



# 2015 - 2016 ADOPTED BUDGET

BUDGET MESSAGE &  
SUPPLEMENTAL INFORMATION





# 2015-2016 CITY BUDGET

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Remy Drabkin  
Scott Hill  
Kevin Jeffries  
Kellie Menke  
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### City Manager

Martha Meeker

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



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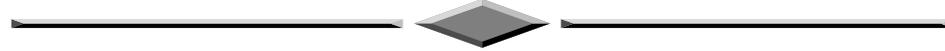
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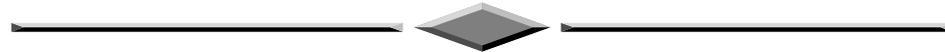
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# **BUDGET MESSAGE**



**CITY OF McMinnville**  
**2015 – 2016**  
**BUDGET MESSAGE**

**April, 2015**

**The Honorable Rick Olson, Mayor**

**City Council and Members of the Budget Committee**

*“Job growth in Oregon remained relatively strong throughout 2014, and the outlook is for this growth to persist for another two years before longer-run demographic trends weigh on growth rates. The general character of the forecast remains the same as three months ago; however, the employment outlook has been raised for 2015 and 2016. This upward revision reflects the combination of strong actual growth and lower energy prices, which will boost consumer spending locally and help reinforce the expansion.*

*Even with this revision, should this outlook come to pass, this economic expansion will not reach the rates of growth that Oregon has become accustomed to during previous expansions. During the 1990s, employment grew at over 3 percent per year. During the housing boom, Oregon averaged nearly 2.5 percent over the entire expansion. So far in the aftermath of the Great Recession, Oregon has averaged just under 2 percent job growth and the forecast calls for peak growth rates of 2.6 percent over the 2014-2016 time frame.”*

*“Oregon Economic Review and Forecast”*

*Oregon Office of Economic Analysis*

*February 2015*

*It's a new dawn  
It's a new day  
It's a new life  
For Me  
And I'm feeling good*

*-- Winds of Change  
Scorpions*

**I. INTRODUCTION**

It is my pleasure to present the Proposed 2015 – 2016 Budget, my first as the City Manager for McMinnville. Having inherited the recently passed \$24 million Transportation Bond Measure, maturing Urban Renewal and Transient Lodging Tax initiatives and an exceptional management team, I am forever in debt to Kent Taylor as he, the Council, and Mayor Olson have deftly guided McMinnville through the tough times and placed it now as a well governed, financially sound city. When something works this well, it's prudent not to change it. As such, you'll find this budget continues their conservative budgeting philosophy with a mostly “hold the line” approach. However, the improving economy does allow a dose of cautious optimism. As such, it marginally “cracks” the spending faucet ever so slightly to begin the long process of recovery from the last six years of recession. Starting with our most precious commodity, our people, the Proposed Budget implements the first across-the-board salary adjustments for our General Service employees since 2000 to bring most within 5% of the median pay for similar sized cities within Oregon. It also buys back limited deferred maintenance including the purchase of two police cruisers, an ambulance, and the allocation of \$145,000 in building and server maintenance.

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

**II. BUDGET ASSUMPTIONS**

The Proposed 2015 – 2016 Budget is based upon the following assumptions and criteria:

**A. THE ECONOMY.** Looking at our tax base, property taxes account for roughly 60% of the City's General Fund revenues and are based on total taxable assessed value (AV). Overall our AV continued to rise during the recession and for 2015 specifically, the AV stands at \$2.3 billion, an increase of 2.9% from 2014. We project property taxes will continue to rise, and we are seeing signs of additional recovery in building activity and associated building permit values (e.g., increase from \$24.7 million in 2012-13, to \$33.7 million in 2013-14, and \$37.6 million in the first six months of this fiscal year). However, 2015's 2.9% increase in taxable assessed value is still significantly less than the 6% to 7% jumps experienced prior to the recession, and maintaining our current level of services will continue to be challenging.

Year	Max Assessed Value	Percent Change
2005	\$1,473,341	6.70%
2006	\$1,570,074	6.60%
2007	\$1,675,907	6.70%
2008	\$1,798,841	7.30%
2009	\$1,938,723	7.80%
2010	\$2,034,616	4.90%
2011	\$2,106,858	3.60%
2012	\$2,140,278	1.60%
2013	\$2,199,145	2.00%
2014	\$2,233,167	2.30%
2015	\$2,298,038	2.90%

**B. TAXATION AND FISCAL POLICY.** The Proposed Budget is balanced and stays within all statutory property tax limitations. No additional voter approval is required to authorize the proposed tax rate.

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value and remains the same as the current year and represents the maximum allowed. The debt service rate of \$1.1956 per \$1,000 of assessed value is \$0.5132 higher than 2014-15, with the increase driven by the voter approved Transportation Bond Measure.

The total proposed City tax rate for Fiscal Year 2015-16 is estimated to be \$6.2156 per \$1,000 of assessed valuation, an increase of 9.0% over the current year. The current year's tax rate is \$5.7024.

The projected General Fund ending fund balance for 2015-16 represents 33% of estimated General Fund expenditures and indicates a controlled spend down from the estimated 2014-15 ending fund balance of 38% of expenditures. This remains above the City Council established reserve policy of 25%.

**C. EMPLOYEE COMPENSATION.** 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 70 percent of the total expenditures within the General Fund budget.

Salaries of all employees reflect a cost-of-living adjustment (based on Portland Oregon's Consumer Price Index) of 2.1% and merit increases as warranted. The collective bargaining agreement with the City's Fire Union expires as of June 30, 2015 and terms of a new agreement are currently under negotiation. As for the previously mentioned General Services pay adjustment, it will be phased in at steps of 2 ½% per year for the next four years. Ultimately, 71 of the 102 General Services employees will see some level of pay increase.

Medical insurance premiums reflect an increase of 12.7% and are a significant increase over forecasted rates. In order to keep premium rates flat for our General Services employees, the City is proposing a higher deductible plan but tempering the effects to our employees through the provision of a Volunteer Employees' Benefit Association (VEBA) account. The Proposed Budget includes VEBA payments offsetting 100% of the deductible for one year with payments dropping to cover 50% in the following years. The General Services employee share of the total premium will increase slightly to an estimated 17.4% from 17.2% the previous year, if we change insurance plans as proposed.

Pursuant to the terms of collective bargaining agreements, the share of medical premiums for employees within the Police Union is 5 percent while Fire Union employees pay 10 percent of the total premium cost.

**D. OTHER INSURANCE COVERAGES.** The City has experienced significant increases in liability premiums due to the growing number of claims related to employment. Overall, General Liability premiums have increased 28% from fiscal year 2012-2013 through 2014-2015. The City is reviewing policies and procedures with our insurer, City County Insurance Services, to look at risk management practices and to limit exposure to liability claims.

**E. STAFFING LEVELS.** Over the recession years, the City eliminated several Full Time Equivalent (FTE) positions in order to cut costs. While technology and smarter business practices have made some of these cuts permanent, it's time to look at reinstating others. The Proposed Budget begins this process by adding the equivalent of 1.0 FTE as two part-time assistant positions in Fire and Community Development to fulltime are bumped to full time. In addition, the Proposed Budget allocates dollars for a building inspector which will be filled if expected increases in building are realized.

**F. CITY COUNCIL GOALS AND OBJECTIVES.** The Proposed budget is driven by priorities not programs, and foundationally takes its cue from the City Council's 2015 Goals and Objectives. These Goals and Objectives set the framework for budget decisions across the City's various departments. The Proposed Budget provides the resources necessary to address the Goals of 1) manage and plan to meet the demand for City services; 2) communicate with Citizens and key local partners; 3) plan and construct capital projects; 4) plan for and managing financial resources; and, 5) promote sustainable growth and development.

Inside the Goals, this budget specifically includes funds implementing bond-funded transportation improvements, completion of the Water Reclamation Facility expansion, rehabilitation of the City's sanitary sewer collection system, building momentum for the Urban Renewal District, energizing a Destination Marketing Organization and supporting the McMinnville Economic Development Partnership (MEDP).

A complete copy of the City Council's 2015 Goals and Objectives directly follows this message.

### III. BUDGET HIGHLIGHTS AND ITEMS OF NOTE

#### A. PUBLIC SAFETY.

**Police** – To offset increased medical insurance costs, capital outlay supporting police operations was reduced over current year levels. As such, the Proposed Budget recapitalizes two versus three police cruisers.

**Fire and Emergency Medical Service (EMS)** – The Proposed Budget continues the recapitalization of a ladder truck, an engine, and a water tender as well as a single ambulance.

The General Fund subsidy of the Ambulance Fund is increased to \$1,150,000 over the current year's \$750,000 contribution. This marks over five straight years of increasing subsidies and we anticipate additional increases in the future as ambulance service expands to meet the growing number of Yamhill County residents receiving Medicaid. This is important as regulatory guidance caps Medicare and Medicaid reimbursement to roughly 25% of the total cost amount. For comparison, commercial insurance reimburses about 84%.

**B. LIBRARY.** The Library Plaza enhancement project will be completed in 2015-16 and includes improvements for lighting and security.

#### C. PARKS & RECREATION AND PARK MAINTENANCE.

Development of the NorthWest Neighborhood Park Master Plan is supported as well as improvements in City Park including the Cook shelter and footbridge replacements. Limited maintenance funds addressing exterior repairs of the Aquatic Center and the Community Center are provided as well. Finally, the Ranger program is expanded for both the

public parks as well as for the downtown area to allow coverage to start two weeks earlier in May.

**D. PUBLIC WORKS.** The passage of the Transportation Bond Measure added significant funds for both basic street maintenance (asphalt overlays) and for system improvements as laid out in the Master Transportation Plan. The Proposed Budget provides over \$5 million for transportation projects, an increase of over \$4.6 million from the current year.

Work on the Newberg/Dundee By-Pass also continues and the Proposed Budget provides for the City's first loan payment towards this initiative. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan.

The Wastewater Capital Fund reflects both \$2 million for the rehabilitation of the Cook School Sanitary Sewer system and \$2.8 million for the completion of the Water Reclamation Facilities expansion.

**E. AIRPORT.** The Proposed Budget includes Federal Aviation Administration grant funds for design and environmental evaluation supporting the reconstruction of the airport's main runway. Construction is anticipated to begin late in 2015-16 and will carry through the following year.

**F. SPECIAL ASSESSMENT.** An appropriation of \$400,000 is included to facilitate the expenditure of a Community Block Development Grant awarded by the State of Oregon. Funds will be used to provide housing rehabilitation grants to low and moderate income homeowners.

**IV. UNFUNDED CAPITAL OUTLAY REQUESTS.**

There were over \$1.2 million in capital outlay requests that, through consensus, the Management Team reduced to over \$400,000. The unfunded requests falling below spending thresholds are listed below and will be addressed in subsequent years.

<u>Item</u>	<u>Amount</u>
<b>Police</b>	
Air handling compressor	\$33,000
Police Vehicles (2)	\$84,000
<b>Fire / Ambulance</b>	
Station Remodel*	\$505,000
<b>Parks &amp; Recreation</b>	
Community Center Interior	\$22,000
Aquatic Center Interior	\$13,000
<b>Park Maintenance</b>	
Shelter at Wortman Park	\$50,000
	<u><b>\$707,000</b></u>

\* \$40,000 expended in 2014 – 15 for design work

**V. PROPOSED 2015 – 2016 PROPERTY TAXES.**

The projected property tax rate for the Proposed Budget is \$6.2156 per \$1,000 of assessed value. The current year's rate is \$5.7024.

The projected tax rate is based on an estimated total City assessed valuation of \$2.38 billion. This represents a projected 3.5% increase from the current year.

An “estimated not to be received” collection factor of 8% 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 be 34%.

**CITY OF McMINNVILLE**  
**2015 – 2016**  
**BUDGET MESSAGE**

**Property Tax Levy and Rate Summary Table**

	2014-15 Property Tax Levy	2015-16 Property Tax Levy	Change	Change
General Fund	\$11,536,472	\$11,940,000	\$403,528	3.50%
Debt Service Fund	\$1,572,600	\$2,851,740	\$1,279,140	81.34%
<b>Total</b>	<b>\$13,109,072</b>	<b>\$14,791,740</b>	<b>\$1,682,668</b>	<b>12.84%</b>

	Actual 2014-15 Property Tax Rate*	Proposed 2015-16 Property Tax Rate*	Change*	Change
General Fund	\$5.02	\$5.02	\$0.00	0.00%
Debt Service Fund	\$0.6824	\$1.1956	\$0.5132	75.21%
<b>Total</b>	<b>\$5.7024</b>	<b>\$6.2156</b>	<b>\$0.5132</b>	<b>9.00%</b>

\*Rate per \$1,000 of Assessed Value

Assessed Valuation	\$2,298,038,501	\$2,378,469,800	\$80,431,299	3.50%
Real Market Value	\$2,861,726,286			

## VI. FORMAT OF THE BUDGET MESSAGE

You will find in this Proposed Budget notebook considerable supplemental and supporting information and budget detail. Behind the Budget Officer Tab, are the 2015 City Council Goals and Objectives and the City of McMinnville Organizational 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 "2015 – 2016 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 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 you carefully read these Budget Summaries.** As you read, you will note 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

Preparation of the Proposed 2015 – 2016 Budget has truly been a team effort. The Management Team and their staffs have approached this endeavor in a spirit of collegiality and cooperation.

They have also approached it with the skill and acumen of years of dedicated service and with a firm grasp on our fiscal realities. I am privileged to have their support. I want to especially thank the City's Finance Director Marcia Baragary, Senior Accountant Ronda Gretzon and the entire amazing Finance Staff. Preparing the budget for a City the size of McMinnville is a complex and challenging task and educating a new City Manager at the same time made it even more so this year. They did both splendidly.

Speaking of being new, I want to also thank Mayor Olson and the Council for their willingness to reach beyond the boundaries of standard City Management and Oregon itself when looking for someone to fill Kent Taylor's shoes. I know change can be disconcerting to some but I think it is just part of being American as we inherently seek out new territory. It's what drives us to be leaders in innovation and why we are always pushing our limits. I think down in our heart, a lot of us like change and the possibilities it brings.

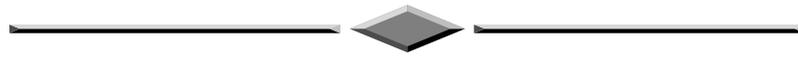
*In 1957, the Green Bay Packers drafted Heisman winner, Paul Hornung from Notre Dame. The only problem was Hornung was a quarterback for Notre Dame and Packers already had a great quarterback in Bart Starr. As a result, Hornung was on the path to obscurity until 1959 when Vince Lombardi arrived. He saw in Hornung someone who was athletic; someone who could run and kick as well as throw a pass. Lombardi's vision paid off, and in 1960 and 1961 Hornung was the NFL's Most Valuable Player as a running back and kicker and Green Bay was on its way to four championships.*

Change can be good.

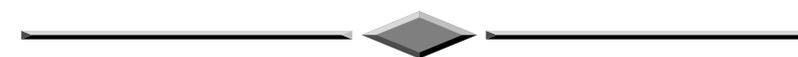
Respectfully submitted,



Martha A. Meeker  
Budget Officer  
City Manager



# **CITY OVERVIEW**



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

# CITY OF McMinnville 2015 GOALS AND OBJECTIVES

## Maintaining and Enhancing Our Quality of Life Communicating with Citizens

GOALS	OBJECTIVES	TARGET DATE
MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES	* Secure an FBO operator capable of onsite airport management and economic development planning	4 <sup>th</sup> Quarter
	* Establish a Destination Marketing Office	3 <sup>rd</sup> Quarter
COMMUNICATING WITH CITIZENS AND KEY LOCAL PARTNERS	* Gather information and understand the questions to ask and actions the City or partners can take to assist citizens who are experiencing homelessness	2 <sup>nd</sup> Quarter
	* Remain informed on YCOM strategic issues and provide policy input, as needed, on issues and options	Ongoing
PLAN AND CONSTRUCT CAPITAL PROJECTS	* Support the administrative planning and implementation work of the Urban Renewal Advisory Committee (MURAC)	Ongoing
	* Plan and implement bond-funded transportation improvements	Ongoing

Adopted by the McMinnville City Council  
at the Regular Meeting on April 14, 2015

PLAN FOR AND MANAGE  
FINANCIAL RESOURCES

\* **Establish a comprehensive plan for IT capabilities  
and service delivery**

**3<sup>rd</sup> Quarter**

\* **Prepare and adopt a fiscally prudent 2015 - 2016  
City Budget**

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**2<sup>nd</sup> Quarter**

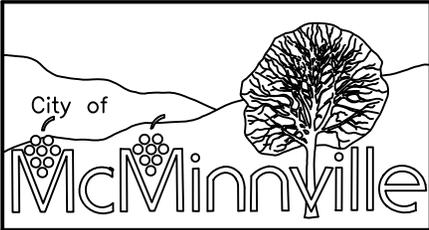
PROMOTE  
SUSTAINABLE  
GROWTH AND  
DEVELOPMENT

\* **Understand the scope of available options  
(impactful solutions within the City's sphere  
of influence or control)**

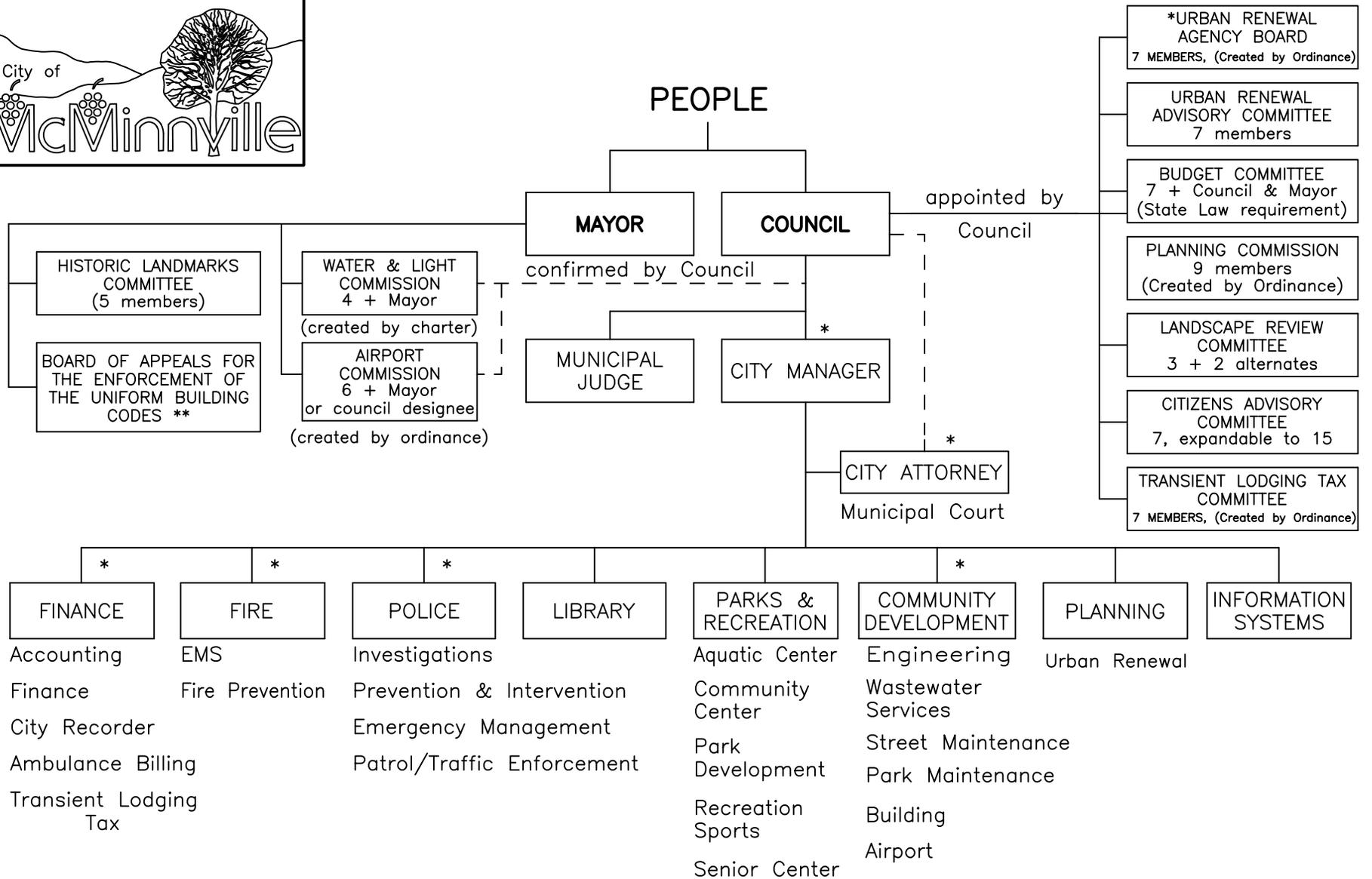
**4<sup>th</sup> Quarter**

\* **Continue to support the efforts of MEDP.  
Schedule periodic updates to keep informed as  
to current economic development issues and  
opportunities to advance each organization's  
economic development objectives**

**Ongoing**



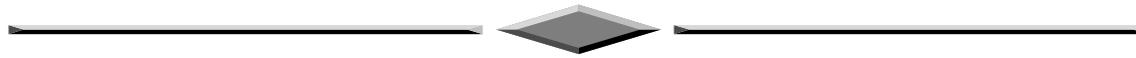
# PEOPLE



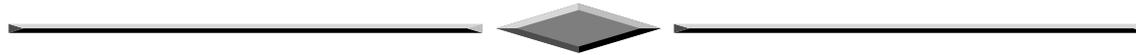
\* Officers listed in Charter and appointed by Council upon recommendation by City Manager.  
 Council serves as own Contract Review Board.  
 Council serves as Library Board to meet any State Law requirements.  
 Council serves as McMinnville Urban Renewal Agency Board.

\*\* 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

**2015-2016 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 the Budget

- The budget is the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and it authorizes the City's spending of public dollars. In addition, the budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has allocated its resources for fiscal years 2013-14 and 2014-15 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2015-16.

### Preparation of the 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 City's budget includes the General Fund, four enterprise funds, two internal services funds, three capital projects funds, six special revenue funds, and one debt service fund. For a description of the City's funds, see the Fund Definition narrative immediately following the Financial Overview.

### Adoption of the Budget

- As required by Local Budget Law, the Budget Officer presents the proposed budget to the Budget Committee at a meeting in which public comment is heard. The Budget Committee approves the budget and recommends the approved budget to the City Council for adoption. The City Council holds a public hearing, to accept public input on the budget. The City Council must adopt the budget by resolution prior to July 1st. After adoption, management's authority to spend City funds is limited to adopted budget appropriations, unless the City Council amends the budget. Budget amendments after budget adoption are subject to certain requirements and limitations.

### Urban Renewal District

Urban renewal resources and requirements are not discussed in this Financial Overview. Although urban renewal funds are included in the City budget document, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal District budget.

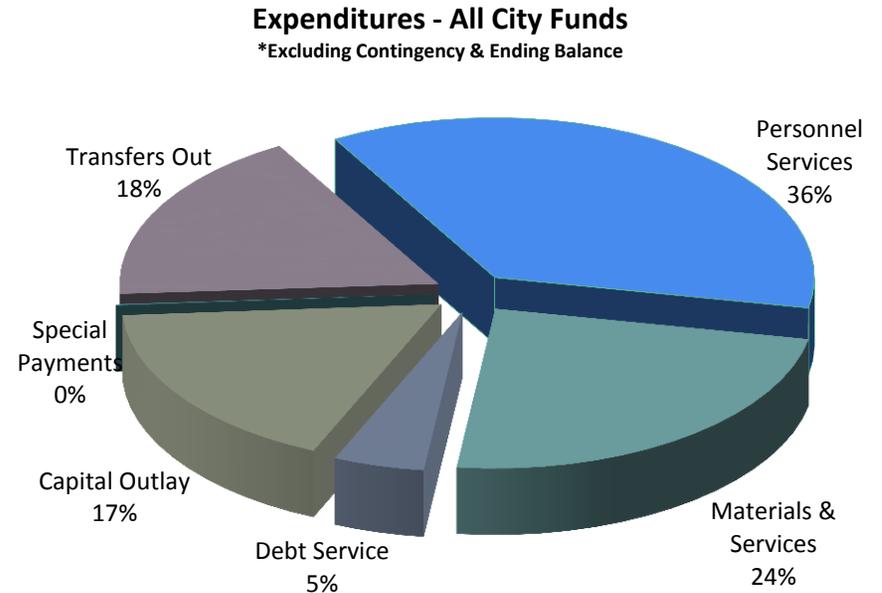
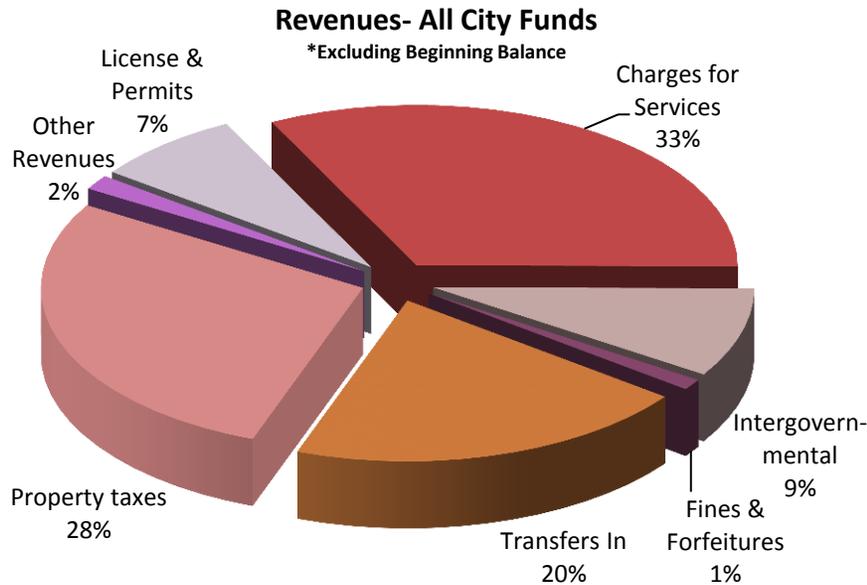
### Resource and Requirement Summaries

The focus of the City's 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). The narrative and charts on the following pages illustrate the fiscal opportunities and challenges faced by the City.

## All City Funds 2015 – 2016 Proposed Budget

<b>RESOURCES – by Type</b>	
Beginning Balance	\$51,038,236
Property Taxes	14,008,600
License & Permits	3,729,800
Intergovernmental	4,505,285
Charges for Services	16,241,716
Fines & Forfeitures	533,250
Other Revenues	745,803
Transfers In	10,167,242
<b>Total Resources</b>	<b>\$100,989,932</b>

<b>REQUIREMENTS – by Classification</b>	
Personnel Services	\$20,949,445
Materials & Services	13,746,416
Capital Outlay	9,994,193
Debt Service	2,650,925
Special Payments	61,100
Transfers Out	10,167,242
Contingency	3,973,561
Ending Balance	39,447,050
<b>Total Requirements</b>	<b>\$100,989,932</b>



**Resources for All City Funds:**

The table on the previous page illustrates the type and amount of resources for all City funds.

**Property Tax Revenue** -- \$14.0 million or 28% 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** -- \$16.2 million or 33% of all City revenues. Charges for Services are the largest source of City revenues. Sewer user charges in the Wastewater Services Fund (\$9.1 million) and ambulance transport fees (\$3.2 million) constitute the majority of total Charges for Services.

**Intergovernmental Revenue** -- \$4.5 million or 9% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund (\$0.8 million) and gas taxes in the Street Fund (\$1.9 million). Also included in Intergovernmental Revenue is the Urban Renewal District’s repayment of an inter-agency loan from the City’s General Fund.

**Transfers In Revenue**-- \$10.2 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 \$6.3 million transfer from Wastewater Services to Wastewater Capital for capital projects.

**Requirements for All City Funds:**

The table on the previous page illustrates the classifications and amounts of requirements for all City funds.

**Personnel Services Expenditures** -- \$20.9 million or 36% of total City expenditures. \$13.4 million of the Personnel Services expenditures total is for salaries and wages and \$7.5 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

**Materials and Services Expenditures** -- \$13.7 million or 24% of total expenditures, including contractual services, utilities, equipment, program expenses, etc. in the General Fund (\$3.7 million); professional services expenditures for street projects in the Transportation Fund (\$1.1 million); and professional services for major capital projects in Wastewater Services and the Wastewater Capital Fund (\$2.5 million).

**Capital Outlay Expenditures** -- \$10.0 million or 17% of total expenditures, including such projects as design and expansion of the Water Reclamation Facility (WRF) and inflow and infiltration (I&I) projects in the Wastewater Capital Fund (\$4.8 million) and street improvement projects (\$3.9 million).

**Special Payments** – Appropriation for inter-agency loan from the City to the Urban Renewal District.

**Transfers Out Expenditures**-- \$10.2 million or 18% of total expenditures, corresponding to Transfers In Revenue.

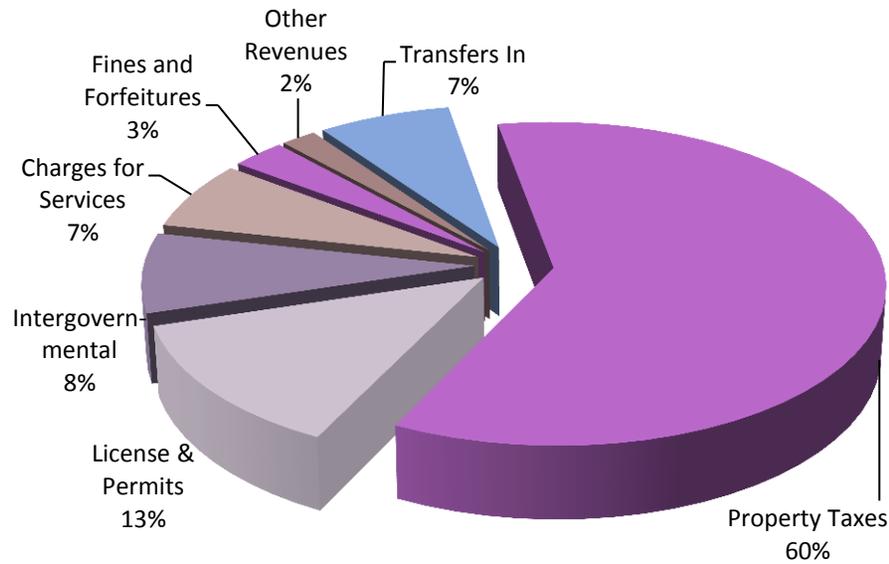
## GENERAL FUND 2015 – 2016 Proposed Budget

<b>GENERAL FUND RESOURCES – by Type</b>	
Beginning Balance	\$7,728,601
Property Taxes	11,335,000
License & Permits	2,449,000
Intergovernmental	1,507,442
Charges for Services	1,293,980
Fines and Forfeitures	553,250
Other Revenues	365,453
Transfers In	1,351,748
<b>Total Resources</b>	<b>\$26,584,474</b>

<b>GENERAL FUND REQUIREMENTS – by Classification</b>	
Personnel Services	\$14,531,859
Materials & Services	3,690,174
Capital Outlay	219,460
Debt Services	115,295
Special Payments	61,100
Transfers Out	2,145,758
Contingency	750,000
Ending Balance	5,070,828
<b>Total Requirements</b>	<b>\$26,584,474</b>

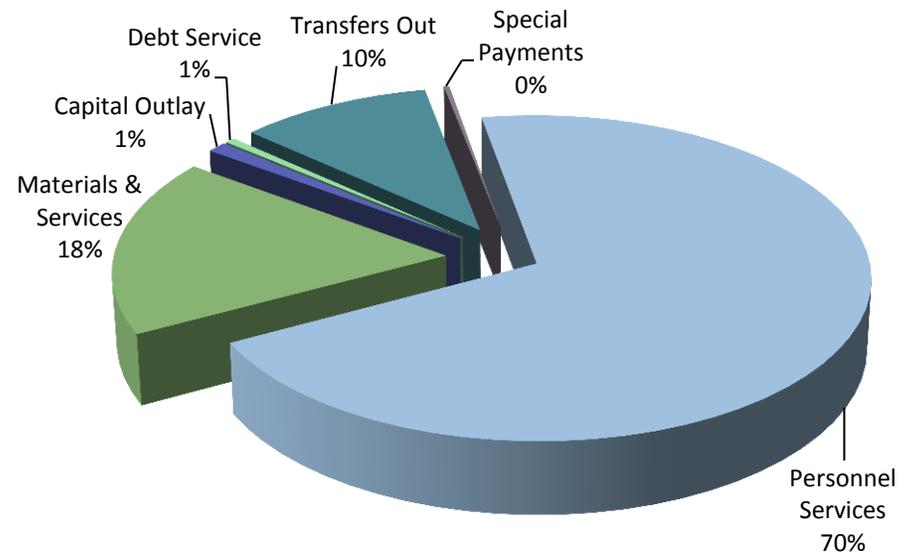
**General Fund Revenues - By Type**

\*Excludes Beginning Balance



**General Fund Expenditures - By Classification**

\*Excludes Contingency & Ending Balance



**General Fund Resources:**

General Fund resources are used to pay for vital City services, including Police and Fire, parks and recreation, library, and general government administration. The table on the previous page reflects the type and amount of resources included in the General Fund.

**Property Taxes for General Operating Purposes** -- Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2015-16 proposed budget projects \$11.3 million in operating property tax revenues, resulting from an estimated 3.5% increase in assessed value compared to the prior year. Property tax revenues are 60% of all General Fund revenues. Accordingly, increases in assessed values and new construction significantly impact property tax revenue and 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 account for 78% of all Licenses and Permits revenue.

**Intergovernmental** - \$1.5 million or 8% of General Fund revenues. Includes state shared revenues, including liquor and cigarette taxes (\$0.8 million). Also includes Urban Renewal District's repayment of inter-agency loan from the City's General Fund.

**Charges for Services Revenue** -- \$1.3 million or 7% of General Fund revenues. Primarily Parks and Recreation Department user fees 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.

**Personnel Services Expenditures** -- \$14.5 million or 70% of total General Fund expenditures. Police, Fire, and Municipal Court combined account for \$8.8 million of total General Fund Personnel Services. Cost of living salary adjustments, health insurance premiums, and employee retirement benefits rates are the most significant factors affecting personnel services costs.

**Materials and Services Expenditures** -- \$3.7 million or 18% of General Fund expenditures. Police and Parks and Recreation Department budgets combined account for \$1.8 million or 49% of Materials and Services expenditures. Examples of Police Department expenditures are building utilities, vehicle maintenance; equipment; and computer system costs. Parks and Recreation Department expenditures are primarily for recreation program costs, utilities, 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 2015-16 proposed budget. However, over \$48,000 for various building repairs and maintenance are budgeted in Materials and Services expenditures, including \$12,000 for stucco/window repairs at the Library and \$23,000 to paint the Aquatic Center.

**Special Payments** -- Appropriation for inter-agency loan from the City to the Urban Renewal District.

**Transfers Out** -- Primarily includes a transfer to the Ambulance Fund to support emergency medical services (\$1.1 million) and transfer to the Emergency Communications Fund for emergency dispatch services (\$0.7 million).

**General Fund Expenditures by Department:**

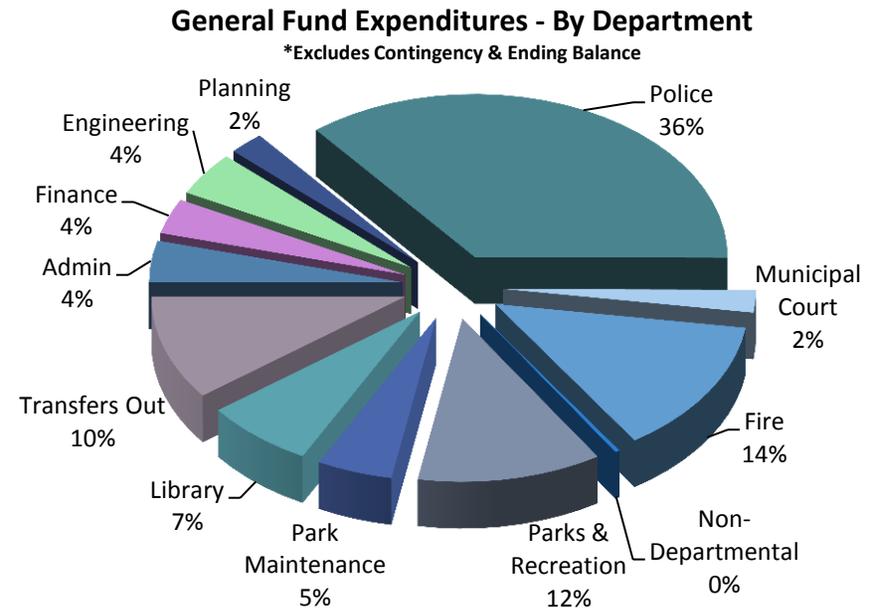
The table and chart on this page illustrate that the largest share of General Fund resources are spent on public safety. Police Department, Fire Department, and Municipal Court expenditures combined are \$10.7 million or 52% of total expenditures. If the General Fund transfer to the Ambulance Fund (\$1.1 million) and the transfer to the Emergency Communications Fund for emergency dispatch services (\$0.7 million) are included, the cost of public safety is \$12.5 million.

Culture and Recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$4.9 million or 24% of all General Fund expenditures. The largest share of Culture and Recreation expenditures is attributable to the Parks and Recreation Department. Approximately 46% of Parks and Recreation Department expenditures are offset by Charges for Services revenues. The significant amount 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 \$5.2 million or 24% 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 include the reimbursement to the Information Systems and Services (IS) Fund for computer support; transfer to the Emergency Communications Fund for emergency dispatch services; and transfer to the Ambulance Fund to support ambulance services operations.

<b>GENERAL FUND REQUIREMENTS 2015 – 2016 Proposed Budget by Department</b>	
Administration	\$854,470
Finance	724,600
Engineering	905,580
Planning	469,487
Police	7,443,589
Municipal Court	466,879
Fire	2,784,309
Parks & Recreation	2,450,511
Park Maintenance	1,000,921
Library	1,456,442
Transfers Out	2,145,758
Non-Departmental	61,100
Contingency	750,000
Ending Balance	5,070,828
<b>Total Requirements</b>	<b>\$26,584,474</b>



The table on this page compares the 2014-15 amended budget to the 2015-16 proposed budget for General Fund departments. Note that Capital Outlay expenditures are excluded in the table below to allow for better operational comparison.

For total Personnel Services and Materials and Services expenditures, the 2015-16 proposed budget increased by 4% compared to the 2014-15 amended budget. The 9% decrease in Administration is related to costs budgeted in 2014-15 to recruit a new city manager and to hire a consultant to conduct a salary survey for general service employees. The 14% increase in Engineering is primarily due to a full-time project manager, hired in early 2015, to assist with various wastewater, airport, and transportation projects. Increases in other departments are primarily related to cost of living adjustments, salary adjustments implemented to bring general service employees wages closer to market average, and increased costs for health insurance.

