality control kits	1	600	600																															
Hazardous waste disposal	1	400	400																															
0	0	0	7750 Professional Services	0	0	0																												

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	48,000	7780-30	Contract Services - Lab		40,000	40,000	40,000
					Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.			
					<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
					Permit compliance analysis	1	12,000	12,000
					Industrial user and facility sampling	1	15,000	15,000
					Analysis related to TMDL, toxics and permit renewal	1	11,000	11,000
					Nonroutine pretreatment sampling	1	2,000	2,000
0	0	7,000	7800	M & S Equipment		0	0	0
0	0	80,500	<u>TOTAL MATERIALS AND SERVICES</u>			65,000	65,000	65,000
			<u>CAPITAL OUTLAY</u>					
0	0	10,000	8710	Equipment		23,000	23,000	23,000
					The respirometer measures respiration rates of the plant's microbiology to determine the health of the organisms and to detect toxicity.			
					<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
					Respirometer replacement	1	23,000	23,000
0	0	10,000	<u>TOTAL CAPITAL OUTLAY</u>			23,000	23,000	23,000
0	0	412,680	<u>TOTAL REQUIREMENTS</u>			415,611	414,903	414,903

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :310 - LABORATORY Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
106,601	100,580	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
827	607	0	7000-20 Salaries & Wages - Overtime	0	0	0
6,815	6,419	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,594	1,501	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
20,132	27,192	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
14,612	15,565	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
118	126	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
559	564	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
2,154	2,060	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
51	52	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
153,462	154,666	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
21	0	0	7750 Professional Services	0	0	0
11,287	11,149	0	7780-30 Contract Services - Lab	0	0	0
3,129	1,745	0	7800 M & S Equipment	0	0	0
13,084	13,763	0	8250 Lab Expense	0	0	0
27,520	26,657	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
180,982	181,324	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :315 - PRETREATMENT Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
105,306	107,363	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
2,620	987	0	7000-20 Salaries & Wages - Overtime	0	0	0
6,357	6,349	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,487	1,485	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
21,510	19,803	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
18,251	19,394	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
116	126	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
580	609	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
3,711	3,527	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
43	50	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
159,980	159,692	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
2,558	2,301	0	7660 Materials & Supplies	0	0	0
24,411	26,157	0	7780-30 Contract Services - Lab	0	0	0
1,237	3,382	0	7800 M & S Equipment	0	0	0
1,107	627	0	8250 Lab Expense	0	0	0
29,314	32,467	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
189,294	192,159	0	<u>TOTAL REQUIREMENTS</u>	0	0	0



PUMP STATIONS



As of fiscal year 2012-2013, Pump Stations was consolidated with the Plant organization set.

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :76 - PUMP STATIONS Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
122,297	132,476	0	7600 Electric & Natural Gas	0	0	0
2,806	2,299	0	7720-04 Repairs & Maintenance - Supplies	0	0	0
38,485	31,227	0	7720-06 Repairs & Maintenance - Equipment	0	0	0
3,198	3,060	0	7800-56 M & S Equipment - Pump Stations	0	0	0
166,785	169,063	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
<u>CAPITAL OUTLAY</u>						
31,428	54,527	0	8710 Equipment	0	0	0
31,428	54,527	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
198,213	223,590	0	<u>TOTAL REQUIREMENTS</u>	0	0	0



CONVEYANCE SYSTEMS



Organization Set – Sections

- **Sanitary**

Organization Set #

75-78-320

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
257,286	268,173	270,309	7000-05 Salaries & Wages - Regular Full Time Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	277,035	277,035	277,035
2,579	2,523	5,001	7000-20 Salaries & Wages - Overtime	5,000	5,000	5,000
15,302	15,928	17,069	7300-05 Fringe Benefits - FICA - Social Security	17,487	17,487	17,487
3,579	3,725	3,992	7300-06 Fringe Benefits - FICA - Medicare	4,090	4,090	4,090
50,529	62,077	63,154	7300-15 Fringe Benefits - PERS - OPSRP - IAP	77,341	77,341	77,341
43,601	44,356	44,354	7300-20 Fringe Benefits - Medical Insurance	46,883	45,904	45,904
339	321	316	7300-25 Fringe Benefits - Life Insurance	316	316	316
1,406	1,467	1,480	7300-30 Fringe Benefits - Long Term Disability	1,516	1,516	1,516
17,541	14,523	17,528	7300-35 Fringe Benefits - Workers' Compensation Insurance	22,499	22,499	22,499
137	136	156	7300-37 Fringe Benefits - Workers' Benefit Fund	186	186	186
392,300	413,228	423,359	TOTAL PERSONNEL SERVICES	452,353	451,374	451,374
MATERIALS AND SERVICES						
17,708	25,408	22,800	7590 Fuel - Vehicle & Equipment	24,000	24,000	24,000
699	764	2,000	7600 Electric & Natural Gas Electric costs associated with Conveyance building.	1,500	1,500	1,500
12,919	17,621	20,000	7720-04 Repairs & Maintenance - Supplies Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	21,000	21,000	21,000
14,049	10,296	25,000	7720-06 Repairs & Maintenance - Equipment Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	27,000	27,000	27,000
11,377	13,900	15,000	7720-14 Repairs & Maintenance - Vehicles Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	20,000	20,000	20,000
12,063	11,777	100,000	7720-36 Repairs & Maintenance - Sanitary Sewer Mainline Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	100,000	100,000	100,000
13,379	7,606	0	7720-38 Repairs & Maintenance - Sanitary Sewer Lateral Budget Note: Beginning in 2012-13, these expenses are included in account 75-78-320-7720-36.	0	0	0

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
38	40	14,050	7750	Professional Services Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	20,000	20,000	20,000
0	0	0	7750-45	Professional Services - Smoke Testing	0	0	0
7,946	6,620	5,000	7800	M & S Equipment Conveyance System maintenance equipment.	5,000	5,000	5,000
90,179	94,032	203,850	<u>TOTAL MATERIALS AND SERVICES</u>		218,500	218,500	218,500
<u>CAPITAL OUTLAY</u>							
57,051	11,432	12,000	8710	Equipment Conveyance maintenance, repair and replacement equipment.	0	0	0
351,554	0	0	8850	Vehicles	0	0	0
38,556	26,064	50,000	9110-05	Sanitary Sewer Replacements - Mainline Preservation repair and replacement of sewer system mainlines and manholes.	50,000	50,000	50,000
24,959	34,463	0	9110-10	Sanitary Sewer Replacements - Lateral Budget Note: Beginning in fiscal year 2012-13, these expenses are included in account 75-78 -320-9110-05.	0	0	0
472,120	71,960	62,000	<u>TOTAL CAPITAL OUTLAY</u>		50,000	50,000	50,000
954,598	579,219	689,209	<u>TOTAL REQUIREMENTS</u>		720,853	719,874	719,874



NON-DEPARTMENTAL



Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A		2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES							
CHARGES FOR SERVICES							
12,298	12,300	12,300	5400-40	Property Rentals - House Riverside Drive house rental income.	12,300	12,300	12,300
6,935	6,952	6,926	5400-45	Property Rentals - Farm Farm land lease on Water Reclamation Facility property.	6,426	6,426	6,426
7,900,562	7,958,891	8,250,000	5520	Sewer User Charges Monthly sewer charges based on water consumption and discharge loading.	8,503,640	8,503,640	8,503,640
Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2013 as included in the approved 2013 Wastewater System Financial Plan update.							
40,292	35,080	42,000	5530	Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste.	43,176	43,176	43,176
7,960,086	8,013,223	8,311,226	TOTAL CHARGES FOR SERVICES		8,565,542	8,565,542	8,565,542
MISCELLANEOUS							
8,384	10,258	11,200	6310	Interest	10,000	10,000	10,000
1,161	2,382	1,500	6600	Other Income	1,000	1,000	1,000
9,545	12,640	12,700	TOTAL MISCELLANEOUS		11,000	11,000	11,000
TRANSFERS IN							
0	0	16,950	6900-85	Transfers In - Insurance Services	0	0	0
0	0	16,950	TOTAL TRANSFERS IN		0	0	0
7,969,631	8,025,863	8,340,876	TOTAL RESOURCES		8,576,542	8,576,542	8,576,542

Budget Document Report

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS								
TRANSFERS OUT								
203,445	224,628	217,148	9700-01	Transfers Out - General Fund		232,764	232,298	232,298
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering, Admin, & Finance personnel services support.	1	216,913	216,913		
			Wastewater Services Fund support of Engineering operations.	1	15,385	15,385		
3,888,564	5,745,430	4,626,400	9700-77	Transfers Out - Wastewater Capital		6,225,691	6,225,691	6,225,691
			Transfer to Wastewater Capital Fund for debt service and wastewater system capital improvements per the 2012 Wastewater System (WWS) Financial Plan.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2004 Sewer Revenue Bond Refunding - debt service.	1	2,937,464	2,937,464		
			Ratepayer contribution for 2013-14 per the WWS Financial Plan.	1	3,288,227	3,288,227		
28,175	30,084	33,425	9700-80	Transfers Out - Information Systems		35,590	35,504	35,504
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	35,504	35,504		
4,120,184	6,000,142	4,876,973	TOTAL TRANSFERS OUT			6,494,045	6,493,493	6,493,493
CONTINGENCIES								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	TOTAL CONTINGENCIES			300,000	300,000	300,000
ENDING FUND BALANCE								
1,000,000	1,000,000	1,000,000	9975-05	Designated End FB - WW Svc Fd - Sewer A/R		1,000,000	1,000,000	1,000,000
			Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2014.					
2,676,656	1,545,248	1,312,208	9999	Unappropriated Ending Fd Balance		215,799	220,648	395,948
			Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.					
3,676,656	2,545,248	2,312,208	TOTAL ENDING FUND BALANCE			1,215,799	1,220,648	1,395,948
7,796,840	8,545,390	7,489,181	TOTAL REQUIREMENTS			8,009,844	8,014,141	8,189,441

75 - WASTEWATER SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
11,055,012	11,704,527	10,786,876	TOTAL RESOURCES	11,405,213	11,405,213	11,580,513
11,055,011	11,704,527	10,786,876	TOTAL REQUIREMENTS	11,405,213	11,405,213	11,580,513



WASTEWATER CAPITAL FUND



- **Statement of Bonds and Loans Outstanding**



Wastewater Capital Fund

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- \$2,065,000 – Completion of the Miller’s Addition infiltration and inflow (I&I) project during 2013, and design work for the planned 2014 I&I project. Based on findings in the master planning effort, I&I related rehabilitation projects are still a vital component in controlling overflows and help limit the size and scope of needed capacity improvements at the treatment plant.
- \$7,661,414 – Complete the design, and begin construction of the Wastewater Reclamation Facilities (WRF) secondary treatment expansion and modifications per the updated Water Reclamation Facilities Master Plan. It is anticipated that the project construction will be completed during fiscal year 2014-15.
- \$6,225,690 – Transfer in from Wastewater Services Fund. Includes the final debt service payment for the 2004 Sewer Revenue Refunding Bonds; as well as the ratepayer contribution for capital needs per the 2013 Updated Wastewater Services Financial Plan.

Core Services

- Capital improvement planning and construction for the City’s wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue evaluating projects to reduce the infiltration and inflow of ground water and rain into the City’s sanitary collection system.
- Provide for stability in rate structures by sound financial planning which meets capital construction needs.

Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of needed rate adjustments to meet the needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.



The Downtown Basin replaced or rehabilitated 16,045 feet of mainline.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	6,327,920	5,089,800	6,709,491	1,619,691
Materials & Services	97,246	2,935,100	2,061,814	(873,286)
Capital Outlay	1,437,857	2,235,000	7,900,000	5,665,000
Debt Service	2,935,813	2,940,414	2,937,464	(2,950)
Transfers Out	161,095	184,015	201,425	17,410
Total Expenditures	4,632,011	8,294,529	13,100,703	4,806,174
Net Expenditures	1,695,909	(3,204,729)	(6,391,212)	3,186,483



In FY 12/13, design work begins for the expansion of the WRF. Construction will begin in FY13/14



Wastewater Capital Fund

Historical Highlights

- | | | | | | |
|-------------|---|-------------|---|-------------|---|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue. | 1994 | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | 2000 | July 2000, \$3,590,000 State of Oregon Bond Bank Water/Wastewater 10-Year Loan to continue funding significant sewer system improvements. |
| 1987 | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements. | | | 2000 | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs. |
| 1992 | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. | 1994 | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements. | 2001 | Evans Street Sewer Reconstruction Project complete. |
| 1992 | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program. | | | 2002 | High School Basin Sewer Reconstruction Project complete. |
| 1993 | December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility. | 1995 | New Water Reclamation Facility and Raw Sewage Pump Station complete. | 2003 | Three Mile Lane Pump Station #1 Replacement Project complete. |
| | | 1996 | Major repair and replacement of Cozine Trunk Line and Pump Station complete. | 2004 | February 2004, \$23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000. |

Wastewater Capital Fund

Historical Highlights

2004 May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.

2005 Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.

2006 The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.

2007 The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.

2009 DEQ approves the WRF Facilities Plan.

2009 The Elm Street Sewer Rehabilitation Project was completed.

2010 The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.

2012 The Downtown Basin Sewer Rehabilitation project was completed.

2013 Design work begins for the expansion of the WRF



3 miles of sanitary sewer was replaced or rehabilitated last year.



Not even City Hall was immune to the work.



Statement of Bonds and Loans Outstanding 2013-2014 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2013	Maturing 2013 - 2014 Principal	Maturing 2013 - 2014 Interest
GENERAL OBLIGATION BONDS							
Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property tax revenue and debt service payments are accounted for in the Debt Service Fund.							
2006 Public Safety Civic Buildings Construction Bonds	11/14/2006	11/14/2026	\$ 13,120,000	3.75 - 5.50%	\$ 10,400,000	\$ 555,000	\$ 415,275
Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.							
2011 Park Improvement Refunding Bonds	10/6/2011	10/6/2021	\$ 5,590,000	3.75 - 5.5%	\$ 5,040,000	\$ 515,000	\$ 119,750
Bond proceeds used to refund 2001 Park Improvement Bonds.							
TOTAL - General Obligation Bonds			\$ 18,710,000		\$ 15,440,000	\$ 1,070,000	\$ 535,025
SEWER BONDS							
Sewer user fees are accounted for in the Wastewater Services Fund and transferred to the Wastewater Capital Fund. The Wastewater Capital Fund then pays the debt service payments.							
Sewer Refunding Bonds							
These bonds refunded the 1994 Sewer Revenue Bonds and 1993 Oregon Economic Community Development Department loan.							
	2/13/2004	2/13/2014	\$ 23,690,000	3.0 - 5.0%	\$ 2,845,000	\$ 2,845,000	\$ 92,463
TOTAL - Sewer Bonds			\$ 23,690,000		\$ 2,845,000	\$ 2,845,000	\$ 92,463
TOTAL DEBT:			\$ 42,400,000		\$ 18,285,000	\$ 3,915,000	\$ 627,488

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,225,000	1,225,000	1,225,000	4077-10 Designated Begin FB-WW Cap Fd - 2004 RB Refunding Designated cash carryover for 2004 Sewer Revenue Refunding Bonds: 1,120,000 5 months saved toward February 1, 2014 annual principal 105,000 5 months saved toward August 1, 2013 semi-annual interest	1,225,000	1,225,000	1,225,000
4,381,000	5,168,000	0	4077-15 Designated Begin FB-WW Cap Fd - WW Capital Reserve The 2011 Financial Plan update recommended use of the existing \$5,168,000 capital reserve to fund improvements through 2014-2015. In 2012-2013, the capital reserve was included in the undesignated beginning fund balance and was made available for spending.	0	0	0
9,813,508	7,822,746	14,677,507	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	14,909,155	15,062,136	15,289,136
Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements over 10-years ago could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available. This continues to be the case and will be for the foreseeable future.						
15,419,508	14,215,746	15,902,507	TOTAL BEGINNING FUND BALANCE	16,134,155	16,287,136	16,514,136
CHARGES FOR SERVICES						
328,615	429,252	300,000	5500 System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	300,000	300,000	300,000
0	0	0	5505 SDC: NE Trunk	0	0	0
328,615	429,252	300,000	TOTAL CHARGES FOR SERVICES	300,000	300,000	300,000
MISCELLANEOUS						
53,766	76,216	81,200	6310 Interest	101,600	101,600	101,600
0	1,941	10,000	6500-05 Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	10,000	10,000	10,000
2,200	5,050	2,200	6500-10 Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	2,200	2,200	2,200
Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.						
0	30	0	6600 Other Income	0	0	0
55,966	83,237	93,400	TOTAL MISCELLANEOUS	113,800	113,800	113,800

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>TRANSFERS IN</u>						
70,000	70,000	70,000	6900-25 Transfers In - Airport Repayment to Airport Maintenance Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations.	70,000	70,000	70,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Final (5th) year repayment of interfund "loan"	1	70,000	70,000
3,888,564	5,745,430	4,626,400	6900-75 Transfers In - Wastewater Services Transfer from the Wastwater Services Fund for debt service and capital improvements per the updated 2012 Wastewater System (WWS) Financial Plan.	6,225,691	6,225,691	6,225,691
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			2004 Sewer Revenue Bond Refunding - debt service	1	2,937,464	2,937,464
			Ratepayer contribution for 2013-14 per the WWS Financial Plan.	1	3,288,227	3,288,227
3,958,564	5,815,430	4,696,400	<u>TOTAL TRANSFERS IN</u>	6,295,691	6,295,691	6,295,691
19,762,654	20,543,665	20,992,307	<u>TOTAL RESOURCES</u>	22,843,646	22,996,627	23,223,627

77 - WASTEWATER CAPITAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
21,291	13,929	25,000	7750 Professional Services	25,000	25,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	14,300	14,300
			Miscellaneous professional services	1	10,700	10,700
400	400	400	7750-57 Professional Services - Financing Administration	400	400	400
			Administrative fee for paying agent for 2004 Sewer Refunding Bonds			
101,175	23,010	2,750,000	7770-37 Professional Services - Projects - WRF Expansion Design	1,821,414	1,851,414	1,851,414
			Engineering services for the design of the expansion of the Water Reclamation Facility.			
113,057	55,835	144,700	7770-57 Professional Services - Projects - I&I Reduction Design	200,000	200,000	200,000
			Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
9,325	2,047	5,000	8230 Private Sewer Lateral Repair Incentive	5,000	5,000	5,000
			Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.			
0	2,025	10,000	8240-10 Private Sewer Lateral Loans - Low Income Loans	10,000	10,000	10,000
			"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
245,248	97,246	2,935,100	<u>TOTAL MATERIALS AND SERVICES</u>	2,061,814	2,091,814	2,091,814
CAPITAL OUTLAY						
0	0	0	8710 Equipment	180,000	180,000	180,000
			Planned major equipment replacement at the WRF and/or system pump stations.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Pump Station/Plant Variable speed drives	2	40,000	80,000
			Cozine Pump Replacement	2	50,000	100,000
2,149,717	1,343,444	2,220,000	9120-25 Sewer Construction - I&I Reduction Projects	1,865,000	2,000,000	2,200,000
			Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).			
66,178	94,412	0	9120-35 Sewer Construction - Secondary Treatment Modification	0	0	0
0	0	0	9120-36 Sewer Construction - WRF expansion	5,840,000	5,840,000	5,840,000
			Expansion of the Water Reclamation Facility secondary treatment facilities.			
0	0	15,000	9150-10 Developer Reimbursement - Sanitary Sewer	15,000	15,000	15,000
			Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city.			
2,215,895	1,437,857	2,235,000	<u>TOTAL CAPITAL OUTLAY</u>	7,900,000	8,035,000	8,235,000

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>DEBT SERVICE</u>						
2,555,000	2,680,000	2,765,000	9510-05 2004 Sewer Refunding Bond - Principal - Feb 1 2004 Sewer Refunding Bond annual principal replaces 1994 Sewer Revenue Bond and 1993 OECD Special Public Works Fund (SPWF) Loan principal payments.	2,845,000	2,845,000	2,845,000
191,781	127,906	87,707	9510-10 2004 Sewer Refunding Bond - Interest - Aug 1 2004 Sewer Refunding Bond semi-annual interest replaces 1994 Sewer Revenue Bond and 1993 OECD SPWF Loan interest payments.	46,232	46,232	46,232
191,781	127,906	87,707	9510-15 2004 Sewer Refunding Bond - Interest - Feb 1 2004 Sewer Refunding Bond semi-annual interest replaces 1994 Sewer Revenue Bond and 1993 OECD SPWF Loan interest payments.	46,232	46,232	46,232
2,938,563	2,935,813	2,940,414	<u>TOTAL DEBT SERVICE</u>	2,937,464	2,937,464	2,937,464
<u>TRANSFERS OUT</u>						
147,202	161,095	184,015	9700-01 Transfers Out - General Fund	201,425	201,081	201,081
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Engineering, Admin, & Finance personnel services support.	1	186,573	186,573
			Wastewater Capital Fund support of Engineering operations.	1	14,508	14,508
0	0	0	9700-25 Transfers Out - Airport Maintenance	0	0	0
147,202	161,095	184,015	<u>TOTAL TRANSFERS OUT</u>	201,425	201,081	201,081
<u>CONTINGENCIES</u>						
0	0	500,000	9800 Contingencies	500,000	500,000	500,000
0	0	500,000	<u>TOTAL CONTINGENCIES</u>	500,000	500,000	500,000
<u>ENDING FUND BALANCE</u>						
1,225,000	1,225,000	1,225,000	9977-10 Designated End FB - WW Cap Fd - 2004 RB Refunding Designated cash carryover for 2004 Sewer Refunding Bonds: 1,120,000 5 months saved toward February 1, 2015 annual principal 105,000 5 months saved toward August 1, 2014 semi-annual interest	1,225,000	1,225,000	1,225,000
5,168,000	0	0	9977-15 Designated End FB - WW Cap Fd - Wastewater Capital Reserve The 2011 Financial Plan update recommended use of the existing \$5,168,000 capital reserve to fund improvements through 2014-2015. At June 30, 2014 all remaining reserve funds are included in Unappropriated Ending Fund Balance.	0	0	0
7,822,746	14,686,655	10,972,778	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2014, includes the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.	8,017,943	8,006,268	8,033,268
14,215,746	15,911,655	12,197,778	<u>TOTAL ENDING FUND BALANCE</u>	9,242,943	9,231,268	9,258,268