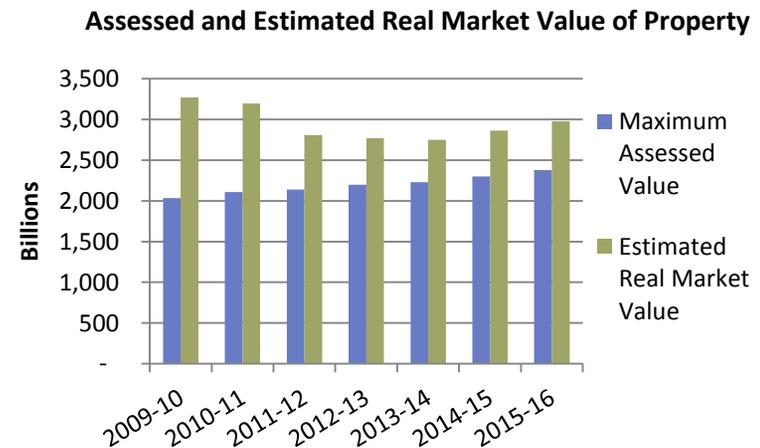
For additional information on the changes implemented in each department and the impact on services, refer to the Budget Summaries included with each Fund.

<b>General Fund – DEPARTMENT COMPARISON</b>			
<b>(Excludes Capital Outlay)</b>			
	<b><u>2014-15</u></b> <b><u>Amended</u></b> <b><u>Budget</u></b>	<b><u>2015-16</u></b> <b><u>Proposed</u></b> <b><u>Budget</u></b>	<b><u>%</u></b> <b><u>Change</u></b>
Administration	\$941,201	\$852,455	-9.43%
Finance	690,146	723,592	4.85%
Engineering	795,604	904,648	13.71%
Planning	477,983	469,002	-1.88%
Police	6,954,538	7,369,613	5.97%
Municipal Court	445,616	465,871	4.55%
Fire	2,599,646	2,701,398	3.91%
Park & Recreation	2,447,492	2,448,495	.04%
Park Maintenance	956,440	987,529	3.25%
Library	1,321,283	1,414,725	7.07%
<b>Total</b>	<b>\$17,629,949</b>	<b>\$18,337,328</b>	<b>4.01%</b>

**General Fund Reserve:**

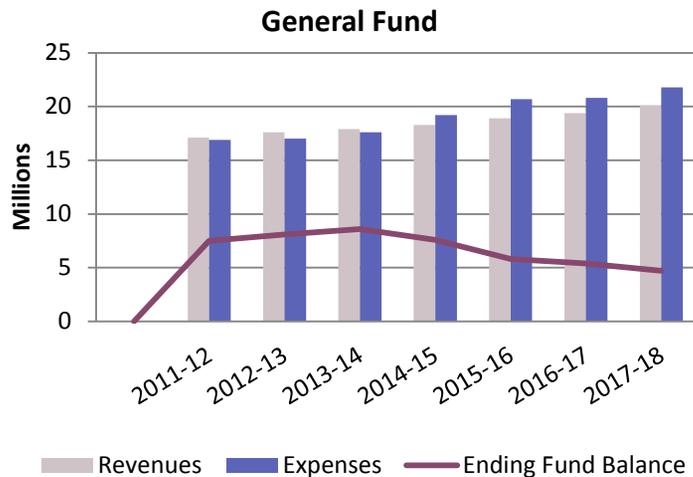
An adequate reserve, or fund balance, is critical to provide sufficient cash flow, to lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns. In 2011, City Council adopted a fund balance policy stating that a General Fund reserve of at least 25% of total annual expenditures would be sufficient to meet these needs. The 2015-16 proposed budget reflects a 33% General Fund reserve at fiscal year end.

From 2005 through 2010, the City’s assessed value (AV) increased by an average of nearly 7% per year. This steady growth and the accompanying increase in property tax revenue were a major factor in building a healthy General Fund reserve, even though demands for services grew with the population. The chart below reflects that the slower rate of growth in AV since 2010 (averaging 2.5%). However, AV is trending upward and is projected to increase by 3.5% in 2015-16, compared to 2.9% in the previous year. Since property tax revenues make up 60% of all General Fund revenues, the rate of AV increase and corresponding property tax revenue have a significant impact on the General Fund reserve.



During the recent economic recession, City Council and management have exercised fiscal restraint and worked diligently to contain costs. Over the last several years, positions and programs were reduced, general service employees were asked to forego cost of living adjustments, and in some cases, repairs and maintenance projects were deferred. The City’s adherence to conservative budgeting practices, as well as strategic use of the reserve to balance the budget, have allowed McMinnville to weather the difficult economic times experienced in recent years.

The following chart demonstrates the relationship between revenues, expenditures, and the General Fund reserve. Although the 2015-16 proposed budget and the fiscal forecast project that expenditures will continue to exceed revenues and the spend down of the General Fund reserve will continue through 2017-18, conservative spending and continued long term financial planning will maintain the reserve at acceptable levels and within the guidelines of the fund balance policy.



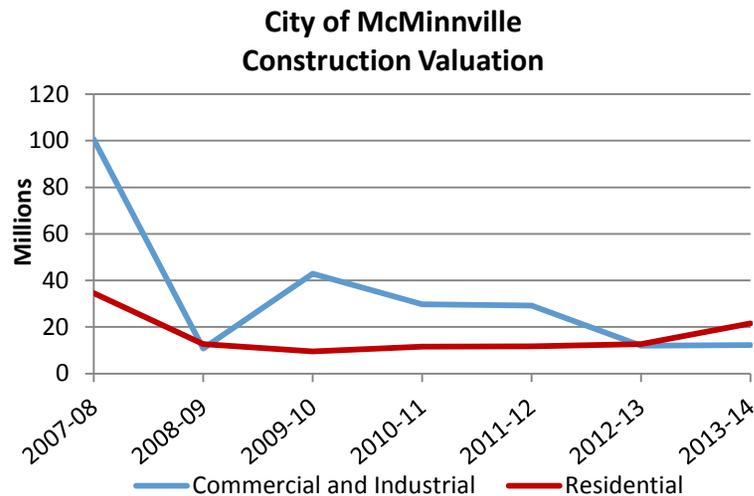
The long-term fiscal forecast is an essential tool used by the City to facilitate long term financial planning. The fiscal forecast model includes projections for revenues, expenditures, and fund balances. Projections are based on a set of assumptions, including percentage changes for assessed property values, cost of living adjustments, PERS employer contribution rates, etc. The forecast model, which incorporates the 2015-16 proposed budget, includes “moderate” assumptions as opposed to more aggressive or conservative assumptions. The goal is to produce a forecast that is as realistic as possible and that provides a basis for making prudent decisions about the proposed budget.

A mid-year review of the forecast is completed in January, comparing assumptions to actual results; for example, actual beginning fund balance is compared to estimated beginning fund balance, actual assessed value increase is compared to the estimated increase, etc. The forecast is then revised to reflect this updated information and the results are used to determine whether adjustments are needed. Fortunately, the City has a healthy General Fund reserve, which provides sufficient cash flow and lessens the impact of unanticipated events.

City management will continue to closely monitor revenues and expenditures, ensuring that any additional spend down of the General Fund is strategic and based on Council goals and priorities.

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. Accordingly, staffing in the Building Department was decreased due to the reduction in work load and to match building permit revenues with department expenditures. The chart below illustrates the dramatic decrease in residential activity from 2007-08 to 2008-09 and the lack of any consistent increase in activity since that date. However, the 2015-16 proposed budget reflects a 3% increase in building permit revenue compared to the prior year, based on signs of recovery in McMinnville’s construction industry. The 2015-16 proposed budget includes the addition of a full-time Building Inspector, to be added as workload and customer demand dictate.



**The Ambulance Fund** continues to face significant financial challenges. The gap between the cost of operations and reimbursement for transports continues to widen. Notably, Medicare (federal) and Medicaid (state) pay approximately 25% of the transport fee charged by the City. This has a significant impact on ambulance operations, as 80% of total transports are Medicare and Medicaid accounts, with the number of Medicaid transports increasing due to the Affordable Care Act.

Due to these fiscal challenges, a transfer of \$1,150,000 from the General Fund is included in the 2015-16 proposed budget to support ambulance operations and to purchase a replacement ambulance.

**Wastewater Services Fund and Wastewater Capital Fund** expenditures constitute 20% of all City operating expenditures, excluding transfers. Due to foresight shown by previous City Councils and City management, a significant capital project reserve was built over the past several years. As a result, the City will need to implement only moderate rate increases and will issue no additional debt to fund major inflow and infiltration projects and the expansion of the Water Reclamation Facilities.

**Transportation Fund** expenditures for 2015-16 include over \$5.0 million for street improvement and repair projects. These projects will be funded with proceeds from general obligation bonds approved by voters in November 2014. The majority of the \$18.0 million in proceeds from the bonds, issued in April 2015, will be carried forward to fiscal year 2016-17. It is anticipated that all bond proceeds will be spent to complete various transportation projects by the end of 2017-18.

City Wide Financial Overview – Budget Summary

The City Wide Financial Overview summary included at the end of this section is a comparison of total resources and requirements for all City funds for the 2014-15 amended budget and the 2015-16 proposed budget. Following is an analysis of the summarized information in the Overview.

**Urban Renewal and Urban Renewal Debt Service Funds** are not included in the City Wide Financial Overview summary. Although urban renewal funds are included in the City budget document, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal District budget.

**The Resources section** of the table reflects a 3% increase in the total **Beginning Fund Balance** for all funds, primarily due to an \$18 million increase in the Transportation Fund beginning balance. Proceeds from general obligation bonds issued in April 2015 will be carried over to 2015-16.

**Property Taxes**, including current and prior year operating taxes and taxes levied for debt service payments, are projected to increase 14% compared to budgeted 2014-15 Property Taxes. The 2015-16 proposed budget projects a 3.5% increase in assessed values (AV). Also, property taxes levied for 2015-16 debt service are \$805,000 higher compared to the prior year, due to increased principal and interest payments on the 2015 general obligation transportation bonds.

**Licenses and Permits** revenues are estimated 9% higher than the prior year, due to higher franchise fees, building permit revenues, and transient lodging tax revenues.

Several factors contributed to the **Intergovernmental** revenue increase of 12%, including higher state shared revenues (liquor and gas taxes) and a \$400,000 Community Development Block Grant accounted for in the Special Assessment Fund.

The decrease in **Miscellaneous** revenues is attributable to several factors, including fluctuations in anticipated grants and donations.

The 19% increase in **Transfers In** revenue is primarily due to an increase in the transfer from Wastewater Services to the Wastewater Capital Fund (\$1.3 million) to fund major capital projects in 2015-16.

The 2015-16 proposed budget also includes increases in the transfer from the General Fund to the Ambulance Fund and in the transfer from the Transient Lodging Tax Fund to the General Fund.

**The Requirements section** of the table indicates that **Personnel Services** expenditures increased by 6%, due to several factors, including cost of living adjustments (COLA); adjustments to general service employees salaries based on recommendations of a survey completed in early 2015; staffing changes in the General Fund and Building Fund; and increases in the costs of health insurance and the PERS employer contribution rate. Please refer to the Personnel Services Overview immediately following this section for additional information.

The increase of 9% in **Materials and Services** expenditures resulted primarily from an increase in professional services in the Transportation Fund, related to various street improvement projects and repairs that will be funded with general obligation bond proceeds.

**Capital Outlay** expenditures decreased significantly due to an \$8.2 million increase in expenditures in the Wastewater Capital Fund in 2015-16 compared to the prior year. Construction of the secondary treatment expansion and modifications of the Water Reclamation Facilities (WRF) will be completed in 2015-16.

The increase in **Debt Service** expenditures in the 2015-16 proposed budget reflects the initial principal and interest payments on the 2015 general obligation transportation bonds.

The 78% increase in total **Ending Fund Balance** is primarily related to a \$13.0 million increase in the Transportation Fund ending balance, reflecting the estimated carryover of general obligation bond proceeds to fiscal year 2016-17.

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](mailto:Marcia.Baragary@ci.mcminnville.or.us) for additional information regarding the Financial Overview.



City Wide Financial Overview

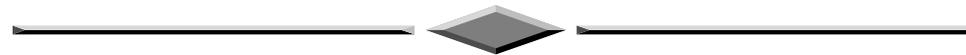
Description	2014 - 2015 Amended Budget	2015 - 2016 Proposed Budget	Percent Change
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**RESOURCES**

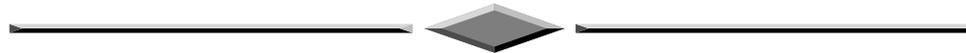
Beginning Fund Balance	\$38,974,511	\$51,038,236	31%
Property Taxes	12,332,900	14,008,600	14%
Special Assessments	71,000	74,000	4%
Licenses & Permits	3,421,850	3,729,800	9%
Intergovernmental	4,013,192	4,505,285	12%
Charges for Services	16,130,120	16,241,716	1%
Fines & Forfeitures	731,850	553,250	-24%
Miscellaneous	749,937	671,803	-10%
Current Revenue	37,450,849	39,784,454	6%
Transfers In	8,543,076	10,167,242	19%
<b>TOTAL ALL RESOURCES</b>	<b>\$84,968,436</b>	<b>\$100,989,932</b>	<b>19%</b>

**REQUIREMENTS**

Personal Services	19,773,869	20,949,445	6%
Materials & Services	12,662,751	13,746,416	9%
Capital Outlay	16,571,532	9,994,193	-40%
Special Payments	26,000	61,100	0%
Debt Service	1,733,622	2,650,925	53%
Operating Budget	50,767,774	47,402,079	-7%
Transfers Out	8,543,076	10,167,242	19%
Other Financing Sources	-	-	0%
Non-operating Budget	8,543,076	10,167,242	19%
Contingency	3,459,710	3,973,561	15%
Ending Fund Balance	22,197,876	39,447,050	78%
<b>TOTAL ALL REQUIREMENTS</b>	<b>84,968,436</b>	<b>\$100,989,932</b>	<b>19%</b>



# FUND DEFINITIONS



- Budget Organization Chart



# Fund Definitions

## - Budget Basis

2015-2016 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, gas 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 gas 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 fourteen governmental funds, including the two urban renewal 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 downtown economic improvement district (DEID) assessments, which are collected by the City and turned over to the McMinnville Downtown Association. The City's Community Development Block Grant is also being accounted for in this fund.

#### Telecommunications Fund

This fund accounts for franchise fees received from service providers that operate telecommunications and 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 access for the McMinnville community.

#### Transient Lodging Tax Fund

This fund, established in fiscal year 2013-14, accounts for transient lodging taxes collected from the occupants of temporary lodgings, such as hotels and motels. 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 2015-16 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). Funds are transferred from the General Fund (Police and Fire) and Ambulance Fund to the Emergency Communications Fund. The City's member contribution to YCOM is then paid from the Emergency Communications Fund.

Street Fund

The principal revenue for this fund is state gas taxes, which are collected by the State of Oregon, turned over to the City, and spent according to provisions in Article IX, Section 3 of the Constitution of the State of Oregon. Gas tax revenue is used to finance street maintenance, pavement repairs, equipment purchases, and street lighting.

Airport Maintenance Fund

This fund accounts for fees for airport services, including building, hangar, and land lease rental payments. Revenue is committed to be used for airport operations. In addition, Federal Aviation Administration (FAA) grant revenue is accounted for in this fund. FAA grant dollars are used for runway and taxiway rehabilitation and reconstruction. Typically, the City is required to provide a 10% match for FAA grant funded projects.

**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 & Courtroom/Civic Building bond proceeds received in 2006 and used for construction of the Public Safety Building and the Civic Hall. Both buildings were completed in 2009-10. Approximately \$11,000 in bond proceeds are being held in this fund for payment to the IRS, if it is determined that an arbitrage liability exists.

Transportation Fund

The primary revenue in the Transportation 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 that can only be used for capital projects that increase system capacity. Proceeds from general obligation bonds issued in 2015 are also accounted for in this fund.

In 2013, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local match for the Newberg-Dundee bypass project. Principal and interest payments on the loan are accounted for in the Transportation Fund.

Park Development Fund

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

Urban Renewal Fund

This fund is used to account for administrative costs, professional services, program costs, and capital projects for the Urban Renewal District. Although the Urban Renewal Fund is included in the City's budget document, the Urban Renewal District is an entity separate from the City. The Urban Renewal Agency Board is responsible for adopting the Urban Renewal budget.

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 conveyance system, and inflow and infiltration (I&I) projects. Major revenue sources are system development charges (SDCs) and sewer user fees, which are transferred from the Wastewater Services Fund.

**Governmental Funds: Debt Service Fund**

Urban Renewal Debt Service Fund

This fund accounts for Urban Renewal Agency debt service payments on loans or bonds. Per Oregon statute, tax increment revenue from property taxes can only be spent on debt service. Accordingly, tax increment dollars are budgeted in this fund to repay loans from the General Fund or other third party debt.

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.

**Business Type Activities: Enterprise Funds**

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

Building Fund

Income in this fund is primarily fees for building inspections and plan review of residential, commercial and industrial projects. State law mandates that building plan review fee income must be dedicated to the building inspection program.

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 also transferred to the Wastewater Capital Fund to pay for major capital projects.

Ambulance Fund

This fund is used to account for revenues and expenditures for emergency ambulance services provided to the community. Although the Ambulance Fund is classified as an enterprise fund and is intended to be self-supporting, a transfer from the General Fund is required to pay for capital purchases and to maintain an adequate fund balance.

## **Internal Service Funds**

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

The Urban Renewal Fund and Urban Renewal Debt Service Fund are not included in the City Budget Organization Chart.

### Information Systems and Services Fund (IS)

This fund accounts for information technology 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.

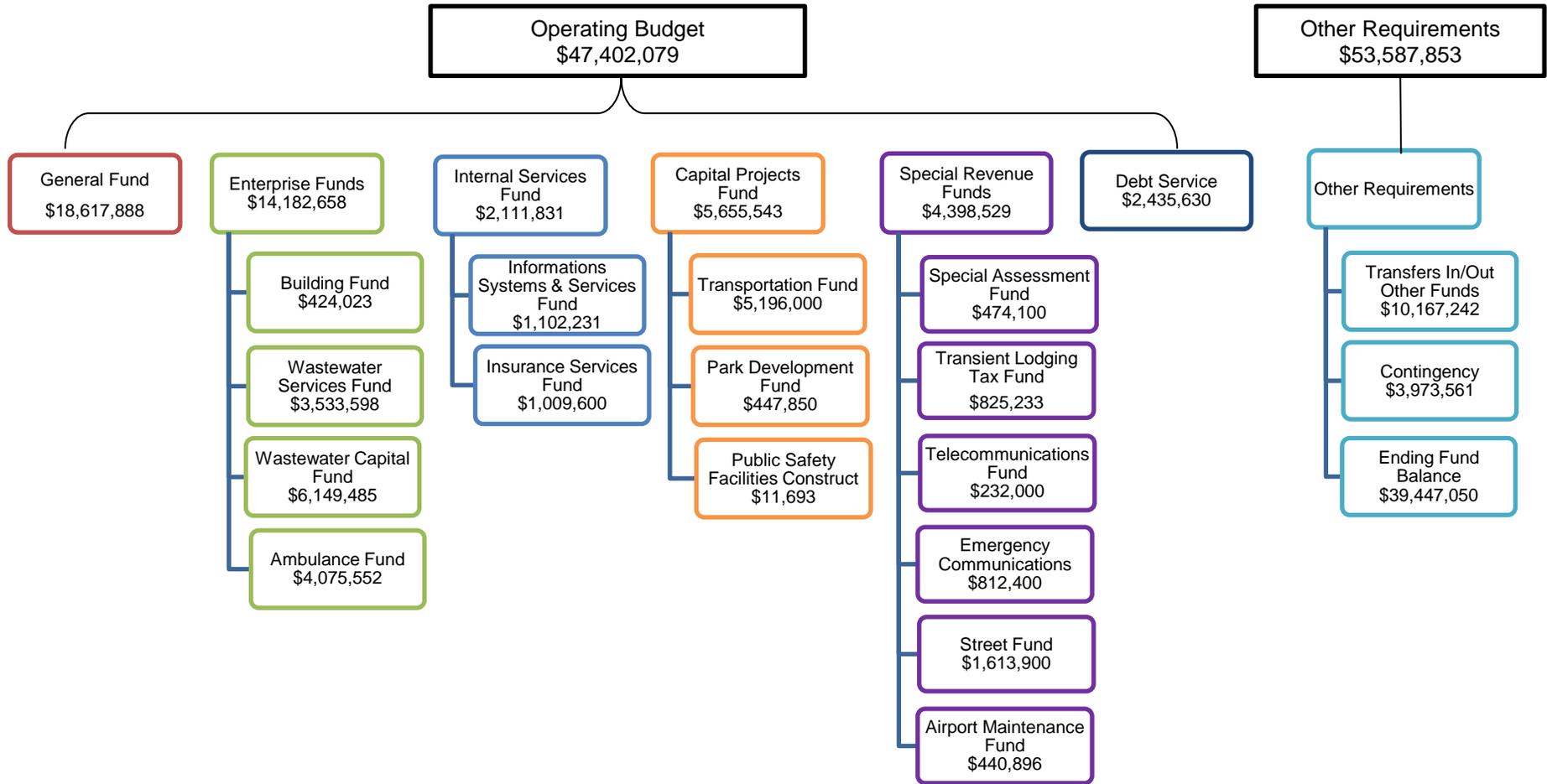
**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements". The total "Operating Budget" (\$47.4 million) includes Personnel Services, Materials and Services, Capital Outlay and Debt Service expenditures. "Other Requirements" include Transfers In and Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$53.6 million). Total "Operating Budget" and "Other Requirements" in the 2015-16 proposed budget are \$101.0 million.



# Budget Organization Chart

2015 - 2016 Proposed Budget

**Total 2015 - 2016 Proposed Budget  
\$100,989,932**





# **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

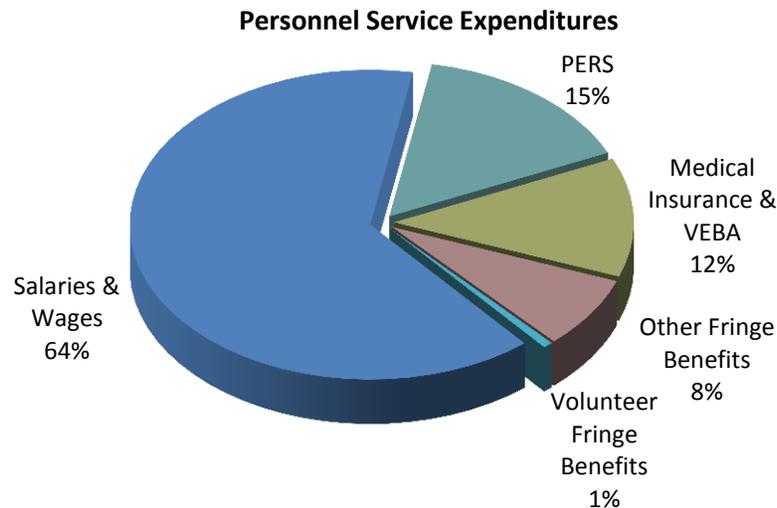
2015–2016 Proposed Budget

## Introduction

City of McMinnville personnel services expenditures account for 36% of the City's total 2015-16 proposed budget expenditures and include salaries and wages and fringe benefits for City personnel. In the 2015-16 proposed budget, total personnel services cost for all funds is \$20.9 million.

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 account for 36% of total personnel services expenditures, or \$7.5 million in the 2015-16 proposed budget. As PERS and medical insurance costs combined are \$5.8 million in the proposed budget, changes in rates for these fringe benefits have a significant impact on the City's budget.

PERS (Public Employees Retirement System, Tier 1/Tier 2), OPSRP (Oregon Public Service Retirement Plan), and IAP (Individual Account Program)

	<u>Employer Contribution</u>	
	<u>2013-15</u>	<u>2015-17</u>
• PERS Tier 1/Tier 2 members	~18%	~21%
• OPSRP General Service members	~14%	~14%
• OPSRP Police and Fire members	~17%	~18%
• IAP – all members	6%	6%

Approximately 48% of PERS eligible employees are Tier 1/Tier 2 members; 40% are OPSRP General Service members; and 12% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year.

## Personnel Services Overview

### Page II

#### Medical Insurance

For 2016, the City's medical insurance premiums are expected to increase by 12.7%, which will have a significant impact on both the City's cost and the employee's share of the premium. Currently, the employee pays approximately 17% of the total premium. To keep premium rates flat for General Service employees, the City is proposing a higher deductible medical insurance plan with a Volunteer Employees' Benefit Association (VEBA) account. A VEBA account is a healthcare cost reimbursement account, funded by the employer. The 2015-16 proposed budget provides for the City to fund the employee's VEBA account for the 2016 plan year with 100% of the copay plan deductible. Funding of employees' VEBA accounts will be decreased to 50% of the deductible in subsequent plan years. Only employees choosing health insurance coverage through the City would be eligible for a VEBA account.

Pursuant to the terms of collective bargaining agreements, Fire Union employees pay 10% of the premium for a higher deductible plan, with the City paying 100% of the copay plan deductible into the Fire Union member's VEBA account. Police Union employees pay 5% of the premium for a medical plan with a \$100 deductible and 90% / 10% coinsurance.

Other Fringe Benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability insurance, workers compensation insurance, and unemployment benefits.

#### **Change in Personnel**

The 2015-16 proposed budget reflects an overall increase of 2.30 full-time equivalents (FTE). The tables immediately following this overview provide more detailed information:

Table #1 Five-year trend of FTE, including FTE in the "Proposed 2015-16" budget, by department

Table #2 Change in FTE from the "2015 Adopted to 2016 Proposed Budget", by position.

Table #3 Current number of employees and City 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 the second half of 2014 was 2.1%. The 2015-16 proposed budget includes a 2.1% COLA for General Service employees.

Pursuant to the terms of a collective bargaining agreement, the 2015-16 proposed budget also includes a 2.1% COLA for Police Union members.

At this time, the proposed budget includes a 2.1% COLA for Fire Union employees. However, contract negotiations between the City and Fire Union are currently in progress. Provisions of the Fire Union contract, including possible additional salary adjustments, will be in effect July 1, 2015 through June 30, 2018.

#### **Salary Survey Adjustments**

A salary survey of General Service positions was completed in April 2015. The survey indicated that many General Service employees are below market pay rates, when compared to comparable positions in similar-sized Oregon cities. Salary adjustments included in the 2015-16 proposed budget reflect the first phase of implementing the recommendations included in the survey. It is anticipated that additional adjustments will be made in the next several years to fully implement survey recommendations and to bring General Service employees within 5% of average pay for comparable Oregon cities.

### **Significant Department Changes**

The 2015-16 proposed budget continues an engineering Project Manager that was hired in January 2015 to assist with managing the numerous Transportation bond projects included in the ballot measure passed by voters in November 2014.

The 2015-16 budget also continues a full-time Information Systems (IS) Analyst I that was hired in February 2015. Adding this position enables the IS Department to provide better application support, especially for the Police, Fire, and Ambulance Departments.

Previously, a Permit Technician/Administrative Specialist II position was split between Fire and Ambulance (0.50 FTE) and the Engineering, Planning, and Building Departments (0.50 FTE). The 2015-16 proposed budget provides for a full-time Permit Technician to be shared between Engineering, Planning, and Building Departments and a full-time Administrative Specialist II to be shared by Fire and Ambulance.

In addition, the 2015-16 proposed budget includes the hiring of a Building Inspector III, contingent on expected increases in Building Department activity and corresponding growth in building permit revenue.

An increase in Park Ranger hours will provide additional presence in City parks and the Downtown area. The McMinnville Downtown Association has agreed to contribute \$6,000 to help support the Downtown Ranger program.

In the Police Department, the 2015-16 proposed budget eliminates a temporary police officer position (0.73 FTE) that was discontinued in fiscal year 2014-15.

Please see the Budget Summaries that accompany each Fund for additional information regarding these changes.

### **Summary**

Personnel services expenditures in the 2015-16 proposed budget reflect the “cautious optimism” referred to in the City Manager’s Budget Message and the continued philosophy of conservative budgeting. This prudent approach to budgeting is reflected in the phased-in approach for implementing salary survey adjustments and in the proposed change to a higher deductible health insurance plan with a VEBA account for General Service employees.

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

**Table #1**

<b>Department</b>	<b>Adopted 2011-12</b>	<b>Adopted 2012-13</b>	<b>Adopted 2013-14</b>	<b>Adopted 2014-15</b>	<b>Proposed 2015-16</b>
Administration	3.30	3.30	3.30	3.30	3.30
Finance	8.19	7.08	7.01	6.91	6.81
Engineering	5.85	5.60	5.89	6.33	6.89
Planning	4.50	4.00	3.50	3.50	3.65
Police	44.16	44.39	43.86	46.59	45.93
Municipal Court	4.41	4.38	4.32	3.80	3.80
Fire	14.95	14.03	14.48	14.47	14.75
Parks & Recreation					
Administration	2.15	2.06	1.96	2.40	2.70
Aquatic Center	11.19	11.08	11.20	11.20	11.07
Community Center & Rec Programs	5.19	5.60	5.60	5.70	5.74
Kids On The Block	7.67	7.13	7.13	8.80	8.81
Recreation Sports	4.85	4.13	4.32	4.18	4.28
Senior Center	2.87	2.67	2.67	2.60	2.33
Park Maintenance	10.26	10.00	9.06	9.06	9.07
Library	17.01	15.55	15.38	15.52	15.45
<b>General Fund - Total</b>	<b>146.55</b>	<b>141.00</b>	<b>139.68</b>	<b>144.36</b>	<b>144.58</b>
<b>Street Fund</b>	<b>8.90</b>	<b>8.90</b>	<b>8.66</b>	<b>8.68</b>	<b>8.71</b>
<b>Building</b>	<b>3.65</b>	<b>2.00</b>	<b>1.90</b>	<b>2.00</b>	<b>3.25</b>
Wastewater Services					
Administration	3.06	3.06	3.06	3.06	3.06
Plant	8.00	8.00	8.00	9.00	9.00
Environmental Services	4.00	4.00	4.00	4.00	4.00
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
<b>Wastewater Services - Total</b>	<b>20.46</b>	<b>20.46</b>	<b>20.46</b>	<b>21.46</b>	<b>21.46</b>
<b>Ambulance</b>	<b>20.72</b>	<b>22.40</b>	<b>22.65</b>	<b>22.65</b>	<b>22.95</b>
<b>Information Systems &amp; Services</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.50</b>	<b>4.00</b>
<b>Total City Employees - FTE's</b>	<b>203.28</b>	<b>197.76</b>	<b>196.35</b>	<b>202.65</b>	<b>204.95</b>
<b>Difference from prior year</b>				<b>+ 2.30</b>	

**City of McMinnville**  
**Change in Full Time Equivalent (FTE)**  
**2015 Adopted to 2016 Proposed Budget**

**Table #2**

<u>Positions - By Department</u>	<u>Change in FTE</u>	<u>Positions - By Department</u>	<u>Change in FTE</u>
<b><u>Administration</u></b>		<b><u>Kids On The Block</u></b>	
No Changes	<u>0.00</u>	Extra Help - Management Assistant	0.29
		Site Director II	<u>(0.28)</u>
			<u>0.01</u>
<b><u>Finance</u></b>		<b><u>Recreation Sports</u></b>	
Extra Help - Finance	(0.03)	Extra Help - Management Assistant	(0.10)
Extra Help - Ambulance Billing	<u>(0.07)</u>	Extra Help - Office	0.01
	<u>(0.10)</u>	Program Assistant	0.24
<b><u>Engineering</u></b>		RP Labor - Adult Sports	(0.05)
Project Manager - Engineering	0.50	RP Labor - Youth Soccer	0.11
Permit Technician - Combined Departments	0.10	RP Labor - Youth Basketball	0.01
Extra Help - Engineering	<u>(0.04)</u>	RP Labor - Youth Baseball/Softball	<u>(0.12)</u>
	<u>0.56</u>		<u>0.10</u>
<b><u>Planning</u></b>		<b><u>Senior Center</u></b>	
Permit Technician - Combined Departments	0.65	Extra Help - Senior Center	(0.04)
Permit Technician/Administrative Specialist II - Fir	<u>(0.50)</u>	Classes & Programs Labor - SC	(0.20)
	<u>0.15</u>	Extra Help - Senior Center - Day Tours	<u>(0.03)</u>
			<u>(0.27)</u>
<b><u>Police</u></b>		<b><u>Park Maintenance</u></b>	
Police Sergeant - Special Ops Admin	(1.00)	Extra Help - Park Maintenance	<u>0.01</u>
Police Officer - Patrol	1.00		
Extra Help - Investigations	0.07	<b><u>Library</u></b>	
Extra Help - Police Officer	<u>(0.73)</u>	Librarian III - Circulation	1.00
	<u>(0.66)</u>	Library Circulation Specialist	(1.00)
<b><u>Municipal Court</u></b>		Library Tech Assistant - Children's	0.75
No Changes	<u>0.00</u>	Library Assistant - Children's	(0.75)
		Library Page	<u>(0.07)</u>
			<u>(0.07)</u>
<b><u>Fire</u></b>		<b><u>Street</u></b>	
Administrative Specialist II	0.25	Extra Help - Street	<u>0.03</u>
Mechanic	0.05		
Extra Help - Fire Prevention	<u>(0.02)</u>	<b><u>Building</u></b>	
	<u>0.28</u>	Building Inspector III	1.00
<b><u>Parks &amp; Recreation - Administration</u></b>		Permit Technician - Combined Departments	0.25
Rec Leadership - Park Ranger	<u>0.30</u>		<u>1.25</u>
		<b><u>Wastewater Services</u></b>	
<b><u>Aquatic Center</u></b>		Operator II - WRF	1.00
Extra Help - Aquatics I, II, & III (Lifeguard)	0.08	Operator I - WRF	<u>(1.00)</u>
Extra Help - Aquatics I, II, & III (Office)	(0.15)		<u>0.00</u>
Extra Help - Aquatics I, II, & III (Swim Lessons)	0.01	<b><u>Ambulance</u></b>	
Extra Help - Aquatics I, II, & III (Fitness Classes)	0.02	Administrative Specialist II	0.75
Extra Help - Aquatics I, II, & III (Classes & Program)	(0.02)	Permit Technician/Administrative Specialist II - Fir	(0.50)
Extra Help - Aquatics I, II, & III (Special Events)	<u>(0.07)</u>	Mechanic	0.05
	<u>(0.13)</u>		<u>0.30</u>
<b><u>Community Center</u></b>		<b><u>Information Systems</u></b>	
Extra Help - Community Center	(0.14)	Information Systems Analyst I	<u>0.50</u>
Extra Help - Community Center Security	(0.01)		
Classes & Programs Labor - CC	0.19		
	<u>0.04</u>		
		<b>Total Change in Full Time Equivalent (FTE)</b>	<u><u>2.30</u></u>

**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2015 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	3	-	40	43
Police	41	2	94	137
Municipal Court	3	2	1	6
Fire				
Fire Administration & Operations	12	1	44	57
Fire Prevention & Life Safety	2	-	-	2
Parks & Recreation				
Administration	1	-	1	2
Aquatic Center	3	31	4	38
Community Center & Rec Programs	2	5	75	82
Kids On The Block	1	52	25	78
Mayor's Charity Ball	-	-	85	85
Recreation Sports	1	41	184	226
Senior Center	1	3	160	164
Park Maintenance	6	1	280	287
Library	8	13	241	262
<b>General Fund - Total</b>	<b>98</b>	<b>153</b>	<b>1,260</b>	<b>1,511</b>
<b>Street</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>8</b>
<b>Airport Maintenance</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>
<b>Building</b>	<b>2</b>	<b>1</b>	<b>12</b>	<b>15</b>
Wastewater Services				
Administration	2	-	-	2
Plant	9	-	-	9
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
<b>Wastewater Services - Total</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>
<b>Ambulance</b>	<b>23</b>	<b>-</b>	<b>-</b>	<b>23</b>
<b>Information Systems &amp; Services</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
<b>Total City Employees &amp; Volunteers</b>	<b>156</b>	<b>154</b>	<b>1,278</b>	<b>1,588</b>

# City of McMinnville

## Volunteer Roster - 2014

**Table #4**

Department	# of Volunteers	Notes
<b>Administration</b>		
City Council	7	
Budget Committee	7	
Mayor's Charity Ball Advisory Board	<u>12</u>	
	<b><u>26</u></b>	
<b>Police</b>		
Police Reserves (a)	4	(a) <b>Police Reserves</b> 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)	79	
Other Police Volunteers (b)	<u>11</u>	(b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.
	<b><u>94</u></b>	
<b>Municipal Court</b>		
Volunteer (c)	<u>1</u>	(c) <b>Municipal Court Volunteer</b> assists with fingerprinting of defendants.
<b>Library</b>		
Volunteers	<b><u>241</u></b>	
<b>Building</b>		
Board of Appeals	5	
Building Code Advisory Board	<u>7</u>	(d) <b>Fire &amp; EMS Volunteers</b> 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.
	<b><u>12</u></b>	
<b>Planning</b>		
Citizen's Advisory Committee	5	(e) <b>The McMinnville Swim Club and High School</b> 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.
Historic Landmarks Committee	5	
Landscape Review Committee	5	(f) <b>The Survival Swimming Program</b> 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.
McMinnville Urban Area Management Commission	7	
McMinnville Urban Renewal Advisory Committee	9	
Planning Commission	<u>9</u>	
	<b><u>40</u></b>	
<b>Fire &amp; Ambulance</b>		
Fire & EMS Volunteers (d)	<b>44</b>	
<b>Parks &amp; Recreation</b>		
Aquatic Center (e) (f)	4	(g) <b>Park and Recreation</b> sponsored "Annual Sprint Triathlon" enjoys support from 50 - 75 event volunteers each May.
Park Watch Program	1	
Community Center (g)	75	(h) <b>Recreational Sports Volunteers</b> serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports (these 184 people coached 246 teams).
Kids On The Block	25	
Recreational Sports (h)	184	
Senior Center Volunteers (i)	160	
Park Project Volunteers	280	(i) <b>Senior Center Volunteers</b> 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.
Mayor's Charity Ball	<u>85</u>	
	<b><u>814</u></b>	
<b>Airport</b>		
Airport Commission	<u>6</u>	
<b>Total Volunteers</b>	<b><u>1,278</u></b>	

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

July 1, 2015

Adopted Salary Market Adjustments & 2.1% COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Attorney	362	3,888	4,082	4,285	4,500	4,726	4,962
Community Development Director							
Fire Chief	361	3,793	3,983	4,182	4,390	4,610	4,841
Police Chief							
Finance Director/City Recorder	358	3,521	3,697	3,882	4,077	4,387	4,495
Parks & Recreation Director	356	3,352	3,519	3,695	3,880	4,075	4,278
Planning Director							
Assistant Fire Chief	355	3,270	3,434	3,606	3,785	3,975	4,173
Emergency Medical Services Chief							
Fire Marshal							
Library Director							
Police Captain							
Wastewater Services Manager	354	3,191	3,349	3,517	3,693	3,878	4,073
EMS Division Chief	351	2,962	3,110	3,266	3,430	3,602	3,781
Fire & Life Safety Div Chief							
Building Official	349	2,821	2,961	3,108	3,264	3,427	3,599
Engineering Services Manager							
Superintendent - Public Works							
Principal Planner	347	2,683	2,819	2,959	3,107	3,262	3,425
Information Systems Analyst III	344	2,492	2,617	2,748	2,885	3,029	3,181
Operations Superintendent - WRF							
Supvr - Environmental Svcs - WRF							
Project Manager - Engineering	342	2,372	2,491	2,615	2,746	2,883	3,027
Building Inspector III	341	2,315	2,431	2,551	2,679	2,813	2,954
Recreation Program Mgr - Aquatic	340	2,257	2,371	2,489	2,614	2,744	2,882
Recreation Program Mgr - KOB							
Recreation Program Mgr - Seniors							
Recreation Program Mgr - Sports							
GIS/CAD System Specialist	339	2,203	2,314	2,429	2,550	2,677	2,811

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Information Systems Analyst II Senior Engineering Technician Supervisor - Park Maintenance Supervisor - SS & SD Maintenance Supervisor - Street Maintenance							
Library Services Manager Sr Environmental Tech Support Services Mgr -Police	338	2,148	2,256	2,370	2,488	2,612	2,742
Sr Laboratory Tech - WRF	337	2,096	2,202	2,313	2,428	2,549	2,676
Engineering Technician Sr Mechanic/SCADA Tech - WRF	336	2,047	2,147	2,255	2,369	2,486	2,611
Information Systems Analyst I Senior Operator - WRF	335	1,996	2,095	2,201	2,310	2,426	2,547
Librarian III - Children's Svcs Librarian III - Circulation Librarian III - Reference Senior Accountant	333	1,899	1,995	2,094	2,199	2,308	2,424
Admin Assistant/HR Analyst Environmental Tech II Mechanic - Fire Dept - PT+ Mechanic - WRF	332	1,853	1,946	2,043	2,145	2,252	2,366
Accountant II Accountant II - Payroll Operator II - WRF Rec Program Supervisor - Aquatic Rec Program Supervisor - CC Senior Utility Worker - WWS	331	1,808	1,898	1,993	2,093	2,198	2,307
Laboratory Technician - WRF	330	1,763	1,852	1,945	2,042	2,143	2,251
Accountant I 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	329	1,720	1,807	1,897	1,992	2,092	2,197

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Facilities Maint Spec II -Police	327	1,639	1,719	1,805	1,896	1,991	2,091
Library Circulation Specialist							
Mechanic - Public Works							
Operations Supp Specialist - PW							
Operator I - WRF							
Rec Program Coord II - Aquatic							
Rec Program Coordinator II - SC							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Accounts Rec Billing Spec - Fire	325	1,559	1,638	1,718	1,804	1,895	1,990
Executive Secretary - Planning							
Librarian I - Children's							
Librarian I - Reference							
Librarian I - Technical Services							
Permit Tech/Admin Spec II - Fire							
Senior Court Clerk - MC							
Rec Program Coordinator I	323	1,484	1,558	1,637	1,717	1,803	1,894
Rec Program Coordinator I - SC							
Utility Worker I - Street							
Administrative Spec II - Fire	321	1,412	1,482	1,557	1,636	1,716	1,802
Court Clerk II - MC							
Emergency Management Coordinator							
Library Tech Assistant							
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Tech Svcs							
Library Asst - Children's	319	1,345	1,412	1,482	1,556	1,635	1,715
Library Asst - Circulation							
Library Asst - Technical Svcs							
Administrative Spec I - Admin	317	1,280	1,344	1,410	1,481	1,555	1,634
Court Clerk I - MC							
Office Specialist II - WRF							
Recreation Specialist - Aquatic	316	1,249	1,311	1,375	1,445	1,518	1,594
Office Specialist I - Police	315	1,218	1,279	1,344	1,410	1,480	1,554
Library Page	302	884	928	973	1,022	1,074	1,127



**City of McMinnville**  
**SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS**

July 1, 2015

2.1% Adopted COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Manager	099	6,169					
Judge	068	1,447					

**Other / Certification Pay - General Service Employees**

<b>Title</b>	<b>Amount</b>
Department Head Extra Duty Pay	2% of Base Salary
Pager Pay	17.63 / Day
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, 2015

2.1% Adopted COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Police Sergeant - 12 Hour	165	2,739	2,876	3,019	3,171	3,328	3,495
Police Sergeant	160	2,608	2,737	2,876	3,019	3,171	3,328
Police Officer - 12 Hour	155	2,371	2,489	2,614	2,744	2,883	3,026
Police Officer	150	2,257	2,371	2,489	2,614	2,744	2,883
Police Comm Support Coordinator	140	1,853	1,945	2,042	2,144	2,251	2,365
Parking & Code Enforcement	130	1,797	1,887	1,982	2,080	2,184	2,293
Police Evidence & Property Tech							
Police Records Specialist	120	1,672	1,755	1,843	1,935	2,032	2,133

**Other / Certification Pay - Police Union Employees**

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree	58	2%	150	F
BA / BS Degree	115	4%	150	F
Intermediate Certificate	115	4%	150	F
Advanced Certificate	231	8%	150	F
Bilingual	144	5%	150	F
ASL Certified	144	5%	150	F
Detective (including sergeant)	144	5%	150	F
K-9	144	5%	150	F
School Resource Officer	144	5%	150	F
Police Training Officer	1.66 / Hour	5%	150	F
Motorcycle Duty	1.66 / Hour	5%	150	F
Officer in Charge	1.66 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

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**Extra Help - Police Employees**

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<b>Title</b>	<b>Amount</b>	<b>Step</b>
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	

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

July 1, 2015

3.1% Adopted COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Fire Battalion Chief	245	2,851	2,993	3,142	3,299	3,465	3,638
Fire Lieutenant	235	2,485	2,608	2,739	2,875	3,021	3,170
Firefighter	220	2,320	2,436	2,557	2,685	2,819	2,961
Fire Prevention Specialist	205	1,725	1,812	1,902	1,998	2,098	2,202

**Other / Certification Pay - Fire Union Employees**

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree *	30	1%	220	F
BA / BS Degree	59	2%	220	F
Bilingual	59	2%	220	F
Field Training Officer	89	3%	220	F
Intermediate / Advanced Certificate	89	3%	220	F
Paramedic	296	10%	220	F
Standby (Duty Officer) **	109	3%	245	F

\* No employee hired after June 30, 2012 is eligible for Associate's Degree premium pay for an EMT related degree.

\*\* Applicable to Battalion Chiefs only.

**City of McMinnville**  
**Supplemental Salary Schedule**

January 1, 2015

Oregon Minimum Wage Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
Extra Help - Ambulance Billing	092 H	9.25	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 - Finance II											
Extra Help - Investigations											
Extra Help - Police Officer											
Extra Help - Training Facility											
Extra Help - Clerical	082 H	10.00	12.69	13.32	14.00						
Extra Help - Community Relations											
Extra Help - Prkng & Code Enforc											
Extra Help - EMT	075 H	12.60	17.00	23.01							
Extra Help - Fire											
Extra Help - Fire Prevention	074 H	10.00	14.00	16.73							
Municipal Court - Interpreter	064 H	10.00	12.50								
Extra Help - Building Official	052 H	50.00	54.00								
Extra Help - Mgmt Assistant - RS	050 H	12.84	13.22	13.61	14.01	14.42	14.84	15.28	15.73	16.19	16.67
Extra Help - Mgmt Assistant - KOB											
Site Director II - KOB											
Program Assistant - Library	048 H	10.82	11.14	11.46	11.80	12.14	12.50	12.86	13.24	13.63	14.03
Program Assistant - Rec Sports											
Program Assistant - SC											
Rec Program Instructor - CC											
Rec Program Instructor - SC											
Rec Program Instructor - Sports											
Site Director - KOB											
Site Director - Summer STARS											

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>
Assistant Site Director - KOB	046 H	9.81	10.09	10.39	10.69	11.00	11.32	11.65	11.99	12.34	12.71
Assistant Site Director - STARS											
Extra Help - Aquatics 3											
Extra Help - Office - Rec Sports											
Rec Leadership - Park Ranger											
Extra Help - Aquatics 2	044 H	9.45	9.73	10.01	10.31	10.60	10.92	11.23	11.56	11.89	12.25
Classes & Programs Labor - CC	042 H	9.25	9.53	9.82	10.11	10.41	10.72	11.04	11.37	11.71	12.06
Classes & Programs Labor - SC											
Extra Help - Aquatics 1											
Extra Help - Community Center											
Extra Help - RP Labor - RecSports											
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	9.25	9.50								
Extra Help - Streets											
Extra Help - Engineering	024 H	9.65	10.15	15.00							
Extra Help - WWS											



**GENERAL FUND  
BEGINNING FUND BALANCE**





# General Fund – Beginning Fund Balance

2015 – 2016 Proposed Budget --- Budget Summary

## General Fund – Beginning Fund Balance

### Beginning Fund Balance

Beginning Fund Balance represents the reserve amount carried over from the previous fiscal year. At July 1, 2015, the beginning fund balance for fiscal year 2015-16 is estimated to be \$7,729,000.

- **Draw down of General Fund reserve** --- The 2015-16 proposed budget continues the trend of spending down the beginning fund balance or the reserve in a fiscally conservative manner to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$7,729,000 at July 1, 2015 to \$5,821,000 at June 30, 2016. This is a decrease of approximately \$1,908,000.
- 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 2015-16 will be approximately \$1,000,000, resulting in a fund balance of \$6,821,000 at June 30, 2016. These “savings” are consistent with “savings” achieved in prior years. With this assumption, the spend down of the General Fund reserve during fiscal year 2015-16 is *estimated* to be approximately \$908,000.

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

In May 2014, the City entered into a full faith and credit bank loan of \$1,370,000 to purchase several Fire Department vehicles. The majority of the loan proceeds were spent in fiscal year 2014-15 for a new ladder truck and fire engine. However, the 2015-16 proposed budget includes a Designated Fund Balance, reflecting approximately \$80,000 in unspent loan proceeds. These remaining funds are appropriated in 2015-16 to complete the purchase of a used water tender.

Principal and interest debt service payments for the bank loan are included in the Fire Department proposed budget for 2015-16.

### **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. The LOSAP is administered by VFIS Benefits Division. The estimated balance for LOSAP funds at July 1, 2015 is approximately \$515,280. Expenses for the LOSAP are included in the Fire Department proposed budget for 2015-16.

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
468,301	562,639	523,400	<b>4001-07 Designated Begin FB-General Fd - LOSAP</b> Designated carryover from 2014-15 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	515,280	515,280	515,280
23,230	0	0	<b>4001-10 Designated Begin FB-General Fd - Lanouette Endowment</b> Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0	0	0
500,000	600,000	0	<b>4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve</b> Carryover of loan proceeds from 2014-15 for purchase of water tender	80,000	80,000	109,000
0	0	0	<b>4001-25 Designated Begin FB-General Fd - Facility Improvements</b>	0	0	0
6,486,295	7,139,269	10,147,700	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	7,133,321	7,133,321	7,208,461
<b>7,477,827</b>	<b>8,301,909</b>	<b>10,671,100</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>7,728,601</b>	<b>7,728,601</b>	<b>7,832,741</b>
<b>7,477,827</b>	<b>8,301,909</b>	<b>10,671,100</b>	<b>TOTAL RESOURCES</b>	<b>7,728,601</b>	<b>7,728,601</b>	<b>7,832,741</b>

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## **ADMINISTRATION DEPARTMENT**

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### **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

2015 – 2016 Proposed Budget --- Budget Summary

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## **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 2014 Annual Report.
- In December 2014, Kent L. Taylor retired after 27 years of dedicated service as McMinnville's City Manager. Following an extensive recruitment process, the City Council appointed Brigadier General Martha Meeker as City Manager. Ms. Meeker is only the third individual to serve as McMinnville's City Manager since 1965.

### **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, Yamhill County public transportation, and McMinnville Economic Development Partnership.

### **Human Resources**

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

## **Core Services**

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### **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

## 2015 – 2016 Proposed Budget --- Budget Summary



### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>28,808</b>	<b>45,600</b>	<b>46,100</b>	<b>500</b>
Personnel Services	470,280	506,164	493,402	(12,762)
Materials & Services	287,824	435,037	359,053	(75,984)
Capital Outlay	-	7,879	2,015	(5,864)
<b>Total Expenditures</b>	<b>758,104</b>	<b>949,080</b>	<b>854,470</b>	<b>(94,610)</b>
Net Expenditures	(729,296)	(903,480)	(808,370)	(95,110)

### 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.
- Maintain and enhance the City's human resources policies, programs, and practices in order to recruit the highest quality work force and ensure its long term well being.

#### 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)

	2014-15		2015-16	
	Adopted Budget	Change	Proposed Budget	
<b>FTE Adopted Budget</b>	<b>3.30</b>			
No change		-		
<b>FTE Proposed Budget</b>				<b>3.30</b>



## General Fund – Administration

## Historical Highlights

- 1870** 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.
- 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.
- 2013** City Council establishes Northeast Gateway Urban Renewal District
- 2013** Transient Lodging Tax implemented
- 2014** December 2014, Retired Brigadier General Martha Meeker appointed City Manager.

# General Fund - Administration

## 2015-2016 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>
<b><u>City Attorney</u></b>	1	362	126,237		
General Fund					
Administration					
Legal (0.90 FTE)				9	113,613
Municipal Court					
Court (0.10 FTE)				71	12,624
<b><u>Administrative Assistant / HR Analyst</u></b>	1	332	60,412		
General Fund					
Administration					
City Manager's Office (0.40 FTE)				2	24,165
Mayor & City Council (0.10 FTE)				7	6,041
Human Resources (0.50 FTE)				13	30,206
<b><u>Administrative Specialist I</u></b>	1	317	13,542		
General Fund					
Administration					
Mayor & City Council (0.20 FTE)				7	6,771
Legal (0.20 FTE)				9	6,771

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

165,228	168,216	183,470	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> City Manager - 1.00 FTE Administrative Assistant / HR Analyst - 0.40 FTE	172,218	172,218	172,218
0	0	0	<b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b>	0	0	0
1,830	1,821	2,500	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	2,500	2,500	2,500
1,064	650	1,841	<b>7000-25</b> <b>Salaries &amp; Wages - City Employee Recognition</b> 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
9,900	9,900	9,900	<b>7000-30</b> <b>Salaries &amp; Wages - Auto Allowance</b> City Manager's \$350 per month automobile allowance.	4,200	4,200	4,200
0	0	0	<b>7000-32</b> <b>Salaries &amp; Wages - Moving Allowance</b>	0	0	0
8,326	8,622	8,972	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	9,114	9,114	9,114
2,519	2,556	2,867	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	2,621	2,621	2,621
42,909	43,842	48,004	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	38,244	38,244	38,244
15,269	15,755	19,928	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	16,194	16,194	16,094
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	2,800	2,800	2,800
88	176	176	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	176	176	176
881	898	926	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	932	932	932
424	535	622	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	590	590	590
37	43	48	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	49	49	49
<b>248,475</b>	<b>253,017</b>	<b>279,254</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>251,479</b>	<b>251,479</b>	<b>251,379</b>

**MATERIALS AND SERVICES**

395	0	3,000	<b>7520</b> <b>Public Notices &amp; Printing</b>	1,200	1,200	1,200
51	31	400	<b>7540</b> <b>Employee Development</b>	400	400	400
766	1,784	10,500	<b>7550</b> <b>Travel &amp; Education</b> 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
700	800	800	<b>7610-05</b> <b>Insurance - Liability</b>	1,100	1,100	1,100
951	981	1,200	<b>7620</b> <b>Telecommunications</b>	1,200	1,200	1,200
78	48	500	<b>7660</b> <b>Materials &amp; Supplies</b>	500	500	500

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,041	767	2,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>			2,000	2,000	2,000
77	19	500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>			200	200	200
2,232	7,446	14,300	<b>7750</b>	<b>Professional Services</b>			2,270	2,270	2,270
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Audit fee allocation	1	2,200	2,200			
			Section 125 administration fee	1	70	70			
4,317	6,558	6,038	<b>7840</b>	<b>M &amp; S Computer Charges</b>			5,715	5,715	5,715
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Department M&S costs shared city-wide	1	5,715	5,715			
3,315	238	8,320	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>			1,700	1,700	1,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Department specific IS M&S costs	1	1,700	1,700			
22,855	23,006	23,775	<b>8000</b>	<b>City Memberships</b>			24,075	24,075	24,075
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Local Government Personnel Institute	1	1,600	1,600			
			Mid Willamette Vllly 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	1,175	1,175			
			Travel Yamhill Valley	1	400	400			
			Miscellaneous	1	500	500			
<b>36,776</b>	<b>41,678</b>	<b>71,833</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>42,860</b>	<b>42,860</b>	<b>42,860</b>
			<b>CAPITAL OUTLAY</b>						
431	0	513	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			504	504	504
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Department capital costs shared city-wide	1	504	504			
<b>431</b>	<b>0</b>	<b>513</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>504</b>	<b>504</b>	<b>504</b>
<b>285,682</b>	<b>294,695</b>	<b>351,600</b>	<b>TOTAL REQUIREMENTS</b>				<b>294,843</b>	<b>294,843</b>	<b>294,743</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
11,112	11,334	11,500	<b>5400-02 Property Rentals - Chamber of Commerce</b> Chamber of Commerce monthly rental income increases in October depending on the June 30, 2015 CPI-W increase.	11,700	11,700	11,700
13,614	13,837	14,100	<b>5400-03 Property Rentals - Parking Lot</b> Cornerstone Express Downtown Economic Improvement District (DEID) payment offset by parking lot rental revenue	14,400	14,400	14,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Cornerstone Express DEID	1	-443	-443
			Cornerstone Express kiosk	1	14,843	14,843
<b>24,726</b>	<b>25,171</b>	<b>25,600</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>26,100</b>	<b>26,100</b>	<b>26,100</b>
<b>24,726</b>	<b>25,171</b>	<b>25,600</b>	<b>TOTAL RESOURCES</b>	<b>26,100</b>	<b>26,100</b>	<b>26,100</b>

# 01 - GENERAL FUND

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

2016 PROPOSED BUDGET  
 2016 APPROVED BUDGET  
 2016 ADOPTED BUDGET

## REQUIREMENTS

### MATERIALS AND SERVICES

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
53	224	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	500	500	500
13,585	13,988	14,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	14,500	14,500	14,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			City Hall heating fuel	1	3,600	3,600	
			Civic Hall natural gas	1	1,200	1,200	
			City Hall electric	1	4,200	4,200	
			Civic Hall electric	1	5,500	5,500	
600	700	900	<b>7610-05</b>	<b>Insurance - Liability</b>	1,200	1,200	1,200
6,100	7,300	9,200	<b>7610-10</b>	<b>Insurance - Property</b>	9,400	9,400	9,400
5,209	5,264	5,500	<b>7620</b>	<b>Telecommunications</b>	5,500	5,500	5,500
4,234	4,380	5,000	<b>7650-10</b>	<b>Janitorial - Services</b>	5,000	5,000	5,000
981	691	1,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>	1,000	1,000	1,000
0	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>	100	100	100
6	188	1,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	500	500	500
8,407	9,625	10,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	10,000	10,000	10,000
3,948	2,225	5,600	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	5,600	5,600	5,600
3,448	3,617	25,000	<b>7720-12</b>	<b>Repairs &amp; Maintenance - Grounds</b>	5,000	5,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Other	1	3,000	3,000	
			Public parking lot behind Harvest Fresh	1	22,000	22,000	
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	0	0	0
6,269	4,104	6,200	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>	6,200	6,200	6,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance - property	1	1,000	1,000	
			Insurance - liability	1	200	200	
			Miscellaneous rental repairs and maintenance	1	5,000	5,000	
345	378	500	<b>7750</b>	<b>Professional Services</b>	500	500	500
13,242	15,331	15,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>	15,500	15,500	15,500
			Security system, janitorial services, floor mat cleaning, heating system maintenance.				
3,000	3,000	3,000	<b>7790-05</b>	<b>Maintenance &amp; Rental Contracts - Water &amp; Light Fiber Net</b>	4,500	4,500	4,500
4,724	0	3,000	<b>7800</b>	<b>M &amp; S Equipment</b>	1,400	1,400	1,400

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
74,150	71,015	106,400	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	86,400	86,400	106,400
<b><u>CAPITAL OUTLAY</u></b>						
0	0	6,200	8800 Building Improvements	0	0	0
0	0	6,200	<b><u>TOTAL CAPITAL OUTLAY</u></b>	0	0	0
74,150	71,015	112,600	<b><u>TOTAL REQUIREMENTS</u></b>	86,400	86,400	106,400

Budget Document Report

**01 - GENERAL FUND**

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

2016 PROPOSED BUDGET  
 2016 APPROVED BUDGET  
 2016 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
5,516	5,643	5,841	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Administrative Assistant / HR Analyst - 0.10 FTE	6,041	6,041	6,041
5,491	6,189	6,226	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Administrative Specialist I - 0.20 FTE	6,771	6,771	6,771
482	455	600	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	600	600	600
695	743	785	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	832	832	832
163	174	184	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	195	195	195
2,546	2,720	2,811	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	3,164	3,164	3,164
1,090	1,318	2,523	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	2,416	2,416	2,410
0	0	0	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	314	314	314
6	17	44	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	40	40	40
29	35	68	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	66	66	66
29	37	42	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	44	44	44
8	10	10	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	10	10	10
425	386	633	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	446	446	446
<b>16,481</b>	<b>17,728</b>	<b>19,767</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>20,939</b>	<b>20,939</b>	<b>20,933</b>

**MATERIALS AND SERVICES**

974	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>	500	500	500
454	453	500	<b>7620</b>	<b>Telecommunications</b>	500	500	500
0	0	300	<b>7660</b>	<b>Materials &amp; Supplies</b>	300	300	300
2,194	1,118	2,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	2,000	2,000	2,000
189	36	250	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>	250	250	250
5	5	10	<b>7750</b>	<b>Professional Services</b>	10	10	10
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	10	10
10,300	9,546	22,000	<b>7750-06</b>	<b>Professional Services - Community Outreach</b> Continuing the City Council's public communication efforts, including the 2015 Annual Report.	22,000	22,000	22,000
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	12,075	<b>7840</b>	<b>M &amp; S Computer Charges</b>			13,971	13,971	13,971
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	13,971	13,971		
0	19,516	6,500	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>			6,500	6,500	6,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				AgendaQuick renewal	1	6,500	6,500		
17,215	15,562	16,000	<b>8005</b>	<b>Mayor/City Council Expenses</b>			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.					
<b>31,330</b>	<b>46,236</b>	<b>60,135</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>62,031</b>	<b>62,031</b>	<b>62,031</b>
				<b>CAPITAL OUTLAY</b>					
0	0	1,026	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			1,231	1,231	1,231
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	1,231	1,231		
<b>0</b>	<b>0</b>	<b>1,026</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>1,231</b>	<b>1,231</b>	<b>1,231</b>
<b>47,812</b>	<b>63,964</b>	<b>80,928</b>	<b>TOTAL REQUIREMENTS</b>				<b>84,201</b>	<b>84,201</b>	<b>84,195</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

104,093	105,923	109,650	<b>7000-05</b> Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE	113,613	113,613	113,613
5,491	6,189	6,226	<b>7000-10</b> Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE	6,771	6,771	6,771
24	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
6,499	6,784	6,915	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,032	7,032	7,032
1,576	1,611	1,680	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,745	1,745	1,745
26,214	26,958	27,385	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	32,300	32,300	32,300
4,718	5,060	6,333	<b>7300-20</b> Fringe Benefits - Medical Insurance	6,252	6,252	6,234
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,014	1,014	1,014
57	118	145	<b>7300-25</b> Fringe Benefits - Life Insurance	142	142	142
548	565	618	<b>7300-30</b> Fringe Benefits - Long Term Disability	634	634	634
157	223	258	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	192	192	192
29	34	38	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	38	38	38
<b>149,405</b>	<b>153,465</b>	<b>159,248</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>169,733</b>	<b>169,733</b>	<b>169,715</b>

**MATERIALS AND SERVICES**

48	29	400	<b>7540</b> Employee Development	400	400	400
3,114	3,718	3,500	<b>7550</b> 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
700	700	800	<b>7610-05</b> Insurance - Liability	1,000	1,000	1,000
506	554	800	<b>7620</b> Telecommunications	800	800	800
310	120	500	<b>7660-05</b> Materials & Supplies - Office Supplies	500	500	500
96	62	100	<b>7660-15</b> Materials & Supplies - Postage	100	100	100
0	0	12,000	<b>7750-09</b> Professional Services - Legal Contract legal services to provide City Attorney with assistance on projects.	12,000	12,000	12,000
1,439	1,312	1,647	<b>7840</b> M & S Computer Charges	3,175	3,175	3,175

Description	Units	Amt/Unit	Total
IS Department M&S costs shared city-wide	1	3,175	3,175

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	65	0	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		975	975	975
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Scanner replacement	1	975	975		
<b>6,214</b>	<b>6,558</b>	<b>19,747</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>22,450</b>	<b>22,450</b>	<b>22,450</b>
			<b><u>CAPITAL OUTLAY</u></b>					
144	0	140	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		280	280	280
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	280	280		
<b>144</b>	<b>0</b>	<b>140</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>280</b>	<b>280</b>	<b>280</b>
<b>155,762</b>	<b>160,023</b>	<b>179,135</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>192,463</b>	<b>192,463</b>	<b>192,445</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
0	138	10,000	<b>6490 Donations - Public Art</b> Public donations for the Downtown Public Art Program	10,000	10,000	10,000
0	3,500	10,000	<b>6490-10 Donations - Public Art - Dedicated</b> Public donations for specific pieces of artwork for the Downtown Public Art Program	10,000	10,000	10,000
<b>0</b>	<b>3,638</b>	<b>20,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>0</b>	<b>3,638</b>	<b>20,000</b>	<b>TOTAL RESOURCES</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
11,563	12,845	20,000	<b>8010 Holiday Lighting</b> City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	13,000	13,000	13,000
7,617	13,596	12,500	<b>8012 M&amp;S Downtown Public Art Program</b> City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.	12,500	12,500	12,500
0	0	10,000	<b>8012-05 M&amp;S Downtown Public Art Program - Donations - Public Art</b> Public art purchases funded through revenue account 6490, Donations-Public Art.	10,000	10,000	10,000
0	3,500	10,000	<b>8012-10 M&amp;S Downtown Public Art Program - Donations - Dedicated</b> Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	10,000	10,000	10,000
11,500	15,900	19,000	<b>8015 Community Services</b>	19,000	30,000	30,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Your Community Mediators of Yamhill County	1	21,000	21,000
			Homeward Bound Pets	1	4,000	4,000
			Zero Waste McMinnville - Matching funds	1	5,000	5,000
14,000	14,000	14,000	<b>8020 McMinnville Downtown Association</b> City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	14,000	14,000
22,500	22,500	22,500	<b>8025 Yamhill Co - YCTA</b> Public transportation program support.	22,500	22,500	22,500
38,245	38,245	39,392	<b>8060 Economic Development</b> Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce.	39,882	39,882	39,882
<b>105,425</b>	<b>120,585</b>	<b>147,392</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>140,882</b>	<b>151,882</b>	<b>151,882</b>
<b>CAPITAL OUTLAY</b>						
0	0	0	<b>8712-05 Capital Outlay Downtown Public Art Program - Donations - Public Art</b>	0	0	0
0	0	0	<b>8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>105,425</b>	<b>120,585</b>	<b>147,392</b>	<b>TOTAL REQUIREMENTS</b>	<b>140,882</b>	<b>151,882</b>	<b>151,882</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
27,583	28,216	29,203	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		30,206	30,206	30,206
				Administrative Assistant / HR Analyst - 0.50 FTE				
2,288	2,277	2,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		2,500	2,500	2,500
1,768	1,809	1,966	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		2,028	2,028	2,028
414	423	460	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		474	474	474
7,206	7,404	7,698	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		8,911	8,911	8,911
5,454	5,627	5,729	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		5,785	5,785	5,750
0	0	0	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>		1,000	1,000	1,000
32	63	64	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		62	62	62
145	148	154	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		160	160	160
73	88	104	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		108	108	108
15	16	17	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		17	17	17
<b>44,977</b>	<b>46,071</b>	<b>47,895</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>51,251</b>	<b>51,251</b>	<b>51,216</b>
<b>MATERIALS AND SERVICES</b>								
0	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
0	0	200	<b>7530</b>	<b>Safety Training/OSHA</b>		100	100	100
128	344	500	<b>7550</b>	<b>Travel &amp; Education</b>		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.				
587	698	800	<b>7620</b>	<b>Telecommunications</b>		800	800	800
83	17	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
761	337	1,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,500	1,500	1,500
165	333	500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		500	500	500
23	23	25,030	<b>7750</b>	<b>Professional Services</b>		30	30	30
				Description	Units	Amt/Unit	Total	
				Section 125 administration fee	1	30	30	
<b>1,747</b>	<b>1,751</b>	<b>29,530</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>4,430</b>	<b>4,430</b>	<b>4,430</b>
<b>46,724</b>	<b>47,822</b>	<b>77,425</b>	<b>TOTAL REQUIREMENTS</b>			<b>55,681</b>	<b>55,681</b>	<b>55,646</b>



# **FINANCE DEPARTMENT**



**Organization Set – Sections**

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

**Organization Set #**

**01-03-013**  
**01-03-016**



### Budget Highlights

#### Accounting Section

The Finance Department provides vital services to the City Council, City management team and operating Departments, and to the citizens of McMinnville. Finance's duties include budgeting and accounting for all financial transactions of the City; preparing accurate and timely reports, in accordance with governmental accounting standards; and promoting responsible management of the City's financial resources. These activities demonstrate the City's commitment to accountability and transparency in all aspects of the City's operations.

Recent Finance Department accomplishments, exemplifying these high standards, include:

- Establishing an effective system for collecting and accounting for Transient Lodging Taxes;
  - Developing budgeting and accounting procedures for Urban Renewal, in compliance with generally accepted accounting principles;
  - Coordinating a full faith and credit bank loan of \$1.3 million, providing funding for the purchase of several much-needed Fire Department vehicles;
  - Coordinating issuance of \$16 million in General Obligation bonds for transportation projects, and \$8 million in refunding bonds, which will result in significant savings to McMinnville's taxpayers; and
  - Assisting the management team in developing fiscally responsible, forward-looking budgets.
- For the 2015-16 proposed budget, full time positions in Accounting remain at 5.0 full-time equivalent (FTE) consistent with 2014-15. The Proposed Budget also includes an Extra Help-Temporary Finance II position, budgeted at 0.05 FTE. The employee in this position typically works from August through November and focuses primarily on preparation of the City's Comprehensive Annual Financial Report (CAFR).

#### Ambulance Billing Section

Ambulance Billing staff contribute significantly to the ability of the City to provide emergency medical services to residents of the McMinnville area. In fiscal year 2013-14, over 4,300 transports were billed, totaling approximately \$3.2 million in billable charges. This revenue is the most significant funding source for the City's Fire and Ambulance activities.

- Staffing level of 1.75 FTE for the Ambulance Billing Section remains consistent with 2014-15, including the Temporary position at 0.01 FTE.

### Core Services

#### Accounting Section

- Providing accounting services for all City financial operations, including payroll, accounts payable, accounts receivable, and general ledger accounting
- Coordinating the annual audit of City financial statements, preparing the Comprehensive Annual Financial Report (CAFR), and maintaining unmodified audit opinions
- Preparing the City's annual budget and providing on-going monitoring of the budget throughout the year
- Developing long term fiscal forecasts, providing valuable information for budgeting and decision making
- Administering property and liability insurance claims
- Issuing and managing the City's debt, including general obligation bonds, revenue bonds, and financing agreements
- Administering the collection of Transient Lodging Taxes
- Managing the City's financial software system
- Investing public funds and ensuring efficient banking services for all City operations
- Assisting City departments, as needed, on various financial issues, including internal control development and compliance

# General Fund – Finance

## 2015 – 2016 Proposed Budget --- Budget Summary

### Ambulance Billing Section

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

- Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of payment processing systems

### Future Challenges and Opportunities

#### Accounting Section

- Continue to provide excellent financial and accounting services to City Council, management, and operating departments, while assuming additional duties related to Transient Lodging Tax, the Urban Renewal, debt issuance, etc.
- Work with City Manager, Planning Director, and consultants to budget and account for Urban Renewal, as tax increment funds increase and related projects expand over the next several years
- Continue partnering with departments to provide financial system training, identify opportunities to maximize operating efficiencies, and promote internal controls and compliance
- Explore advantages of implementing additional Logos modules, including Personnel Action Forms and Project Accounting

#### Ambulance Billing

- Continue to resolve issues related to the interface between the ambulance chart-writing software (ESO) and the ambulance billing software (TriTech)
- 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

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>12,597</b>	<b>15,500</b>	<b>25,500</b>	<b>10,000</b>
Personnel Services	574,660	612,391	644,596	32,205
Materials & Services	55,439	77,755	78,996	1,241
Capital Outlay	-	840	1,008	168
<b>Total Expenditures</b>	<b>630,099</b>	<b>690,986</b>	<b>724,600</b>	<b>33,614</b>
Net Expenditures	(617,502)	(675,486)	(699,100)	23,614

### Full-Time Equivalents (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.91</b>		
Extra Help - Finance		(0.03)	
Extra Help - Ambulance Billing		(0.07)	
<b>FTE Proposed Budget</b>		<b>(0.10)</b>	<b>6.81</b>



## General Fund – Finance

## Historical Highlights

- 1983** Finance Department transitions City accounting system to mainframe computer using Group 4 software.
- 1987** Coopers & Lybrand appointed City financial auditor.
- 1988** Finance Department purchases first PC which is shared and primarily used for budget preparation.
- 1989** First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting
- 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.

- 2003** Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP).

- 2003** Property lien searches available via Internet.

- 2005** Talbot, Korvola, & Warwick LLP appointed City financial auditor.

- 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.



- 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.

- 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.

- 2011** Ambulance Billing Coordinator and Billing Specialist relocate from Fire Hall to Finance Department office in City Hall.

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
16,200	17,925	15,000	<b>5310 On-Line Lien Search Fees</b> 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.	25,000	25,000	25,000
<b>16,200</b>	<b>17,925</b>	<b>15,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>MISCELLANEOUS</b>						
20	-5,328	500	<b>6600-94 Other Income - Finance</b> Miscellaneous Finance Department collections.	500	500	500
<b>20</b>	<b>-5,328</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>16,220</b>	<b>12,597</b>	<b>15,500</b>	<b>TOTAL RESOURCES</b>	<b>25,500</b>	<b>25,500</b>	<b>25,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

298,835	308,121	323,286	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Finance Director / City Recorder - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	334,832	334,832	334,832
6,166	2,761	5,500	<b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b> Extra Help - Finance II - 0.05 FTE	4,200	4,200	4,200
1,694	199	5,000	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	2,000	2,000	2,000
18,268	18,416	20,695	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	21,143	21,143	21,143
4,272	4,307	4,840	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	4,945	4,945	4,945
68,392	70,969	75,166	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	83,760	83,760	83,760
34,592	41,941	42,708	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	43,032	43,032	42,868
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	8,000	8,000	8,000
314	630	630	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	630	630	630
1,664	1,710	1,780	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	1,844	1,844	1,844
785	941	1,102	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	1,127	1,127	1,127
137	151	173	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	177	177	177
<b>435,119</b>	<b>450,147</b>	<b>480,880</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>505,690</b>	<b>505,690</b>	<b>505,526</b>

**MATERIALS AND SERVICES**

460	455	500	<b>7500</b> <b>Credit Card Fees</b>	500	500	500
1,433	2,578	3,500	<b>7520</b> <b>Public Notices &amp; Printing</b>	3,000	3,000	3,000
203	122	600	<b>7540</b> <b>Employee Development</b>	600	600	600
8,969	13,298	17,000	<b>7550</b> <b>Travel &amp; Education</b> Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	17,000	17,000	17,000
3,100	2,800	3,000	<b>7610-05</b> <b>Insurance - Liability</b>	4,200	4,200	4,200
4,766	3,382	5,500	<b>7620</b> <b>Telecommunications</b>	5,000	5,000	5,000
3,967	3,531	5,500	<b>7660-05</b> <b>Materials &amp; Supplies - Office Supplies</b>	5,000	5,000	5,000
539	255	2,000	<b>7660-10</b> <b>Materials &amp; Supplies - Office Supplies Inventory</b>	2,000	2,000	2,000
3,005	3,598	3,500	<b>7660-15</b> <b>Materials &amp; Supplies - Postage</b>	3,500	3,500	3,500
0	0	500	<b>7720-06</b> <b>Repairs &amp; Maintenance - Equipment</b>	250	250	250

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
3,631	3,507	5,000	<b>7750</b>	<b>Professional Services</b>		3,990	3,990	3,990
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	90	90	
				Audit filing fees State of Oregon and GFOA	1	900	900	
				Financial consultant	1	3,000	3,000	
3,117	1,824	3,100	<b>7750-24</b>	<b>Professional Services - Audit</b>		1,600	1,600	1,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,600	1,600	
6,900	7,360	7,000	<b>7750-27</b>	<b>Professional Services - Net Assets</b>		10,000	10,000	10,000
				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.				
350	350	400	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		750	750	750
2,863	2,600	2,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		3,000	3,000	3,000
				Printer / scanner / copier lease and per page cost.				
0	2,480	3,000	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		1,400	1,400	1,400
9,593	6,995	9,880	<b>7840</b>	<b>M &amp; S Computer Charges</b>		11,431	11,431	11,431
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	11,431	11,431	
600	282	5,225	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		5,775	5,775	5,775
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark printer maintenance	1	300	300	
				Workstation replacement	1	1,700	1,700	
				Lexmark fuser	1	850	850	
				Scanner replacements	3	975	2,925	
<b>53,498</b>	<b>55,416</b>	<b>77,705</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>78,996</b>	<b>78,996</b>	<b>78,996</b>
<b><u>CAPITAL OUTLAY</u></b>								
958	0	840	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,008	1,008	1,008
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	1,008	1,008	
<b>958</b>	<b>0</b>	<b>840</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,008</b>	<b>1,008</b>	<b>1,008</b>
<b>489,575</b>	<b>505,563</b>	<b>559,425</b>	<b>TOTAL REQUIREMENTS</b>			<b>585,694</b>	<b>585,694</b>	<b>585,530</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
48,168	49,014	50,846	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Accounts Receivable Billing Coordinator - 1.00 FTE	52,668	52,668	52,668
31,613	32,754	34,554	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Accounts Receivable Billing Specialist - 0.75 FTE	35,801	35,801	35,801
293	564	1,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Ambulance Billing - 0.01 FTE	250	250	250
0	5	500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	500	500	500
4,776	4,887	5,418	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	5,532	5,532	5,532
1,117	1,143	1,267	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,294	1,294	1,294
17,960	18,462	19,388	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	21,650	21,650	21,650
13,875	16,662	16,964	<b>7300-20 Fringe Benefits - Medical Insurance</b>	17,116	17,116	17,024
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	3,000	3,000	3,000
126	252	252	<b>7300-25 Fringe Benefits - Life Insurance</b>	252	252	252
454	462	470	<b>7300-30 Fringe Benefits - Long Term Disability</b>	486	486	486
211	252	289	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	295	295	295
47	56	63	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	62	62	62
<b>118,639</b>	<b>124,513</b>	<b>131,511</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>138,906</b>	<b>138,906</b>	<b>138,814</b>
<b>MATERIALS AND SERVICES</b>						
23	23	50	<b>7750 Professional Services</b> Section 125 administration fee	0	0	0
<b>23</b>	<b>23</b>	<b>50</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>118,662</b>	<b>124,535</b>	<b>131,561</b>	<b>TOTAL REQUIREMENTS</b>	<b>138,906</b>	<b>138,906</b>	<b>138,814</b>



# **ENGINEERING DEPARTMENT**





## Budget Highlights

During fiscal year 2015-16, 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 and existing include:

- Continue to manage the expansion of the secondary treatment processes at the Water Reclamation Facility (Wastewater Capital Fund);
- Manage, support, and oversee consultants working on the various Transportation Bond projects included in the measure passed by the voters in November 2014 (\$24M over the next 5 years);
- Completion of pavement overlays (\$1.3M) on various City streets (Transportation Fund);
- Manage and support the design of the Cook School Sanitary Sewer Rehabilitation Project (\$2.5M) to reduce inflow and infiltration (I&I) and improve system capacity (Wastewater Capital Fund);
- Starting the design work for the next in house I&I reduction project planned for the summer of 2016 (Wastewater Capital Fund); and
- Continue to manage the environmental/design work related to the rehab/reconstruction of runway 4-22 at the Municipal Airport (Airport Fund).