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
19,762,654	20,543,665	20,992,307	TOTAL REQUIREMENTS	22,843,646	22,996,627	23,223,627

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
19,762,654	20,543,665	20,992,307	TOTAL RESOURCES	22,843,646	22,996,627	23,223,627
19,762,654	20,543,665	20,992,307	TOTAL REQUIREMENTS	22,843,646	22,996,627	23,223,627



AMBULANCE FUND





Ambulance Fund

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The City's ambulance service continues to face significant challenges, both financial and operational. To address several of these challenges, changes were implemented in 2011-12 with the objective of improving the ambulance service model. Improvements have been substantial due to these changes.
- The primary financial challenge for the ambulance service is the gap between the cost of operations and reimbursement for transports. This gap continues to widen, primarily due to inadequate reimbursements from Medicare (federal) and Medicaid (state), which increases the amount of subsidy needed from the General Fund.
- The impact of Medicare and Medicaid reimbursements is significant because approximately 74% of the City's total transports are Medicare or Medicaid accounts. That percentage was 67% in 2009. This shift in payers negatively impacts transport fee revenue, as Medicare and Medicaid reimburse the City only about 25% of the total amount charged. While the percentage of Medicare accounts has remained fairly consistent, the trend has been a shift from commercial insurance to Medicaid. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged compared to 25% for Medicaid. The City will continue to discuss funding strategies that will reduce reliance on the General Fund.
- Personnel Services costs in the 2013-14 proposed budget reflect the change of the firefighter/mechanic position to a firefighter/paramedic position, and the addition of a part-time mechanic.
- The 2013-14 proposed budget includes replacing outdated Tait portable radios. The existing radios have distortion and feedback issues, which cause significant safety issues for the firefighters.

- Operationally, staffing changes implemented in 2011-12 have reduced response times in the north end of the City from arriving on scene in under 6 minutes 49% of the time to 91% of the time. Adding the new substation, in addition to other structural changes within the organization, is allowing the Department to meet the minimum Ambulance Service Area response requirements.

Core Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department EMS personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.



Ambulance Fund

2013 – 2014 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Address the challenge of the sustainability of the ambulance service given that user fee revenue does not cover the cost of providing ambulance service.
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support.
- Improve Department public service to both internal and external customers.
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement.
- Implement Quality Assurance Program
- Continue conducting self-assessment using the risk analysis and Standard of Coverage document for the Fire Department. This process will help meet community and City Council expectations for measuring existing service levels and planning for improvement.
- Implement goals and objectives of Self Assessment.
- Identify future staffing needs to accommodate increasing call volume
- Evaluate response needs of entire Ambulance Service Area
- Continue to improve partnerships with outlying rescue agencies
- Develop partnerships to meet and maintain requirements of the McMinnville Ambulance Department

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	6,555,321	4,559,950	4,345,850	(214,100)
Personnel Services	2,389,099	2,715,631	2,806,427	90,796
Materials & Services	4,530,661	1,570,507	1,301,399	(269,108)
Capital Outlay	191,789	22,300	40,000	17,700
Transfers Out	248,450	259,495	266,417	6,922
Total Expenditures	7,359,999	4,567,933	4,414,243	(153,690)
Net Expenditures	(804,678)	(7,983)	(68,393)	60,410

Full-Time Equivalents (FTE)

	2012-13 Adopted Budget	Change	2013-14 Proposed Budget
FTE Adopted Budget	22.40		
Fire Mechanic / Firefighter / EMT		(0.65)	
Mechanic - Fire Dept - PT+		0.25	
Firefighter / Paramedic		0.65	
FTE Proposed Budget		0.25	22.65



Ambulance Fund

Historical Highlights

1928	McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.	1987	Ambulance subscription sold for the first time at \$35 per household – FireMed.	2004	First Fire Fund property tax transfer to support ambulance operations - \$50,000.
1950	A typical ambulance transport cost ~\$2.50.	1996	Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.	2004	Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.
1971	First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.	1997	Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.	2004	Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005.
1979	First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.	2001	Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital to care facilities and also to provide service to doctor appointments.	2005	Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
1982	Fire Department's first state certified paramedic hired.	2002	Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.	2005	Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.
1983	Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.				

Ambulance Fund

Historical Highlights

2005 First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.

2006 Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.

2006 Field Data program implemented. Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.

2007 Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.

2007 Continuance of the Fire Fund property tax transfer to subsidize EMS service operations - \$300,000.

2007 Average 27% rate increase to help offset increasing property tax subsidy.

2008 Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.

2009 Transfer from General Fund to subsidize ambulance operations \$500,000

2009 Self Assessment process identifies emergency response challenges for the EMS service.

2009 Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.

2010 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS.



2011 City Council adopts new EMS delivery model and approves implementation of phase one. 1st phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.

2011 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,500.

2012 Part Time Plus positions converted to FT EMT Firefighter positions allowing department to provide 3-24 hour ambulances improving service during the evening hours.

2012 Property is rented on Baker Creek Road to house substation for Ambulance services.

2013 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.

Ambulance Fund

2013-2014 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund	Department				Page	Amount
<u>Fire Chief</u>		1	360	108,087		
General Fund	Fire					
	Administration & Operations (0.75 FTE)				80	81,065
	Ambulance Fund (0.25 FTE)				241	27,022
<u>Assistant Fire Chief</u>		1	354	96,328		
General Fund	Fire					
	Administration & Operations (0.50 FTE)				80	48,164
	Ambulance Fund (0.50 FTE)				241	48,164
<u>Fire Captain</u>		3	240	261,260		
General Fund	Fire					
	Administration & Operations (1.05 FTE)				80	91,441
	Ambulance Fund (1.95 FTE)				241	169,819
<u>Fire Lieutenant</u>		3	235	236,432		
General Fund	Fire					
	Administration & Operations (1.05 FTE)				80	82,751
	Ambulance Fund (1.95 FTE)				241	153,681

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund	Department				Page	Amount
<u>Mechanic - Fire Dept</u>		1	332	27,072		
General Fund	Fire					
	Administration & Operations (0.25 FTE)				80	13,536
	Ambulance Fund (0.25 FTE)				241	13,536
<u>Firefighter / Paramedic</u>		17	220	1,268,250		
General Fund	Fire					
	Administration & Operations (6.30 FTE)				80	443,888
	Ambulance Fund (11.70 FTE)				241	824,362
<u>Firefighter / EMT</u>		6	207	306,604		
General Fund	Fire					
	Administration & Operations (2.10 FTE)				80	107,311
	Ambulance Fund (3.90 FTE)				241	199,293
<u>Office Manager</u>		1	328	41,520		
General Fund	Fire					
	Administration & Operations (0.35 FTE)				80	14,532
	Ambulance Fund (0.65 FTE)				241	26,988
<u>Permit Technician (Planning) / Administrative Specialist II (Fire)</u>						
General Fund		1	325	46,441		
	Planning (0.50 FTE)				23	16,254
	Ambulance Fund (0.50 FTE)				241	30,187

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
830,266	1,305,514	550,000	4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1, 2013.	585,000	585,000	585,000
842,231	671,153	498,725	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	615,468	615,468	643,899
1,672,497	1,976,667	1,048,725	TOTAL BEGINNING FUND BALANCE	1,200,468	1,200,468	1,228,899
INTERGOVERNMENTAL						
0	0	0	4840-05 OR Conflagration Reimbursement - Personnel	0	0	0
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
0	0	0	5070-03 Water & Light - Energy Efficiency Incentive	0	0	0
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	0
CHARGES FOR SERVICES						
5,299,902	6,096,214	3,811,400	5700 Transport Fees Beginning in 2012-13, transport fee revenue for Medicare and Medicaid patient accounts included only "allowed" amounts. All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,578,000	3,578,000	3,578,000
96,590	129,930	130,000	5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider.	130,000	130,000	130,000
5,396,492	6,226,144	3,941,400	TOTAL CHARGES FOR SERVICES	3,708,000	3,708,000	3,708,000
MISCELLANEOUS						
2,843	3,358	3,800	6310 Interest	4,100	4,100	4,100
0	0	750	6460 Donations - Ambulance Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	750	750	750
6,952	1,218	3,000	6600 Other Income	3,000	3,000	3,000
3,327	3,424	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
19,947	21,177	18,000	6610 Collections - EMS Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.	30,000	30,000	30,000
33,069	29,178	25,550	TOTAL MISCELLANEOUS	37,850	37,850	37,850

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET								
<u>TRANSFERS IN</u>														
150,000	300,000	575,000	6900-01 Transfers In - General Fund General Fund transfer is necessary due to inadequate reimbursement for Medicare and Medicaid patient accounts.	600,000	600,000	600,000								
			<table border="0"> <tr> <td style="padding-left: 20px;"><u>Description</u></td> <td style="padding-left: 20px;"><u>Units</u></td> <td style="padding-left: 20px;"><u>Amt/Unit</u></td> <td style="padding-left: 20px;"><u>Total</u></td> </tr> <tr> <td>Subsidy due to inadequate Medicaid/Medicare payments for service</td> <td>1</td> <td>600,000</td> <td>600,000</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Subsidy due to inadequate Medicaid/Medicare payments for service	1	600,000	600,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>											
Subsidy due to inadequate Medicaid/Medicare payments for service	1	600,000	600,000											
0	0	18,000	6900-85 Transfers In - Insurance Services	0	0	0								
150,000	300,000	593,000	TOTAL TRANSFERS IN	600,000	600,000	600,000								
7,252,057	8,531,988	5,608,675	TOTAL RESOURCES	5,546,318	5,546,318	5,574,749								

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

902,655	1,293,312	1,536,070	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.25 FTE Assistant Fire Chief - 0.50 FTE EMS Division Chief - 1.00 FTE Fire Captain - 1.95 FTE Fire Lieutenant - 1.95 FTE Firefighter / Paramedic - 11.70 FTE Firefighter / EMT - 3.90 FTE Office Manager - 0.65 FTE Permit Technician (Planning) / Administrative Specialist II (Fire) - 0.50 FTE	1,556,567	1,556,567	1,556,567
213,667	169,675	0	7000-10 Salaries & Wages - Regular Part Time Mechanic - Fire Department - 0.25 FTE	13,536	13,536	13,536
24,158	380	0	7000-15 Salaries & Wages - Temporary	0	0	0
36,464	29,760	40,000	7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	15,000	15,000	15,000
149,546	103,024	185,250	7000-20 Salaries & Wages - Overtime Increase in overtime due to change in ambulance service model.	185,250	185,250	185,250
79,936	96,004	104,534	7300-05 Fringe Benefits - FICA - Social Security	105,323	105,323	105,323
18,695	22,453	25,538	7300-06 Fringe Benefits - FICA - Medicare	25,667	25,667	25,667
251,963	351,593	405,444	7300-15 Fringe Benefits - PERS - OPSRP - IAP	482,362	482,362	482,362
205,292	261,389	279,589	7300-20 Fringe Benefits - Medical Insurance	274,479	265,723	265,723
0	0	55,000	7300-22 Fringe Benefits - VEBA Plan	52,975	52,975	52,975
1,775	2,344	2,640	7300-25 Fringe Benefits - Life Insurance	2,676	2,676	2,676
5,307	7,077	7,840	7300-30 Fringe Benefits - Long Term Disability	7,968	7,968	7,968
41,100	49,704	68,835	7300-35 Fringe Benefits - Workers' Compensation Insurance	77,916	77,916	77,916
631	775	893	7300-37 Fringe Benefits - Workers' Benefit Fund	1,038	1,038	1,038
4,877	1,608	3,998	7300-40 Fringe Benefits - Unemployment	5,670	5,670	5,670
1,936,066	2,389,099	2,715,631	TOTAL PERSONNEL SERVICES	2,806,427	2,797,671	2,797,671

MATERIALS AND SERVICES

940	3,180	2,000	7500 Credit Card Fees	2,256	2,256	2,256
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Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
152	455	900	7540	Employee Development		1,000	1,000	1,000
19,769	14,878	25,000	7550	Travel & Education Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided.		25,000	25,000	25,000
29,727	33,948	32,000	7590	Fuel - Vehicle & Equipment		32,000	32,000	32,000
6,002	7,582	7,000	7600	Electric & Natural Gas		6,750	6,750	6,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electric 25% / 75% split with Fire for Station 1	1	1,750	1,750	
				Gas split 25% / 75% with Fire for Station 1	1	5,000	5,000	
3,881	3,330	4,700	7610-05	Insurance - Liability		12,100	12,100	12,100
4,633	4,200	5,900	7610-10	Insurance - Property		7,500	7,500	7,500
22,893	26,984	27,000	7620	Telecommunications		28,000	28,000	28,000
10,356	11,174	12,500	7630-05	Uniforms - Employee Uniforms for career, volunteer, and part-time personnel which complies with Oregon OSHA safety standards.		12,500	12,500	12,500
426	154	200	7640	Laundry		200	200	200
2,112	1,071	2,500	7650	Janitorial Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.		2,500	2,500	2,500
27,747	23,487	30,000	7660	Materials & Supplies		30,000	30,000	30,000
6,534	6,475	8,000	7660-15	Materials & Supplies - Postage		8,000	8,000	8,000
99,241	104,690	110,000	7660-45	Materials & Supplies - Medical Equipment & Supplies		110,000	110,000	110,000
1,261	1,292	1,000	7660-55	Materials & Supplies - Oxygen		1,200	1,200	1,200
0	0	750	7680	Materials & Supplies - Donations Material and supplies funded through revenue account 6460, Donations-Ambulance.		750	750	750
0	0	0	7720	Repairs & Maintenance		0	0	0
0	713	0	7720-06	Repairs & Maintenance - Equipment		0	0	0
6,968	11,915	10,000	7720-08	Repairs & Maintenance - Building Repairs		10,000	10,000	10,000
19,026	26,574	30,000	7720-14	Repairs & Maintenance - Vehicles		30,000	30,000	30,000
5,660	3,947	1,500	7720-16	Repairs & Maintenance - Radio & Pagers		1,500	1,500	1,500
0	22,127	36,000	7735	Rental Property NE Substation rental property; includes rent and utilities.		36,000	36,000	36,000

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
9,315	11,638	15,400	7750	Professional Services		15,660	15,660	15,660
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	5,700	5,700	
				Section 125 administration fee	1	170	170	
				Medical Director contract	1	3,000	3,000	
				Labor negotiation arbitrator shared 35% with Fire	1	1,350	1,350	
				Contract for Critical Incident Stress	1	5,440	5,440	
11,815	12,185	15,000	7790	Maintenance & Rental Contracts		15,000	15,000	15,000
				Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.				
6,477	10,807	9,000	7800	M & S Equipment		9,000	9,000	9,000
509	3,034	10,000	7800-09	M & S Equipment - Radios		17,300	17,300	17,300
				Replace Tait portable radios used by Ambulance staff.				
0	0	0	7810	M & S Equipment - Donations		0	0	0
354	11,289	13,183	7840	M & S Computer Charges		19,216	19,216	19,216
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	19,216	19,216	
21,618	27,192	38,974	7840-95	M & S Computer Charges - Ambulance		35,967	35,967	35,967
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance billing software, Field Data	1	12,000	12,000	
				GeoComm mapping system maintenance	1	1,500	1,500	
				Ivans - Ambulance billing service	1	300	300	
				Netmotion MDT comm software maint, 25% - shared with Fire and PD	1	1,000	1,000	
				VisionAir renewal, 65% - shared with Fire	1	8,775	8,775	
				Ruggedized laptop computer, chartwriting	1	1,827	1,827	
				Tablet computer	1	1,000	1,000	
				Workstation replacements, 65% - shared with Fire	5	1,105	5,525	
				Web based Firehouse software, 65% - shared with Fire	1	780	780	
				Warranty extension, 65% - shared with Fire	2	130	260	
				MDT hardware maintenance, 25% - shared with Police and Fire	1	3,000	3,000	
240	111	0	7850	M & S Building Improvements		0	0	0
2,767	4,860	5,000	8070	FireMed Promotion		5,000	5,000	5,000
2,257	14,888	50,000	8270-05	Revenue Adjustments - Bad-Debt Writeoffs		8,000	8,000	8,000
				Account balance writeoffs for accounts deemed totally uncollectible; for example, due to bankruptcy, death without estate, or undeliverable invoices. Write offs are recorded as expense.				

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,769,113	2,694,188	25,000	8270-10 Revenue Adjustments - Medicare Assign - Nonallowed Beginning in 2012-2013, for Medicare patient accounts, "non-allowed" amounts are no longer recorded as expense; contractually the City cannot collect the "non-allowed" amount from insurance companies or patient.	0	0	0
462,592	758,284	10,000	8270-15 Revenue Adjustments - Medicaid Writeoffs Beginning in 2012-2013, for Medicaid patient accounts, "non-allowed" amounts are not recorded as expense; contractually the City cannot collect the "non-allowed" amount from insurance companies or the patient.	0	0	0
73,906	83,698	160,000	8270-20 Revenue Adjustments - Firemed Writeoffs FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.	94,000	94,000	94,000
441,743	510,987	750,000	8270-25 Revenue Adjustments - Turned To Collections Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.	650,000	650,000	650,000
29,729	79,323	122,000	8270-30 Revenue Adjustments - Public Agency Writeoffs Discounts provided to Yamhill County Jail, Yamhill County Detention Center, and Yamhill County Hospice. Also includes write offs taken automatically by the Veterans Administration. Write offs are recorded as expense.	75,000	75,000	75,000
3,099,761	4,530,661	1,570,507	TOTAL MATERIALS AND SERVICES	1,301,399	1,301,399	1,301,399
<u>CAPITAL OUTLAY</u>						
0	11,985	0	8710 Equipment	0	0	0
0	0	0	8710-22 Equipment - EMS Defibrillators	0	0	0
2,030	5,064	1,550	8750 Capital Outlay Computer Charges	30,000	30,000	30,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Chart writing software, ESO	1	30,000	30,000
8,328	1,563	0	8800 Building Improvements Station remodel is 25%/75% split with Fire. Cost is for design of remodel to living quarters to accommodate the increase in personnel staffing and to facilitate the repair of dry rot in men's shower room floor.	10,000	10,000	10,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Remodel design	1	10,000	10,000
0	173,178	20,750	8850 Vehicles	0	0	0
10,358	191,789	22,300	TOTAL CAPITAL OUTLAY	40,000	40,000	40,000
<u>TRANSFERS OUT</u>						
142,972	150,941	156,677	9700-01 Transfers Out - General Fund	172,032	171,608	171,608
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel including Amb Billing staff	1	171,608	171,608

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
61,000	70,800	72,900	9700-15	Transfers Out - Emergency Communications		62,600	62,600	62,600
				In the 2013-2014 Proposed Budget, the capital reserve in the Emergency Communications Fund will be spent down by ~\$112,000 and the Ambulance Fund Transfer to the Emergency Communications Fund is decreased by ~\$12,000.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Fund support for YCOM dispatching services	1	62,600	62,600	
25,234	26,709	29,918	9700-80	Transfers Out - Information Systems		31,785	31,723	31,723
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	31,723	31,723	
229,206	248,450	259,495	<u>TOTAL TRANSFERS OUT</u>			266,417	265,931	265,931
			<u>CONTINGENCIES</u>					
0	0	298,000	9800	Contingencies		300,000	300,000	300,000
0	0	298,000	<u>TOTAL CONTINGENCIES</u>			300,000	300,000	300,000
			<u>ENDING FUND BALANCE</u>					
1,305,514	692,979	450,000	9979-05	Designated End FB - Ambulance - EMS A/R		585,000	585,000	585,000
				Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30, 2014.				
671,153	479,010	292,742	9999	Unappropriated Ending Fd Balance		247,075	256,317	284,748
				Estimated designated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations				
1,976,667	1,171,989	742,742	<u>TOTAL ENDING FUND BALANCE</u>			832,075	841,317	869,748
7,252,057	8,531,988	5,608,675	<u>TOTAL REQUIREMENTS</u>			5,546,318	5,546,318	5,574,749

Budget Document Report

79 - AMBULANCE FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
7,252,057	8,531,988	5,608,675	TOTAL RESOURCES	5,546,318	5,546,318	5,574,749
7,252,057	8,531,988	5,608,675	TOTAL REQUIREMENTS	5,546,318	5,546,318	5,574,749



INFORMATION SYSTEMS & SERVICES FUND



- **Budgeted Computer Equipment – By Department**



Information Systems & Services Fund

2013 – 2014 Proposed Budget --- Budget Summary

Budget Highlights

- The 2013-14 proposed budget does not include any changes in personnel.
- Not all requests for services and/or equipment are funded in the 2013-14 proposed budget.