As in past years, the proposed fiscal year 2015-16 budget also includes funding for an Engineering Intern during the summer months (mid-May through August) to assist capital project planning, administration, and inspection; asset management data gathering; mapping; and other related activities. During the summer of 2015, the intern will participate in the McMinnville Economic Partnership's (MEDP) award winning "McMinnville Works" internship program. That program will add training, networking, and career development elements to the intern's experience.

## 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 1,837 private sewer laterals.**

# General Fund – Engineering

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>15,725</b>	<b>16,000</b>	<b>41,000</b>	<b>25,000</b>
Personnel Services	654,792	726,183	816,943	90,760
Materials & Services	50,242	69,421	87,705	18,284
Capital Outlay	-	15,497	932	(14,565)
<b>Total Expenditures</b>	<b>705,035</b>	<b>811,101</b>	<b>905,580</b>	<b>94,479</b>
Net Expenditures	(689,310)	(795,101)	(864,580)	69,479

## Full-Time Equivalent (FTE)

	2014-15		2015-16
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>6.33</b>		
Project Manager - Engineering		0.50	
Permit Technician - Combined Depts		0.10	
Extra Help - Engineering		(0.04)	
<b>FTE Proposed Budget</b>		<b>0.56</b>	<b>6.89</b>



## 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.
- 2015** A second Project Manager position was added.



The Engineering Department received 2,421 locate requests in 2014.

# General Fund - Engineering

## 2015-2016 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>		
<b><u>Permit Technician</u></b>	1	328	52,310		
General Fund					
Engineering (0.50 FTE)				19	26,155
Building Fund (0.50 FTE)				211	26,155
<b><u>Permit Technician</u></b>	1	328	52,310		
General Fund					
Engineering (0.10 FTE)				19	5,231
Planning (0.65 FTE)				23	34,001
Building Fund (0.25 FTE)				211	13,078

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
18,766	14,866	15,000	<b>5320 Engineering Fees</b> 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.	40,000	40,000	40,000
<b>18,766</b>	<b>14,866</b>	<b>15,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>MISCELLANEOUS</b>						
492	859	1,000	<b>6600-96 Other Income - Engineering</b>	1,000	1,000	1,000
<b>492</b>	<b>859</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>19,258</b>	<b>15,725</b>	<b>16,000</b>	<b>TOTAL RESOURCES</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

412,452	427,570	472,287	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 2.00 FTE GIS / CAD System Specialist - 1.00 FTE Senior Engineering Technician - 1.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE Permit Technician - Combined Depts - 0.10 FTE	514,167	514,167	514,922
0	10,515	10,200	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Engineering - 0.29 FTE	9,500	9,500	9,500
0	8	250	<b>7000-20 Salaries &amp; Wages - Overtime</b>	500	500	500
5,400	5,940	6,480	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Community Development Director's \$540 per month automobile allowance.	6,480	6,480	6,480
24,646	26,423	29,768	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	32,168	32,168	32,215
5,825	6,189	7,094	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	7,693	7,693	7,704
95,639	99,628	111,653	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	132,418	132,418	132,623
64,790	66,842	74,482	<b>7300-20 Fringe Benefits - Medical Insurance</b>	84,548	84,548	84,222
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	15,800	15,800	15,800
353	706	756	<b>7300-25 Fringe Benefits - Life Insurance</b>	830	830	830
2,256	2,341	2,578	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,808	2,808	2,814
7,126	8,447	10,419	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	9,791	9,791	9,794
153	183	216	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	240	240	240
<b>618,640</b>	<b>654,792</b>	<b>726,183</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>816,943</b>	<b>816,943</b>	<b>817,644</b>

**MATERIALS AND SERVICES**

168	102	600	<b>7540 Employee Development</b>	600	600	600
2,001	2,687	5,500	<b>7550 Travel &amp; Education</b> Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	7,800	7,800	7,800
1,315	1,588	2,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	2,750	2,750	2,750
3,131	3,347	3,700	<b>7600 Electric &amp; Natural Gas</b> Department's share of Community Development Center's electricity expense, ~38%.	3,900	3,900	3,900
2,800	2,900	3,100	<b>7610-05 Insurance - Liability</b>	4,500	4,500	4,500

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,100	1,200	1,400	<b>7610-10</b>	<b>Insurance - Property</b>		1,500	1,500	1,500
4,578	4,300	5,000	<b>7620</b>	<b>Telecommunications</b>		5,850	5,850	5,850
2,512	2,205	2,400	<b>7650</b>	<b>Janitorial</b> Department's share of Community Development Center janitorial service and supply costs, ~38%.		2,400	2,400	2,400
5,280	5,399	11,000	<b>7660</b>	<b>Materials &amp; Supplies</b> Uniforms, safety equipment, office, engineering, and surveying materials and supplies.		11,500	11,500	11,500
108	82	2,200	<b>7720</b>	<b>Repairs &amp; Maintenance</b> Vehicle and equipment repairs and maintenance.		1,000	1,000	1,000
1,125	3,163	3,800	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b> Department's share of Community Development Center's repairs and improvements, ~38%.		3,800	3,800	3,800
1,763	1,099	2,700	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> 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%.		2,700	2,700	2,700
1,242	4,670	5,000	<b>7750</b>	<b>Professional Services</b>		9,500	9,500	9,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,300	1,300	
				Section 125 administration fee	1	90	90	
				Miscellaneous professional services	1	8,110	8,110	
433	654	800	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b> Large format copier maintenance contract		800	800	800
1,555	1,097	1,550	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b> Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.		1,550	1,550	1,550
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
5,430	4,661	5,851	<b>7840</b>	<b>M &amp; S Computer Charges</b>		10,580	10,580	10,580
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	10,580	10,580	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
9,623	11,088	12,820	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		16,975	16,975	16,975	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Hansen sewer database, 25% - shared with Street, Pk Maint, WWS	1	2,900	2,900		
				ERSI Arcview, 17% - shared with Plan, Pk Maint, St, Bldg, WWS	1	2,000	2,000		
				AutoCAD maintenance renewal, 50% - shared with Planning	1	1,600	1,600		
				Accela permits, 15% - shared with Planning & Building	1	2,175	2,175		
				Plotter maintenance	1	1,700	1,700		
				ArcView licenses	2	2,000	4,000		
				AutoCAD licenses	2	1,200	2,400		
				Adobe Pro licenses	2	100	200		
<b>44,163</b>	<b>50,242</b>	<b>69,421</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>87,705</b>	<b>87,705</b>	<b>87,705</b>	
			<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8710</b>	<b>Equipment</b>			0	0	0
542	0	497	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			932	932	932
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	932	932		
0	0	15,000	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>542</b>	<b>0</b>	<b>15,497</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>932</b>	<b>932</b>	<b>932</b>	
<b>663,345</b>	<b>705,035</b>	<b>811,101</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>905,580</b>	<b>905,580</b>	<b>906,281</b>	



# **PLANNING DEPARTMENT**





### Budget Highlights

The Planning Department's 2015-16 proposed budget continues the "hold the line" approach from the past several years, but does reflect a slight increase in staffing with the Permit Technician position increasing from 0.50 FTE to 0.65 FTE. More importantly, this position would no longer be shared with the Fire Department, but would instead serve full-time in the Community Development Center building, providing assistance to each of the three departments housed there. This is a return to how this position functioned in the years prior to the recent recession and staffing reductions experienced in the Planning Department (elimination of two Associate Planner positions and reduction in Permit Technician hours).

This move should provide more effective and efficient use of staff time and resources. However, staffing remains at levels that will likely cause work on currently assigned long-range planning and related Council directed goals (e.g., urban renewal, economic development) to be compromised on occasion in order to ensure timely and responsive assistance to current planning issues (i.e., processing land use applications, providing assistance to the public, etc.). The department's ability to take on additional projects will be increasingly difficult as development activity in the community continues to regain strength.

In recent years, development and economic activity have shown consistent and steady signs of improvement from the recent nationwide economic downturn. While we remain hopeful that this trend will continue and the local economy improves, 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:

- Provide timely response to current planning responsibilities;
- Provide support and guidance to McMinnville's Urban Renewal program, Council directed goals, various committees (e.g., Planning Commission, Historic Landmarks Committee, Landscape Review Committee, and McMinnville Urban Renewal Advisory Committee), and a limited number of other long-range projects; and
- 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.

#### 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.

#### 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).

# General Fund – Planning

## 2015 – 2016 Proposed Budget --- Budget Summary



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.

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>76,824</b>	<b>94,301</b>	<b>84,675</b>	<b>(9,626)</b>
Personnel Services	378,850	411,277	400,232	(11,045)
Materials & Services	35,807	66,706	68,770	2,064
Capital Outlay	-	497	485	(12)
<b>Total Expenditures</b>	<b>414,657</b>	<b>478,480</b>	<b>469,487</b>	<b>(8,993)</b>
Net Expenditures	(337,833)	(384,179)	(384,812)	633

### Future Challenges and Opportunities

- Manage and provide support to the department’s various committees – Historic Landmark Committee, Landscape Review Committee, McMinnville Urban Renewal Advisory Committee, McMinnville Urban Area Management Commission, Citizens’ Advisory Committee, and Planning Commission.
- Continue to participate actively with the MEDP in matters of economic development.
- Review and update Volume I (Background Element), and Volume II (Goals and Policies) of the City’s Comprehensive Plan to reflect the community’s vision and needs of the changing population.
- Implement the Urban Renewal Plan.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Support activities and plans as may be directed by the City Council.

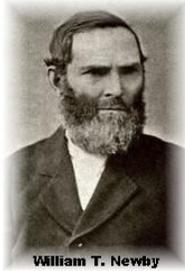
### Full-Time Equivalent (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.50</b>		
Permit Technician - Combined Depts		0.65	
Permit Technician/Admin Specialist II - Fire		(0.50)	
<b>FTE Proposed Budget</b>		<b>0.15</b>	<b>3.65</b>



The Planning Department will continue to manage the Urban Renewal Plan that was recently adopted by the City Council. The area covered by this plan includes the historic downtown and NE Gateway area.

**1856** W.T. Newby plats townsite that is to become McMinnville on five-acres just west of the present McMinnville Library. Planning of the city unofficially begins.



William T. Newby

**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 McMinnville’s population at 1,420.



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

**1948** First McMinnville Planning Commission appointed.

**1968** McMinnville adopts its first downtown master plan, “Planning for the Central Area.”



**1970** City population passes 10,000 residents.

**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 a Charter amendment requiring voter-approved annexation. By 2010, the voters approved 48 of 52 proposed annexations.

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



**2003** The total number of housing units in McMinnville surpasses 10,000.



**2004** Following more than a decade of explosive growth, McMinnville is Oregon’s 15<sup>th</sup> most populated city at over 30,000 people.

# General Fund – Planning Dept

## Historical Highlights

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



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

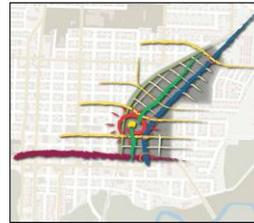


**2008** City Council adopts its first comprehensive Sign Ordinance *and* large format “Big Box” commercial design standards.

**2009** Assists in completion and adoption of the City’s first Transportation System Plan.



**2011** Initiated the state funded Northeast Gateway Plan and Implementation Strategy.



**2011** Assisted Council through Tax Increment Financing education and assessment for the NE Gateway District and historic downtown.

**2012** A Council appointed Economic Opportunities Analysis Committee begins a review of an update of the City’s 2001 EOA.

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



**2013** Principal Planner Ron Pomeroy elected MDA Board President; the third Planning Department staff person to serve in this capacity.

**2013** The Council holds public hearings and adopts the Northeast Gateway Planned Development Overlay.

**2014** The Council adopts the city’s first Urban Renewal Plan. The 175-acre district includes land within the Northeast Gateway and historic downtown areas.



**2014** The Council adopts an updated Economic Opportunities Analysis.

**2014** Department awarded a Certified Local Government grant to assist the MDA in historic preservation and education efforts.

# General Fund - Planning

## 2015-2016 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		
<b><u>Permit Technician</u></b>	1	328	52,310		
General Fund					
Engineering (0.10 FTE)				19	5,231
Planning (0.65 FTE)				23	34,001
Building Fund (0.25 FTE)				211	13,078

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
0	0	9,000	<b>4250-03 Planning Fees - Land Use Fees</b> Fees for processing land use applications (e.g., variances, conditional use permits, zone changes, and plan amendments).	10,000	10,000	10,000
6,170	5,750	0	<b>4250-05 Planning Fees - Land Use Fees - Administrative</b> Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
8,520	12,220	0	<b>4250-10 Planning Fees - Land Use Fees - Planning Comm</b> Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
5,515	1,035	0	<b>4250-15 Planning Fees - Land Use Fees - City Council</b> Land Use Fees were rolled into account 01-07-4250-03 beginning 7/1/14.	0	0	0
0	0	1,550	<b>4250-20 Planning Fees - Annexation Fees</b> Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees.	1,550	1,550	1,550
2,186	3,071	2,500	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Department costs associated with the review of building permit applications.	2,750	2,750	2,750
0	0	13,000	<b>4250-30 Planning Fees - Election Fees - Annexations</b> Annexation measure applicant "deposit" for the November 2015 non-general election.	13,000	13,000	13,000
<b>22,391</b>	<b>22,076</b>	<b>26,050</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>27,300</b>	<b>27,300</b>	<b>27,300</b>
<b>INTERGOVERNMENTAL</b>						
12,806	0	12,000	<b>4535 Federal NPS CLG Grant</b> Federal National Park System (NPS) Certified Local Government (CLG) grant for expenses associated with the preservation of local historic structures and their histories. Grant funds available on a biennium.	0	0	0
53,780	54,748	56,226	<b>5070-05 Water &amp; Light - Economic Development</b> 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.	57,350	57,350	57,350
<b>66,586</b>	<b>54,748</b>	<b>68,226</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>57,350</b>	<b>57,350</b>	<b>57,350</b>
<b>MISCELLANEOUS</b>						
0	0	25	<b>6600-99 Other Income - Planning</b> Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges.	25	25	25
<b>0</b>	<b>0</b>	<b>25</b>	<b>TOTAL MISCELLANEOUS</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>88,977</b>	<b>76,824</b>	<b>94,301</b>	<b>TOTAL RESOURCES</b>	<b>84,675</b>	<b>84,675</b>	<b>84,675</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

296,011	242,601	255,439	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 1.00 FTE Principal Planner - 1.00 FTE Executive Secretary - 1.00 FTE Permit Technician - Combined Depts - 0.65 FTE	264,124	264,124	264,942
423	0	0	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	100	100	100
17,643	14,470	15,837	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	16,382	16,382	16,433
4,126	3,384	3,703	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	3,831	3,831	3,843
68,137	58,903	62,021	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	71,974	71,974	72,198
46,842	40,006	40,736	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	31,894	31,894	31,774
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	5,950	5,950	5,950
279	441	440	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	460	460	460
1,570	1,324	1,388	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	1,442	1,442	1,446
4,123	3,622	4,346	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	3,947	3,947	3,950
118	103	119	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	128	128	128
0	13,996	27,248	<b>7300-40</b> <b>Fringe Benefits - Unemployment</b>	0	0	0
<b>439,272</b>	<b>378,850</b>	<b>411,277</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>400,232</b>	<b>400,232</b>	<b>401,224</b>

**MATERIALS AND SERVICES**

1,831	1,830	3,000	<b>7520</b> <b>Public Notices &amp; Printing</b> Legal notices for Citizens Advisory Committee (CAC), Historic Landmark Committee (HLC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Also included are publication, notification and ballot preparation expenses.	3,000	3,000	3,000
120	63	500	<b>7540</b> <b>Employee Development</b>	500	500	500
1,084	1,060	2,000	<b>7550</b> <b>Travel &amp; Education</b> Memberships in professional organizations, and Planning Commission and staff training and work session expenses.	2,000	2,000	2,000
191	139	200	<b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b>	200	200	200
3,048	3,259	3,600	<b>7600</b> <b>Electric &amp; Natural Gas</b> Department's share of Community Development Center electricity expense, ~37%.	3,800	3,800	3,800
1,800	1,800	1,700	<b>7610-05</b> <b>Insurance - Liability</b>	2,400	2,400	2,400
900	1,000	1,100	<b>7610-10</b> <b>Insurance - Property</b>	1,100	1,100	1,100

Budget Document Report

01 - GENERAL FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
3,043	2,939	3,250	<b>7620</b>	<b>Telecommunications</b>		3,000	3,000	3,000
2,446	2,147	2,300	<b>7650</b>	<b>Janitorial</b> Department's share of Community Development Center janitorial service and supply costs, ~37%.		2,300	2,300	2,300
2,435	2,189	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b> Office supplies and planning publications.		2,800	2,800	2,800
0	206	0	<b>7660-27</b>	<b>Materials &amp; Supplies - Downtown Project Develop/Improve</b>		0	0	0
12,806	0	12,000	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b> Federal National Park Service (NPS) Certified Local Government (CLG) grant for expenses associated with the inventory and rehabilitation of and education related to historic properties in McMinnville.		0	0	0
1,098	2,307	3,700	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b> Department's share of Community Development Center's repairs and improvements, ~37%.		3,700	3,700	3,700
1,717	1,070	2,600	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> 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%.		2,600	2,600	2,600
952	539	950	<b>7750</b>	<b>Professional Services</b>		850	850	850
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	800	800	
				Section 125 administration fee	1	50	50	
7,056	0	0	<b>7750-09</b>	<b>Professional Services - Legal</b>		0	0	0
0	0	13,000	<b>7750-30</b>	<b>Professional Services - Annexation Elections</b> Election expenses related to the November 2015 election; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation.		13,000	13,000	13,000
25,893	2,405	0	<b>7760-07</b>	<b>Professional Svcs - Plan/Study - Downtown Master Plan</b> Contract services for the preparation of an Urban Renewal Report and Plan.		0	0	0
0	0	0	<b>7760-15</b>	<b>Professional Svcs - Plan/Study - DLCD Urban Growth Boundary</b>		0	0	0
1,503	1,257	1,500	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b> Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%.		1,500	1,500	1,500
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
6,389	5,535	5,851	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,500	5,500	5,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,500	5,500	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :07 - PLANNING Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
5,821	6,061	6,455	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>		20,520	20,520	20,520
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI ArcIMS mapping, 17% - shared w/Eng, Pk Maint, St, Bldg, WWS	1	2,000	2,000		
			AutoCAD maintenance renewal, 50% - shared with Engineering	1	1,600	1,600		
			Accela Permits Plus, 15% - shared with Engineering & Building	1	2,175	2,175		
			New iPad tablets for Planning Commission	9	850	7,650		
			MS Project software	1	450	450		
			Workstation replacements	3	1,700	5,100		
			Printer warranty and maintenance	1	1,545	1,545		
<b>80,132</b>	<b>35,807</b>	<b>66,706</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>68,770</b>	<b>68,770</b>	<b>68,770</b>
			<b><u>CAPITAL OUTLAY</u></b>					
638	0	497	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		485	485	485
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	485	485		
<b>638</b>	<b>0</b>	<b>497</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>485</b>	<b>485</b>	<b>485</b>
<b>520,043</b>	<b>414,657</b>	<b>478,480</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>469,487</b>	<b>469,487</b>	<b>470,479</b>



## **POLICE DEPARTMENT**



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

**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 2015-16 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues.



## Core Services

### Field Operations

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

### Investigations and Support Division

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

## Administrative

- o Budget, Accounts Payable, Payroll
- o Police records management and reporting required by law
- o Records requests; i.e., information, police report copies, etc.
- o Community Relations
- o 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

### Professional Standards

To ensure the highest standards and to ensure best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance. Accreditation through the Alliance helps to ensure that the department's policies and practices are consistent with Oregon and Federal law, as well as state and national standards.

### Organizational Structure

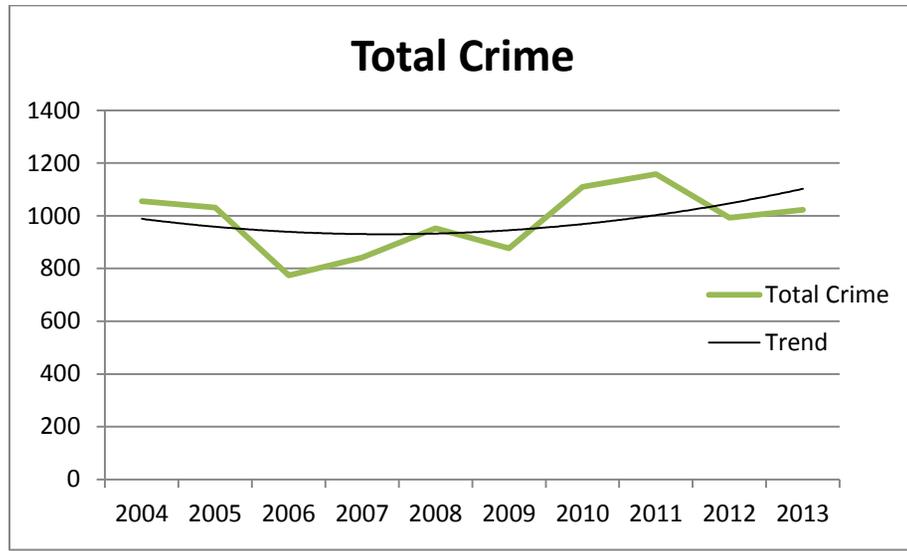
- |                           |                                |
|---------------------------|--------------------------------|
| 1 Chief of Police         | 1 Support Services Manager     |
| 2 Captains                | 3 Records Specialists          |
| 5 Patrol Sergeants        | 1 Community Support Coord      |
| 22 Police Officers        | 1 Evidence/Property Tech       |
| 1 Detective Sergeant      | 1 Parking Enforcement Officer  |
| 4 Detectives              | 1 Clerical Assistant (P/T)     |
| 1 Narcotics Detective     | 1 Facilities Maintenance (P/T) |
| 1 School Resource Officer |                                |

# General Fund – Police

## 2015 – 2016 Proposed Budget --- Budget Summary

### Current Trends

In the graph below the green line indicates violent crime and property crime as reported to the FBI over the past 10 years.



Source: FBI Uniform Crime Statistics

### Criminal Activity in McMinnville

Person and property crime in McMinnville reflected a modest increase in 2013. According to the most recent FBI Statistics, of the nine (9) reporting police jurisdictions in Oregon with a population of 25,000 to 50,000, McMinnville ranked 2<sup>nd</sup> in rate of violent crime (68) and 4<sup>th</sup> in property crime (955).

City	Population	Violent Crime	Property Crime
Tigard	49,140	57	1,626
Lake Oswego	37,428	22	615
Keizer	37,018	61	907
McMinnville	32,750	68	955
Oregon City	33,025	33	1,008
Redmond	27,153	87	1,067
Tualatin	26,925	24	783
Newberg-Dundee	25,647	22	379
West Linn	25,744	6	279

Source: FBI Uniform Crime Statistics

Preliminary numbers for 2014 suggest Part 1 crimes for the City of McMinnville have declined slightly.



Officer Justin Zemlicka and K9 Arco

# General Fund – Police

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>163,561</b>	<b>126,385</b>	<b>118,455</b>	<b>(7,930)</b>
Personnel Services	5,693,961	6,059,394	6,405,087	345,693
Materials & Services	782,824	895,144	964,526	69,382
Capital Outlay	118,912	136,170	73,976	(62,194)
<b>Total Expenditures</b>	<b>6,595,697</b>	<b>7,090,708</b>	<b>7,443,589</b>	<b>352,881</b>
Net Expenditures	(6,432,136)	(6,964,323)	(7,325,134)	360,811

## Full-Time Equivalents (FTE)

	2014-15		2015-16
	Adopted	Change	Proposed
	Budget		Budget
<b>FTE Adopted Budget</b>	<b>46.59</b>		
Police Sergeant - Special Ops Admin		(1.00)	
Police Officer - Patrol		1.00	
Extra Help - Investigations		0.07	
Extra Help - Police Officer		(0.73)	
<b>FTE Proposed Budget</b>		<b>(0.66)</b>	<b>45.93</b>



Officer Matt Peters and Evidence Technician Marci Peters participate in "Shop with a Cop" during the holidays.

# General Fund – Police

## Historical Highlights

**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** 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** Technology reductions include online crime mapping, crime analysis

and in-vehicle mapping due to budget constraints.

**2014** Department Strategic Plan adopted

**2014** Addition of two full-time police officers and one part-time police officer.

**2014** Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.

**2015** Matt Scales appointed McMinnville's Police Chief

**2015** Police Department continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.

**2015** Police Department reorganizes personnel to add staffing to patrol section

**2015** Department introduces the You Have Options Program to enhance services to its citizens



# General Fund - Police

## 2015-2016 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
<b><u>Police Community Support Coordinator</u></b>				1	140	61,819		
General Fund	Police	Investigations and Support	Code / Parking Enforcement (0.98 FTE)				50	60,583
Street Fund (0.02 FTE)							174	1,236

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**POLICE DEPARTMENT  
Chief's Office**

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**Organization Set – Programs**

- **Administration**
- **Building Maintenance**
- **Records**
- **IS – Technology**
- **Community Education**

**Organization Set #**

**01-11-040-501**  
**01-11-040-550**  
**01-11-040-580**  
**01-11-040-589**  
**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

2016  
**PROPOSED BUDGET**

2016  
**APPROVED BUDGET**

2016  
**ADOPTED BUDGET**

**RESOURCES**

**LICENSES AND PERMITS**

200	200	200	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b> Permit fee for second hand merchants and pawnbrokers.	200	200	200
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<b>200</b>	<b>200</b>	<b>200</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>200</b>	<b>200</b>	<b>200</b>
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**INTERGOVERNMENTAL**

1,614	10,116	0	<b>4547-20</b>	<b>Federal Stimulus Funds - Justice Assist Recovery Grant</b>	0	0	0
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1,903	2,310	2,700	<b>4560</b>	<b>BVP Grant</b> Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	4,000	4,000	4,000
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5,060	0	0	<b>4600</b>	<b>Traffic Safety Grant-DUII</b>	0	0	0
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3,705	0	0	<b>4610</b>	<b>Traffic Safety Grant-Safety Belt</b>	0	0	0
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<b>12,282</b>	<b>12,426</b>	<b>2,700</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
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**CHARGES FOR SERVICES**

5,385	5,436	6,000	<b>5330</b>	<b>Police Fees</b> 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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25,834	25,834	25,835	<b>5400-30</b>	<b>Property Rentals - YCOM</b> Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	27,855	27,855	27,855
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<b>31,218</b>	<b>31,270</b>	<b>31,835</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>33,855</b>	<b>33,855</b>	<b>33,855</b>
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**MISCELLANEOUS**

4,027	3,455	5,000	<b>6400</b>	<b>Donations - Police</b>	2,500	2,500	2,500
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35,516	42,441	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b> 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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1,620	971	2,000	<b>6600-25</b>	<b>Other Income - PD Reserves</b> Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	2,000	2,000	2,000
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Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
23,722	17,346	25,000	<b>6600-95 Other Income - Police</b> 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.	20,000	20,000	20,000
<b>64,886</b>	<b>64,212</b>	<b>32,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>24,500</b>	<b>24,500</b>	<b>24,500</b>
<b>108,586</b>	<b>108,108</b>	<b>66,735</b>	<b><u>TOTAL RESOURCES</u></b>	<b>62,555</b>	<b>62,555</b>	<b>62,555</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

135,194	170,865	169,484	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	177,533	177,533	177,533
6,158	18,781	18,376	<b>7000-10</b> Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE	19,426	19,426	19,426
7,919	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
23	598	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
5,400	6,075	6,480	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Chief's \$350 per month automobile allowance.	4,200	4,200	4,200
9,432	12,040	11,951	<b>7300-05</b> Fringe Benefits - FICA - Social Security	12,447	12,447	12,447
2,206	2,816	2,817	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,917	2,917	2,917
36,129	45,303	44,747	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	50,259	50,259	50,259
11,885	10,363	11,012	<b>7300-20</b> Fringe Benefits - Medical Insurance	21,516	21,516	21,434
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	4,000	4,000	4,000
132	368	378	<b>7300-25</b> Fringe Benefits - Life Insurance	378	378	378
805	946	1,042	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,082	1,082	1,082
3,817	5,184	5,835	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	5,098	5,098	5,098
56	83	89	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	91	91	91
0	0	3,502	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
477	5	481	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	9	9	9
<b>219,632</b>	<b>273,428</b>	<b>276,194</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>298,956</b>	<b>298,956</b>	<b>298,874</b>

**MATERIALS AND SERVICES**

893	790	750	<b>7520</b> Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	500	500	500
1,355	4,232	1,700	<b>7530</b> Safety Training/OSHA	1,700	1,700	1,700
1,283	786	2,200	<b>7540</b> Employee Development	2,300	2,300	2,300
4,743	6,509	6,150	<b>7550</b> Travel & Education Memberships and training for Chief, Support Services Manager and Chaplains	4,200	4,200	4,200
2,669	3,287	3,000	<b>7570</b> Dept Employee Recognition Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.	3,000	3,000	3,000
530	661	500	<b>7590</b> Fuel - Vehicle & Equipment	500	500	500

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
59,400	58,500	64,400	<b>7610-05</b>	<b>Insurance - Liability</b>		87,000	87,000	87,000
7,200	8,100	9,300	<b>7610-10</b>	<b>Insurance - Property</b>		11,400	11,400	11,400
6,005	8,147	9,480	<b>7620</b>	<b>Telecommunications</b>		11,204	11,204	11,204
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - 10 landlines	1	7,200	7,200	
				Telecom - call processing charges for main lines	1	1,080	1,080	
				Frontier - lines for fire panel alarms	1	1,100	1,100	
				Data plan for two iPads	1	744	744	
				Cell service - front office, park rangers	1	1,080	1,080	
1,054	1,025	1,200	<b>7630-05</b>	<b>Uniforms - Employee</b>		1,200	1,200	1,200
				Uniforms for Chief, Support Services Manager, Chaplains and Office Specialist				
12,265	14,543	15,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		15,000	15,000	15,000
1,614	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
4,027	3,455	5,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,500	2,500	2,500
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
295	1,218	500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		500	500	500
19,427	18,299	14,500	<b>7750</b>	<b>Professional Services</b>		15,235	15,235	15,235
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	11,500	11,500	
				Miscellaneous services	1	1,875	1,875	
				Pre-employment physicals / psychs for new reserves	3	620	1,860	
0	10,116	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
0	39,900	43,701	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		39,135	39,135	39,135
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aircard usage	1	8,175	8,175	
				Photocopier lease and copy fees	1	6,700	6,700	
				Maintenance - PowerDMS policy management	1	2,450	2,450	
				Maintenance - PowerDMS accreditation	1	1,700	1,700	
				Maintenance - Lexipol	1	2,850	2,850	
				Maintenance - Rapid	1	1,614	1,614	
				Maintenance - police training officer software	1	2,314	2,314	
				Maintenance - scheduling / court subpoena software	1	3,300	3,300	
				Maintenance - parking software	1	3,480	3,480	
				Other maintenance / contracts	1	6,552	6,552	
2,003	0	300	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
3,807	4,620	5,400	<b>7820</b>	<b>M &amp; S Equipment - Grants</b> 2015 BVP Grant - Purchasing 15 replacement vests that will be expiring during the 2015-2016 fiscal year.	8,000	8,000	8,000
<b>128,568</b>	<b>184,188</b>	<b>183,081</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>203,374</b>	<b>203,374</b>	<b>203,374</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8720</b>	<b>Equipment - Grants</b>	0	0	0
0	17,006	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
<b>0</b>	<b>17,006</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>348,200</b>	<b>474,621</b>	<b>459,275</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>502,330</b>	<b>502,330</b>	<b>502,248</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :550 - BUILDING MAINTENANCE	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
26,728	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
1,657	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	0	0	0
388	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	0	0	0
5,362	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
968	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
20	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>35,122</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
43,586	0	0	<b>7600 Electric &amp; Natural Gas</b>	0	0	0
900	0	0	<b>7610-05 Insurance - Liability</b>	0	0	0
7,600	0	0	<b>7610-10 Insurance - Property</b>	0	0	0
0	0	0	<b>7630-05 Uniforms - Employee</b>	0	0	0
24,253	0	0	<b>7650-10 Janitorial - Services</b>	0	0	0
2,886	0	0	<b>7650-15 Janitorial - Supplies</b>	0	0	0
40,082	0	0	<b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b>	0	0	0
<b>119,306</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8710 Equipment</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>154,428</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :580 - RECORDS			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
0	156,142	139,008	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		153,191	153,191	153,191
				Police Records Specialist - 3.00 FTE				
0	19	336	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		509	509	509
0	9,308	8,625	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		9,529	9,529	9,529
0	2,177	2,021	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		2,228	2,228	2,228
0	33,645	29,666	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		30,894	30,894	30,894
0	57,463	62,652	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		59,700	59,700	59,338
0	399	378	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		378	378	378
0	801	750	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		812	812	812
0	455	519	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		572	572	572
0	87	102	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		102	102	102
<b>0</b>	<b>260,495</b>	<b>244,057</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>257,915</b>	<b>257,915</b>	<b>257,553</b>
<b>MATERIALS AND SERVICES</b>								
0	864	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		1,500	1,500	1,500
0	1,069	900	<b>7630-05</b>	<b>Uniforms - Employee</b>		900	900	900
0	4,664	4,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		4,500	4,500	4,500
0	98	100	<b>7750</b>	<b>Professional Services</b>		140	140	140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	140	140	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
0	6,309	6,400	<b>8040</b>	<b>Regional Automated Info Network</b>		6,600	6,600	6,600
<b>0</b>	<b>13,004</b>	<b>13,400</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>13,640</b>	<b>13,640</b>	<b>13,640</b>
<b>0</b>	<b>273,499</b>	<b>257,457</b>	<b>TOTAL REQUIREMENTS</b>			<b>271,555</b>	<b>271,555</b>	<b>271,193</b>

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :040 - CHIEF'S OFFICE  
 Program :589 - IS - TECHNOLOGY

2016 PROPOSED BUDGET  
 2016 APPROVED BUDGET  
 2016 ADOPTED BUDGET

**REQUIREMENTS**

**MATERIALS AND SERVICES**

0      53,338      76,842      **7840**      **M & S Computer Charges**      88,907      88,907      88,907

Description	Units	Amt/Unit	Total
IS Department M&S costs shared city-wide	1	88,907	88,907

0      74,026      55,511      **7840-20**      **M & S Computer Charges - Police**      75,924      75,924      75,924

Description	Units	Amt/Unit	Total
Surface tablet computer for motor patrol	1	1,350	1,350
Desktop warranty extension	1	275	275
Dragonware software license	3	130	390
Windows 7 license for existing laptop	1	120	120
Workstation replacements	2	1,700	3,400
Data911 MDT hardware maintenance	1	6,927	6,927
WebLEDs maintenance	1	1,000	1,000
Visionaire RMS maintenance	1	8,725	8,725
Visionair Visionmobile	1	7,725	7,725
Visionair message switch	1	2,750	2,750
Visionair e-ticketing import	1	1,200	1,200
Visionair remote support	1	400	400
Netmotion software, 50% - shared with Fire and Ambulance	1	2,100	2,100
Evidence OnQ maintenance	1	8,100	8,100
APS e-ticketing, 67% - shared with Muni Ct	1	6,340	6,340
APS annual hosting fee	1	805	805
MDTs and related equipment	1	24,317	24,317

**0      127,365      132,353      TOTAL MATERIALS AND SERVICES      164,831      164,831      164,831**

**CAPITAL OUTLAY**

0      0      6,530      **8750**      **Capital Outlay Computer Charges**      7,836      7,836      7,836

Description	Units	Amt/Unit	Total
IS Department capital costs shared city-wide	1	7,836	7,836

0      41,772      8,500      **8750-20**      **Capital Outlay Computer Charges - Police**      0      0      0

**0      41,772      15,030      TOTAL CAPITAL OUTLAY      7,836      7,836      7,836**

**0      169,137      147,383      TOTAL REQUIREMENTS      172,667      172,667      172,667**

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :592 - COMMUNITY EDUCATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
0	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
0	2,003	4,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				National night out / neighborhood watch	1	500	500	
				Turkey Rama	1	500	500	
				McGruff costume cleaning	1	250	250	
				Marketing materials	1	2,000	2,000	
				Brochure / flyer printing	1	1,250	1,250	
				Citizen formus / meetings	1	500	500	
<b>0</b>	<b>2,003</b>	<b>4,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>0</b>	<b>2,003</b>	<b>4,500</b>	<b>TOTAL REQUIREMENTS</b>			<b>5,500</b>	<b>5,500</b>	<b>5,500</b>

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## **POLICE DEPARTMENT Field Operations**

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

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

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

93,600	96,713	101,692	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	105,254	105,254	105,254
0	1,355	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
5,569	5,791	6,305	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,526	6,526	6,526
1,303	1,354	1,475	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,526	1,526	1,526
22,576	23,811	24,691	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	28,671	28,671	28,671
15,085	16,956	15,848	<b>7300-20</b> Fringe Benefits - Medical Insurance	15,968	15,968	15,906
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,000	3,000	3,000
63	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	126	126	126
514	510	542	<b>7300-30</b> Fringe Benefits - Long Term Disability	560	560	560
3,212	4,044	4,790	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,273	4,273	4,273
25	30	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	35	35	35
<b>141,948</b>	<b>150,690</b>	<b>155,503</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>165,939</b>	<b>165,939</b>	<b>165,877</b>

**MATERIALS AND SERVICES**

618	960	4,300	<b>7530</b> Safety Training/OSHA	1,600	1,600	1,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			AED replacement pads and batteries	1	600	600
			Bloodborne pathogens supplies	1	1,000	1,000
1,521	962	1,500	<b>7550</b> Travel & Education Membership and training	2,000	2,000	2,000
1,546	1,076	1,800	<b>7590</b> Fuel - Vehicle & Equipment	1,200	1,200	1,200
22,230	21,425	23,879	<b>7620</b> Telecommunications Includes telecommunications for entire Field Operations Division.	24,295	24,295	24,295
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	14	750	10,500
			Telecom voicemail boxes	23	65	1,495
			Cell phones for field ops	1	11,000	11,000
			Repair/replace damaged/broken cell phones	1	650	650
			Blackbox services-programming and moving phones	1	650	650
87	956	900	<b>7630-05</b> Uniforms - Employee	900	900	900
653	611	500	<b>7660</b> Materials & Supplies	500	500	500