New Programs, Projects, or Equipment:

- Continuation of virtual server philosophy. Reduces hardware and associated costs overall. 70% of all servers are now virtual machines.
- Continued support of ERP financial system advanced features, hardware, network, systems analysis, and other technical services as needed.
- Budget developed with the following priority items:
 - System and network security.
 - License compliance, and maintenance of compliance.
 - Continuity of Operations (COOP), restoration of service interruption.
- Replacement of 31 desktop computers and two Mobile Computing Terminals (MCT) comprising approximately 8% of the total City computers. Continue to redeploy machines when possible.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create “failover” systems which will ensure continued City operations in the event of a disaster.

- In this coming fiscal year, we will be implementing an “e-agenda” initiative for the City Council and other Commissions to use. It eliminates the need for paper agendas, and substantially enhances the way that minutes and other information is gathered and managed for internal and public use.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. Operating departments reimburse the IS Department for actual IS costs.

Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

Information Systems & Services Fund

2013 – 2014 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Partner with the Finance Department for advanced feature implementation of the ERP financial system, as well as expanding the functionality of the system throughout the City.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Further enhance and expand the City website. Ensure that information is consistently updated and that all training requirements are completed.
- Support for the “consumerization” of IS Services and applications. The use of iPads, smart phones, and other devices in our business setting.
- Advanced , wide range implementation of a “paperless” environment – including digital document management.

Full-Time Equivalent (FTE)

	2012-13		2013-14
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	3.00		
No change		-	
FTE Proposed Budget			3.00

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	854,169	845,859	899,653	53,794
Personnel Services	287,733	291,048	309,284	18,236
Materials & Services	434,692	513,633	512,801	(832)
Capital Outlay	131,098	52,830	76,668	23,838
Total Expenditures	853,523	857,511	898,753	41,242
Net Expenditures	646	(11,652)	900	(12,552)



Information Systems & Services Fund

Historical Highlights

1993	City's first Information Systems Manager hired.	2003	Partnership formed with Yamhill County for management of IS services; City director position eliminated.	2006	Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.
1995	Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.	2004	Physical location of IS Department moved from Fire Station to Community Center.	2007	Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system.
1995	First system administrative specialist hired to help with expanding City IS needs.	2005	Completed move of all City telephones back onto City-County telephone system.	2008	Supported the project of moving all communications for the City to the new Public Safety Building.
1996	City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins!	2006	Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.	2009	Began implementation of redundant server strategy for “hot” site backup for City applications.
1998	City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.	2006	Completion of new computer equipment room with backup generator in Community Center.	2010	Began utilizing virtual server technology and moved to Storage Area Network devices.
2001	McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.	2006	Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.	2011	Development of an IS strategic plan. Fully implemented electronic ticketing software for Police Department.
2002	IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.			2012	Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.

Information Systems & Services Fund --- Computer Equipment - By Department

2013-2014 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Administration	Printer - 1	315		Replacement
	Dual video card - 1	250		For workstation
	AgendaQuick	6,500		Software for City Council
	Dell Surface Pro - 10	10,000		Hardware for City Council
			<u>17,065</u>	
Finance/Accounting	Printer maintenance	282		Lexmark
	Scanner - 1	825		Replacement
			<u>1,107</u>	
Engineering	Workstation - 1	1,700		Replacement
	Visual Studio	375		software upgrade
	Maintenance	1,545		Plotter
			<u>3,620</u>	
Planning	Laptop Computer - 1	1,400		General Use replacement
	Warranty and maintenance	650		Printer
	Extended warranties - 3	600		Workstations
			<u>2,650</u>	
Police	Workstations - 3	5,100		Replacements
	Warranty extensions - 9	1,800		For workstations
	Laptop Computers - 3	4,200		Replacements
	Mobile Data Computers - 2	16,668		Replacements
	Computer hard drives - 5	1,000		Augment existing systems
	Tablet computers - 3	2,400		Use in place of MDTs for Command Staff
			<u>31,168</u>	
Municipal Court	Solid State Drives, w/memory - 2	250		For workstations
			<u>250</u>	
Fire	Workstations - 5	2,975		Replacements - shared 65% with Ambulance
	Web based software	420		Firehouse - shared 65% with Ambulance
	Warranty extensions - 2	140		For workstations - shared 65% with Ambulance
			<u>3,535</u>	

Information Systems & Services Fund --- Computer Equipment - By Department

2013-2014 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Park & Rec Admin		0	<u>0</u>	
Park & Rec Aquatic Ctr	Workstations - 1	1,700	<u>1,700</u>	Replacements
Park & Rec Comm Ctr	Workstations - 1	1,700	<u>1,700</u>	Replacement
Park & Rec KOB	Video card - 1	250	<u>250</u>	Support for dual monitors
Park & Rec Rec Sports	Workstation - 1	1,700		Replacement
	Printer - 1	600		Replacement
	Warranty extension - 1	200	<u>2,500</u>	Workstation
Park & Rec, Senior Ctr		0	<u>0</u>	
Park Maintenance	Workstation - 1	850		Replacement, 50% share w/ Street Fund
	Warranty extensions - 2	200	<u>1,050</u>	Workstations
Library	Workstations - 8	13,600		Replacements per plan
	Color Printers - 2	640		Replacements
	Software "Deepfreeze"	800		Workstation security
	Laptop Computer - 1	1,400	<u>16,440</u>	Bookmobile replacement
Street	Workstation - 1	850		Replacement, 50% share w/ Park Maint
	Warranty extensions - 3	400	<u>1,250</u>	2 - 50% share w/ Park Maint, 1 - 100% street

Information Systems & Services Fund --- Computer Equipment - By Department

2013-2014 Proposed Budget

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Building	Workstation - 1	1,700		Replacement
			<u>1,700</u>	
Wastewater Services	Workstations - 3	5,100		Replacement
	Warranty extensions - 3	600		Workstations
			<u>5,700</u>	
Ambulance	Ruggedized laptop computer - 1	1,827		Chart writing
	Web based software	30,000		Chart writing replacement - ESO
	Tablet computer - 1	1,000		New
	Share of Fire equipment	6,565		65 percent of Fire IS equipment
			<u>39,392</u>	
			<u>Total</u>	
			<u><u>131,077</u></u>	

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
4,300	0	0	4080-03 Designated Begin FB-Info Sys Fd - Police	0	0	0
4,550	0	0	4080-05 Designated Begin FB-Info Sys Fd - Municipal Court	0	0	0
3,550	0	0	4080-07 Designated Begin FB-Info Sys Fd - Engineering	0	0	0
600	0	0	4080-10 Designated Begin FB-Info Sys Fd - Park Maintenance	0	0	0
10,200	0	0	4080-12 Designated Begin FB-Info Sys Fd - Fire	0	0	0
55,000	55,000	55,000	4080-15 Designated Begin FB-Info Sys Fd - Financial System Reserve July 1, 2013 carryover reserved for future City financial system software improvements.	36,000	36,000	36,000
6,000	0	0	4080-17 Designated Begin FB-Info Sys Fd - Library	0	0	0
4,900	0	0	4080-35 Designated Begin FB-Info Sys Fd - Street Fund	0	0	0
2,450	0	0	4080-40 Designated Begin FB-Info Sys Fd - Building Division	0	0	0
28,000	0	0	4080-45 Designated Begin FB-Info Sys Fd - Ambulance	0	0	0
80,552	77,438	79,000	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	81,434	81,434	127,389
200,102	132,438	134,000	TOTAL BEGINNING FUND BALANCE	117,434	117,434	163,389
CHARGES FOR SERVICES						
351,634	433,561	384,933	6000-01 Charges for Equipment & Services - General Fund Budget Note: Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs.	396,037	396,037	396,037
11,585	15,152	18,375	6000-20 Charges for Equipment & Services - Street Fund	13,054	13,054	13,054
7,862	22,012	13,229	6000-70 Charges for Equipment & Services - Building Fund	14,905	14,905	14,905
40,456	51,520	81,217	6000-75 Charges for Equipment & Services - Wastewater Services Fund	80,290	80,290	80,290
24,002	43,545	53,707	6000-79 Charges for Equipment & Services - Ambulance Fund	85,183	85,183	85,183
435,539	565,789	551,461	TOTAL CHARGES FOR SERVICES	589,469	589,469	589,469
MISCELLANEOUS						
653	652	800	6310 Interest	900	900	900
62	0	0	6600 Other Income	0	0	0
715	652	800	TOTAL MISCELLANEOUS	900	900	900

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>TRANSFERS IN</u>								
201,873	213,671	216,063	6900-01	Transfers In - General Fund		229,537	229,095	229,095
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	229,095	229,095	
5,432	5,755	5,821	6900-20	Transfers In - Street		6,186	6,173	6,173
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	6,173	6,173	
10,863	11,509	5,821	6900-70	Transfers In - Building		6,186	6,173	6,173
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	6,173	6,173	
28,175	30,084	33,425	6900-75	Transfers In - Wastewater Services		35,590	35,504	35,504
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	35,504	35,504	
25,234	26,709	29,918	6900-79	Transfers In - Ambulance		31,785	31,723	31,723
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	31,723	31,723	
0	0	2,550	6900-85	Transfers In - Insurance Services		0	0	0
271,577	287,728	293,598	<u>TOTAL TRANSFERS IN</u>			309,284	308,668	308,668
907,933	986,607	979,859	<u>TOTAL RESOURCES</u>			1,017,087	1,016,471	1,062,426

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

181,797	186,660	189,316	7000-05 Salaries & Wages - Regular Full Time Information Systems Analyst III - 1.00 FTE Information Systems Analyst II - 1.00 FTE Information Systems Analyst I - 1.00 FTE	195,435	195,435	195,435
12,855	12,832	13,500	7000-20 Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	12,000	12,000	12,000
11,324	11,746	12,481	7300-05 Fringe Benefits - FICA - Social Security	12,861	12,861	12,861
2,648	2,747	2,919	7300-06 Fringe Benefits - FICA - Medicare	3,008	3,008	3,008
36,864	43,349	43,810	7300-15 Fringe Benefits - PERS - OPSRP - IAP	54,318	54,318	54,318
28,234	28,648	28,648	7300-20 Fringe Benefits - Medical Insurance	29,616	29,000	29,000
189	189	189	7300-25 Fringe Benefits - Life Insurance	189	189	189
1,016	1,042	1,054	7300-30 Fringe Benefits - Long Term Disability	1,090	1,090	1,090
396	441	544	7300-35 Fringe Benefits - Workers' Compensation Insurance	664	664	664
81	80	87	7300-37 Fringe Benefits - Workers' Benefit Fund	103	103	103
0	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
275,406	287,733	292,548	TOTAL PERSONNEL SERVICES	309,284	308,668	308,668

MATERIALS AND SERVICES

28	66	400	7540 Employee Development	400	400	400
6,198	5,147	8,500	7550 Travel & Education Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	10,000	10,000	10,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Travel and training	4	2,500	10,000
545	401	1,000	7590 Fuel - Vehicle & Equipment Fuel and repair expense for IS Department vehicle	1,000	1,000	1,000
953	940	1,300	7610-05 Insurance - Liability	1,500	1,500	1,500
273	290	400	7610-10 Insurance - Property	500	500	500

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
6,026	6,684	8,060	7620 Telecommunications Information Services Department telephones, cell phones, and modem lines.	8,075	8,075	8,075
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			iPad air card services	3	525	1,575
			Various IS telephone services and charges	1	6,500	6,500
2,960	2,482	2,100	7660 Materials & Supplies General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.	1,900	1,900	1,900
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Fees and dues, professional subscriptions	1	200	200
			Miscellaneous supplies; mice, keyboards, cables, etc.	1	1,000	1,000
			Label printer supplies	1	50	50
			Shipping costs, MDT returns to vendor	1	350	350
			Toner and ink cartridges, paper, other printer supplies	1	300	300
0	0	0	7720 Repairs & Maintenance	0	0	0
428	331	5,150	7720-06 Repairs & Maintenance - Equipment Equipment repairs and software upgrades not covered by maintenance contracts.	5,150	5,150	5,150
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Out of warranty PC replacement contingency	1	2,000	2,000
			Printer and non-warranty equipment repairs	1	2,500	2,500
			Printer maintenance kits for in-house repairs	1	650	650
0	0	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
31,346	17,701	37,430	7750 Professional Services	36,000	36,000	36,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Security, alarm monitoring	1	1,000	1,000
			Additional application, network, website, other services	1	8,400	8,400
			Cascade Sound, Civic Building audio/visual support	1	1,000	1,000
			Structured Communications, network and addtl srvc	1	18,000	18,000
			Hinmon Agency, website services and support	1	6,000	6,000
			Audit fee allocation	1	1,600	1,600
0	0	15,000	7770-03 Professional Services - Projects - ERP	0	0	0
60,608	61,911	63,149	7780-20 Contract Services - Information Services Management Yamhill County service contract for management of the City's Information Services Department and additional IS support staff, includes 2.5% increase.	64,728	64,728	64,728

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET	
12,688	24,518	23,415	7792	Hardware Maintenance & Rental Contracts			30,620	30,620	30,620
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				APC Symmetra UPS, server room	1	2,700	2,700		
				Aruba networks maintenance	1	1,500	1,500		
				Barracuda Link Balancer maintenance	1	300	300		
				Checkpoint SG1073 Firewall maintenance	1	5,500	5,500		
				Hitachi AMS 2100 SAN maintenance	1	5,000	5,000		
				HP Proliant City server maintenance	1	6,500	6,500		
				Juniper core switch maintenance	1	1,200	1,200		
				Juniper SA2500 VPN maintenance	1	700	700		
				KatoLight Server Room generator maintenance	1	620	620		
				Mailgate Spam server maintenance	1	2,100	2,100		
				Quantum DXi4510 maintenance	1	1,500	1,500		
				Quantum Scalar i40 maintenance "CC"	1	1,500	1,500		
				Quantum Scalar i40 maintenance "PSB"	1	1,500	1,500		
0	0	7,000	7792-20	Hardware Maintenance & Rental Contracts - Police			4,400	4,400	4,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				MDT hardware maintenance - 50%, shared with Fire & Amb	1	4,400	4,400		
0	0	3,500	7792-30	Hardware Maintenance & Rental Contracts - Fire			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				MDT hardware maintenance - 25%, shared with Police & Amb	1	3,000	3,000		
0	0	3,500	7792-95	Hardware Maintenance & Rental Contracts - Ambulance			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				MDT hardware maintenance - 25%, shared with Police & Fire	1	3,000	3,000		

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
71,978	86,637	65,160	7794 Software Maintenance & Rental Contracts	74,135	74,135	74,135
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Advent Helpdesk software renewal	1	1,000	1,000
			Blackberry Enterprise server support Tx2	1	1,400	1,400
			Desktop Authority maintenance, patch module maint	1	3,000	3,000
			Diskeeper enterprise maintenance	1	240	240
			Domain name renewal, maclibrary.org	1	200	200
			HP Procurve Manager Plus renewal, PN J9630A	1	400	400
			LOGOS Citywide ERP financial system maintenance	1	54,000	54,000
			RSA SecureID maintenance	1	1,000	1,000
			Site5 Annual subscription	1	120	120
			Snap Deploy renewal	1	500	500
			Symantec product renewals, Antivirus, BackupExec	1	6,500	6,500
			Veeam Product maintenance	1	1,200	1,200
			Websense Enterprise, 2 of 3 finance pymt	1	4,575	4,575
0	0	0	7794-02 Software Maintenance & Rental Contracts - City Manager's Office	0	0	0
0	0	0	7794-03 Software Maintenance & Rental Contracts - City Council	9,500	9,500	9,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			AgendaQuick annual cost	1	6,500	6,500
			AgendaQuick setup and training	1	3,000	3,000
0	0	0	7794-05 Software Maintenance & Rental Contracts - Accounting	0	0	0
0	0	0	7794-08 Software Maintenance & Rental Contracts - Legal	0	0	0
14,285	4,509	6,885	7794-10 Software Maintenance & Rental Contracts - Engineering	6,925	6,925	6,925
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus, 15% - shared w/ Building and Planning	1	1,725	1,725
			AutoCad maintenance renewal, 50% - shared w/ Planning	1	700	700
			ESRI ArcIMS mapping, 17%, Shared w/ PL, Pk Maint, St, Bldg, WWS	1	1,600	1,600
			Hansen sewer database, 25% - shared with St, Pk Maint, WWS	1	2,900	2,900

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET	
11,085	3,455	4,305	7794-15	Software Maintenance & Rental Contracts - Planning			4,025	4,025	4,025
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Accela Permits Plus,15% - Shared with Engineering and Building	1	1,725	1,725		
				AutoCad maintenance renewal, 50% - shared with Engineering	1	700	700		
				ESRI ArcIMS mapping, 17% - shared w/Eng, Pk Maint, St, Bldg, WWS	1	1,600	1,600		
39,199	48,917	43,468	7794-20	Software Maintenance & Rental Contracts - Police			41,800	41,800	41,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				EvidenceOnQ maintenance	1	8,300	8,300		
				Netmotion MDT Software, 50% - share with Fire and Amb	1	2,100	2,100		
				VisionAir remote support connectivity	1	400	400		
				VisionAir msg switch renewal	1	2,750	2,750		
				VisionAir Visionmobile renewal	1	7,050	7,050		
				VisionAir VisionRMS renewal	1	8,500	8,500		
				WebLEDS maintenance	1	1,000	1,000		
				APS E-ticketing maintenance, 67% - shared with Muni Ct	1	10,500	10,500		
				VisionAire E-ticketing import script	1	1,200	1,200		
1,864	1,567	6,922	7794-25	Software Maintenance & Rental Contracts - Municipal Court			7,984	7,984	7,984
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Caselle maintenance	1	2,884	2,884		
				APS E-ticketing maintenance, 33% - shared with Police	1	5,100	5,100		
6,827	3,871	9,075	7794-30	Software Maintenance & Rental Contracts - Fire			10,075	10,075	10,075
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Firehouse maintenance	1	3,500	3,500		
				GeoComm mapping maintenance	1	850	850		
				Netmotion MDT Communications, 25% - share with Police and Amb	1	1,000	1,000		
				VisionAir maintenance (Mobile, RMS), 35% - share with Ambulance	1	4,725	4,725		
0	1,200	1,200	7794-35	Software Maintenance & Rental Contracts - Parks & Rec Administration			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet maintenance - shared among P&R Departments	1	1,200	1,200		

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	1,200	1,200	7794-40 Software Maintenance & Rental Contracts - Aquatic Center	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet maintenance - shared among P&R Departments	1	1,200	1,200
0	1,200	1,200	7794-45 Software Maintenance & Rental Contracts - Community Center	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet maintenance - shared among P&R Departments	1	1,200	1,200
0	2,400	2,400	7794-50 Software Maintenance & Rental Contracts - Kids on the Block	2,400	2,400	2,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet maintenance - shared among P&R Departments	2	1,200	2,400
0	1,200	1,200	7794-55 Software Maintenance & Rental Contracts - Recreational Sports	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet maintenance - shared among P&R Departments	1	1,200	1,200
0	0	0	7794-60 Software Maintenance & Rental Contracts - Senior Center	0	0	0
0	4,528	4,850	7794-65 Software Maintenance & Rental Contracts - Park Maintenance	4,500	4,500	4,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI ArcIMS mapping, 17% - share w/PL, Blg, Eng, PM, St, WWS	1	1,600	1,600
			Hanson Sewer database, 25% - shared with Eng, Street, WWS	1	2,900	2,900
0	0	0	7794-70 Software Maintenance & Rental Contracts - Library	0	0	0
5,130	7,028	7,350	7794-75 Software Maintenance & Rental Contracts - Streets	7,000	7,000	7,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI ArcIMS mapping, 17% - share w/Plan, Eng, Blg, PM, WWS	1	1,600	1,600
			Hansen sewer database, 25% - share with Eng, Pk Maint, WWS	1	2,900	2,900
			Street Saver software support	1	1,000	1,000
			Street Saver subscription	1	1,500	1,500
3,473	12,941	9,490	7794-80 Software Maintenance & Rental Contracts - Building	9,650	9,650	9,650
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus, 70% - share with Eng and Plan	1	8,050	8,050
			ESRI ArcIMS mapping, 17% - share w/Pl, Bldg, Eng,PW, WWS	1	1,600	1,600