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
4,001	1,290	6,550	<b>7750</b>	<b>Professional Services</b>		5,050	5,050	5,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		
				Section 125 administration fee	1	50		50
				In custody hospital bills for blood draws	1	5,000		5,000
0	0	500	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>30,654</b>	<b>27,281</b>	<b>39,929</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>35,545</b>	<b>35,545</b>	<b>35,545</b>
				<b><u>CAPITAL OUTLAY</u></b>				
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	22,529	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>22,529</b>	<b>0</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>172,602</b>	<b>200,499</b>	<b>195,432</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>201,484</b>	<b>201,484</b>	<b>201,422</b>

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE  
 Section :043 - FIELD OPERATIONS  
 Program :553 - PATROL

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,731,810	1,758,543	2,023,859	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Police Sergeant - Patrol - 5.00 FTE Police Officer - Patrol - 22.00 FTE	2,152,533	2,152,533	2,152,533
0	29,700	45,240	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
288,326	333,546	304,958	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	375,030	375,030	375,030
123,899	129,839	134,204	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	156,706	156,706	156,706
28,976	30,605	34,424	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	36,647	36,647	36,647
453,927	457,011	560,396	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	655,738	655,738	655,738
404,485	425,595	484,670	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	575,304	575,304	571,744
2,961	2,992	3,276	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	3,402	3,402	3,402
8,852	8,980	10,238	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	10,902	10,902	10,902
68,554	87,295	111,817	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	102,617	102,617	102,617
721	841	909	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	918	918	918
0	13,624	29,999	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	15,998	15,998	15,998
<b>3,112,512</b>	<b>3,278,572</b>	<b>3,743,990</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>4,085,795</b>	<b>4,085,795</b>	<b>4,082,235</b>

**MATERIALS AND SERVICES**

4,634	6,843	8,530	<b>7550</b>	<b>Travel &amp; Education</b>	9,750	9,750	9,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Membership and training for patrol division	1	4,750	4,750
				Leadership training for sergeants	1	3,000	3,000
				Tri-tech conference	1	2,000	2,000
0	0	0	<b>7550-25</b>	<b>Travel &amp; Education - Tactical Support</b>	1,150	1,150	1,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Less lethal instructor training classes	1	1,150	1,150
70,885	63,654	75,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	70,000	70,000	70,000
10,853	20,914	21,500	<b>7630-05</b>	<b>Uniforms - Employee</b>	26,885	26,885	26,885
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				External vest carrier with pouches and shirts	29	565	16,385
				Uniform replacements	1	10,500	10,500
0	0	0	<b>7630-25</b>	<b>Uniforms - Tactical Support</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
9,520	14,288	19,800	<b>7660</b>	<b>Materials &amp; Supplies</b>			12,495	12,495	12,495
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replace honor guard equipment	1	500	500		
				Batteries, CD's, forms and equipment for patrol	1	9,500	9,500		
				Trauma kit supplies	1	1,475	1,475		
				Hand held radar battery replacement-versa gold	16	20	320		
				Portable breath testers	2	350	700		
0	0	0	<b>7660-23</b>	<b>Materials &amp; Supplies - Tactical Support</b>			7,050	7,050	7,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Tactical team supplies-ammunition, 40mm, simunitions	1	5,800	5,800		
				Protective facemasks	10	100	1,000		
				Armored protective gloves	10	25	250		
2,139	0	2,200	<b>7720</b>	<b>Repairs &amp; Maintenance</b>			1,000	1,000	1,000
				Not a calibration year but in the event radars need repair.					
35,544	54,105	38,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			38,000	38,000	38,000
292	1,832	3,800	<b>7720-20</b>	<b>Repairs &amp; Maintenance - Vehicle Electronics</b>			2,500	2,500	2,500
				Video's, DVD's, mobile radios					
255	180	280	<b>7750</b>	<b>Professional Services</b>			410	410	410
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 administration fee	1	270	270		
				Other	1	140	140		
16,018	18,343	19,780	<b>7800</b>	<b>M &amp; S Equipment</b>			12,649	12,649	12,649
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Stalker dual antenna mobile radars	3	1,615	4,845		
				Motorola APX6500 mobile radios	2	2,702	5,404		
				Ballistic shield-replacing older shield	1	2,400	2,400		
0	0	0	<b>7800-25</b>	<b>M &amp; S Equipment - Tactical Support</b>			3,870	3,870	3,870
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Ballistic helmets	9	430	3,870		
<b>150,140</b>	<b>180,160</b>	<b>188,890</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>185,759</b>	<b>185,759</b>	<b>185,759</b>
<b>CAPITAL OUTLAY</b>									
69,063	0	103,140	<b>8850</b>	<b>Vehicles</b>			66,140	66,140	66,140
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				2015 Dodge Charger-new equipment	1	37,020	37,020		
				2015 Dodge Charger-reusing equipment	1	29,120	29,120		

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
69,063	0	103,140	<b>TOTAL CAPITAL OUTLAY</b>	66,140	66,140	66,140
3,331,715	3,458,732	4,036,020	<b>TOTAL REQUIREMENTS</b>	4,337,694	4,337,694	4,334,134

Budget Document Report

**01 - GENERAL FUND**

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

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
72,450	74,428	0	<b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0
12,163	17,801	0	<b>7000-20</b>	Salaries & Wages - Overtime	0	0	0
5,524	6,116	0	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
1,292	1,430	0	<b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
20,409	22,393	0	<b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
19,812	20,337	0	<b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0
126	126	0	<b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0
366	377	0	<b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0
2,914	3,767	0	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
26	31	0	<b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>135,081</b>	<b>146,808</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
0	68	0	<b>7550</b>	Travel & Education	0	0	0
1,378	545	500	<b>7590</b>	Fuel - Vehicle & Equipment	1,500	1,500	1,500
29	292	0	<b>7630-05</b>	Uniforms - Employee	0	0	0
153	18	0	<b>7660</b>	Materials & Supplies	0	0	0
2,468	2,879	1,100	<b>7720-14</b>	Repairs & Maintenance - Vehicles	3,550	3,550	3,550
				Motorcycle repairs & maintenance.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Tire replacements	6	275	1,650
				Spare tires	2	250	500
				Brake replacement	2	700	1,400
3,891	0	0	<b>7800</b>	M & S Equipment	0	0	0
<b>7,919</b>	<b>3,802</b>	<b>1,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>5,050</b>	<b>5,050</b>	<b>5,050</b>
<b>CAPITAL OUTLAY</b>							
23,896	0	0	<b>8850</b>	Vehicles	0	0	0
<b>23,896</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>166,895</b>	<b>150,610</b>	<b>1,600</b>	<b>TOTAL REQUIREMENTS</b>		<b>5,050</b>	<b>5,050</b>	<b>5,050</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
450	0	0	6115 Code Enforcement	0	0	0
<b>450</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>450</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
108,252	0	0	<b>7000-05</b> Salaries & Wages - Regular Full Time	0	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
6,545	0	0	<b>7300-05</b> Fringe Benefits - FICA - Social Security	0	0	0
1,531	0	0	<b>7300-06</b> Fringe Benefits - FICA - Medicare	0	0	0
23,987	0	0	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	0	0	0
20,998	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
249	0	0	<b>7300-25</b> Fringe Benefits - Life Insurance	0	0	0
572	0	0	<b>7300-30</b> Fringe Benefits - Long Term Disability	0	0	0
3,716	0	0	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	0	0	0
51	0	0	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	0	0	0
962	0	0	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>166,863</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
719	0	0	<b>7550</b> Travel & Education	0	0	0
3,521	0	0	<b>7590</b> Fuel - Vehicle & Equipment	0	0	0
799	0	0	<b>7630-05</b> Uniforms - Employee	0	0	0
1,977	0	0	<b>7660</b> Materials & Supplies	0	0	0
3,239	0	0	<b>7720-14</b> Repairs & Maintenance - Vehicles	0	0	0
44	0	0	<b>7750</b> Professional Services	0	0	0
1,165	0	0	<b>7750-08</b> Professional Services - Code Enforcement	0	0	0
0	0	0	<b>7800</b> M & S Equipment	0	0	0
<b>11,464</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8850</b> Vehicles	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>178,327</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
2,091	1,318	3,000	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>		3,000	3,000	3,000
				Extra Help - Police Reserves - 0.06 FTE				
130	82	186	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		186	186	186
30	19	44	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		44	44	44
0	84	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		0	0	0
77	60	141	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		122	122	122
2	1	2	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		2	2	2
108	150	991	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>		999	999	999
466	785	700	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>		800	800	800
819	943	1,082	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		975	975	975
<b>3,723</b>	<b>3,443</b>	<b>6,146</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>6,128</b>	<b>6,128</b>	<b>6,128</b>
<b>MATERIALS AND SERVICES</b>								
229	95	2,120	<b>7550</b>	<b>Travel &amp; Education</b>		1,720	1,720	1,720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve police officer association membership dues	8	40	320	
				Mid Valley Reserve Training Academy	3	400	1,200	
				Training courses	1	200	200	
578	540	7,000	<b>7630-10</b>	<b>Uniforms - Volunteer</b>		8,260	8,260	8,260
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve uniform maintenance	1	2,260	2,260	
				New reserve uniforms	3	2,000	6,000	
120	72	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
<b>927</b>	<b>707</b>	<b>9,620</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>10,480</b>	<b>10,480</b>	<b>10,480</b>
<b>4,650</b>	<b>4,150</b>	<b>15,766</b>	<b>TOTAL REQUIREMENTS</b>			<b>16,608</b>	<b>16,608</b>	<b>16,608</b>

Budget Document Report

**01 - GENERAL FUND**

Department :11 - POLICE  
 Section :043 - FIELD OPERATIONS  
 Program :565 - CANINE

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET																								
<b>REQUIREMENTS</b>																														
<b><u>MATERIALS AND SERVICES</u></b>																														
3,258	3,635	6,780	<b>7550</b>	<b>Travel &amp; Education</b>	11,780	11,780																								
				<table border="0"> <tr> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> </tr> <tr> <td>Memberships and training</td> <td>1</td> <td>3,780</td> <td>3,780</td> </tr> <tr> <td>Training-replacement canine</td> <td>2</td> <td>4,000</td> <td>8,000</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Memberships and training	1	3,780	3,780	Training-replacement canine	2	4,000	8,000														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																											
Memberships and training	1	3,780	3,780																											
Training-replacement canine	2	4,000	8,000																											
6,559	7,874	7,140	<b>7660</b>	<b>Materials &amp; Supplies</b>	8,425	8,425																								
				<table border="0"> <tr> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> </tr> <tr> <td>Medical care</td> <td>1</td> <td>3,800</td> <td>3,800</td> </tr> <tr> <td>Dog food</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>Misc equipment</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Boarding</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Licenses</td> <td>1</td> <td>125</td> <td>125</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Medical care	1	3,800	3,800	Dog food	1	2,500	2,500	Misc equipment	1	1,000	1,000	Boarding	1	1,000	1,000	Licenses	1	125	125		
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																											
Medical care	1	3,800	3,800																											
Dog food	1	2,500	2,500																											
Misc equipment	1	1,000	1,000																											
Boarding	1	1,000	1,000																											
Licenses	1	125	125																											
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	1,130	1,130																								
				<table border="0"> <tr> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> </tr> <tr> <td>Taser X26</td> <td>1</td> <td>1,130</td> <td>1,130</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Taser X26	1	1,130	1,130																		
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																											
Taser X26	1	1,130	1,130																											
0	0	0	<b>7800-26</b>	<b>M &amp; S Equipment - Canine</b>	8,150	8,150																								
				<table border="0"> <tr> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> </tr> <tr> <td>Replacement canine - narcotics</td> <td>1</td> <td>8,150</td> <td>8,150</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Replacement canine - narcotics	1	8,150	8,150																		
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																											
Replacement canine - narcotics	1	8,150	8,150																											
<b>9,817</b>	<b>11,509</b>	<b>13,920</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>29,485</b>	<b>29,485</b>																								
<b><u>CAPITAL OUTLAY</u></b>																														
0	0	10,000	<b>8710-15</b>	<b>Equipment - Canine</b>	0	0																								
<b>0</b>	<b>0</b>	<b>10,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>																								
<b>9,817</b>	<b>11,509</b>	<b>23,920</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>29,485</b>	<b>29,485</b>																								

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# **POLICE DEPARTMENT**

## **Investigations & Support Division**

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<b><u>Organization Set – Programs</u></b>	<b><u>Organization Set #</u></b>
• 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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

129,902	185,192	190,508	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	105,254	105,254	105,254
1,983	17,765	2,503	<b>7000-20</b> Salaries & Wages - Overtime	2,500	2,500	2,500
7,870	12,192	11,861	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,681	6,681	6,681
1,841	2,851	2,799	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,562	1,562	1,562
31,811	49,278	46,864	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	29,352	29,352	29,352
23,518	34,507	36,732	<b>7300-20</b> Fringe Benefits - Medical Insurance	15,968	15,968	15,906
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,000	3,000	3,000
116	252	252	<b>7300-25</b> Fringe Benefits - Life Insurance	126	126	126
685	982	1,002	<b>7300-30</b> Fringe Benefits - Long Term Disability	560	560	560
4,764	8,209	9,091	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,375	4,375	4,375
39	63	68	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	35	35	35
400	917	97	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,572	1,572	1,572
<b>202,927</b>	<b>312,209</b>	<b>301,777</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>170,985</b>	<b>170,985</b>	<b>170,923</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7530</b> Safety Training/OSHA	0	0	0
2,682	2,332	8,800	<b>7550</b> Travel & Education	2,750	2,750	2,750
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			International Association of Chiefs of Police conference	1	2,000	2,000
			Additional training courses	1	750	750
1,632	866	1,500	<b>7590</b> Fuel - Vehicle & Equipment	1,500	1,500	1,500
12,318	17,384	21,262	<b>7620</b> Telecommunications Includes telecommunications for entire Special Operations Division.	19,151	19,151	19,151
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - landlines - 14	12	800	9,600
			Telecom - voicemail boxes	1	65	65
			Cell phones - 13 phones	12	680	8,160
			Evidence facility	1	396	396
			iPad data service - 1 unit	12	40	480
			Black Box services	1	450	450
152	1,184	1,000	<b>7630-05</b> Uniforms - Employee	600	600	600

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
342	227	800	<b>7660</b>	<b>Materials &amp; Supplies</b>		400	400	400
172	0	1,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		1,000	1,000	1,000
5,412	2,384	7,500	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		7,500	7,500	7,500
789	3,526	5,050	<b>7750</b>	<b>Professional Services</b>		8,050	8,050	8,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 administration fee	1	50	50	
				DNA testing, transcription, computer forensics	1	8,000	8,000	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		2,700	2,700	2,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				APX mobile radio	1	2,700	2,700	
0	2,447	7,000	<b>7800-06</b>	<b>M &amp; S Equipment - Weapons</b>		7,400	7,400	7,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Sig 516 rifle	2	1,750	3,500	
				Rifle conversion for motorcycle	1	1,500	1,500	
				NXS 5.5-22X56 rifle scope for .308	1	2,400	2,400	
<b>23,498</b>	<b>30,350</b>	<b>53,912</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>51,051</b>	<b>51,051</b>	<b>51,051</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	22,638	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>22,638</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>226,425</b>	<b>365,197</b>	<b>355,689</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>222,036</b>	<b>222,036</b>	<b>221,974</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	32,735	36,465	<b>7000-10</b> Salaries & Wages - Regular Part Time Facilities Maintenance Specialist II - 0.80 FTE	39,175	39,175	39,175
0	496	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
0	2,060	2,261	<b>7300-05</b> Fringe Benefits - FICA - Social Security	2,429	2,429	2,429
0	482	529	<b>7300-06</b> Fringe Benefits - FICA - Medicare	568	568	568
0	6,656	7,304	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	7,843	7,843	7,843
0	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
0	85	82	<b>7300-25</b> Fringe Benefits - Life Insurance	82	82	82
0	206	190	<b>7300-30</b> Fringe Benefits - Long Term Disability	204	204	204
0	1,517	1,732	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,547	1,547	1,547
0	27	28	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	28	28	28
<b>0</b>	<b>44,264</b>	<b>48,591</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>51,876</b>	<b>51,876</b>	<b>51,876</b>

**MATERIALS AND SERVICES**

0	44,674	48,000	<b>7600</b> Electric & Natural Gas	46,000	46,000	46,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity	1	35,000	35,000
			Natural Gas	1	11,000	11,000
0	1,100	1,500	<b>7610-05</b> Insurance - Liability	2,000	2,000	2,000
0	8,300	9,800	<b>7610-10</b> Insurance - Property	9,900	9,900	9,900
0	95	100	<b>7630-05</b> Uniforms - Employee	100	100	100
0	23,400	26,500	<b>7650-10</b> Janitorial - Services	26,500	26,500	26,500
0	1,569	3,000	<b>7650-15</b> Janitorial - Supplies	3,000	3,000	3,000
0	44,010	42,172	<b>7720-10</b> Repairs & Maintenance - Building Maintenance	50,773	50,773	50,773
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Maintenance contracts	1	32,461	32,461
			Other maintenance costs - lights, chemicals, etc	1	3,850	3,850
			Emergency Operations Center upgrades	1	8,085	8,085
			Prox card addition - booking room door	1	900	900
			Gate access upgrade (controller and 50 openers)	1	2,527	2,527
			Other projects (painting, repairs, etc)	1	2,950	2,950

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :550 - BUILDING MAINTENANCE		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	123,148	131,072	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		138,273	138,273	138,273
<b><u>CAPITAL OUTLAY</u></b>							
0	14,967	8,000	8710	Equipment	0	0	0
0	14,967	8,000	<b><u>TOTAL CAPITAL OUTLAY</u></b>		0	0	0
0	182,379	187,663	<b><u>TOTAL REQUIREMENTS</u></b>		190,149	190,149	190,149

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
0	1,013	500	6115 Code Enforcement	500	500	500
<b>0</b>	<b>1,013</b>	<b>500</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>0</b>	<b>1,013</b>	<b>500</b>	<b><i>TOTAL RESOURCES</i></b>	<b>500</b>	<b>500</b>	<b>500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :559 - CODE/PARKING ENFORCEMENT	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	110,298	115,447	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Community Support Coordinator - 0.98 FTE Parking & Code Enforcement - 1.00 FTE	118,663	118,663	118,663
0	0	336	<b>7000-20</b> Salaries & Wages - Overtime	1,482	1,482	1,482
0	6,623	7,165	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,449	7,449	7,449
0	1,549	1,679	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,743	1,743	1,743
0	24,514	25,762	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	28,594	28,594	28,594
0	21,559	22,136	<b>7300-20</b> Fringe Benefits - Medical Insurance	32,580	32,580	32,414
0	250	250	<b>7300-25</b> Fringe Benefits - Life Insurance	250	250	250
0	581	608	<b>7300-30</b> Fringe Benefits - Long Term Disability	620	620	620
0	4,556	5,454	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,878	4,878	4,878
0	58	68	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	68	68	68
0	1,035	1,338	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,048	1,048	1,048
<b>0</b>	<b>171,023</b>	<b>180,243</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>197,375</b>	<b>197,375</b>	<b>197,209</b>

**MATERIALS AND SERVICES**

0	150	1,100	<b>7550</b> Travel & Education Memberships and training	1,300	1,300	1,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code Enforcement conference	2	400	800
			Volunteer training	1	200	200
			Membership Code Enforcement of Oregon	2	50	100
			Other training	1	200	200
0	3,233	4,000	<b>7590</b> Fuel - Vehicle & Equipment Fuel for parking scooter, code enforcement vehicle and the volunteer parking patrol vehicle.	3,500	3,500	3,500
0	1,086	1,500	<b>7630-05</b> Uniforms - Employee Uniforms for code/parking enforcement staff and volunteers	1,500	1,500	1,500
0	2,168	2,500	<b>7660</b> Materials & Supplies	2,500	2,500	2,500
0	1,237	3,500	<b>7720-14</b> Repairs & Maintenance - Vehicles	3,500	3,500	3,500
0	44	50	<b>7750</b> 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

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
			Section :046 - INVESTIGATIONS AND SUPPORT				
			Program :559 - CODE/PARKING ENFORCEMENT				
0	2,430	3,500	<b>7750-08</b>	<b>Professional Services - Code Enforcement</b>	3,500	3,500	3,500
				Services to clean up yard debris and grass abatements.			
0	0	500	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0
<b>0</b>	<b>10,349</b>	<b>16,650</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>15,850</b>	<b>15,850</b>	<b>15,850</b>
<b>0</b>	<b>181,371</b>	<b>196,893</b>	<b><i>TOTAL REQUIREMENTS</i></b>		<b>213,225</b>	<b>213,225</b>	<b>213,059</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

380,098	388,176	403,010	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 4.00 FTE	403,230	403,230	403,230
596	6,099	2,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Investigations - 0.11 FTE	5,500	5,500	5,500
31,218	41,717	40,006	<b>7000-20 Salaries &amp; Wages - Overtime</b>	55,004	55,004	55,004
2,000	2,200	2,000	<b>7000-35 Salaries &amp; Wages - Clothing Allowance</b> Detectives' \$400 annual clothing allowance.	2,000	2,000	2,000
25,650	26,845	26,010	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	28,876	28,876	28,876
5,999	6,278	6,482	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	6,754	6,754	6,754
94,353	98,119	105,674	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	120,384	120,384	120,384
93,640	97,283	98,706	<b>7300-20 Fringe Benefits - Medical Insurance</b>	107,006	107,006	106,346
630	630	630	<b>7300-25 Fringe Benefits - Life Insurance</b>	630	630	630
1,828	1,881	1,958	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,970	1,970	1,970
14,263	17,765	20,960	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	18,827	18,827	18,827
136	166	172	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	174	174	174
0	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>650,411</b>	<b>687,160</b>	<b>707,608</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>750,355</b>	<b>750,355</b>	<b>749,695</b>

**MATERIALS AND SERVICES**

3,401	2,525	5,750	<b>7550 Travel &amp; Education</b>	7,900	7,900	7,900
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Annual child abuse summit	1	500	500
			Field Experiential Trauma Interview course	2	1,100	2,200
			New investigator training	2	600	1,200
			Investigative training courses	1	2,000	2,000
			Out of state/area investigations	1	2,000	2,000
5,356	6,115	6,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	7,000	7,000	7,000
43	961	500	<b>7630-05 Uniforms - Employee</b>	600	600	600

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :568 - INVESTIGATIONS				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,859	1,560	2,500	<b>7660</b>	<b>Materials &amp; Supplies</b>			3,600	3,600	3,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Investigative funds - informants, etc	1	500	500		
				Batteries, cameras, other supplies	1	1,000	1,000		
				Bio light, binoculars, and digital recorders	1	2,100	2,100		
1,861	1,807	4,500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			4,500	4,500	4,500
451	439	1,000	<b>7750</b>	<b>Professional Services</b>			950	950	950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 administration fee	1	50	50		
				TLO database search fees	1	600	600		
				Comcast line (25 a month)	1	300	300		
6,394	5,627	8,800	<b>7800</b>	<b>M &amp; S Equipment</b>			6,224	6,224	6,224
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				APX mobile radio	2	2,862	5,724		
				Other equipment	1	500	500		
<b>19,365</b>	<b>19,034</b>	<b>29,050</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>30,774</b>	<b>30,774</b>	<b>30,774</b>
<b><u>CAPITAL OUTLAY</u></b>									
0	0	0	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>669,776</b>	<b>706,193</b>	<b>736,658</b>	<b>TOTAL REQUIREMENTS</b>				<b>781,129</b>	<b>781,129</b>	<b>780,469</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	5200 YCINT - ERAD Grant	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>						
7,903	6,501	10,150	6110-10 Drug Forfeitures - State	0	0	0
<b>7,903</b>	<b>6,501</b>	<b>10,150</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7,903</b>	<b>6,501</b>	<b>10,150</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :571 - NARCOTICS			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
75,064	76,080	79,303	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		81,120	81,120	81,120
				Police Officer - Narcotics - 1.00 FTE				
14,844	15,035	13,410	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		15,001	15,001	15,001
400	400	400	<b>7000-35</b>	<b>Salaries &amp; Wages - Clothing Allowance</b>		400	400	400
				Detective's \$400 annual clothing allowance.				
5,534	5,608	5,202	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		5,984	5,984	5,984
1,294	1,311	1,350	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		1,400	1,400	1,400
18,186	18,742	21,402	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		23,769	23,769	23,769
19,812	20,337	20,884	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		22,638	22,638	22,494
126	126	126	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		126	126	126
362	381	398	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		388	388	388
2,822	3,709	4,367	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		3,902	3,902	3,902
31	35	34	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		34	34	34
<b>138,476</b>	<b>141,764</b>	<b>146,876</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>154,762</b>	<b>154,762</b>	<b>154,618</b>
<b>MATERIALS AND SERVICES</b>								
161	64	1,000	<b>7550</b>	<b>Travel &amp; Education</b>		1,000	1,000	1,000
1,970	451	2,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		2,000	2,000	2,000
772	824	700	<b>7620</b>	<b>Telecommunications</b>		800	800	800
312	0	200	<b>7630-05</b>	<b>Uniforms - Employee</b>		200	200	200
5,000	5,161	5,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,500	5,500	5,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared expense - agency portion	1	5,000	5,000	
				Other narcotics supplies	1	500	500	
0	0	750	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		750	750	750
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>8,215</b>	<b>6,501</b>	<b>10,150</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>10,250</b>	<b>10,250</b>	<b>10,250</b>
<b>146,691</b>	<b>148,265</b>	<b>157,026</b>	<b>TOTAL REQUIREMENTS</b>			<b>165,012</b>	<b>165,012</b>	<b>164,868</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
44,566	44,939	46,000	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> 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.	49,600	49,600	49,600
<b>44,566</b>	<b>44,939</b>	<b>46,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>49,600</b>	<b>49,600</b>	<b>49,600</b>
<b>44,566</b>	<b>44,939</b>	<b>46,000</b>	<b>TOTAL RESOURCES</b>	<b>49,600</b>	<b>49,600</b>	<b>49,600</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :574 - SCHOOL RESOURCE			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
74,134	75,346	78,691	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		83,898	83,898	83,898
				Police Officer - High School Resource Officer - 1.00 FTE				
8,594	10,123	10,982	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		11,992	11,992	11,992
5,072	5,244	5,092	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		5,945	5,945	5,945
1,186	1,226	1,300	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		1,391	1,391	1,391
19,954	20,752	21,774	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		26,121	26,121	26,121
17,523	16,986	15,170	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		16,454	16,454	16,370
125	125	126	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		126	126	126
359	364	380	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		388	388	388
2,662	3,181	4,224	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		3,893	3,893	3,893
29	32	34	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		34	34	34
<b>129,639</b>	<b>133,379</b>	<b>137,773</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>150,242</b>	<b>150,242</b>	<b>150,158</b>
<b>MATERIALS AND SERVICES</b>								
231	531	1,000	<b>7550</b>	<b>Travel &amp; Education</b>		2,750	2,750	2,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Basic school resource officer course	1	1,000	1,000	
				Advanced school resource officer course	1	850	850	
				Oregon school resource officer conference	1	700	700	
				Other training (active shooter etc)	1	200	200	
0	18	300	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
				Miscellaneous youth services program materials and supplies.				
<b>231</b>	<b>549</b>	<b>1,300</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>3,250</b>	<b>3,250</b>	<b>3,250</b>
<b>129,870</b>	<b>133,928</b>	<b>139,073</b>	<b>TOTAL REQUIREMENTS</b>			<b>153,492</b>	<b>153,492</b>	<b>153,408</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
3,400	3,000	3,000	<b>5380-02 Facility Rentals - Training Facility</b> Revenue received from neighboring agencies for use of the Firearms Facility.	5,800	5,800	5,800
<b>3,400</b>	<b>3,000</b>	<b>3,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>
<b>3,400</b>	<b>3,000</b>	<b>3,000</b>	<b>TOTAL RESOURCES</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>



Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :577 - IN-SERVICE				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
18,244	25,638	37,627	<b>7660</b>	<b>Materials &amp; Supplies</b>			29,314	29,314	29,314
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Community Emergency Response Team training material and supplies	1	1,000	1,000		
				Defensive tactics - redman equip and mats	1	2,500	2,500		
				Taser supplies	1	6,220	6,220		
				Simunitions - conversions and ammunition	1	2,404	2,404		
				Firearms - ammunition	1	10,645	10,645		
				Firearms - rifle rack in armory	1	950	950		
				Firearms - targets, supplies and maintenance	1	4,420	4,420		
				Emergency operations center supplies	1	200	200		
				Map printer cartridge	1	175	175		
				Taser - battery packs	8	100	800		
1,658	5,199	7,450	<b>7720-18</b>	<b>Repairs &amp; Maintenance - Training Facility</b>			7,100	7,100	7,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Road maintenance	1	2,700	2,700		
				Tractor maintenance	1	550	550		
				Range construction	1	1,500	1,500		
				Supplies	1	2,000	2,000		
				Chem can rental	1	350	350		
0	2,884	3,500	<b>7800</b>	<b>M &amp; S Equipment</b>			7,800	7,800	7,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Taser X26p -part one of two replacement years	6	1,300	7,800		
<b>23,646</b>	<b>36,443</b>	<b>57,617</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>54,314</b>	<b>54,314</b>	<b>54,314</b>
<b>33,858</b>	<b>39,449</b>	<b>75,158</b>		<b><u>TOTAL REQUIREMENTS</u></b>			<b>71,753</b>	<b>71,753</b>	<b>71,753</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :583 - EVIDENCE			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
0	51,957	54,972	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		56,337	56,337	56,337
				Police Evidence and Property Technician - 1.00 FTE				
0	412	1,009	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		1,482	1,482	1,482
0	3,181	3,428	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		3,585	3,585	3,585
0	744	812	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		838	838	838
0	10,489	11,281	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		11,711	11,711	11,711
0	20,337	20,884	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		22,638	22,638	22,494
0	126	126	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		126	126	126
0	289	302	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		308	308	308
0	158	247	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		261	261	261
0	30	34	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		34	34	34
<b>0</b>	<b>87,723</b>	<b>93,095</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>97,320</b>	<b>97,320</b>	<b>97,176</b>
<b>MATERIALS AND SERVICES</b>								
0	50	500	<b>7550</b>	<b>Travel &amp; Education</b>		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				International Association of Police Evidence dues	1	50	50	
				Training	1	350	350	
0	323	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		500	500	500
0	494	400	<b>7630-05</b>	<b>Uniforms - Employee</b>		400	400	400
0	3,326	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,000	3,000	3,000
0	33	500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		500	500	500
0	0	300	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		300	300	300
				Evidence storage building alarm contract				
0	200	500	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>0</b>	<b>4,426</b>	<b>5,700</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>5,100</b>	<b>5,100</b>	<b>5,100</b>
<b>0</b>	<b>92,149</b>	<b>98,795</b>	<b>TOTAL REQUIREMENTS</b>			<b>102,420</b>	<b>102,420</b>	<b>102,276</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :046 - INVESTIGATIONS AND SUPPORT Program :586 - PROFESSIONAL STANDARDS			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	2,050	<b>7550</b>	<b>Travel &amp; Education</b>		1,800	1,800	1,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon Accreditation Alliance dues	1	1,550	1,550	
				Training	1	250	250	
0	2,006	350	<b>7660</b>	<b>Materials &amp; Supplies</b>		200	200	200
<b>0</b>	<b>2,006</b>	<b>2,400</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>0</b>	<b>2,006</b>	<b>2,400</b>		<b><i>TOTAL REQUIREMENTS</i></b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

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## **POLICE DEPARTMENT Support Services**

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### **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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b>	0	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	0	0	0
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	0	0	0
0	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
0	0	0	<b>7300-25 Fringe Benefits - Life Insurance</b>	0	0	0
0	0	0	<b>7300-30 Fringe Benefits - Long Term Disability</b>	0	0	0
0	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7550 Travel &amp; Education</b>	0	0	0
3,517	0	0	<b>7620 Telecommunications</b>	0	0	0
0	0	0	<b>7630-05 Uniforms - Employee</b>	0	0	0
34	0	0	<b>7660 Materials &amp; Supplies</b>	0	0	0
14	0	0	<b>7750 Professional Services</b>	0	0	0
23,899	0	0	<b>7790 Maintenance &amp; Rental Contracts</b>	0	0	0
<b>27,464</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>27,464</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :580 - RECORDS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
115,290	0	0	<b>7000-05</b> Salaries & Wages - Regular Full Time	0	0	0
16,527	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time	0	0	0
222	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
7,832	0	0	<b>7300-05</b> Fringe Benefits - FICA - Social Security	0	0	0
1,832	0	0	<b>7300-06</b> Fringe Benefits - FICA - Medicare	0	0	0
28,642	0	0	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	0	0	0
45,639	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
341	0	0	<b>7300-25</b> Fringe Benefits - Life Insurance	0	0	0
696	0	0	<b>7300-30</b> Fringe Benefits - Long Term Disability	0	0	0
333	0	0	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	0	0	0
75	0	0	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>217,429</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
2,852	0	0	<b>7550</b> Travel & Education	0	0	0
909	0	0	<b>7630-05</b> Uniforms - Employee	0	0	0
4,627	0	0	<b>7660</b> Materials & Supplies	0	0	0
86	0	0	<b>7750</b> Professional Services	0	0	0
0	0	0	<b>7800</b> M & S Equipment	0	0	0
6,314	0	0	<b>8040</b> Regional Automated Info Network	0	0	0
<b>14,789</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>232,218</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :583 - EVIDENCE	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
51,031	0	0	<b>7000-05</b> Salaries & Wages - Regular Full Time	0	0	0
939	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
3,157	0	0	<b>7300-05</b> Fringe Benefits - FICA - Social Security	0	0	0
738	0	0	<b>7300-06</b> Fringe Benefits - FICA - Medicare	0	0	0
10,425	0	0	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	0	0	0
19,812	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	0	0	0
126	0	0	<b>7300-25</b> Fringe Benefits - Life Insurance	0	0	0
284	0	0	<b>7300-30</b> Fringe Benefits - Long Term Disability	0	0	0
130	0	0	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	0	0	0
27	0	0	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>86,670</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
65	0	0	<b>7550</b> Travel & Education	0	0	0
277	0	0	<b>7590</b> Fuel - Vehicle & Equipment	0	0	0
420	0	0	<b>7630-05</b> Uniforms - Employee	0	0	0
2,910	0	0	<b>7660</b> Materials & Supplies	0	0	0
268	0	0	<b>7720-14</b> Repairs & Maintenance - Vehicles	0	0	0
<b>3,940</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>						
0	0	0	<b>8850</b> Vehicles	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>90,610</b>	<b>0</b>	<b>0</b>	<b>TOTAL REQUIREMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :586 - PROFESSIONAL STANDARDS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
210	0	0	7550 Travel & Education	0	0	0
1,578	0	0	7660 Materials & Supplies	0	0	0
<b>1,788</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,788</b>	<b>0</b>	<b>0</b>	<b>TOTAL REQUIREMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :589 - IS - TECHNOLOGY	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
60,435	0	0	<b>7840</b> M & S Computer Charges	0	0	0
58,935	0	0	<b>7840-20</b> M & S Computer Charges - Police	0	0	0
<b>119,369</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
6,037	0	0	<b>8750</b> Capital Outlay Computer Charges	0	0	0
22,829	0	0	<b>8750-20</b> Capital Outlay Computer Charges - Police	0	0	0
<b>28,866</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>148,236</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

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## **POLICE DEPARTMENT Community Relations**

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### **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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
19,345	0	0	<b>7000-05</b> Salaries & Wages - Regular Full Time	0	0	0
0	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
15	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
1,200	0	0	<b>7300-05</b> Fringe Benefits - FICA - Social Security	0	0	0
281	0	0	<b>7300-06</b> Fringe Benefits - FICA - Medicare	0	0	0
3,881	0	0	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	0	0	0
25	0	0	<b>7300-25</b> Fringe Benefits - Life Insurance	0	0	0
109	0	0	<b>7300-30</b> Fringe Benefits - Long Term Disability	0	0	0
52	0	0	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	0	0	0
11	0	0	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>24,919</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
2	0	0	<b>7660</b> Materials & Supplies	0	0	0
<b>2</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24,921</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :592 - COMMUNITY EDUCATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
557	0	0	<b>7520</b> Public Notices & Printing	0	0	0
2,651	0	0	<b>7660</b> Materials & Supplies	0	0	0
<b>3,207</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3,207</b>	<b>0</b>	<b>0</b>	<b>TOTAL REQUIREMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>



# MUNICIPAL COURT



## Organization Set – Sections

- Court
- Parking Tickets

## Organization Set #

01-13-060  
01-13-063



# General Fund – Municipal Court

2015 – 2016 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.
- Continue 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.
- Capitalize on the benefits of e-ticketing, including no longer being required to manually enter each citation into the Court's software system, improved tracking, and ability to work with the state 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

- 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

## 2014 Statistics

- ❖ 45 citizens over the age of 60 attended a driving refresher course sponsored by AARP.
- ❖ 29 DUII convictions and 64 DUII diversions were ordered.
- ❖ 23 people were assigned to seat belt class
- ❖ 39 juveniles assigned to BUSTED, the under-age substance abuse class
- ❖ 274 people participated in the online driving refresher course
- ❖ 558 people used the courts "Fix It" Ticket
- ❖ 131 defendants who were assigned court-appointed attorneys were ordered to pay the court appointed attorney fees
- ❖ 245 files were sent to collections

# General Fund – Municipal Court

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>572,091</b>	<b>692,200</b>	<b>523,750</b>	<b>(168,450)</b>
Personnel Services	292,336	276,797	296,700	19,903
Materials & Services	133,868	168,819	169,171	352
Capital Outlay	-	933	1,008	75
<b>Total Expenditures</b>	<b>426,203</b>	<b>446,549</b>	<b>466,879</b>	<b>20,330</b>
Net Expenditures	145,887	245,651	56,871	188,780

## Full-Time Equivalents (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.80</b>		
No change		-	
<b>FTE Proposed Budget</b>		<b>-</b>	<b>3.80</b>



## 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.
- 2014** Honorable Cynthia Kaufman Noble appointed to be Judge.