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	11,624	11,550	7794-85 Software Maintenance & Rental Contracts - Wastewater Services	17,900	17,900	17,900
Budget Note: Prior to fiscal year 2011-2012, software maintenance costs were budgeted in Wastewater Services Fund account 72-7790-15.						
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI ArcIMS mapping, 17% - share w/PI, Bldg, Eng, PW	1	1,600	1,600
			MP2 maintenance management software	1	2,400	2,400
			Rockwell Control System software	1	5,500	5,500
			Hanson Sewer database, 25% - shared with Eng, Street, Park Maint	1	2,900	2,900
			Wonderware software	1	5,500	5,500
20,484	17,611	24,275	7794-95 Software Maintenance & Rental Contracts - Ambulance	23,575	23,575	23,575
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Amb Billing Sw, Field data	1	12,000	12,000
			GeoComm mapping System maint	1	1,500	1,500
			Ivans ambulance billing service	1	300	300
			Netmotion MDT Comm SW maint. 25%, Share w/FD,PD	1	1,000	1,000
			Visionair renewal, 65%, share w/ FD	1	8,775	8,775
7,335	7,368	6,800	7800-15 M & S Equipment - Information Systems	10,350	10,350	10,350
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS workstation upgrades	1	3,500	3,500
			Safe for security sensitive documents	1	350	350
			Solid state harddrives	15	100	1,500
			VDI infrastructure	1	5,000	5,000
17,429	12,106	18,600	7800-18 M & S Equipment - Hardware	15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Network accessories, cables	1	300	300
			Network hardware replacements	1	3,000	3,000
			RSA Secure ID, new tokens for LEADS access	1	5,000	5,000
			RSA Secure ID, expired token replacements	1	700	700
			Server upgrades	1	5,000	5,000
			UPS replacements	1	1,000	1,000
64,120	420	8,800	7800-21 M & S Equipment - Software	9,700	9,700	9,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Mailgate virtualization license	1	2,500	2,500
			Veeam Management Suite - qty(4)	4	1,250	5,000
			VmWare ESX standard - qty (2)	2	1,100	2,200

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
641	1,352	0	7800-24	M & S Equipment - Inventory		0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; i.e., keyboards, mice, surge strips, tools, etc.				
0	0	0	7840	M & S Computer Charges		0	0	0
0	1,586	1,625	7840-02	M & S Computer Charges - City Manager's Office		315	315	315
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer replacement	1	315	315	
0	0	0	7840-03	M & S Computer Charges - City Council		10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Dell Surface Pro	10	1,000	10,000	
4,220	9,373	250	7840-05	M & S Computer Charges - Accounting		1,107	1,107	1,107
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark printer maintenance	1	282	282	
				Scanner replacement	1	825	825	
0	0	0	7840-08	M & S Computer Charges - Legal		250	250	250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Dual video card	1	250	250	
2,058	2,977	2,400	7840-10	M & S Computer Charges - Engineering		3,620	3,620	3,620
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Visual Studio software upgrade	1	375	375	
				Plotter maintenance	1	1,545	1,545	
685	1,135	2,100	7840-15	M & S Computer Charges - Planning		2,650	2,650	2,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Laptop computer replacement	1	1,400	1,400	
				Printer warranty and maintenance	1	650	650	
				Warranty extensions	3	200	600	
5,842	8,954	11,485	7840-20	M & S Computer Charges - Police		14,500	14,500	14,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	3	1,700	5,100	
				Warranty extensions	9	200	1,800	
				Laptop replacements	3	1,400	4,200	
				Computer solid state hard drives	5	200	1,000	
				Tablet computers - command staff	3	800	2,400	

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	1,778	625	7840-25	M & S Computer Charges - Municipal Court		250	250	250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Solid state hard drives, with additional memory	2	125	250	
4,036	6,780	1,265	7840-30	M & S Computer Charges - Fire		3,535	3,535	3,535
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements, 35% - share with Ambulance	5	595	2,975	
				Web based Firehouse software, 35% - share with Ambulance	1	420	420	
				Warranty extensions 35% - share with Ambulance	2	70	140	
0	6,421	0	7840-35	M & S Computer Charges - Parks & Rec Administration		0	0	0
0	756	2,225	7840-40	M & S Computer Charges - Aquatic Center		1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	1	1,700	1,700	
0	225	125	7840-45	M & S Computer Charges - Community Center		1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	1	1,700	1,700	
0	0	125	7840-50	M & S Computer Charges - Kids on the Block		250	250	250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Additional video card	1	250	250	
0	0	0	7840-55	M & S Computer Charges - Recreational Sports		2,500	2,500	2,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
				Printer replacement	1	600	600	
				Warranty extension	1	200	200	
0	175	250	7840-60	M & S Computer Charges - Senior Center		0	0	0
0	290	3,100	7840-65	M & S Computer Charges - Park Maintenance		1,050	1,050	1,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement, 50%, share with Street	1	850	850	
				Warranty extensions, 50%, share with Street	2	100	200	

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80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
14,138	18,611	4,400	7840-70	M & S Computer Charges - Library		16,440	16,440	16,440
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	8	1,700	13,600	
				Printer replacements, color	2	320	640	
				"Deepfreeze" security software	8	100	800	
				Laptop replacement, Bookmobile	1	1,400	1,400	
4,836	1,988	5,925	7840-75	M & S Computer Charges - Street		1,250	1,250	1,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement, 50%, share with Pk Maint	1	850	850	
				Warranty extensions, 2 shared 50%, 1 at 100%	1	400	400	
320	0	0	7840-80	M & S Computer Charges - Building		1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacement	1	1,700	1,700	
4,239	7,176	47,000	7840-85	M & S Computer Charges - WWS		5,700	5,700	5,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstation replacements	3	1,700	5,100	
				Warranty extensions	3	200	600	
0	0	0	7840-90	M & S Computer Charges - Sewer Maintenance		0	0	0
14,134	9,581	11,199	7840-95	M & S Computer Charges - Ambulance		9,392	9,392	9,392
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ruggedized laptop computer, chartwriting	1	1,827	1,827	
				Tablet computer	1	1,000	1,000	
				Workstation replacements, 65% - shared with Fire	5	1,105	5,525	
				Web based Firehouse software, 65% - shared with Fire	1	780	780	
				Warranty extensions, 65% - shared with Fire	2	130	260	
6,892	5,280	4,900	8280	Data Communications		5,300	5,300	5,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Primary ISP - Verizon FIOS	1	2,700	2,700	
				Secondary ISP - Online NW	1	2,600	2,600	
447,300	434,692	513,633	TOTAL MATERIALS AND SERVICES			512,801	512,801	512,801
CAPITAL OUTLAY								
38,407	79,793	30,000	8730-05	Equipment - Computers - Hardware		0	0	0
0	21,900	0	8730-10	Equipment - Computers - Software		0	0	0
0	0	0	8750	Capital Outlay Computer Charges		0	0	0

80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	0	8750-02 Capital Outlay Computer Charges - City Manager's Office	0	0	0
0	0	0	8750-05 Capital Outlay Computer Charges - Accounting	0	0	0
0	0	0	8750-08 Capital Outlay Computer Charges - Legal	0	0	0
0	0	0	8750-10 Capital Outlay Computer Charges - Engineering	0	0	0
0	0	0	8750-15 Capital Outlay Computer Charges - Planning	0	0	0
14,382	24,003	22,830	8750-20 Capital Outlay Computer Charges - Police	16,668	16,668	16,668
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacements, Mobile Data Computers	2	8,334	16,668
0	0	0	8750-25 Capital Outlay Computer Charges - Municipal Court	0	0	0
0	0	0	8750-30 Capital Outlay Computer Charges - Fire	0	0	0
0	5,402	0	8750-35 Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	0	0	8750-40 Capital Outlay Computer Charges - Aquatic Center	0	0	0
0	0	0	8750-45 Capital Outlay Computer Charges - Community Center	0	0	0
0	0	0	8750-50 Capital Outlay Computer Charges - Kids on the Block	0	0	0
0	0	0	8750-55 Capital Outlay Computer Charges - Recreational Sports	0	0	0
0	0	0	8750-60 Capital Outlay Computer Charges - Senior Center	0	0	0
0	0	0	8750-65 Capital Outlay Computer Charges - Park Maintenance	0	0	0
0	0	0	8750-70 Capital Outlay Computer Charges - Library	0	0	0
0	0	0	8750-75 Capital Outlay Computer Charges - Street	0	0	0
0	0	0	8750-80 Capital Outlay Computer Charges - Building	0	0	0
0	0	0	8750-85 Capital Outlay Computer Charges - Wastewater Services	30,000	30,000	30,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Ops 32 to Hach WIMS software upgrade	1	30,000	30,000
0	0	0	8750-90 Capital Outlay Computer Charges - Sewer Maintenance	0	0	0
0	0	0	8750-95 Capital Outlay Computer Charges - Ambulance	30,000	30,000	30,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Chart writing software , ESO	1	30,000	30,000
0	0	0	8750-98 Capital Outlay Computer Charges - ERP	0	0	0
52,789	131,098	52,830	<u>TOTAL CAPITAL OUTLAY</u>	76,668	76,668	76,668

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80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
<u>CONTINGENCIES</u>						
0	0	63,500	9800 Contingencies	65,000	65,000	65,000
0	0	63,500	<u>TOTAL CONTINGENCIES</u>	65,000	65,000	65,000
<u>ENDING FUND BALANCE</u>						
55,000	55,000	40,000	9980-15 Designated End FB - Info Sys Fd - Financial System Reserve June 30, 2014 designated carryover reserved for future City financial system software improvements.	36,000	36,000	36,000
77,438	78,085	17,348	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.	17,334	17,334	63,289
132,438	133,085	57,348	<u>TOTAL ENDING FUND BALANCE</u>	53,334	53,334	99,289
907,932	986,607	979,859	<u>TOTAL REQUIREMENTS</u>	1,017,087	1,016,471	1,062,426

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80 - INFORMATION SYSTEMS & SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
907,933	986,607	979,859	<i>TOTAL RESOURCES</i>	1,017,087	1,016,471	1,062,426
907,932	986,607	979,859	<i>TOTAL REQUIREMENTS</i>	1,017,087	1,016,471	1,062,426



INSURANCE SERVICES FUND





Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating departments for the cost of property, liability and workers’ compensation premiums and claims. Charges are budgeted to pay for insurance premiums, deductibles on claim losses, miscellaneous insurance related expenses, and to maintain an adequate but not excessive reserve.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one insurance line from CIS. The estimated multiple lines credit for 2013-14 is \$45,000.
- **Property & Liability Insurance** – In 2010-11 and 2011-12, the City received a CIS Trust distribution of Member Equity Surplus of approximately \$100,000 each year. The distributions were credited to departments on a pro-rata basis and resulted in lower property and liability insurance premiums in those years. There was no CIS Trust distribution in 2012-13 and none in 2013-14. Property insurance premiums are projected to increase by 5% and liability premiums by 10% compared to prior year premiums.
- **Workers’ Compensation Insurance:**
 - CIS estimates that the workers’ compensation rates will increase less than 5% for 2013-14. CIS administrative costs and are projected to remain consistent with the prior year. However, the state assessment decreased slightly, from 6.6% to 6.2% for 2013-14.
 - City of McMinnville experience modifier for 2012-13 was 77% which means the City’s losses were approximately 23% better than the average.
- **Distribution of Insurance Services Fund Reserve**
The 2012-13 budget included a distribution of \$150,000 of the Insurance Services Fund surplus reserve to the operating departments, based on the number of full time equivalent (FTE) employees in the department. There is no surplus distribution included in the 2013-14 proposed budget.

Core Services

- The following types of costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
 - General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and crime insurance
 - Earthquake insurance
 - Boiler insurance
 - Excess crime insurance
 - Employee workers’ compensation insurance

Future Challenges and Opportunities

- Risk management of workers’ compensation, property and liability claims.
- Increases in liability premiums due to rapidly growing number of claims related to employment claims for wrongful termination, harassment, retaliation, discrimination, etc.

Department Cost Summary

	2011-12 Actual	2012-13 Amended Budget	2013-14 Proposed Budget	Budget Variance
Revenue	624,477	811,302	908,458	97,156
Materials & Services	453,755	833,070	785,750	(47,320)
Transfers Out	40,542	189,165	41,955	(147,210)
Total Expenditures	494,297	1,022,235	827,705	(194,530)
Net Expenditures	130,180	(210,933)	80,753	(291,686)



Insurance Services Fund

Historical Highlights

- | | | |
|--|---|--|
| <p>1985 City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).</p> | <p>1995 Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.</p> | <p>2005 City picks up 100% of general service employee medical insurance increase. Employee cost sharing decreases to ~27% of medical insurance premiums.</p> |
| <p>1986 City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.</p> | <p>1997 City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.</p> | <p>2006 CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.</p> |
| <p>1989 City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.</p> | <p>2000 Fire union members first begin medical insurance cost sharing – 10% of premium.</p> | <p>2006 City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.</p> |
| <p>1991 Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.</p> | <p>2001 City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.</p> | <p>2008 City picks-up 100% of general service employee medical insurance increases. Employee cost sharing decreases to ~21%.</p> |
| <p>2003 Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.</p> | <p>2003 Police union members first begin medical insurance cost sharing – 5% of premium.</p> | <p>2009 Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.</p> |
| <p>1995 Insurance Services Fund surplus funds Community Center seismic retrofit.</p> | <p>2004 City picks up 75% of general service employee medical insurance increase. First year increase not split 50-50 with general service employees.</p> | <p>2012 Insurance Services Fund surplus allocated to operating departments.</p> |

Budget Document Report

85 - INSURANCE SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
619,653	832,550	883,000	4090 Beginning Fund Balance Estimated July 1, 2013 undesignated carryover from the 2012-2013 fiscal year.	1,006,618	1,006,618	683,618
619,653	832,550	883,000	TOTAL BEGINNING FUND BALANCE	1,006,618	1,006,618	683,618
INTERGOVERNMENTAL						
0	0	3,500	4850 OR EAIP Work Site Modification State of Oregon Employee-At-Injury Program for work site modifications and tools and equipment needed for light duty assignments. Reimbursement for up to \$1,000 per workers' compensation injury may be received for tools and equipment \$2,500 for work site modifications.	0	0	0
0	0	3,500	TOTAL INTERGOVERNMENTAL	0	0	0
CHARGES FOR SERVICES						
143,047	149,120	194,500	6050-05 Insurance - Liability Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	204,500	204,500	204,500
89,251	88,250	134,400	6050-10 Insurance - Property Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	150,900	150,900	150,900
313,776	318,700	402,302	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	475,058	478,022	478,022
546,074	556,070	731,202	TOTAL CHARGES FOR SERVICES	830,458	833,422	833,422
MISCELLANEOUS						
2,621	4,416	4,600	6310 Interest	6,000	6,000	6,000
9,540	8,410	12,000	6510-05 Insurance Loss Reimbursement - Property Estimated six claims at \$3,000 each, less \$6,000 of deductibles - \$1,000 per claim.	12,000	12,000	12,000
0	0	0	6510-10 Insurance Loss Reimbursement - Parks	0	0	0
7,669	8,658	15,000	6510-15 Insurance Loss Reimbursement - Automobile Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.	15,000	15,000	15,000
0	0	0	6600 Other Income	0	0	0

Budget Document Report

85 - INSURANCE SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
45,239	46,922	45,000	6600-15	Other Income - City County Insurance Services		45,000	45,000	45,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			CIS Multiple Lines Credit - property & liability insurance	1	20,000	20,000		
			CIS Multiple Lines Credit - workers compensation	1	25,000	25,000		
65,069	68,406	76,600	TOTAL MISCELLANEOUS			78,000	78,000	78,000
1,230,796	1,457,027	1,694,302	TOTAL RESOURCES			1,915,076	1,918,040	1,595,040

85 - INSURANCE SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
910	1,230	1,170	7750 Professional Services Audit fee allocation	1,600	1,600	1,600
0	0	0	7800 M & S Equipment	0	0	0
0	0	0	7800-60 M & S Equipment - EAIP	0	0	0
182,692	189,618	328,900	8300 Property & Liability Ins Premium Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.	355,400	355,400	355,400
13,444	1,828	0	8330-08 Liability Aggregate Deductible - 2007 - 2008 Liability deductible year "closed".	0	0	0
9,831	25,591	16,000	8330-09 Liability Aggregate Deductible - 2008 - 2009 Liability deductible year open with no outstanding claims. 2008-2009 fiscal year general liability deductible amount was \$50,000.	0	0	0
1,104	7,737	46,000	8330-10 Liability Aggregate Deductible - 2009 - 2010 Liability deductible year open with one outstanding claim. 2009-2010 fiscal year general liability deductible amount was \$50,000.	26,000	26,000	26,000
5,613	0	10,000	8330-11 Liability Aggregate Deductible - 2010 - 2011 Liability deductible year open with no outstanding claims. 2010-2011 fiscal year general liability deductible amount was \$50,000.	0	0	0
0	11,766	50,000	8330-12 Liability Aggregate Deductible - 2011 - 2012 Liability deductible year open with three outstanding claims. 2011-2012 fiscal year general liability deductible amount was \$50,000.	13,750	13,750	13,750
0	0	50,000	8330-13 Liability Aggregate Deductible - 2012 - 2013 Liability deductible year open with three outstanding claims. 2012-2013 fiscal year general liability deductible amount is \$50,000.	8,000	8,000	8,000
0	0	0	8330-14 Liability Aggregate Deductible - 2013 - 2014	0	0	0
0	6,866	0	8350-07 Workers' Compensation - 2006 - 2007 Retro CIS requires mandatory plan close out of plan year after 60 months.	0	0	0
0	0	15,000	8350-08 Workers' Compensation - 2007 - 2008 Retro CIS requires mandatory plan close out of plan year after 60 months.	0	0	0
2,564	0	0	8350-09 Workers' Compensation - 2008 - 2009 Retro CIS requires mandatory plan close out of plan year after 60 months.	0	0	0
11,278	1,354	0	8350-10 Workers' Compensation - 2009 - 2010 Retro No open workers' compensation claims for this plan year.	20,000	20,000	20,000
113,095	1,312	30,000	8350-11 Workers' Compensation - 2010 - 2011 Retro No open workers' compensation claims for this plan year.	30,000	30,000	30,000
0	183,982	50,000	8350-12 Workers' Compensation - 2011 - 2012 Retro One open workers' compensation claims for this plan year.	20,000	20,000	20,000

Budget Document Report

85 - INSURANCE SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
0	0	275,000	8350-13	Workers' Compensation - 2012 - 2013 Retro		75,000	75,000	153,500
				Three open workers' compensation claims for this plan year.				
0	0	0	8350-14	Workers' Compensation - 2013 - 2014 Retro		200,000	200,000	200,000
				Includes initial contribution paid to CIS for 2013-2014 fiscal year and paid losses for claims incurred during the 2013-2014 fiscal year.				
9,540	12,366	18,000	8370-05	Property & Auto Damage Claims - Property Loss & Damage		18,000	18,000	18,000
				The City's property insurance carries a \$1,000 deductible.				
0	0	0	8370-10	Property & Auto Damage Claims - Park Loss & Damage		0	0	0
9,154	10,108	18,000	8370-15	Property & Auto Damage Claims - Automobile Damage		18,000	18,000	18,000
				The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.				
359,225	453,755	908,070	<u>TOTAL MATERIALS AND SERVICES</u>			785,750	785,750	864,250
<u>TRANSFERS OUT</u>								
39,021	40,542	142,365	9700-01	Transfers Out - General Fund		41,955	41,908	41,908
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personal services support.	1	41,908	41,908	
0	0	6,150	9700-20	Transfers Out - Street		0	0	0
0	0	3,150	9700-70	Transfers Out - Building		0	0	0
0	0	16,950	9700-75	Transfers Out - Wastewater Services		0	0	0
0	0	18,000	9700-79	Transfers Out - Ambulance		0	0	0
0	0	2,550	9700-80	Transfers Out - Information Systems		0	0	0
39,021	40,542	189,165	<u>TOTAL TRANSFERS OUT</u>			41,955	41,908	41,908
<u>CONTINGENCIES</u>								
0	0	25,000	9800	Contingencies		100,000	100,000	100,000
0	0	25,000	<u>TOTAL CONTINGENCIES</u>			100,000	100,000	100,000
<u>ENDING FUND BALANCE</u>								
832,550	962,729	572,067	9999	Unappropriated Ending Fd Balance		987,371	990,382	588,882
				Undesignated carryover for July 1, 2014, including the excess (deficit) of revenues over (under) expenditures from 2013-2014 operations.				
832,550	962,729	572,067	<u>TOTAL ENDING FUND BALANCE</u>			987,371	990,382	588,882
1,230,796	1,457,026	1,694,302	<u>TOTAL REQUIREMENTS</u>			1,915,076	1,918,040	1,595,040

Budget Document Report

85 - INSURANCE SERVICES FUND

2011 ACTUAL	2012 ACTUAL	2013 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2014 PROPOSED BUDGET	2014 APPROVED BUDGET	2014 ADOPTED BUDGET
1,230,796	1,457,027	1,694,302	TOTAL RESOURCES	1,915,076	1,918,040	1,595,040
1,230,796	1,457,027	1,694,302	TOTAL REQUIREMENTS	1,915,076	1,918,040	1,595,040