# General Fund - Municipal Court

## 2015-2016 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>		
<b><u>City Attorney</u></b>	1	362	126,237		
General Fund					
Administration					
Legal (0.90 FTE)				9	113,613
Municipal Court					
Court (0.10 FTE)				71	12,624
<b><u>Court Clerk I</u></b>	1	317	13,542		
General Fund					
Municipal Court					
Court (0.29 FTE)				71	8,125
Parking Tickets (0.19 FTE)				75	5,417

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
671,718	536,065	660,000	<b>6120 Fines &amp; Bail Forfeitures</b> 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.	500,000	500,000	500,000
3,321	3,839	1,200	<b>6140 Peer Court Assessment</b> 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.	750	750	750
8,802	7,416	8,000	<b>6150 Court Appointed Attorney Fees</b> 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
<b>683,841</b>	<b>547,319</b>	<b>669,200</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>507,750</b>	<b>507,750</b>	<b>507,750</b>
<b>MISCELLANEOUS</b>						
1,048	744	1,000	<b>6600-93 Other Income - Municipal Court</b>	1,000	1,000	1,000
<b>1,048</b>	<b>744</b>	<b>1,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>684,889</b>	<b>548,063</b>	<b>670,200</b>	<b>TOTAL RESOURCES</b>	<b>508,750</b>	<b>508,750</b>	<b>508,750</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

177,286	155,214	147,554	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> City Attorney - 0.10 FTE Senior Court Clerk - 2.00 FTE Court Clerk II - 1.00 FT	153,174	153,174	153,174
37,475	26,205	14,664	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Court Clerk I - 0.29 FTE Municipal Court - Interpreter - 0.05 FTE	15,450	15,450	15,450
The positions of Municipal Court Judge and City Prosecutor were regular part time positions until January, 2014, when they became contract positions. They are now budgeted under 01-13-060-7750-12 and 060-7750-18.						
6,293	6,180	8,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Municipal Court Security - 0.17 FTE	8,500	8,500	8,500
55	168	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
13,003	11,022	10,523	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	10,933	10,933	10,933
3,047	2,581	2,469	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,567	2,567	2,567
38,182	36,055	35,197	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	37,044	37,044	37,044
42,473	45,502	47,670	<b>7300-20 Fringe Benefits - Medical Insurance</b>	48,152	48,152	48,004
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	9,264	9,264	9,264
195	398	428	<b>7300-25 Fringe Benefits - Life Insurance</b>	432	432	432
772	795	814	<b>7300-30 Fringe Benefits - Long Term Disability</b>	894	894	894
544	638	374	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	267	267	267
110	114	123	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	126	126	126
0	0	102	<b>7300-40 Fringe Benefits - Unemployment</b>	100	100	100
<b>319,435</b>	<b>284,871</b>	<b>267,918</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>286,903</b>	<b>286,903</b>	<b>286,755</b>

**MATERIALS AND SERVICES**

7,502	7,214	6,500	<b>7500 Credit Card Fees</b> Credit card fees for Municipal Court collections.	5,200	5,200	5,200
835	1,239	1,000	<b>7520 Public Notices &amp; Printing</b>	1,000	1,000	1,000
127	75	200	<b>7540 Employee Development</b>	200	200	200
3,091	3,365	4,500	<b>7550 Travel &amp; Education</b> 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

Budget Document Report

01 - GENERAL FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,700	1,800	1,900	<b>7610-05</b>	<b>Insurance - Liability</b>		2,200	2,200	2,200
5,644	5,620	5,000	<b>7620</b>	<b>Telecommunications</b>		5,000	5,000	5,000
1,512	1,497	1,500	<b>7630</b>	<b>Uniforms</b>		1,500	1,500	1,500
6,665	9,507	12,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		8,600	8,600	8,600
3,109	3,849	5,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,000	4,000	4,000
0	0	500	<b>7660-17</b>	<b>Materials &amp; Supplies - Court Security</b>		0	0	0
1,199	8,857	1,200	<b>7750</b>	<b>Professional Services</b>		700	700	700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	700	700	
0	24,545	39,940	<b>7750-12</b>	<b>Professional Services - Contract Judge</b> The position of Municipal Court Judge was a regular part time position (01-13-060-7000-10) until January, 2014, when it became a contract position.		39,940	39,940	39,940
17,420	20,614	30,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b> 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.		30,000	30,000	30,000
135	14,678	40,000	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b> The position of City Prosecutor was a regular part time position (01-13-060-7000-10) until January 2014, when it became a contract position. Also included is a back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.		40,000	40,000	40,000
60	60	100	<b>7750-21</b>	<b>Professional Services - Security</b> Security contract to provide panic button monitoring.		100	100	100
3,321	3,839	1,200	<b>7750-22</b>	<b>Professional Services - Peer Court Assessment</b> Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.		750	750	750
0	1,432	1,000	<b>7800</b>	<b>M &amp; S Equipment</b>		1,000	1,000	1,000
8,634	8,744	10,977	<b>7840</b>	<b>M &amp; S Computer Charges</b>		11,431	11,431	11,431
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	11,431	11,431	
7,967	16,829	5,502	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		12,250	12,250	12,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Scanner replacements	2	975	1,950	
				Laptop replacement	1	1,500	1,500	
				Workstation replacement	1	1,700	1,700	
				Caselle maintenance	1	2,000	2,000	
				APS e-ticketing, 33% - shared with Police	1	5,100	5,100	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
182	106	800	<b>8050</b>	<b>Trial Expense</b>			800	800	800
			Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.						
<b>69,104</b>	<b>133,868</b>	<b>168,819</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>				<b>169,171</b>	<b>169,171</b>	<b>169,171</b>
<b><u>CAPITAL OUTLAY</u></b>									
862	0	933	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			1,008	1,008	1,008
			<u>Description</u>				<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS Department capital costs shared city-wide				1	1,008	1,008
<b>862</b>	<b>0</b>	<b>933</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>1,008</b>	<b>1,008</b>	<b>1,008</b>
<b>389,401</b>	<b>418,739</b>	<b>437,670</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>457,082</b>	<b>457,082</b>	<b>456,934</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
20,061	24,028	22,000	<b>6130 Parking Tickets</b> Downtown Parking Patrol and Police Officer parking citations revenue.	15,000	15,000	15,000
<b>20,061</b>	<b>24,028</b>	<b>22,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>20,061</b>	<b>24,028</b>	<b>22,000</b>	<b>TOTAL RESOURCES</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
5,517	5,663	5,976	<b>7000-10</b> Salaries & Wages - Regular Part Time Court Clerk I - 0.19 FTE	6,500	6,500	6,500
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
342	349	371	<b>7300-05</b> Fringe Benefits - FICA - Social Security	403	403	403
80	82	87	<b>7300-06</b> Fringe Benefits - FICA - Medicare	94	94	94
1,107	1,134	1,197	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	1,302	1,302	1,302
0	207	1,101	<b>7300-20</b> Fringe Benefits - Medical Insurance	1,210	1,210	1,210
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	109	109	109
0	5	25	<b>7300-25</b> Fringe Benefits - Life Insurance	28	28	28
0	6	0	<b>7300-30</b> Fringe Benefits - Long Term Disability	34	34	34
8	12	13	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	10	10	10
6	7	7	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	7	7	7
0	0	102	<b>7300-40</b> Fringe Benefits - Unemployment	100	100	100
<b>7,060</b>	<b>7,465</b>	<b>8,879</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>9,797</b>	<b>9,797</b>	<b>9,797</b>
<b>7,060</b>	<b>7,465</b>	<b>8,879</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>9,797</b>	<b>9,797</b>	<b>9,797</b>



# **FIRE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

**01-15-070**  
**01-15-073**



### Budget Highlights

- The 2015-16 proposed budget continues with the procurement process, replacing the 1980 aerial truck, 1974 engine and the 1985 water tender. \$30,000 of the tender replacement funding has been contributed by the McMinnville Rural Fire Protection District.
- In May 2014, the City entered into a full and faith credit bank loan to fund the purchase of the new vehicles. At June 30, 2015, the balance on the loan is \$1,301,400; the fixed annual interest rate is 3.10%. Annual payments are \$115,290 through 2023. On July 1, 2024, a payment of \$578,890 is due, at which time the City may pay the remaining balance or execute an additional agreement with the lender and “reset” the interest rate. Debt service payments are paid from general operating revenues of the General Fund.
- The Fire Station, while a beautiful building, was built in 1986. The facility was designed in 1986 and finished construction in 1988. The facility was designed primarily to manage a large volunteer staff along with one paid staff member per shift and the remaining living space allocated to what were termed as students.

The current challenges due to the original design include:

- Not designed to house female members
- Gang showers
- No doors on sleeping rooms
- Staff laundry in the women’s shower area
- No locker rooms
- Size of living space not adequate to accommodate the number of 24 /7 employees
  - i. Kitchen
  - ii. Day room
- Sleeping areas over vehicle stalls
- All crews wake up to all calls

In addition to the challenges with the design, the building repair costs have gone up due to the aging of the building and mechanical systems, requiring significant repairs or replacement of systems.

### 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

- The City Council has adopted response time standards for the Fire Department. The next step would be to start planning for future fire sub-stations to meet these response standards.
- 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
- 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

# General Fund – Fire

## 2015 – 2016 Proposed Budget --- Budget Summary

CALL TYPE	SUB-TYPE	CALLS FOR SERVICE	Fire Call Type%	Division %
<b>FIRE</b>	Structural	53	.77%	
	Brush/Wildland	38	.56%	
	Vehicle	15	.22%	
	Other	708	10.34%	
	<b>Fire Sub-Total</b>	<b>814</b>		<b>11.89%</b>
<b>EMS</b>	All EMS Calls	6034		<b>88.11%</b>
<b>Total</b>		<b>6848</b>		<b>100%</b>

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>1,739,797</b>	<b>360,007</b>	<b>365,158</b>	<b>5,151</b>
Personnel Services	1,807,284	1,993,435	2,099,594	106,159
Materials & Services	539,787	490,919	486,509	(4,410)
Capital Outlay	68,733	1,401,999	82,911	(1,319,088)
Debt Service	-	115,292	115,295	3
<b>Total Expenditures</b>	<b>2,415,803</b>	<b>4,001,645</b>	<b>2,784,309</b>	<b>(1,217,336)</b>
Net Expenditures	(676,006)	(3,641,638)	(2,419,151)	(1,222,487)



### Full-Time Equivalents (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>14.47</b>		
Administrative Specialist II		0.25	
Mechanic		0.05	
Extra Help - Fire Prevention		(0.02)	
<b>FTE Proposed Budget</b>		<b>0.28</b>	<b>14.75</b>



## 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 21<sup>st</sup> @ 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 4<sup>th</sup> @ 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 1<sup>st</sup>& 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.

**2014** Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender.

**2015** The City takes delivery of the new aerial truck, engine, and refurbished water tender.

# General Fund - Fire

# 2015-2016 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
<b><u>Fire Chief</u></b>	1	361	116,131		
General Fund					
Fire					
Administration & Operations (0.75 FTE)				77	87,098
Ambulance Fund (0.25 FTE)				239	29,033
<b><u>Assistant Fire Chief</u></b>	1	355	105,254		
General Fund					
Fire					
Administration & Operations (0.50 FTE)				77	52,627
Ambulance Fund (0.50 FTE)				239	52,627
<b><u>Fire Captain</u></b>	3	240	277,021		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				77	96,957
Ambulance Fund (1.95 FTE)				239	180,064
<b><u>Fire Lieutenant</u></b>	3	235	253,902		
General Fund					
Fire					
Administration & Operations (1.05 FTE)				77	88,866
Ambulance Fund (1.95 FTE)				239	165,036

<u>Position Description</u>					
Fund	Number of	Total	<u>Detailed Summary</u>		
Department	Employees	Range	Salary	Page	Amount
<b><u>Mechanic - Fire Dept</u></b>	1	332	34,060		
General Fund					
Fire					
Administration & Operations (0.30 FTE)				77	17,030
Ambulance Fund (0.30 FTE)				239	17,030
<b><u>Firefighter / Paramedic</u></b>	18	220	1,371,695		
General Fund					
Fire					
Administration & Operations (6.30 FTE)				77	480,093
Ambulance Fund (11.70 FTE)				239	891,602
<b><u>Firefighter / EMT</u></b>	6	207	334,733		
General Fund					
Fire					
Administration & Operations (2.10 FTE)				77	117,157
Ambulance Fund (3.90 FTE)				239	217,576
<b><u>Office Manager</u></b>	1	329	49,189		
General Fund					
Fire					
Administration & Operations (0.35 FTE)				77	17,216
Ambulance Fund (0.65 FTE)				239	31,973
<b><u>Administrative Specialist II</u></b>	1	321	36,462		
General Fund					
Fire					
Administration & Operations (0.25 FTE)				77	9,116
Ambulance Fund (0.75 FTE)				239	27,346

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>INTERGOVERNMENTAL</b>							
0	13,842	3,500	<b>4840-05</b>	<b>OR Conflagration Reimbursement - Personnel</b>	2,800	2,800	2,800
0	5,840	5,000	<b>4840-10</b>	<b>OR Conflagration Reimbursement - Equipment</b>	5,000	5,000	5,000
308,543	317,844	327,377	<b>5030-05</b>	<b>McMinnville Rural Fire District - Contract Fire Protection</b> McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2014-15 proposed budget assumes 3% increase in contract.	337,198	337,198	337,198
<b>308,543</b>	<b>337,526</b>	<b>335,877</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>344,998</b>	<b>344,998</b>	<b>344,998</b>
<b>CHARGES FOR SERVICES</b>							
3,920	2,955	3,500	<b>5340</b>	<b>Fire Department Service Fees</b> Non-resident motor vehicle incident charges for Fire Department required services.	2,000	2,000	2,000
<b>3,920</b>	<b>2,955</b>	<b>3,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>MISCELLANEOUS</b>							
0	566	0	<b>6310-02</b>	<b>Interest - Loan Proceeds</b>	0	0	0
18,602	18,435	17,130	<b>6310-07</b>	<b>Interest - LOSAP</b> Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	14,160	14,160	14,160
0	2,257	1,500	<b>6410</b>	<b>Donations - Fire</b> Donations received to help support the Fire Department.	2,000	2,000	2,000
3,872	7,145	500	<b>6600</b>	<b>Other Income</b>	500	500	500
517	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
12,317	914	1,500	<b>6600-07</b>	<b>Other Income - LOSAP</b> Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	1,500	1,500	1,500
<b>35,308</b>	<b>29,316</b>	<b>20,630</b>	<b>TOTAL MISCELLANEOUS</b>		<b>18,160</b>	<b>18,160</b>	<b>18,160</b>
<b>OTHER FINANCING SOURCE</b>							
0	1,370,000	0	<b>6830-05</b>	<b>Loan Proceeds - Fire Vehicle</b>	0	0	0
<b>0</b>	<b>1,370,000</b>	<b>0</b>	<b>TOTAL OTHER FINANCING SOURCE</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>347,770</b>	<b>1,739,797</b>	<b>360,007</b>	<b>TOTAL RESOURCES</b>		<b>365,158</b>	<b>365,158</b>	<b>365,158</b>

Budget Document Report

01 - GENERAL FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

840,716	858,699	915,679	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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 Administrative Specialist II - 0.25 FTE	949,130	949,130	960,064
2,361	12,504	14,039	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Mechanic - Fire Department - 0.30 FTE	17,030	17,030	17,030
0	280	1,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Fire - 0.03 FTE	1,000	1,000	1,000
20,730	22,515	37,500	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b> 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.	25,000	25,000	25,000
90,810	125,993	104,995	<b>7000-20 Salaries &amp; Wages - Overtime</b>	120,000	120,000	120,000
57,869	61,708	66,547	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	68,961	68,961	69,634
13,534	14,432	15,567	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	16,131	16,131	16,286
214,325	224,066	239,743	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	278,808	278,808	281,532
149,877	144,174	150,772	<b>7300-20 Fringe Benefits - Medical Insurance</b>	165,208	165,208	163,844
29,724	31,620	30,800	<b>7300-22 Fringe Benefits - VEBA Plan</b>	35,800	35,800	39,740
1,426	1,578	1,582	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,614	1,614	1,614
4,315	4,509	4,796	<b>7300-30 Fringe Benefits - Long Term Disability</b>	4,966	4,966	5,036
33,724	38,552	48,086	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	40,928	40,928	41,343
466	539	575	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	585	585	585
2,324	374	5,003	<b>7300-40 Fringe Benefits - Unemployment</b>	2,500	2,500	2,500
2,641	2,367	3,500	<b>7400-05 Fringe Benefits - Volunteers - Life Insurance</b>	2,500	2,500	2,500
9,272	11,818	14,360	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	12,755	12,755	12,755
25,884	24,672	94,000	<b>7400-15 Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b> 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.	98,000	98,000	98,000

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
10,617	8,681	11,500	<b>7400-21</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins</b> Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.	10,000	10,000	10,000
7,521	7,520	8,000	<b>7400-25</b>	<b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>	8,000	8,000	8,000
<b>1,518,137</b>	<b>1,596,601</b>	<b>1,768,044</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>1,858,916</b>	<b>1,858,916</b>	<b>1,876,463</b>

**MATERIALS AND SERVICES**

0	0	500	<b>7530</b>	<b>Safety Training/OSHA</b>	500	500	500
364	224	900	<b>7540</b>	<b>Employee Development</b>	800	800	800
20,752	11,216	20,000	<b>7550</b>	<b>Travel &amp; Education</b> Expected Costs listed in transactions. Increase due to costs for traveling to pick up new engine and drive to MAC	22,000	22,000	22,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				OLLI Supervisors Training	3	400	1,200
				Oregon Executive Development Institute	2	1,500	3,000
				Fire Instructor Conference	2	1,000	2,000
				Oregon Fire Chiefs Conference	4	750	3,000
				Target Training Program	1	3,500	3,500
				Travel to pick up new tender	2	1,500	3,000
				Travel to pick up new engine and drive to McMinnville	3	1,500	4,500
				Yamhill County Fire Academy	6	100	600
				NW Leadership Conference	4	300	1,200
24,270	27,801	25,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	20,000	20,000	20,000
17,515	19,627	20,625	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	19,000	19,000	19,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Electric	1	12,000	12,000
				Natural gas	1	7,000	7,000
11,300	11,800	12,600	<b>7610-05</b>	<b>Insurance - Liability</b>	17,900	17,900	17,900
15,100	17,400	14,700	<b>7610-10</b>	<b>Insurance - Property</b>	17,400	17,400	17,400
13,765	14,426	25,500	<b>7620</b>	<b>Telecommunications</b> This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.	22,000	22,000	22,000
17	0	0	<b>7630</b>	<b>Uniforms</b>	0	0	0
7,346	6,490	7,500	<b>7630-05</b>	<b>Uniforms - Employee</b> Career, part-time, and volunteer fire uniforms. Increase to return to pre 2009 replacement schedule for uniforms	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
26,257	30,506	25,000	<b>7630-15</b>	<b>Uniforms - Protective Clothing</b>		25,000	25,000	25,000
				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.				
3,322	4,390	6,000	<b>7650</b>	<b>Janitorial</b>		6,000	6,000	6,000
				Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.				
17,787	18,239	22,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		22,000	22,000	22,000
				Supplies for fire operations, fire prevention, administration.				
0	2,051	1,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,000	2,000	2,000
3,930	2,450	3,000	<b>7700</b>	<b>Hazardous Materials</b>		3,000	3,000	3,000
4,254	5,342	6,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		6,000	6,000	6,000
7,046	6,382	5,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		5,000	5,000	5,000
40,250	24,604	30,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		30,000	30,000	30,000
16,727	26,879	25,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		25,000	25,000	25,000
2,756	1,292	3,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		3,000	3,000	3,000
7,805	6,744	5,000	<b>7720-22</b>	<b>Repairs &amp; Maintenance - Breathing Apparatus</b>		5,000	5,000	5,000
54,148	41,951	54,280	<b>7750</b>	<b>Professional Services</b>		47,480	47,480	47,480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	4,100	4,100	
				Section 125 administration fee	1	130	130	
				Labor negotiations arbitrator 65% shared with Ambulance	1	750	750	
				NFPA medical physicals	1	42,500	42,500	
0	18,800	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
				Financing costs for Fire Vehicle.				
3,469	5,307	13,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		10,000	10,000	10,000
				Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts. Increase accounts for storage rental for Christmas decorations.				
9,194	9,847	11,000	<b>7800</b>	<b>M &amp; S Equipment</b>		8,000	8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Thermal imaging camera	1	8,000	8,000	
2,253	99,880	5,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		5,000	5,000	5,000
107,700	1,199	5,000	<b>7800-30</b>	<b>M &amp; S Equipment - Breathing Apparatus</b>		5,000	5,000	5,000
31,656	25,358	32,932	<b>7840</b>	<b>M &amp; S Computer Charges</b>		33,023	33,023	33,023
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	33,023	33,023	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
11,130	8,981	20,563	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>		20,645	20,645	20,645
				Increases in this account are the result of the Windows 7 upgrade required for security purposes. Upgrades include software as well as hardware replacements required on units that will not run Windows 7. To reduce costs, mobile computers will be replaced with tablets saving \$4,000 per vehicle.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				R-12 tablet computers	3	2,700	8,100	
				Laptop replacement	1	1,500	1,500	
				Netmotion software license	1	120	120	
				Workstation replacement	1	1,700	1,700	
				Visionair maintenance, 35% - shared with Ambulance	1	4,725	4,725	
				Netmotion software, 25% - shared with Ambulance and Police	1	1,000	1,000	
				Firehouse maintenance	1	3,500	3,500	
57,669	59,332	57,669	<b>8090</b>	<b>Hydrant Rental &amp; Maintenance</b>		59,611	59,611	59,611
				Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.				
9,824	9,429	10,000	<b>8110</b>	<b>Hoses, Nozzles, &amp; Adapters</b>		15,000	15,000	15,000
				Fire hose, nozzles, and adapters with values under \$5,000. Increase is due to new truck and engine requirements.				
4,120	4,598	5,500	<b>8120</b>	<b>Hose &amp; Ladder Testing</b>		5,000	5,000	5,000
				Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards.				
<b>531,727</b>	<b>522,541</b>	<b>473,769</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>470,359</b>	<b>470,359</b>	<b>470,359</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	7,413	0	<b>8710</b>	<b>Equipment</b>		0	0	0
3,162	0	2,799	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		2,911	2,911	2,911
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	2,911	2,911	
0	61,320	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
19,896	0	1,399,200	<b>8850</b>	<b>Vehicles</b>		80,000	80,000	93,108
				Water tender purchase with loan proceeds carried over from 2014-15. Rural District contributed \$30,000 towards the cost of tender				
<b>23,058</b>	<b>68,733</b>	<b>1,401,999</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>82,911</b>	<b>82,911</b>	<b>96,019</b>
<b><u>DEBT SERVICE</u></b>								
0	0	68,594	<b>9442-05</b>	<b>2014 Fire Vehicle Financing - Principal</b>		75,530	75,530	75,530
				Principal payment for loan authorized in 2014-15. Loan proceeds used to purchase new ladder truck, engine and used water tender				

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	46,698	<b>9442-10 2014 Fire Vehicle Financing - Interest</b> Interest payment for loan authorized in 2014-15	39,765	39,765	39,765
<b>0</b>	<b>0</b>	<b>115,292</b>	<b><u>TOTAL DEBT SERVICE</u></b>	<b>115,295</b>	<b>115,295</b>	<b>115,295</b>
<b>2,072,923</b>	<b>2,187,875</b>	<b>3,759,104</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>2,527,481</b>	<b>2,527,481</b>	<b>2,558,136</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

118,059	128,487	137,654	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Fire and Life Safety Division Chief - 1.00 FTE Fire Prevention Specialist - 1.00 FTE	143,942	143,942	144,454
0	2,413	2,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Fire Prevention - 0.07 FTE	2,100	2,100	2,100
965	820	0	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b>	0	0	0
4,065	4,017	5,005	<b>7000-20 Salaries &amp; Wages - Overtime</b>	5,000	5,000	5,000
7,735	8,457	9,000	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	9,364	9,364	9,396
1,809	1,978	2,105	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,190	2,190	2,197
29,456	32,172	35,244	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	41,143	41,143	41,283
27,221	23,837	24,362	<b>7300-20 Fringe Benefits - Medical Insurance</b>	25,321	25,321	25,214
1,500	1,500	1,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,500	4,500	4,500
215	252	252	<b>7300-25 Fringe Benefits - Life Insurance</b>	252	252	252
662	720	766	<b>7300-30 Fringe Benefits - Long Term Disability</b>	802	802	804
4,840	5,892	6,838	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	5,816	5,816	5,836
55	63	71	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	73	73	73
13,624	0	0	<b>7300-40 Fringe Benefits - Unemployment</b>	100	100	100
76	75	94	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	75	75	75
<b>210,282</b>	<b>210,683</b>	<b>225,391</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>240,678</b>	<b>240,678</b>	<b>241,284</b>

**MATERIALS AND SERVICES**

54	36	100	<b>7540 Employee Development</b>	100	100	100								
3,534	4,983	5,000	<b>7550 Travel &amp; Education</b> Training and travel costs for critical areas of certification and required fire training with professional development provided.	4,000	4,000	4,000								
0	206	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0								
171	68	50	<b>7750 Professional Services</b>	50	50	50								
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Section 125 administration fee</td> <td>1</td> <td>50</td> <td>50</td> </tr> </tbody> </table>				Description	Units	Amt/Unit	Total	Section 125 administration fee	1	50	50			
Description	Units	Amt/Unit	Total											
Section 125 administration fee	1	50	50											
11,826	11,952	12,000	<b>8080 Fire Prevention Education</b> 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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
15,586	17,245	17,150	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	16,150	16,150	16,150
225,868	227,928	242,541	<b><i>TOTAL REQUIREMENTS</i></b>	256,828	256,828	257,434



# **PARKS & RECREATION**



<b><u>Organization Set – Sections</u></b>	<b><u>Organization Set #</u></b>
• 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

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- Our three recreation centers (Aquatic, Community and Senior), open a combined 177.5 hours per week, are often filled with various recreation classes and programs as well as other community uses. Our many classes and events offer thousands of special interest program hours that directly serve the interests of families and individuals in McMinnville and surrounding communities. Along with our daily Kids on the Block (KOB) after school enrichment program, our year-round youth/adult sports leagues as well as the unlimited hours of un-programmed park experiences offered along our many trails, atop our skate parks, or within our many playgrounds, picnic sites and open space, the benefits of our budget investments outlined here-in impact our community far beyond the numbers; Parks and Recreation services and facilities significantly enrich the lives of our citizens and fundamentally support the quality of life in McMinnville.
- The overall Parks and Recreation Department budget for 2015-16 represents a self-supporting level of about 56.4%, with anticipated revenues of \$1,381,000. On the expenditure side, the budget includes several one-time expenses for maintenance related improvements (some carried over from last year: ie facility painting) and equipment (ie: freezer replacement for Community Center kitchen) Further discussion about such expenditures is provided in the various budget summaries to follow. Other than these major additions, the overall Department budget remains generally conservative.
- In the Parks and Recreation Administration budget, there is a proposed increase of \$4,000 (to support the Park Ranger program. This increase will allow us to initiate on-site presence of Park Rangers in early May as opposed to late May and provide greater flexibility in staffing the most challenging situations (particularly in City Park) when they arise. Total Park Ranger budget is \$28,000 (2500 hours of on-site supervision throughout our park system)
- Downtown Rangers are also included in the Park Ranger line item (7000-15 Salaries and Wages – Temporary). For 2015-16, the McMinnville Downtown Association has committed \$6000 to support the program (revenue line-item 6600-26 Other Income-Park Rangers) and asked the City to match their contribution. The budget includes \$11,660 for Downtown Rangers (1042 on-site hours June-Sept.) in the downtown core. If approved, the City's contribution to the Downtown Ranger program will be \$5,660 plus approximately 15% fringe for overall Downtown Ranger wages (\$7400 total) slightly more than the requested match.

This May (2014-15 fiscal year) the City has added funds to support the Downtown Rangers in order to address some ongoing issues early in the "season." This particular commitment of funds for May assignments is not included in the 2015-16 budget.
- Summer Concerts: Also proposed in this year's budget is a \$2,000 increase in Summer Concert support. Music Licensing is becoming more expensive as are performances and the provision of technical assistance for sound and lights. Our outdoor Summer Concert Series offers free, live music concerts on Tuesday evenings in July and August. For 30+ years, the Concert Series is one of the most popular programs offered through our Department.

## 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

2015 – 2016 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

- o McMinnville’s Park, Recreation and Open Space Master Plan, adopted in 1999, should be updated, as funds allow. McMinnville residents value their many parks and greenways, recreation centers and the many City sponsored recreation programs and services that enrich their lives. But the community is changing, the Aquatic and Community Centers are aging and less flexible today than in the past to meet indoor recreation needs, and our parks and park amenities must continue to evolve to stay relevant in providing for our residents. Engaging our citizens in this review will identify community-wide recreation program and facility development priorities, determine citizen’s willingness to pay to implement those priorities and further address critical park system funding.
- o Minimum wage: State legislature discussions about raising the minimum wage from the current \$9.25 to as much as fifteen dollars/hour with annual cost of living adjustments (COLA) would definitely impact our Department. With over 50,000 part-time hours scheduled annually, a \$3-\$5 dollar adjustment would add \$150,000-\$250,000 to our program costs across the Department. Impacts of participant fee increases to account for such increases are concerning, but of course, hard to predict at this time.

## Park Development and Improvement Issues

- o Anticipated, grant funded improvements to lower City Park will likely get started in June, with the bulk of on-site work taking place July-September. This will require carrying forward from fiscal year 2014-15, some of the Park Development funds available to support those improvements in 2015-16.
- o The development of the NW Neighborhood Park is underway with an ongoing Master Plan Process this spring as well as a wetland delineation and permitting process. A grant application supporting

park construction was submitted in April. If successful, construction documents will be prepared and the project construction bid process could take place in the spring of 2015-16. The Park Development Fund budget reflects these possibilities. If initiated, the major portion of park construction would occur early in fiscal year 2016-17.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>20,205</b>	<b>34,000</b>	<b>28,500</b>	<b>(5,500)</b>
Personnel Services	173,037	198,063	209,615	11,552
Materials & Services	48,589	51,248	53,840	2,592
Capital Outlay	-	93	224	131
<b>Total Expenditures</b>	<b>221,626</b>	<b>249,404</b>	<b>263,679</b>	<b>14,275</b>
Net Expenditures	(201,421)	(215,404)	(235,179)	19,775

## Full-Time Equivalent (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>2.40</b>		
Rec Leadership - Park Ranger		0.30	
<b>FTE Proposed Budget</b>			<b>2.70</b>



## General Fund – Parks & Recreation – Administration

### Historical Highlights

- 1948** McMinnville voters pass park betterment millage property tax levy on May 21<sup>st</sup> @ 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.
- 2011** In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called "ActiveNet." Citizens now are 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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
5,497	6,000	9,000	<b>6420 Donations - Parks &amp; Recreation</b> Donations received from various community organizations and businesses primarily to support our summer concerts program.	7,500	7,500	7,500
14,389	13,549	15,000	<b>6600 Other Income</b> Income received from sale of advertising space within seasonal Parks & Recreation brochure (supports expenditure in line item 7520); also includes income from sale of metal detecting permits.	15,000	15,000	15,000
0	656	10,000	<b>6600-26 Other Income - Park Rangers</b>	6,000	6,000	6,000
<b>19,887</b>	<b>20,205</b>	<b>34,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
<b>19,887</b>	<b>20,205</b>	<b>34,000</b>	<b><i>TOTAL RESOURCES</i></b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

98,888	100,591	104,160	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Parks & Recreation Director - 1.00 FTE	107,795	107,795	107,795
20,558	19,399	32,850	<b>7000-15 Salaries &amp; Wages - Temporary</b> Rec Leadership - Park Ranger - Parks - 1.20 FTE Rec Leadership - Park Ranger - Downtown - 0.50 FTE	39,660	39,660	39,660
<p>Park Rangers are assigned to monitor activities in Discovery Meadows, City Park and other park venues from May through October. Downtown Rangers are assigned along Third Street and the Downtown business core. The McMinnville Downtown Association has donated \$6000 to support the Downtown Rangers in 2016 (Revenue line item 6600-26 Other Income - Park Rangers) and has asked the City to match this amount.</p>						
0	72	100	<b>7000-20 Salaries &amp; Wages - Overtime</b>	100	100	100
7,159	7,180	8,501	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	9,148	9,148	9,148
1,674	1,679	1,987	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,139	2,139	2,139
23,852	24,424	29,302	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	33,357	33,357	33,357
15,085	15,563	15,848	<b>7300-20 Fringe Benefits - Medical Insurance</b>	10,116	10,116	10,082
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,000	2,000	2,000
63	126	126	<b>7300-25 Fringe Benefits - Life Insurance</b>	126	126	126
526	536	554	<b>7300-30 Fringe Benefits - Long Term Disability</b>	574	574	574
2,687	3,026	4,122	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3,956	3,956	3,956
54	59	82	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	94	94	94
0	0	102	<b>7300-40 Fringe Benefits - Unemployment</b>	100	100	100
392	383	329	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	450	450	450
<b>170,938</b>	<b>173,037</b>	<b>198,063</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>209,615</b>	<b>209,615</b>	<b>209,581</b>

**MATERIALS AND SERVICES**

30,390	29,695	29,000	<b>7520 Public Notices &amp; Printing</b> 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.	30,000	30,000	30,000
30	18	300	<b>7540 Employee Development</b>	300	300	300

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,093	992	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		2,000	2,000	2,000
				Professional development conferences and workshop fees. Membership fees for State and National Park and Recreation Associations.				
700	700	700	<b>7610-05</b>	<b>Insurance - Liability</b>		1,000	1,000	1,000
100	100	100	<b>7610-10</b>	<b>Insurance - Property</b>		100	100	100
842	1,380	1,200	<b>7620</b>	<b>Telecommunications</b>		1,450	1,450	1,450
3,813	2,221	1,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		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.				
5,497	6,000	9,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		7,500	7,500	7,500
				Summer Concert related expenditures funded with community donations received in revenue account 6420.				
684	573	450	<b>7750</b>	<b>Professional Services</b>		750	750	750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
				Section 125 administration fee	1	50	50	
				Monthly background check service	12	25	300	
959	874	1,098	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,540	2,540	2,540
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,540	2,540	
1,200	1,200	2,900	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance	1	1,200	1,200	
2,051	4,835	3,500	<b>8140</b>	<b>Summer Concerts</b>		5,500	5,500	5,500
				The overall summer concert budget proposed for 2015-16 is \$13,000 providing for 5 concerts in July and August. \$5,500 of the total comes from the City (an increase of \$2000). The balance of additional concert series related expenditures will be covered through community donations included in Revenues in the Administration Donations account 6420 and expended through Donations account 7680.				
<b>47,359</b>	<b>48,589</b>	<b>51,248</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>53,840</b>	<b>53,840</b>	<b>53,840</b>
<b>CAPITAL OUTLAY</b>								
96	0	93	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		224	224	224
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	224	224	
<b>96</b>	<b>0</b>	<b>93</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>224</b>	<b>224</b>	<b>224</b>
<b>218,393</b>	<b>221,626</b>	<b>249,404</b>	<b>TOTAL REQUIREMENTS</b>			<b>263,679</b>	<b>263,679</b>	<b>263,645</b>

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**PARKS & RECREATION  
Aquatic Center**

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<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

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- The Aquatic Center (AC) budget in 2015-16 is 55.8% self-supporting with anticipated revenues of \$418,750. Anticipated General Fund support for the AC is \$332,180.
- Increased revenues in AC memberships reflect “added value” rate increases in the new fiscal year. AC memberships will now include participation in all fitness classes at the Center without additional cost to member participants. We anticipate that this value added change will spark new memberships and increase ongoing membership renewals.
- Repairs and Maintenance: In addition to annual licenses and general day-to-day repairs, the proposed budget carries forward a few projects from 2014-15 (weight room floor mats, interior door replacement, and exterior painting). Also included is the replacement/repair of damaged exterior metal siding on the southwest upper wall of the facility. Further assessment will be conducted to determine if the need for similar siding repairs is indicated elsewhere around the building.
- Materials and Supplies – Equipment: Includes \$1500 to repair an aging treadmill and components, as needed; \$850 for office chairs or tables as needed; and one computer workstation for \$1700.

## 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.



There were over 2,000 members & 55,000 member visits in 2014. Total pool attendance is typically 130,000+ visits per year.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>401,431</b>	<b>413,750</b>	<b>418,750</b>	<b>5,000</b>
Personnel Services	480,148	497,826	508,793	10,967
Materials & Services	205,970	272,055	241,577	(30,478)
Capital Outlay	6,261	39,466	560	(38,906)
<b>Total Expenditures</b>	<b>692,378</b>	<b>809,347</b>	<b>750,930</b>	<b>(58,417)</b>
Net Expenditures	(290,947)	(395,597)	(332,180)	(63,417)

# General Fund – Parks & Recreation -Aquatic Center

## 2015 – 2016 Proposed Budget --- Budget Summary

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>11.20</b>		
Extra Help - Aquatics I, II, III (Lifeguard)		0.08	
Extra Help - Aquatics I, II, III (Office)		(0.15)	
Extra Help - Aquatics I, II, III (Swim Lessons)		0.01	
Extra Help - Aquatics I, II, III (Fitness Classes)		0.02	
Extra Help - Aquatics I, II, III (Classes & Programs)		(0.02)	
Extra Help - Aquatics I, II, III (Special Events)		<u>(0.07)</u>	
<b>FTE Proposed Budget</b>		<b><u>(0.13)</u></b>	<b>11.07</b>



The Aquatic Center offers 18 Fitness Classes every week. We offer 75 hours of Fitness Center availability (cardio & weights) each week.



The Aquatic Center had 1,800 swim lesson registrations in 2014. We hold 40+ lesson classes most weeks during the school year and 80 during the summer.



## General Fund – Parks & Recreation – Aquatic Center

### Historical Highlights

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

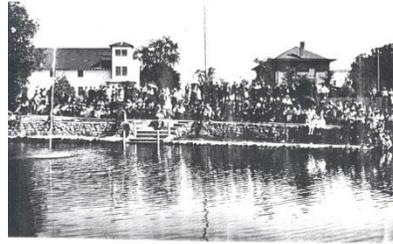
**1908** McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

**1910** 1910 to 1927: A pond and small zoo are added to upper CityPark 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 CityPark. Another concrete pool is constructed later near West 2<sup>nd</sup> 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 AquaticCenter'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 its very first credit card machine and automated membership tracking system.

**2015** Deteriorating upper spectator windows and front entry doors and door frames are replaced.

**2015** A granite pedestal supporting a bronze sculpture of a fox, to honor former City Manager Kent Taylor (who works out daily at the Center) will be dedicated by the McMinnville Art Commission and placed in the entry to the Aquatic Center.



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.

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
38,890	34,852	37,000	<b>5360-05 Admissions - Child/Student</b> Aquatic Center daily child/student admission fees.	44,500	44,500	44,500
78,662	68,519	74,500	<b>5360-10 Admissions - Adult/Seniors</b> Aquatic Center daily adult/senior admission fees.	60,000	60,000	60,000
99,158	90,762	92,000	Budget Note: Reflects Fee Increase. <b>5370-05 Memberships - Family</b> Aquatic Center 12, 6, and 3-month family memberships.	99,000	99,000	99,000
57,781	57,338	59,000	Budget Note: Reflects Fee Increase. <b>5370-10 Memberships - Individual</b> Aquatic Center 12, 6 and 3-month individual memberships.	63,500	63,500	63,500
13,056	12,684	12,000	Budget Note: Reflects Fee Increase. <b>5380-05 Facility Rentals - Pool &amp; Facility</b> Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, annual triathlon and other organizations.	12,000	12,000	12,000
7,352	10,329	10,000	<b>5380-10 Facility Rentals - McM Swim Club &amp; McM High School</b> Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	10,000	10,000	10,000
2,823	2,788	3,000	Budget Note: In addition, the MSC families purchase approximately \$19,000-\$20,000 in family and single memberships. <b>5380-15 Facility Rentals - Lockers &amp; Equipment</b>	3,250	3,250	3,250
<b>297,721</b>	<b>277,272</b>	<b>287,500</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>292,250</b>	<b>292,250</b>	<b>292,250</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
697	89	500	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b> Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
783	0	50	<b>6420-10 Donations - Parks &amp; Recreation - Equipment</b> Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment.	50	50	50
643	252	200	<b>6600 Other Income</b>	200	200	200
<b>2,123</b>	<b>340</b>	<b>750</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>299,844</b>	<b>277,612</b>	<b>288,250</b>	<b><u>TOTAL RESOURCES</u></b>	<b>293,000</b>	<b>293,000</b>	<b>293,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

156,672	159,383	166,024	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE	169,515	169,515	169,515
21,318	21,629	25,715	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Recreation Program Coordinator I - 0.60 FTE	26,213	26,213	26,213
131,441	132,049	129,991	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - Lifeguard - 5.20 FTE Extra Help - Aquatics I, II, III - Office - 0.96 FTE	130,998	130,998	130,998
375	299	200	<b>7000-20 Salaries &amp; Wages - Overtime</b>	200	200	200
18,771	18,976	19,958	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	20,269	20,269	20,269
4,390	4,438	4,669	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,740	4,740	4,740
58,172	61,582	61,293	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	64,578	64,578	64,578
35,412	36,533	37,202	<b>7300-20 Fringe Benefits - Medical Insurance</b>	37,484	37,484	37,340
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	7,000	7,000	7,000
252	504	504	<b>7300-25 Fringe Benefits - Life Insurance</b>	504	504	504
968	988	1,034	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,054	1,054	1,054
11,659	14,945	15,292	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	12,915	12,915	12,915
298	333	338	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	339	339	339
0	0	102	<b>7300-40 Fringe Benefits - Unemployment</b>	100	100	100
16	10	16	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	4	4	4
<b>439,744</b>	<b>451,667</b>	<b>462,338</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>475,913</b>	<b>475,913</b>	<b>475,769</b>

**MATERIALS AND SERVICES**

6,194	6,955	6,000	<b>7500 Credit Card Fees</b>	6,500	6,500	6,500
123	0	100	<b>7530 Safety Training/OSHA</b> 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
108	65	200	<b>7540 Employee Development</b>	200	200	200
956	3,878	3,000	<b>7550 Travel &amp; Education</b> Registration fees and other expenses associated with professional development workshops, conference, and re-certification training for Aquatic Center staff.	3,000	3,000	3,000
80,516	84,258	85,200	<b>7600 Electric &amp; Natural Gas</b>	86,000	86,000	86,000

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
2,200	2,300	2,600	<b>7610-05</b>	<b>Insurance - Liability</b>		3,600	3,600	3,600	
5,000	5,600	6,500	<b>7610-10</b>	<b>Insurance - Property</b>		6,600	6,600	6,600	
3,323	3,197	4,000	<b>7620</b>	<b>Telecommunications</b>		3,500	3,500	3,500	
10,190	19,200	19,776	<b>7650-10</b>	<b>Janitorial - Services</b>		19,776	19,776	19,776	
4,585	5,335	5,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>		5,000	5,000	5,000	
2,188	846	2,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		2,000	2,000	2,000	
0	0	500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		500	500	500	
				Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).					
14,465	12,233	14,000	<b>7690</b>	<b>Chemicals</b>		13,000	13,000	13,000	
				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.					
21,752	30,462	84,850	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		53,150	53,150	53,150	
				General day to day repairs and maintenance of the AC building including electrical, plumbing and mechanical systems. Additionally, replacing a rusted interior door & replacing floor matting in weight room.					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Pool licenses	1	850	850		
				General day to day repairs	1	18,000	18,000		
				Replace one steel frame interior door	1	3,500	3,500		
				Replace weight room matting	1	2,500	2,500		
				Replace rusting exterior siding	1	4,800	4,800		
				Paint exterior of the AC building	1	23,500	23,500		
1,232	712	1,200	<b>7750</b>	<b>Professional Services</b>		1,350	1,350	1,350	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Audit fee allocation	1	1,300	1,300		
				Section 125 administration fee	1	50	50		
9,637	10,452	13,820	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		13,350	13,350	13,350	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				HVAC preventative maintenance	1	5,000	5,000		
				Annual chlorinator service/upgrades	1	3,000	3,000		
				Weight Room preventative maintenance	1	2,000	2,000		
				Fire supression system inspection & service	1	1,000	1,000		
				Garbage service	1	850	850		
				Copy machine service contract	1	750	750		
				Employee background checks	1	200	200		
				Fire alarm monitoring	1	550	550		

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
505	1,037	1,000	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b> Misc. Office Equipment such as tables, chairs and advertising screens.		850	850	850
2,251	3,540	0	<b>7800-36</b>	<b>M &amp; S Equipment - Weight Room</b> Repair 5+ year old treadmill (if needed)		1,500	1,500	1,500
783	0	50	<b>7810</b>	<b>M &amp; S Equipment - Donations</b> Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.		0	0	0
4,796	4,372	5,489	<b>7840</b>	<b>M &amp; S Computer Charges</b>		6,351	6,351	6,351
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	6,351	6,351	
2,941	2,713	6,020	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		4,250	4,250	4,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Miscellaneous peripherals, Activenet computers	1	1,000	1,000	
				Laser printer replacement	1	350	350	
				Workstation replacement, Activenet	1	1,700	1,700	
				Activenet maintenance	1	1,200	1,200	
2,823	2,423	3,500	<b>8130</b>	<b>Recreation Program Expenses</b> Purchase of general recreation program supplies.		3,500	3,500	3,500
<b>176,570</b>	<b>199,577</b>	<b>264,805</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>234,077</b>	<b>234,077</b>	<b>234,077</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	6,261	0	<b>8710</b>	<b>Equipment</b>		0	0	0
479	0	466	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		560	560	560
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	560	560	
0	0	39,000	<b>8800</b>	<b>Building Improvements</b>		0	0	0
<b>479</b>	<b>6,261</b>	<b>39,466</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>560</b>	<b>560</b>	<b>560</b>
<b>616,793</b>	<b>657,505</b>	<b>766,609</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>710,550</b>	<b>710,550</b>	<b>710,406</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
73,502	78,811	76,500	<b>5350</b> Registration Fees Aquatic Center - Swim Lessons	84,000	84,000	84,000
<b>73,502</b>	<b>78,811</b>	<b>76,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>
<b>73,502</b>	<b>78,811</b>	<b>76,500</b>	<b>TOTAL RESOURCES</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
21,858	20,669	21,757	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 1.07 FTE	21,992	21,992	21,992
1,356	1,282	1,353	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,366	1,366	1,366
317	300	314	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	319	319	319
2,600	276	2,643	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,200	2,200	2,200
0	0	1,032	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	868	868	868
34	36	36	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	38	38	38
<b>26,166</b>	<b>22,563</b>	<b>27,135</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>26,783</b>	<b>26,783</b>	<b>26,783</b>
<b>MATERIALS AND SERVICES</b>						
717	629	1,000	<b>8130 Recreation Program Expenses</b> Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	1,000	1,000	1,000
<b>717</b>	<b>629</b>	<b>1,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>26,882</b>	<b>23,192</b>	<b>28,135</b>	<b>TOTAL REQUIREMENTS</b>	<b>27,783</b>	<b>27,783</b>	<b>27,783</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
39,320	35,297	38,500	<b>5350</b> Registration Fees Aquatic Center - Fitness Programs.	32,500	32,500	32,500
<b>39,320</b>	<b>35,297</b>	<b>38,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>
<b>39,320</b>	<b>35,297</b>	<b>38,500</b>	<b>TOTAL RESOURCES</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
2,396	3,077	4,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.22 FTE	4,504	4,504	4,504
148	191	277	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	280	280	280
35	45	66	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	65	65	65
401	664	545	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	450	450	450
0	0	213	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	177	177	177
3	5	7	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	7	7	7
<b>2,984</b>	<b>3,981</b>	<b>5,608</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>5,483</b>	<b>5,483</b>	<b>5,483</b>
<b>MATERIALS AND SERVICES</b>						
527	1,171	2,000	<b>8130 Recreation Program Expenses</b> Fitness program supplies (i.e. exercise belts & hand weights).	1,500	1,500	1,500
<b>527</b>	<b>1,171</b>	<b>2,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>3,511</b>	<b>5,152</b>	<b>7,608</b>	<b>TOTAL REQUIREMENTS</b>	<b>6,983</b>	<b>6,983</b>	<b>6,983</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,723	6,161	6,500	<b>5410 Sales</b> Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	7,500	7,500	7,500
<b>5,723</b>	<b>6,161</b>	<b>6,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>5,723</b>	<b>6,161</b>	<b>6,500</b>	<b>TOTAL RESOURCES</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
2,776	4,264	3,750	<b>7660 Materials &amp; Supplies</b> Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	3,750	3,750	3,750
<b>2,776</b>	<b>4,264</b>	<b>3,750</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>2,776</b>	<b>4,264</b>	<b>3,750</b>	<b>TOTAL REQUIREMENTS</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,901	1,555	1,500	<b>5350</b> Registration Fees Aquatic Center - Classes & Programs (Lifeguard Training)	1,500	1,500	1,500
<b>1,901</b>	<b>1,555</b>	<b>1,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>1,901</b>	<b>1,555</b>	<b>1,500</b>	<b>TOTAL RESOURCES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
127	0	602	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	253	253	253
8	0	36	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	14	14	14
2	0	9	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	4	4
28	0	73	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	25	25	25
0	0	29	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	11	11	11
0	0	2	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>165</b>	<b>0</b>	<b>751</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>307</b>	<b>307</b>	<b>307</b>
<b>MATERIALS AND SERVICES</b>						
484	0	250	<b>8130 Recreation Program Expenses</b> Lifeguard Training Class materials and student certification fees.	1,000	1,000	1,000
<b>484</b>	<b>0</b>	<b>250</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>649</b>	<b>0</b>	<b>1,001</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,307</b>	<b>1,307</b>	<b>1,307</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,756	1,995	2,500	<b>5350</b> Registration Fees Aquatic Center - Special Events	250	250	250
<b>1,756</b>	<b>1,995</b>	<b>2,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>1,756</b>	<b>1,995</b>	<b>2,500</b>	<b>TOTAL RESOURCES</b>	<b>250</b>	<b>250</b>	<b>250</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
1,705	1,686	1,600	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	253	253	253
106	105	98	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	14	14	14
25	24	24	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4	4	4
140	118	193	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	25	25	25
0	0	77	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	11	11	11
3	3	2	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>1,979</b>	<b>1,936</b>	<b>1,994</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>307</b>	<b>307</b>	<b>307</b>
<b>MATERIALS AND SERVICES</b>							
342	330	250	<b>8130</b>	<b>Recreation Program Expenses</b> Materials & Supplies for Special Events	250	250	250
<b>342</b>	<b>330</b>	<b>250</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>250</b>	<b>250</b>	<b>250</b>
<b>2,321</b>	<b>2,266</b>	<b>2,244</b>	<b>TOTAL REQUIREMENTS</b>		<b>557</b>	<b>557</b>	<b>557</b>

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**PARKS & RECREATION**  
**Community Center & Rec Programs**

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**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

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2015-16 proposed budget for the Community Center (CC) provides for a cost recovery level of approximately 50.6% with anticipated revenues of \$238,825. Anticipated General Fund support for the CC is \$232,900. 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”. The overall Community Center budget remains fairly steady, with a few exceptions noted in the following bullet points.
- The 2015-16 Repairs and Maintenance budget includes \$12,000 for repairs and painting of the lower CC exterior stucco siding and one window replacement (\$2800).
- Materials & Services - Equipment includes \$2500 for replacing the commercial freezer in the CC kitchen.
- Classes and Programs should continue to experience growth in 2015-16.
- Maintenance and Rental Contracts includes an increase to \$3500 for carpet cleaning services (an increase of \$2000 from previous years).

## 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, 33 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 is being studied and may be prudent in the future.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>200,465</b>	<b>234,450</b>	<b>238,825</b>	<b>4,375</b>
Personnel Services	200,941	234,950	247,405	12,455
Materials & Services	176,896	227,176	223,930	(3,246)
Capital Outlay	-	373	448	75
<b>Total Expenditures</b>	<b>377,836</b>	<b>462,499</b>	<b>471,783</b>	<b>9,284</b>
Net Expenditures	(177,372)	(228,049)	(232,958)	4,909



Recreation class and program participation continues to see steady growth, and with increasingly varied opportunities, we are looking forward to serving a broader range of our community.

# General Fund – Parks & Recreation - Community Center

2015 – 2016 Proposed Budget --- Budget Summary

## Full-Time Equivalents (FTE)

	2014-15		2015-16
	Adopted	Change	Proposed
	Budget		Budget
<b>FTE Adopted Budget</b>	<b>5.70</b>		
Extra Help - Community Center		(0.14)	
Extra Help - Community Center Security		(0.01)	
Classes & Programs Labor - CC		0.19	
<b>FTE Proposed Budget</b>		<b>0.04</b>	<b>5.74</b>



Young teens enjoy a game of Laser Tag at the Community Center. Laser Tag nights have been very popular with middle school aged and other kids this past year.



Glow-in-the-dark dodge ball events at the Community Center have drawn as many as 55 middle school and other participants.



## 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 AquaticCenter – 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 6<sup>th</sup> and Evans - \$190,000.

**1979** November 1978, Voters pass 20-year bond levy to remodel the old National Guard Armory into a McMinnvilleCommunity 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 1<sup>st</sup> and Galloway Streets, where seniors had been meeting, was demolished 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.

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
39,270	39,609	45,000	<b>5380-20 Facility Rentals - Meeting Rooms</b> Community Center general meeting room rentals.	45,000	45,000	45,000
12,120	5,230	10,000	<b>5380-25 Facility Rentals - Auditorium</b> Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc. Reduction indicates fewer major private events and loss of some seasonal rentals.	6,500	6,500	6,500
3,179	4,182	3,200	<b>5380-30 Facility Rentals - Kitchen Facilities</b> 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
6,847	7,414	6,800	<b>5380-35 Facility Rentals - Athletic Facilities</b> 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
9,270	4,963	8,000	<b>5380-40 Facility Rentals - Staff Fees</b> 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.	6,000	6,000	6,000
2,508	204	500	<b>5380-42 Facility Rentals - Contract Event Security</b> Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	250	250	250
<b>73,193</b>	<b>61,602</b>	<b>73,500</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>70,750</b>	<b>70,750</b>	<b>70,750</b>
<b><u>MISCELLANEOUS</u></b>						
2,265	650	1,000	<b>6600 Other Income</b> Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	1,000	1,000	1,000
728	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>2,993</b>	<b>650</b>	<b>1,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>76,186</b>	<b>62,251</b>	<b>74,500</b>	<b><u>TOTAL RESOURCES</u></b>	<b>71,750</b>	<b>71,750</b>	<b>71,750</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

52,672	72,553	81,885	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Supervisor - 1.00 FTE Recreation Program Coordinator - 1.00 FTE	86,955	86,955	86,955
22,212	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
29,327	20,147	28,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Community Center - 1.25 FTE Extra Help - Community Center Security - 0.01 FTE	28,000	28,000	28,000
189	13	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
6,284	5,646	6,813	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	7,128	7,128	7,128
1,470	1,320	1,593	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,667	1,667	1,667
20,187	12,672	20,044	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	20,208	20,208	20,208
15,240	8,576	11,012	<b>7300-20 Fringe Benefits - Medical Insurance</b>	21,516	21,516	21,434
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,000	4,000	4,000
96	252	252	<b>7300-25 Fringe Benefits - Life Insurance</b>	252	252	252
383	424	458	<b>7300-30 Fringe Benefits - Long Term Disability</b>	488	488	488
2,224	1,462	1,462	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,401	1,401	1,401
87	98	117	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	114	114	114
403	370	500	<b>7300-40 Fringe Benefits - Unemployment</b>	201	201	201
59	666	58	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	116	116	116
<b>150,832</b>	<b>124,199</b>	<b>152,194</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>172,046</b>	<b>172,046</b>	<b>171,964</b>

**MATERIALS AND SERVICES**

3,054	4,071	3,500	<b>7500 Credit Card Fees</b>	4,100	4,100	4,100
54	33	100	<b>7540 Employee Development</b>	100	100	100
546	3,000	2,800	<b>7550 Travel &amp; Education</b> Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.	2,800	2,800	2,800
62,576	66,247	67,000	<b>7600 Electric &amp; Natural Gas</b>	67,000	67,000	67,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity	1	66,575	66,575
			Natural Gas	1	425	425
2,100	2,500	3,100	<b>7610-05 Insurance - Liability</b>	4,300	4,300	4,300

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
11,900	13,500	15,500	<b>7610-10</b>	<b>Insurance - Property</b>		15,800	15,800	15,800
4,430	4,010	4,200	<b>7620</b>	<b>Telecommunications</b>		4,200	4,200	4,200
26,756	31,080	32,000	<b>7650-10</b>	<b>Janitorial - Services</b>		32,000	32,000	32,000
2,774	1,697	2,500	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,500	2,500	2,500
1,501	1,269	2,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,000	2,000	2,000
42,062	8,107	43,500	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		28,300	28,300	28,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Patch, repair and paint exterior stucco	1	12,000	12,000	
				Routine and unanticipated community center repairs	1	7,000	7,000	
				Elevator Repairs	1	2,000	2,000	
				General HVAC repairs	1	4,500	4,500	
				Replace window	1	2,800	2,800	
978	1,213	800	<b>7750</b>	<b>Professional Services</b>		700	700	700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	700	700	
9,583	11,288	13,445	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		15,650	15,650	15,650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Copy machine lease and maintenance contract	1	3,150	3,150	
				HVAC system annual maintenance contract	1	3,125	3,125	
				Carpet cleaning	1	3,500	3,500	
				Garbage service	1	2,450	2,450	
				Elevator annual maintenance contract	1	1,950	1,950	
				Fire alarm & sprinkler system annual inspection	1	800	800	
				Fire alarm system monitoring	1	400	400	
				Back flow test	1	150	150	
				Employee background checks	1	125	125	
0	0	300	<b>7800</b>	<b>M &amp; S Equipment</b>		2,800	2,800	2,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Miscellaneous	1	300	300	
				Replace failed freezer	1	2,500	2,500	
4,796	3,498	4,391	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,080	5,080	5,080
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,080	5,080	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,349	2,832	3,140	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		4,400	4,400	4,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Data projector	1	1,500	1,500	
				Workstation replacement	1	1,700	1,700	
				Activenet maintenance	1	1,200	1,200	
2,112	204	500	<b>8130-50</b>	<b>Recreation Program Expenses - Contract Event Security</b>		225	225	225
				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.				
<b>176,572</b>	<b>154,548</b>	<b>198,776</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>191,955</b>	<b>191,955</b>	<b>191,955</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	0	<b>8710</b>	<b>Equipment</b>		0	0	0
479	0	373	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		448	448	448
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	448	448	
<b>479</b>	<b>0</b>	<b>373</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>448</b>	<b>448</b>	<b>448</b>
<b>327,883</b>	<b>278,748</b>	<b>351,343</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>364,449</b>	<b>364,449</b>	<b>364,367</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
74,183	73,500	85,000	<b>5350 Registration Fees</b> Community Center special interest programs and classes serving children and adults.	90,000	90,000	90,000
0	190	500	<b>5350-12 Registration Fees - Piano</b> Registration fees for students taking piano lessons.	325	325	325
<b>74,183</b>	<b>73,690</b>	<b>85,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>90,325</b>	<b>90,325</b>	<b>90,325</b>
<b>MISCELLANEOUS</b>						
4,546	210	500	<b>6420-27 Donations - Parks &amp; Recreation - Piano</b> Local donations for the piano lesson program.	0	0	0
<b>4,546</b>	<b>210</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>78,729</b>	<b>73,900</b>	<b>86,000</b>	<b>TOTAL RESOURCES</b>	<b>90,325</b>	<b>90,325</b>	<b>90,325</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
27,966	33,981	40,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 1.15 FTE	35,000	35,000	35,000
1,734	2,107	2,480	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	2,170	2,170	2,170
406	493	580	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	507	507	507
36	5,926	4,856	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	3,500	3,500	3,500
1,234	1,718	2,184	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,641	1,641	1,641
23	30	33	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	40	40	40
<b>31,399</b>	<b>44,256</b>	<b>50,133</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>42,858</b>	<b>42,858</b>	<b>42,858</b>
<b>MATERIALS AND SERVICES</b>						
14,559	4,271	9,000	<b>8130 Recreation Program Expenses</b> Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	10,000	10,000	10,000
4,336	309	1,000	<b>8130-33 Recreation Program Expenses - Piano</b> Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning.	325	325	325
<b>18,895</b>	<b>4,580</b>	<b>10,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,325</b>	<b>10,325</b>	<b>10,325</b>
<b>50,294</b>	<b>48,836</b>	<b>60,133</b>	<b>TOTAL REQUIREMENTS</b>	<b>53,183</b>	<b>53,183</b>	<b>53,183</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
4,895	5,721	4,800	<b>5350 Registration Fees</b> Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	6,000	6,000	6,000
<b>4,895</b>	<b>5,721</b>	<b>4,800</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>4,895</b>	<b>5,721</b>	<b>4,800</b>	<b>TOTAL RESOURCES</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
710	641	800	<b>8130 Recreation Program Expenses</b> Materials and supplies needed to support Tiny Tots Indoor Playpark.	800	800	800
<b>710</b>	<b>641</b>	<b>800</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>710</b>	<b>641</b>	<b>800</b>	<b>TOTAL REQUIREMENTS</b>	<b>800</b>	<b>800</b>	<b>800</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
13,943	13,493	15,500	<b>5350 Registration Fees</b> Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, annual Sprint Triathlon, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	15,500	15,500	15,500
<b>13,943</b>	<b>13,493</b>	<b>15,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>
<b>13,943</b>	<b>13,493</b>	<b>15,500</b>	<b>TOTAL RESOURCES</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
9,215	9,621	8,000	<b>8130 Recreation Program Expenses</b> Expenses for major community events such as Missoula Children's Theater Summer Residency, annual Sprint Triathlon, and other department-sponsored special events.	10,500	10,500	10,500
<b>9,215</b>	<b>9,621</b>	<b>8,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>9,215</b>	<b>9,621</b>	<b>8,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
52,500	45,100	53,550	<b>5350 Registration Fees</b> Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting.	55,150	55,150	55,150
<b>52,500</b>	<b>45,100</b>	<b>53,550</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>55,150</b>	<b>55,150</b>	<b>55,150</b>
<b>MISCELLANEOUS</b>						
0	0	100	<b>6420-50 Donations - Parks &amp; Recreation - STARS</b> Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations.	100	100	100
<b>0</b>	<b>0</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>52,500</b>	<b>45,100</b>	<b>53,650</b>	<b>TOTAL RESOURCES</b>	<b>55,250</b>	<b>55,250</b>	<b>55,250</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
27,725	25,503	26,009	<b>7000-15 Salaries &amp; Wages - Temporary</b> Site Director - Summer STARS - 0.17 FTE Assistant Site Director - Summer STARS - 0.17 FTE Recreation Leadership - Summer STARS - 0.99 FTE	26,529	26,529	26,529
6	44	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,719	1,584	1,613	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,645	1,645	1,645
402	370	377	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	384	384	384
2,853	4,240	3,157	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,653	2,653	2,653
852	701	1,421	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,244	1,244	1,244
42	43	46	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	46	46	46
<b>33,598</b>	<b>32,486</b>	<b>32,623</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>32,501</b>	<b>32,501</b>	<b>32,501</b>
<b>MATERIALS AND SERVICES</b>						
0	0	100	<b>7680 Materials &amp; Supplies - Donations</b> STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS.	100	100	100
9,849	7,505	9,500	<b>8130 Recreation Program Expenses</b> Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	10,250	10,250	10,250
<b>9,849</b>	<b>7,505</b>	<b>9,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,350</b>	<b>10,350</b>	<b>10,350</b>
<b>43,447</b>	<b>39,991</b>	<b>42,223</b>	<b>TOTAL REQUIREMENTS</b>	<b>42,851</b>	<b>42,851</b>	<b>42,851</b>



**PARKS & RECREATION**  
**Kids on the Block**





# General Fund – Parks & Recreation

## - Kids on the Block

2015 – 2016 Proposed Budget --- Budget Summary

### Budget Highlights

- Kids on the Block (KOB) is offered for 1<sup>st</sup> through 5<sup>th</sup> grade elementary school boys and girls from 2:30 pm to 5:30 pm, Monday through Friday (when school is in session) for approximately 30 weeks throughout the school year. Overall, approximately 450 program hours are planned and scheduled to provide a variety of recreational and other special enrichment experiences including fun, age appropriate science, technology, engineering, and math (S.T.E.M.) activities, music lessons and experiences, OMSI science traveling workshops, hands-on cooking and nutrition, as well as homework assistance. We help build successful kids in a safe, exciting, supervised, and above all, fun and positive environment during these after-school hours.
- The 2015-16 KOB budget is 90.7% self-supporting; anticipated general fund support for 2015-16 is \$35,000 (an additional \$10,000 of indirect City staff and related costs also support the program.) Other financial support comes from Linfield College work study funds that pay three-quarters of the staff wages for qualifying students who work in the program (approximately \$27,000 annually). McMinnville School District #40 provides bus transportation as well daily afternoon meals for KOB participants. Kids on the Block, Inc, the supportive citizen advisory committee, also works to raise funds via the Mayor's Ball and other means; KOB, Inc's reserve fund, accumulated during years when federal grants funded a great portion of past programs, provides over \$100,000 to help fund KOB. Current reserves are scheduled to last for the next five years unless Mayor's Ball and other donations are raised in significant amounts to keep reserve funds healthy, and the KOB program sustainable in the future.
- Approximately 70% of participants qualify for and receive financial assistance to attend the KOB program.

Program staff, in partnership with KOB, Inc. Board of Directors and the Mayor's Charity Ball Advisory Board will continue to monitor the KOB program needs and continue developing financial resources to keep this essential program successfully sustainable beyond current projections.

### Core Services

- Provision of a high quality, safe, affordable and sustainable after school enrichment and recreation program for elementary school boys and girls in McMinnville and Lafayette.
- Strategic, community-wide funding and resource development including strong working partnerships with KOB, Inc. Board of Directors, the Mayor's Charity Ball Advisory Board and McMinnville's business community; sustaining current and growing new, effective interagency partnerships with McMinnville School District #40, Linfield College and others (e.g., Delphian School) to support and enhance the KOB Program.

### Future Challenges and Opportunities

- Registration revenues are growing and moderate fee increases in 2015-16 will further help reduce the level of reserve funding needed to balance the KOB program budget. Still, it is imperative that a long-term strategic plan be implemented in 2015-16 to ensure that current funding sources are renewed and strengthened and new funding support secured for a sustainable program future. It's about the kids, our most precious resource. Anyone wanting to join this effort and help meet this challenge, should contact KOB Program Manager, Janet Adams.

# General Fund – Parks & Recreation

## - Kids on the Block

2015 – 2016 Proposed Budget --- Budget Summary

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>295,301</b>	<b>351,441</b>	<b>341,543</b>	<b>(9,898)</b>
Personnel Services	235,094	294,100	297,829	3,729
Materials & Services	95,207	92,248	78,490	(13,758)
Capital Outlay	-	93	224	131
<b>Total Expenditures</b>	<b>330,301</b>	<b>386,441</b>	<b>376,543</b>	<b>(9,898)</b>
Net Expenditures	(35,000)	(35,000)	(35,000)	-



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-fashioned school marm.

### Full-Time Equivalent (FTE)

	2014-15		2015-16
	Adopted	Change	Proposed
	Budget		Budget
<b>FTE Adopted Budget</b>	<b>8.80</b>		
Extra Help - Management Assistant		0.29	
Site Director II		(0.28)	
<b>FTE Proposed Budget</b>		<b>0.01</b>	<b>8.81</b>



Among many special guests, a comedian and ventriloquist topped the list of our KOB Kids' favorite visitors this year. Stephen Taylor involved kids in his Bully Be Gone presentation to teach them how to avoid bullying and how to stand up for themselves and others.



## 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** 10<sup>th</sup> Annual Mayor's Charity Ball raised ~\$72,000 for KOB.
- 2010** Mayor Rick Olson and wife Candy host the 21<sup>st</sup> annual Mayors Ball and raise \$125,000 for KOB.
- 2013** The 2013-2014 fiscal year marks the city's 25<sup>th</sup> anniversary of operating the KOB program.



Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
55,000	55,000	0	<b>5020-15</b> McMinnville School Dist #40 - Kids on the Block	0	0	0
15,000	0	0	<b>5020-17</b> McMinnville School Dist #40 - 21st Century Grant	0	0	0
<b>70,000</b>	<b>55,000</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
119,796	131,792	130,000	<b>5350-05</b> <b>Registration Fees - KOB - Elementary</b> Kids on the Block After-School Program registration fees. The two-hour enrichment/recreation component will expand back to it's original three hours (and include basic homework assistance by KOB staff). There will be a slight fee increase in 2014-15.	177,750	177,750	177,750
31,172	23,639	0	<b>5350-10</b> <b>Registration Fees - KOB - Power Hour</b>	0	0	0
<b>150,967</b>	<b>155,431</b>	<b>130,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>177,750</b>	<b>177,750</b>	<b>177,750</b>
<b>MISCELLANEOUS</b>						
1,500	39	0	<b>6420</b> <b>Donations - Parks &amp; Recreation</b> Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	50	50	50
21,423	42,745	165,041	<b>6420-15</b> <b>Donations - Parks &amp; Recreation - KOB, Inc. - Elementary</b> 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.	120,343	120,343	120,323
0	15,848	28,000	<b>6420-20</b> <b>Donations - Parks &amp; Recreation - KOB, Inc. - Enrichment</b> 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.	24,000	24,000	24,000
0	958	3,900	<b>6420-25</b> <b>Donations - Parks &amp; Recreation - KOB, Inc. - Misc</b> 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.	3,900	3,900	3,900
24,000	24,000	24,000	<b>6420-30</b> <b>Donations - Parks &amp; Recreation - Mayor's Ball</b> Mayor's Charity Ball Director funded by Ball proceeds.	15,000	15,000	15,000
0	1,281	500	<b>6600</b> <b>Other Income</b>	500	500	500
<b>46,923</b>	<b>84,870</b>	<b>221,441</b>	<b>TOTAL MISCELLANEOUS</b>	<b>163,793</b>	<b>163,793</b>	<b>163,773</b>
<b>267,890</b>	<b>295,301</b>	<b>351,441</b>	<b>TOTAL RESOURCES</b>	<b>341,543</b>	<b>341,543</b>	<b>341,523</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

63,216	64,321	66,725	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	69,111	69,111	69,111
119,332	123,260	164,654	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Management Assistant - 0.29 FTE Site Director II - 0.63 FTE Site Director - 1.68 FTE Assistant Site Director - 1.63 FTE Recreation Leadership - 3.58 FTE  Increase reflects new staffing levels to accomodate the elimination of Power Hour (staffed by School District 40) and the return of KOB to the original full three hour enrichment/recreation program (staffed fully by City employed KOB personnel).	167,900	167,900	167,900
74	148	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
11,258	11,574	14,346	<b>7300-05</b> Fringe Benefits - FICA - Social Security	14,695	14,695	14,695
2,633	2,707	3,356	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,436	3,436	3,436
18,135	23,377	33,352	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	30,626	30,626	30,626
5,242	5,408	5,506	<b>7300-20</b> Fringe Benefits - Medical Insurance	5,548	5,548	5,528
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,000	1,000	1,000
63	126	126	<b>7300-25</b> Fringe Benefits - Life Insurance	126	126	126
354	361	374	<b>7300-30</b> Fringe Benefits - Long Term Disability	388	388	388
2,383	2,973	3,518	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	3,175	3,175	3,175
210	240	302	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	304	304	304
-420	584	1,797	<b>7300-40</b> Fringe Benefits - Unemployment	1,501	1,501	1,501
51	16	44	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	19	19	19
<b>222,531</b>	<b>235,094</b>	<b>294,100</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>297,829</b>	<b>297,829</b>	<b>297,809</b>

**MATERIALS AND SERVICES**

3,508	4,324	4,250	<b>7500</b> Credit Card Fees	5,000	5,000	5,000
30	18	100	<b>7540</b> Employee Development	200	200	200
700	1,100	500	<b>7610-05</b> Insurance - Liability	700	700	700
716	691	700	<b>7620</b> Telecommunications	1,300	1,300	1,300
22	3	0	<b>7660-05</b> Materials & Supplies - Office Supplies	0	0	0
0	0	0	<b>7680</b> Materials & Supplies - Donations	50	50	50

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
610	742	600	<b>7750</b>	<b>Professional Services</b>		600	600	600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	600	600	
24,000	24,000	24,000	<b>7750-39</b>	<b>Professional Services - Mayor's Ball Director</b>		15,000	15,000	15,000
				Mayor's Charity Ball Director funded by Ball proceeds. Reduction from previous years; in-house staff will assume some of the previous Director responsibilities for 2016.				
959	874	1,098	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,540	2,540	2,540
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	2,540	2,540	
2,598	2,465	4,100	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance	1	1,200	1,200	
9,940	11,353	15,000	<b>8130</b>	<b>Recreation Program Expenses</b>		14,000	14,000	14,000
				Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for occasional field trips may also be included. A reduction in Mayor's Ball proceeds this year has prompted a small reduction in this budget line item in 2016.				
31,172	23,489	0	<b>8130-30</b>	<b>Recreation Program Expenses - Power Hour Fees</b>		0	0	0
4,138	15,848	28,000	<b>8130-35</b>	<b>Recreation Program Expenses - Enrichment Programs</b>		24,000	24,000	24,000
				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. A reduction in Mayor's Ball proceeds this year has prompted a small reduction in this budget line item in 2016.				
2,068	958	3,900	<b>8130-40</b>	<b>Recreation Program Expenses - Miscellaneous</b>		3,900	3,900	3,900
				Kids on the Block expenses for miscellaneous program and staff meeting supplies.				
8,279	9,344	10,000	<b>8130-45</b>	<b>Recreation Program Expenses - Workstudy</b>		10,000	10,000	10,000
				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 \$40,000 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.				
<b>88,740</b>	<b>95,207</b>	<b>92,248</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>78,490</b>	<b>78,490</b>	<b>78,490</b>
<b>CAPITAL OUTLAY</b>								
96	0	93	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		224	224	224
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	224	224	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
96	0	93	<b>TOTAL CAPITAL OUTLAY</b>	224	224	224
311,367	330,301	386,441	<b>TOTAL REQUIREMENTS</b>	376,543	376,543	376,523

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## **PARKS & RECREATION Recreational Sports**

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### **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

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2015-16 proposed budget for the Recreational Sports (RS) division of the Parks and Recreation Department is expected to achieve a 72.8% cost recovery level with anticipated overall revenues (registration fees, field rentals, donations, concessions and sponsorships) of \$215,700. Anticipated General Fund support for our Recreational Sports division for 2015-16 is \$80,550.
- All individual sports within Youth and Adults Sports areas recover more than 100% of their basic program costs including half of the overall division administrative costs to manage these programs. Overall, the RS proposed budget is about the same as last year.
- There are 3500 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 1900 youth and adult recreation sports league games or matches are scheduled each year (1500 at Dancer Park). New programs include adult coed soccer, adult dodgeball, and youth dodgeball.
- 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 continue to require that our program manager focus on sustaining quality services and outcomes within existing programs before extending slowly to other program areas. Coed adult sports will see some added programming in the coming year.
- Maximize public use of facilities while protecting facilities from over-use and damage.



# General Fund – Parks & Recreation - Recreational Sports

## 2015 – 2016 Proposed Budget --- Budget Summary

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>211,344</b>	<b>211,350</b>	<b>215,700</b>	<b>4,350</b>
Personnel Services	157,257	195,145	204,136	8,991
Materials & Services	86,852	92,965	91,890	(1,075)
Capital Outlay	-	187	224	37
<b>Total Expenditures</b>	<b>244,109</b>	<b>288,297</b>	<b>296,250</b>	<b>7,953</b>
Net Expenditures	(32,765)	(76,947)	(80,550)	3,603

### Full-Time Equivalent (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>4.18</b>		
Extra Help - Management Assistant		(0.10)	
Extra Help - Office		0.01	
Program Assistant		0.24	
Rec Program Labor - Adult Sports		(0.05)	
Rec Program Labor - Youth Soccer		0.11	
Rec Program Labor - Youth Basketball		0.01	
Rec Program Labor - Youth Baseball/Softball		(0.12)	
<b>FTE Proposed Budget</b>		<b>0.10</b>	<b>4.28</b>



825-865 soccer participants for each of two seasons, with 70-75 teams per season, including teams from Sheridan, Willamina, Amity, Dayton, & Carlton.



In its 24<sup>th</sup> season since replacing McMinnville Little League and Babe Ruth Baseball, MYB/SB program has grown from 223 participants to over 700.



## 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.

- 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 Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4<sup>th</sup>, 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.
- 2013** During opening ceremonies of the 2013 youth baseball/softball season, the original four-field Dancer Park baseball/softball complex was officially named “Dan Homeres Ball Fields” to honor Dan’s dedication to youth and his 30 years of service within the Parks and Recreation Department.

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,490	6,390	5,500	<b>5380-60 Facility Rentals - Field Rentals</b> 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
<b>5,490</b>	<b>6,390</b>	<b>5,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>5,490</b>	<b>6,390</b>	<b>5,500</b>	<b>TOTAL RESOURCES</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

65,776	61,210	66,459	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE	73,090	73,090	73,090
8,203	12,881	23,025	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Management Assistant - 0.43 FTE Extra Help - Office - 0.18 FTE Program Assistant - 0.24 FTE	22,825	22,825	22,825
2,062	60	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
4,547	4,444	5,548	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	5,947	5,947	5,947
1,063	1,039	1,298	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,391	1,391	1,391
16,374	15,199	18,933	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	22,192	22,192	22,192
12,153	11,254	11,458	<b>7300-20 Fringe Benefits - Medical Insurance</b>	11,568	11,568	11,496
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,000	2,000	2,000
78	126	126	<b>7300-25 Fringe Benefits - Life Insurance</b>	126	126	126
363	329	356	<b>7300-30 Fringe Benefits - Long Term Disability</b>	388	388	388
700	884	1,150	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,131	1,131	1,131
45	50	58	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	64	64	64
277	290	2,001	<b>7300-40 Fringe Benefits - Unemployment</b>	499	499	499
2,368	2,317	2,837	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	2,637	2,637	2,637
<b>114,007</b>	<b>110,083</b>	<b>133,249</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>143,858</b>	<b>143,858</b>	<b>143,786</b>

**MATERIALS AND SERVICES**

2,661	3,632	2,800	<b>7500 Credit Card Fees</b>	4,000	4,000	4,000
30	18	100	<b>7540 Employee Development</b>	100	100	100
96	136	500	<b>7550 Travel &amp; Education</b>	1,000	1,000	1,000
446	202	500	<b>7590 Fuel - Vehicle &amp; Equipment</b>	500	500	500
1,000	600	700	<b>7610-05 Insurance - Liability</b>	900	900	900
200	200	200	<b>7610-10 Insurance - Property</b>	200	200	200
1,560	1,507	1,600	<b>7620 Telecommunications</b>	1,500	1,500	1,500
16	2	0	<b>7660-05 Materials &amp; Supplies - Office Supplies</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
565	776	500	<b>7750</b>	<b>Professional Services</b>			500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Audit fee allocation	1	500	500		
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>			0	0	0
1,919	1,749	2,195	<b>7840</b>	<b>M &amp; S Computer Charges</b>			2,540	2,540	2,540
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	2,540	2,540		
1,200	2,933	1,320	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>			2,900	2,900	2,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Workstation replacement	1	1,700	1,700		
				Activenet maintenance	1	1,200	1,200		
0	55	1,000	<b>8130-15</b>	<b>Recreation Program Expenses - Concessions</b>			0	0	0
<b>9,692</b>	<b>11,809</b>	<b>11,415</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>14,140</b>	<b>14,140</b>	<b>14,140</b>
				<b>CAPITAL OUTLAY</b>					
192	0	187	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			224	224	224
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	224	224		
<b>192</b>	<b>0</b>	<b>187</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>224</b>	<b>224</b>	<b>224</b>
<b>123,891</b>	<b>121,892</b>	<b>144,851</b>	<b>TOTAL REQUIREMENTS</b>				<b>158,222</b>	<b>158,222</b>	<b>158,150</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
20,696	19,332	22,000	<b>5350 Registration Fees</b> Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	24,200	24,200	24,200
<b>20,696</b>	<b>19,332</b>	<b>22,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>24,200</b>	<b>24,200</b>	<b>24,200</b>
<b>20,696</b>	<b>19,332</b>	<b>22,000</b>	<b>TOTAL RESOURCES</b>	<b>24,200</b>	<b>24,200</b>	<b>24,200</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
2,014	2,552	4,900	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.19 FTE	4,202	4,202	4,202
125	158	304	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	261	261	261
29	37	71	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	61	61	61
76	89	595	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	420	420	420
87	126	268	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	197	197	197
3	4	8	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	7	7	7
<b>2,334</b>	<b>2,967</b>	<b>6,146</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>5,148</b>	<b>5,148</b>	<b>5,148</b>
<b>MATERIALS AND SERVICES</b>							
13,421	12,105	13,500	<b>8130</b>	<b>Recreation Program Expenses</b> Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.	12,500	12,500	12,500
<b>13,421</b>	<b>12,105</b>	<b>13,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
<b>15,755</b>	<b>15,072</b>	<b>19,646</b>	<b>TOTAL REQUIREMENTS</b>		<b>17,648</b>	<b>17,648</b>	<b>17,648</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
77,899	90,277	86,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for fall and spring Youth Soccer seasons.	91,000	91,000	91,000
393	1,426	1,000	<b>5380-55 Facility Rentals - Concessions</b> Soccer concessionaire profit sharing with City.	500	500	500
<b>78,292</b>	<b>91,703</b>	<b>87,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>91,500</b>	<b>91,500</b>	<b>91,500</b>
<b>78,292</b>	<b>91,703</b>	<b>87,000</b>	<b>TOTAL RESOURCES</b>	<b>91,500</b>	<b>91,500</b>	<b>91,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
13,623	12,512	14,150	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.83 FTE	16,600	16,600	16,600
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
845	776	877	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,029	1,029	1,029
198	182	205	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	241	241	241
312	120	1,718	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,660	1,660	1,660
633	661	773	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	779	779	779
23	24	25	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	29	29	29
<b>15,633</b>	<b>14,275</b>	<b>17,748</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>20,338</b>	<b>20,338</b>	<b>20,338</b>
<b>MATERIALS AND SERVICES</b>						
21,087	27,177	27,800	<b>8130 Recreation Program Expenses</b> Soccer equipment, team t-shirts, field supplies, and printing, etc.	27,500	27,500	27,500
<b>21,087</b>	<b>27,177</b>	<b>27,800</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
<b>36,719</b>	<b>41,452</b>	<b>45,548</b>	<b>TOTAL REQUIREMENTS</b>	<b>47,838</b>	<b>47,838</b>	<b>47,838</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
15,057	20,010	19,000	<b>5350 Registration Fees</b> Recreational Sports registration fees and team sponsorships for Youth Basketball.	19,000	19,000	19,000
<b>15,057</b>	<b>20,010</b>	<b>19,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>19,000</b>	<b>19,000</b>	<b>19,000</b>
<b>15,057</b>	<b>20,010</b>	<b>19,000</b>	<b>TOTAL RESOURCES</b>	<b>19,000</b>	<b>19,000</b>	<b>19,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
6,725	7,934	8,300	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.44 FTE	8,698	8,698	8,698
0	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
417	492	515	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	539	539	539
98	115	120	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	126	126	126
321	460	1,008	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	870	870	870
332	384	453	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	408	408	408
11	15	15	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	15	15	15
<b>7,903</b>	<b>9,399</b>	<b>10,411</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>10,656</b>	<b>10,656</b>	<b>10,656</b>
<b>MATERIALS AND SERVICES</b>							
2,974	1,722	5,150	<b>8130</b>	<b>Recreation Program Expenses</b> T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,650	3,650	3,650
<b>2,974</b>	<b>1,722</b>	<b>5,150</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>3,650</b>	<b>3,650</b>	<b>3,650</b>
<b>10,877</b>	<b>11,122</b>	<b>15,561</b>	<b>TOTAL REQUIREMENTS</b>		<b>14,306</b>	<b>14,306</b>	<b>14,306</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
50,041	56,396	60,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs.	59,500	59,500	59,500
500	0	1,000	<b>5380-55 Facility Rentals - Concessions</b> Baseball/Softball concessionaire profit sharing with City.	500	500	500
<b>50,541</b>	<b>56,396</b>	<b>61,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>MISCELLANEOUS</b>						
14,560	12,977	12,000	<b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> 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
3,265	3,204	3,000	<b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b> Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,000	3,000
<b>17,825</b>	<b>16,181</b>	<b>15,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>68,366</b>	<b>72,576</b>	<b>76,000</b>	<b>TOTAL RESOURCES</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
20,639	17,940	21,700	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.96 FTE	19,601	19,601	19,601
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,280	1,112	1,345	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,215	1,215	1,215
299	260	315	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	284	284	284
449	227	2,634	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,960	1,960	1,960
986	936	1,185	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	919	919	919
37	33	37	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	33	33	33
<b>23,689</b>	<b>20,509</b>	<b>27,216</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>24,012</b>	<b>24,012</b>	<b>24,012</b>
<b>MATERIALS AND SERVICES</b>						
14,232	13,094	12,000	<b>7680 Materials &amp; Supplies - Donations</b> 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
22,765	20,945	23,000	<b>8130 Recreation Program Expenses</b> Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	22,000	22,000	22,000
<b>36,998</b>	<b>34,039</b>	<b>35,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
<b>60,687</b>	<b>54,548</b>	<b>62,216</b>	<b>TOTAL REQUIREMENTS</b>	<b>58,012</b>	<b>58,012</b>	<b>58,012</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,612	1,334	1,850	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes.	500	500	500
<b>1,612</b>	<b>1,334</b>	<b>1,850</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>1,612</b>	<b>1,334</b>	<b>1,850</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>500</b>	<b>500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
95	21	300	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.01 FTE	99	99	99
6	1	19	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	7	7	7
1	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2	2	2
0	0	36	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	10	10	10
4	1	16	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	5	5	5
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	1	1	1
<b>107</b>	<b>24</b>	<b>375</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>124</b>	<b>124</b>	<b>124</b>
<b>MATERIALS AND SERVICES</b>						
27	0	100	<b>8130 Recreation Program Expenses</b> Incidental equipment or supplies to support youth sports camps and classes as needed.	100	100	100
<b>27</b>	<b>0</b>	<b>100</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>134</b>	<b>24</b>	<b>475</b>	<b>TOTAL REQUIREMENTS</b>	<b>224</b>	<b>224</b>	<b>224</b>

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**PARKS & RECREATION  
Senior Center**

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**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

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- In 2015-16, the Senior Center will continue to be open to the public 42 hours/week, with operating hours 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 (the Center may be rented during “off-hours.”) Two annual, one-week closures will occur in August and December. In 2015-16, the overall Senior Center budget is projected to achieve a 47.3% self-support level (slightly improved from last year) with planned revenues of \$137,725. Anticipated General Fund support in 2015-16 is \$153,601.
- Revenues from donations are shown in three separate line items: 6420-45 Donations P&R Seniors (\$3000); 6420-46 Donation P&R Fry Family Trust (\$9425); and 6420-60 Donations P&R Building Improvements (\$15,000). At this time, we anticipate spending only the \$3,000 from 6420-45 and these expenditures are accounted for in expense line items 7680 M&S Donation (\$1,500); 7720-24 R&M Donations Seniors (**\$1,000**); and 7810 M&S Equipment Donations (\$500). However, the balance of the unused funds from the Fry Family Trust and Building Fund donations totaling **\$24,425** is also included as a placeholder for yet-to-be-determined future expenditures in line item 7720-24 R&M Donations Seniors; that expenditure line item shows a total of **\$25,425**. Unexpended funds will carry forward to 2016-17.
- Special interest classes and programs are slowly growing as reflected in increased revenues (Classes and Programs line-item 5350.)

## 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

- Maximize facility use through expanded programs and rentals that serve public interests and generate revenues to support operations
- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>126,967</b>	<b>121,665</b>	<b>137,725</b>	<b>16,060</b>
Personnel Services	149,651	167,179	151,986	(15,193)
Materials & Services	121,690	124,537	139,004	14,467
Capital Outlay	-	280	336	56
<b>Total Expenditures</b>	<b>271,341</b>	<b>291,996</b>	<b>291,326</b>	<b>(670)</b>
Net Expenditures	(144,374)	(170,331)	(153,601)	(16,730)

# General Fund – Parks & Recreation - Senior Center

2015 – 2016 Proposed Budget --- Budget Summary

## Full-Time Equivalents (FTE)

	2014-15		2015-16
	Adopted		Proposed
	Budget	Change	Budget
<b>FTE Adopted Budget</b>	<b>2.60</b>		
Extra Help - Senior Center		(0.04)	
Classes & Programs Labor - SC		(0.20)	
Extra Help - Senior Center - Day Tours		<u>(0.03)</u>	
<b>FTE Proposed Budget</b>		<b><u>(0.27)</u></b>	<b>2.33</b>



The McMinnville Cranks  
heading out for another 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 4,100 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** 10<sup>th</sup> anniversary of Senior Center was held in October 2005. Senior Programs continue as do general facility rentals for receptions and community events at the Senior Center.

**2006** Quilt Relief Project continues at the Senior Center. This group of hard working quilters 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.

**2014** Friends of the McMinnville Senior Center donate \$10,000+ for future SC roof replacement to be completed in the next 2-3 years.



The Pickle-Ball crew playing at City Park.



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

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,953	7,265	7,500	<b>5380-20 Facility Rentals - Meeting Rooms</b> Senior Center meeting room rentals.	9,000	9,000	9,000
1,130	73	500	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	100	100	100
4,584	4,198	3,500	<b>5380-40 Facility Rentals - Staff Fees</b> Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	4,700	4,700	4,700
10,689	7,637	6,500	<b>5380-45 Facility Rentals - Reception Facilities</b> Senior Center main hall rentals.	13,000	13,000	13,000
6,000	6,000	6,000	<b>5380-50 Facility Rentals - Meal Site</b> Mid-Willamette Valley Senior Services Agency fees paid for the use of Senior Center kitchen and dining areas for daily Senior Meals Program; contract renewed every two years.	6,000	6,000	6,000
3,120	2,130	2,125	<b>5420 Newsletter</b> Senior Program subscription fees for monthly senior newsletter.	2,000	2,000	2,000
<b>31,476</b>	<b>27,302</b>	<b>26,125</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>34,800</b>	<b>34,800</b>	<b>34,800</b>
<b>MISCELLANEOUS</b>						
7,045	5,421	10,000	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities.	3,000	3,000	3,000
0	10,000	10,000	<b>6420-46 Donations - Parks &amp; Recreation - SC-Fry Family Irrevocable Trust</b> Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.	9,425	9,425	9,288
0	0	0	<b>6420-60 Donations - Parks &amp; Recreation - Building Improvements</b> Donations received from the Friends of the McMinnville Senior Center and other individuals for future SC roof replacement. Funds will carry over year-to-year until project is initiated (2-3 years).	15,000	15,000	15,000
2,437	786	1,500	<b>6600 Other Income</b> Senior Center announcement board fees and other incidental revenues.	1,000	1,000	1,000
717	436	840	<b>6600-35 Other Income - Wortman Gallery</b> 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.	1,000	1,000	1,000
<b>10,200</b>	<b>16,643</b>	<b>22,340</b>	<b>TOTAL MISCELLANEOUS</b>	<b>29,425</b>	<b>29,425</b>	<b>29,288</b>
<b>41,676</b>	<b>43,944</b>	<b>48,465</b>	<b>TOTAL RESOURCES</b>	<b>64,225</b>	<b>64,225</b>	<b>64,088</b>

Budget Document Report

**01 - GENERAL FUND**

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

2016 PROPOSED BUDGET  
 2016 APPROVED BUDGET  
 2016 ADOPTED BUDGET

**REQUIREMENTS**

**PERSONNEL SERVICES**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
64,116	65,221	67,625	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE	70,011	70,011	70,011
0	25,728	29,233	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Recreation Program Coordinator I - 0.80 FTE	30,660	30,660	30,660
25,873	8,480	9,500	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center - 0.46 FTE	9,500	9,500	9,500
215	8	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
5,407	5,979	6,594	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	6,831	6,831	6,831
1,264	1,398	1,543	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	1,598	1,598	1,598
18,908	18,580	23,427	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	26,160	26,160	26,160
15,085	15,563	15,848	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	0	0	0
0	0	0	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	0	0	0
63	257	252	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	252	252	252
354	526	526	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	552	552	552
1,611	1,907	2,301	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	2,931	2,931	2,931
64	72	79	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	79	79	79
1	10	102	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	100	100	100
1,249	1,004	1,499	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	1,266	1,266	1,266
<b>134,210</b>	<b>144,733</b>	<b>158,529</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>149,940</b>	<b>149,940</b>	<b>149,940</b>

**MATERIALS AND SERVICES**

1,130	1,730	1,300	<b>7500</b>	<b>Credit Card Fees</b>	2,000	2,000	2,000
30	18	100	<b>7540</b>	<b>Employee Development</b>	100	100	100
736	1,553	2,100	<b>7550</b>	<b>Travel &amp; Education</b> Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	2,000	2,000	2,000
9,410	10,352	11,500	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	10,200	10,200	10,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Electricity	1	6,830	6,830
				Natural gas	1	3,370	3,370
600	700	800	<b>7610-05</b>	<b>Insurance - Liability</b>	1,600	1,600	1,600
2,000	2,200	2,500	<b>7610-10</b>	<b>Insurance - Property</b>	2,600	2,600	2,600

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
4,073	4,010	3,500	<b>7620</b>	<b>Telecommunications</b>		4,000	4,000	4,000	
7,209	8,400	8,650	<b>7650-10</b>	<b>Janitorial - Services</b>		8,650	8,650	8,650	
1,630	1,973	1,900	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,000	2,000	2,000	
1,373	1,320	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,200	1,200	1,200	
1,331	1,602	12,200	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,500	1,500	1,500	
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.					
10,508	16,649	8,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		8,000	8,000	8,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				General HVAC repairs	1	3,000	3,000		
				Routine and unanticipated Senior Center repairs	1	5,000	5,000		
5,266	2,662	5,300	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>		25,425	25,425	25,425	
				Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors and donation accts. 6420-46 and 6420-60. Only \$1000 of this line-item total is planned for expenditure. The balance is "in-holding" unless needed unexpectedly.					
690	1,304	500	<b>7750</b>	<b>Professional Services</b>		500	500	500	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Audit fee allocation	1	500	500		
6,051	5,911	6,194	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		6,699	6,699	6,699	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Garbage service	1	1,235	1,235		
				Copier lease	1	1,248	1,248		
				Fire sprinkler and related annual inspection	1	1,030	1,030		
				HVAC maintenance	1	750	750		
				Per copy charges	1	700	700		
				Fire alarm monitoring service	1	342	342		
				Roof and gutter preventative maintenance	1	550	550		
				Pest control	1	594	594		
				Background screenings	1	250	250		
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0	
448	1,157	2,500	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		500	500	500	
				Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.					
2,878	2,623	3,293	<b>7840</b>	<b>M &amp; S Computer Charges</b>		3,810	3,810	3,810	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department M&S costs shared city-wide	1	3,810	3,810		

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
199	0	3,520	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Activenet maintenance	1	1,200	1,200		
1,499	629	850	<b>8130-05</b>	<b>Recreation Program Expenses - Newsletter</b>		1,050	1,050	1,050
			Production and mailing senior newsletter, a monthly publication mailed to over 200 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.					
1,375	480	630	<b>8135</b>	<b>Wortman Gallery Expenses</b>		770	770	770
			Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.					
<b>58,435</b>	<b>65,272</b>	<b>75,337</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>83,804</b>	<b>83,804</b>	<b>83,804</b>
<b><u>CAPITAL OUTLAY</u></b>								
287	0	280	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		336	336	336
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	336	336		
<b>287</b>	<b>0</b>	<b>280</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>336</b>	<b>336</b>	<b>336</b>
<b>192,933</b>	<b>210,005</b>	<b>234,146</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>234,080</b>	<b>234,080</b>	<b>234,080</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
16,684	21,808	22,200	<b>5350 Registration Fees</b> Senior Center fees for recreational and special interest classes and programs.	25,000	25,000	25,000
<b>16,684</b>	<b>21,808</b>	<b>22,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>16,684</b>	<b>21,808</b>	<b>22,200</b>	<b>TOTAL RESOURCES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
6,349	3,597	5,900	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 0.04 FTE	1,200	1,200	1,200
394	223	366	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	74	74	74
92	52	86	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	17	17	17
467	-173	716	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	120	120	120
240	127	214	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	32	32	32
9	6	8	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	1	1	1
<b>7,550</b>	<b>3,832</b>	<b>7,290</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,444</b>	<b>1,444</b>	<b>1,444</b>
<b>MATERIALS AND SERVICES</b>							
3,473	7,430	8,500	<b>8130</b>	<b>Recreation Program Expenses</b> Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	14,900	14,900	14,900
<b>3,473</b>	<b>7,430</b>	<b>8,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>14,900</b>	<b>14,900</b>	<b>14,900</b>
<b>11,024</b>	<b>11,262</b>	<b>15,790</b>	<b>TOTAL REQUIREMENTS</b>		<b>16,344</b>	<b>16,344</b>	<b>16,344</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
3,316	7,027	5,000	<b>5350 Registration Fees</b> Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	500	500	500
<b>3,316</b>	<b>7,027</b>	<b>5,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>3,316</b>	<b>7,027</b>	<b>5,000</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>500</b>	<b>500</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,982	3,739	2,000	<b>8130 Recreation Program Expenses</b> Costs associated with Senior Center special fund raising events and other major programs.	200	200	200
<b>1,982</b>	<b>3,739</b>	<b>2,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>1,982</b>	<b>3,739</b>	<b>2,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>200</b>	<b>200</b>	<b>200</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
7,145	14,238	11,000	<b>5350 Registration Fees</b> Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc.	18,000	18,000	18,000
<b>7,145</b>	<b>14,238</b>	<b>11,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>7,145</b>	<b>14,238</b>	<b>11,000</b>	<b>TOTAL RESOURCES</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
1,026	975	1,100	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center Day Tours - 0.03 FTE	500	500	500
64	60	68	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	31	31	31
15	14	16	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	7	7	7
206	0	134	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	50	50	50
30	34	40	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	13	13	13
1	2	2	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	1	1	1
<b>1,341</b>	<b>1,086</b>	<b>1,360</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>602</b>	<b>602</b>	<b>602</b>
<b>MATERIALS AND SERVICES</b>						
5,069	10,735	7,000	<b>8130 Recreation Program Expenses</b> Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	13,100	13,100	13,100
<b>5,069</b>	<b>10,735</b>	<b>7,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>13,100</b>	<b>13,100</b>	<b>13,100</b>
<b>6,411</b>	<b>11,821</b>	<b>8,360</b>	<b>TOTAL REQUIREMENTS</b>	<b>13,702</b>	<b>13,702</b>	<b>13,702</b>

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**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
32,616	39,950	35,000	<b>5350 Registration Fees</b> Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc.	30,000	30,000	30,000
<b>32,616</b>	<b>39,950</b>	<b>35,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>32,616</b>	<b>39,950</b>	<b>35,000</b>	<b>TOTAL RESOURCES</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
25,354	34,514	31,700	<b>8130 Recreation Program Expenses</b> In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	27,000	27,000	27,000
<b>25,354</b>	<b>34,514</b>	<b>31,700</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>25,354</b>	<b>34,514</b>	<b>31,700</b>	<b>TOTAL REQUIREMENTS</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>



# **PARK MAINTENANCE**





# General Fund – Park Maintenance

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2015-16 proposed budget for Park Maintenance continues to reflect the Division's efforts to keep maintenance priorities in alignment with the City's available resources. The service levels proposed with this budget are status quo. The budget proposal continues to use Park Maintenance service prioritizations from fiscal year 2013-14. At that time Park Maintenance staff completed an extensive review of then current operations, services levels and costs. That effort was followed by a process to identify key service level priorities to be continued. That process was also used to help identify activities and programs that would be reduced or eliminated.

The underlying premise of this prioritization process remains the focus of fiscal year 2015-16 budget proposal. The priorities bring focus to maintenance efforts 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 as resources allow; and
- Maintain and grow the knowledge and skill base in the staff used to care for park assets.

This prioritization approach places an emphasis on protecting the City's assets, and recognizes that lower priority will be given to activities that don't necessarily protect an asset or preserve user safety. In some instances the impact of that approach results in a lower quality of park aesthetics relative to the typical McMinnville standard. However, it is important to note that staff continues to work under the premise that the work deferred can be done so without an irreparable negative impact on the given asset.

These service level changes continue to represent a conscious choice to protect the "heart" of the community's park system for the future. A city's parks and open space system speaks to that community's livability. The system's condition tells a story about the value the community places on these important public assets.

As in the recent past that story will continue to be based on doing "what we can, with what we have, where we are".

- 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, local service clubs), soccer goal area restoration (McMinnville Youth Soccer), and various labor intensive landscape cleanup projects (Yamhill County Corrections). Materials, staff support, and supervisory oversight for these projects are typically provided by the City. In 2014, staff worked with 280 volunteers on various projects throughout the park system.
- Some maintenance needs will continue to be addressed through the use of independent contractors. This can be work that requires specialized licenses, equipment, or expertise. Contract forces are also used to address work for which there is no staff capacity. The work is a mix of demand and planned work. Contract services represent approximately 7% of the Division's operating budget.
- The Division's capital budget includes \$13,000 to replace a zero turn rotary mower. The existing unit is nearing the end of its useful life. This equipment is used in the Division's turf mowing program in smaller spaces where its maneuverability and light weight are important.

## 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 primary objective of this mission is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

# General Fund – Park Maintenance

## 2015 – 2016 Proposed Budget --- Budget Summary

### Park Services

- Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year round. This core service continues to be provided at a reduced level by decreasing staff visits (“rounds”) to various types of facilities. Service levels will be maintained during peak seasons (June 1- Labor Day) at the City’s community parks, but will continue to be reduced during other times of the year. This service level is approximately 25% less than pre-2013-14 levels. Similarly, park services to neighborhood and linear parks continue to be reduced throughout the year by 40% and 50% respectively.
- Restrooms at the west side of City Park (Labor Day-February 28) and the east side of Wortman Park (November 1-February 28) will continue to 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 continues at reduced service levels in some areas. Various facilities have been identified for irrigation shut downs, which results in reduced irrigation costs (start ups and repairs). Additionally, this change results in reduced mowing in these areas. These areas will “go brown” during the summer, and will remain dry until the fall rains. Park areas where the irrigation is shut off include Lower City Park, and neighborhood parks. Non-sports related turf areas at Dancer Park are mowed less frequently as well, but will remain irrigated.
- Approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed public 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 has been eliminated at some facilities, and at other facilities the application cycle has been extended. These changes result in materials and labor savings, but do impact aesthetics and weed control.

- Annual flowers are planted in the spring at various City facilities. The fall annual planting program was eliminated in 2013-14 as part of that prioritization process.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- 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 landscape maintenance costs of those areas were assumed by the Street Department and the Airport in fiscal year 2013-14.



Guy Smith mowing at Chegwyn Farms Park

### 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 as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work helps to preserve the turf, improves user safety and supports the City’s programmed recreational sports efforts. Given resource constraints, the Division has eliminated deep aeration and top dressing for these fields. Given the high usage levels at Dancer, this may ultimately result in compaction issues in the turf stand. Current service level costs are offset by sports program revenues in the Parks and Recreation budget.

# General Fund – Park Maintenance

## 2015 – 2016 Proposed Budget --- Budget Summary

### 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 winter flood damage. These costs are offset by program revenues in the Parks and Recreation budget.

### Tree Maintenance

- These activities included conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. This work also includes tree removal and replacement. This core area continues to be reduced by approximately 90% relative to prior service levels. 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. This core service is a key element in the City’s annual “Tree City USA” designation.

### Park Amenities

- Maintain courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows water feature, operated under Oregon Public Health Division’s administrative rules, is cleaned and inspected on a specific schedule, and is remotely monitored via web-based telemetry.

### 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 have been extended from an every year cleaning to an every other year cleaning.

### Community Event/Volunteer support

- Prepare facilities for special community events.



Andy McCune at  
Touch-a-Truck event in  
2014

### Emergency Response

- Park Maintenance staff members are a key element in the City’s response to various incidents, and work alongside Street Maintenance staff in this role. Activities include responding to vehicle accident and hazardous materials spills; snow response work including deicing, sanding and snow removal; flood/high water response; sanitary sewer and storm drain problems; clearing downed trees from streets, etc. Park Maintenance staff are trained and certified to the same level as the Street Maintenance staff in this area, and function as integral team members on these first responder crews.



Jeff Hendricks removes  
fallen tree in Wortman Park  
during a 2014 windstorm.

# General Fund – Park Maintenance

2015 – 2016 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

### Maintenance planning

- Continued utilization of computerized maintenance management to plan, schedule, and track work. Using this tool, staff continues to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices.
- Park acreage has increased significantly since 2002. A new four acre park site in NW McMinnville is currently in the master planning stage. As additional facilities are added and existing ones age, the challenge has been that maintenance needs and costs are continuing to grow at a pace that outstrips the growth of available resources.

### Continue to develop strategies to provide acceptable maintenance levels

- Monitor services levels changes 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 continue to include identifying opportunities to reduce costs through operational efficiencies, as well as to continue to review service levels offered relative to established priorities.
- Continue to identify maintenance backlogs and assess the potential impact of maintenance deferrals on the related assets.

### Develop and implement water conservation strategies

- Staff continues to monitor water use, and evaluate 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

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>9,550</b>	<b>9,000</b>	<b>9,050</b>	<b>50</b>
Personnel Services	615,470	673,103	701,189	28,086
Materials & Services	242,847	283,337	286,340	3,003
Capital Outlay	77,058	15,327	13,392	(1,935)
<b>Total Expenditures</b>	<b>935,375</b>	<b>971,767</b>	<b>1,000,921</b>	<b>29,154</b>
Net Expenditures	(925,825)	(962,767)	(991,871)	29,104

## Full-Time Equivalent (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>9.06</b>		
Extra Help - Park Maintenance		0.01	
<b>FTE Proposed Budget</b>			<b>9.07</b>

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
35	Pet waste station
8	Restroom facilities
2	Cook shelters
859	Parking spaces
631	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

<b>1994</b>	James Addition park -1.29 acre park - developed with turf, irrigation, benches, and play equipment.	<b>2000</b>	Development of Bend-O-River Park - 0.33 acre - including play equipment, basketball hoop, lawn area, and irrigation system.	<b>2005</b>	BPA Pathway completed – 8.43 acres – with 51 miles of concrete path and five benches.
<b>1995</b>	Senior Center built in West Wortman Park along with upgrades to the grounds.	<b>2002</b>	Development of Thompson Park - 2.40 acre - with restroom facility, play equipment, horseshoe court, basketball court, and shelter.	<b>2005</b>	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.
<b>1996</b>	Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres.	<b>2003</b>	Ash Meadows Park upgraded - 1.29 acres - with turf, irrigation, benches, and plantings.	<b>2006</b>	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.
<b>1996</b>	Installation of recreation station in UpperCityPark.	<b>2004</b>	Dancer Park Phase III completed increasing the total acreage maintained to 75 acres.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.
<b>1997</b>	Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department.	<b>2004</b>	McMinnville Rotary donates completed Tice Park - 32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation.	<b>2007</b>	Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping.
<b>1997</b>	Goucher Street Linear Pathway - 2.46 acres - developed with turf, irrigation, benches, and plantings.	<b>2005</b>	Remodel of City Park and Wortman Park completed.		
<b>1998</b>	Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf.				

# General Fund – Parks Maintenance

## Historical Highlights

**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.

**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.

**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 Health Division rules.

**2014** Parks Maintenance staff plays a key role in Public Work's response to a major February snow storm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.

**2014** Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.



Kristine Reed, Utility Worker II  
edging at Dancer Park

# General Fund - Park Maintenance

## 2015-2016 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
<b><u>Public Works Superintendent</u></b>	1	349	87,008		
General Fund					
Park Maintenance (0.50 FTE)				143	43,504
Street Fund (0.50 FTE)				174	43,504
<b><u>Park Maintenance Supervisor</u></b>	1	339	68,330		
General Fund					
Park Maintenance (0.95 FTE)				143	64,914
Street Fund (0.05 FTE)				174	3,416
<b><u>Street Maintenance Supervisor</u></b>	1	339	70,561		
General Fund					
Park Maintenance (0.05 FTE)				143	3,528
Street Fund (0.95 FTE)				174	67,033
<b><u>Mechanic - Public Works</u></b>	1	327	45,307		
General Fund					
Park Maintenance (0.45 FTE)				143	20,388
Street Fund (0.45 FTE)				174	20,388
Wastewater Services Fund					
Administration (0.10 FTE)				218	4,531
<b><u>Operations Support Specialist</u></b>	1	327	44,942		
General Fund					
Park Maintenance (0.50 FTE)				143	22,471
Street Fund (0.50 FTE)				174	22,471

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
8,828	8,919	8,500	<b>5390</b>	<b>Park Rentals</b> Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	8,750	8,750	8,750
<b>8,828</b>	<b>8,919</b>	<b>8,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>8,750</b>	<b>8,750</b>	<b>8,750</b>
<b>MISCELLANEOUS</b>							
379	631	500	<b>6600</b>	<b>Other Income</b>	300	300	300
2,940	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>3,320</b>	<b>631</b>	<b>500</b>	<b>TOTAL MISCELLANEOUS</b>		<b>300</b>	<b>300</b>	<b>300</b>
<b>12,148</b>	<b>9,550</b>	<b>9,000</b>	<b>TOTAL RESOURCES</b>		<b>9,050</b>	<b>9,050</b>	<b>9,050</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

364,494	375,172	395,491	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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	408,294	408,294	408,294
38,184	23,162	31,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Park Maintenance - 1.62 FTE	32,300	32,300	32,300
3,536	5,306	4,200	<b>7000-20 Salaries &amp; Wages - Overtime</b>	4,050	4,050	4,050
24,246	24,106	26,733	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	27,570	27,570	27,570
5,670	5,638	6,252	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	6,446	6,446	6,446
88,777	87,072	93,854	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	101,525	101,525	101,525
67,485	67,616	76,100	<b>7300-20 Fringe Benefits - Medical Insurance</b>	77,768	77,768	77,462
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	14,500	14,500	14,500
460	924	936	<b>7300-25 Fringe Benefits - Life Insurance</b>	936	936	936
2,029	2,096	2,192	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,258	2,258	2,258
19,673	22,376	25,538	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	22,726	22,726	22,726
250	263	310	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	316	316	316
1,461	1,740	9,997	<b>7300-40 Fringe Benefits - Unemployment</b>	2,500	2,500	2,500
<b>616,265</b>	<b>615,470</b>	<b>673,103</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>701,189</b>	<b>701,189</b>	<b>700,883</b>

**MATERIALS AND SERVICES**

486	436	600	<b>7530 Safety Training/OSHA</b>	750	750	750
224	135	400	<b>7540 Employee Development</b>	400	400	400
1,758	2,873	4,000	<b>7550 Travel &amp; Education</b> Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	4,000	4,000	4,000
22,260	21,296	22,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	20,000	20,000	20,000
27,252	26,013	24,500	<b>7600 Electric &amp; Natural Gas</b>	22,100	22,100	22,100
11,600	6,600	7,200	<b>7610-05 Insurance - Liability</b>	9,900	9,900	9,900
8,500	9,200	11,000	<b>7610-10 Insurance - Property</b>	11,600	11,600	11,600

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
4,855	4,989	5,225	<b>7620</b>	<b>Telecommunications</b>		5,225	5,225	5,225
1,288	1,200	1,400	<b>7650</b>	<b>Janitorial</b>		1,400	1,400	1,400
15,709	12,707	17,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		15,500	15,500	15,500
2,916	4,497	1,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.		2,000	2,000	2,000
23,126	20,110	25,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		24,000	24,000	24,000
67,221	56,852	65,425	<b>7720-26</b>	<b>Repairs &amp; Maintenance - Park Maintenance</b> 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.		70,000	70,000	70,000
4,245	2,094	5,000	<b>7720-27</b>	<b>Repairs &amp; Maintenance - Park Vandalism</b> 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
1,971	7,746	1,820	<b>7750</b>	<b>Professional Services</b>		1,620	1,620	1,620
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,500	1,500	
				Section 125 administration fee	1	120	120	
15,094	14,894	15,500	<b>7780-07</b>	<b>Contract Services - Downtown</b> Downtown litter patrol and solid waste disposal		15,500	15,500	15,500
61,192	41,468	60,225	<b>7780-15</b>	<b>Contract Services - Park Maintenance</b> 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.		63,200	63,200	63,200
1,821	1,500	6,500	<b>7800-39</b>	<b>M &amp; S Equipment - Parks</b> Miscellaneous small equipment for operations and maintenance		1,500	1,500	1,500
189	0	500	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b> Miscellaneous small equipment and tools for shop operations and maintenance		750	750	750
3,357	3,060	3,842	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,445	4,445	4,445
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,445	4,445	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :19 - PARK MAINTENANCE Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
5,830	5,178	4,700	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		7,450	7,450	7,450
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Laptop replacement, 50% - shared with Street	1	750	750	
				Adobe Pro software, 50% - shared with Street	2	50	100	
				Workstation replacements, 50% - shared with Street	2	850	1,700	
				ESRI ArcIMS, 17% - shared with Plan, Bldg, Eng, St, WWS	1	2,000	2,000	
				Hansen sewer database, 25% - shared with Eng, Street, WWS	1	2,900	2,900	
<b>280,894</b>	<b>242,847</b>	<b>283,337</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>286,340</b>	<b>286,340</b>	<b>286,340</b>
			<b><u>CAPITAL OUTLAY</u></b>					
335	0	327	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		392	392	392
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	392	392	
0	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	55,094	0	<b>8850</b>	<b>Vehicles</b>		13,000	13,000	13,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Zero turn rotary mower replacement	1	13,000	13,000	
0	21,964	0	<b>8920</b>	<b>Land Improvements</b>		0	0	0
19,985	0	15,000	<b>9300-05</b>	<b>Park Improvements - Play Equipment</b>		0	0	15,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Resurface two of the four City Park tennis courts	1	15,000	15,000	
<b>20,321</b>	<b>77,058</b>	<b>15,327</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>13,392</b>	<b>13,392</b>	<b>28,392</b>
<b>917,480</b>	<b>935,375</b>	<b>971,767</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,000,921</b>	<b>1,000,921</b>	<b>1,015,615</b>



# **LIBRARY DEPARTMENT**



### Budget Highlights

#### Personnel

While proposed staff hours are not changing in fiscal year 2015-16, there is an increase in personnel services due to needed changes to the classification level of some Library employees. Also, although many staff members are not new to the Library, they are new to their positions and so are eligible for merit increases, further increasing salaries and wages.

Not surprisingly, there is a correlation between staff hours, open hours, and overall library usage. The Library must be open and well staffed in order to serve many of its customers.



From fiscal year 2012 to 2015 overall Library circulation increased 4% and internet computer use increased 19%. This increase in Library use occurred while at the same time the Library budget decreased 8% and staffing decreased by 9%. Library visits decreased 15%, clearly affected by decreasing open hours by 14%.

Last year we added 5 staff hours per week to the children's services and saw children's program attendance increase 30%.

#### Plaza Enhancement Project

The Library Foundation looks forward to completing the Library Plaza enhancement project this year. While the Foundation has succeeded in raising much of the funding for the Library Plaza enhancement through grants and donations from the community, it is proposed that the City contribute \$35,000 to the long term longevity of the enhancement through lighting and security cameras.



### Future Challenges and Opportunities

#### Challenges

- As new formats for reading and listening are introduced the Library is expected to stretch purchasing budgets further and further. It is no longer acceptable to just purchase a hard cover book of a popular title. It is now expected that the title will be available in hard cover, large print, ebook and audio (downloadable and also on CD).
- As internet searching becomes easier and more accessible it is no longer the simple "ready reference" question that is asked at the reference desk, but complex questions that require research expertise from well-trained staff.
- As technology continues its rapid pace of change library staff are required to be familiar with ever increasing web interfaces, software tools, and troubleshooting methods to assist customers.
- As more services are available only online (tax forms, legal forms, job applications, etc.) the library staff are called upon to offer greater assistance and training for patrons to manage the new technology.

#### Opportunities

The Library relies on partnerships to bring the best possible resources, services, and programs to the people of McMinnville. We look forward to continuing to grow these partnerships.

- Chemeketa Cooperative Regional Library Service
- Oregon Digital Library Consortium
- Oregon State Library
- Linfield Nicholson College Library
- McMinnville School District
- Friends of the McMinnville Public Library
- Library Foundation of McMinnville
- Oregon Community Foundation
- Yamhill County Cultural Coalition
- Ford Family Foundation



# General Fund – Library

## 2015 – 2016 Proposed Budget --- Budget Summary

- Soroptimists International of McMinnville
- American Association of Retired Persons
- Third Street Books
- Velvet Monkey Tea
- Evergreen Aviation Museum
- Elizabeth Chambers Cellar
- Literary Arts

### Core Services

#### Reference and Information Services

- Provide residents with the information they need with timeliness, sensitivity and privacy so that they may improve their lives.
- Teach patrons how to locate and evaluate information so that they are more self-sufficient and empowered to engage in lifelong learning.
- Ensure that the library's information resources have depth and scope, reflect new and emerging information needs, and effectively provide our community access to diverse ideas to educate and engage.
- Provide technology access and training to connect people with community and ideas to enhance and improve their lives.
- Provide engaging and enriching resources and programming to support lifelong learning and information literacy.
- Foster a friendly and welcoming environment which inspires people to connect with each other, the community, and ideas.



- Collaborate with community partners to meet individual and community education, literacy, recreation, and technology needs so that residents may improve their lives.

- Foster community awareness of resources available for individuals to improve their lives.

#### Children's Services

- Provide programs for families to engage and educate.
- Connect with children and families to promote ideas, imagination, play, curiosity, and hope.
- Create a literate well-informed group of citizens who are able to make decisions that will take our country into a positive future.
- Encourage children to enjoy and value the richness of our language, culture, and history through literature.
- Enhance and supplement the curriculum of our local education community through available and readily accessible information.
- Meet the needs of children whose parents do not/cannot provide age appropriate books and technology.
- Offer year-round programs to keep children engaged with reading and learning through fun experiences.
- Provide a place of safe intellectual discovery where all children feel welcomed and their interests are valued.
- Provide parents with tools and skills to foster early literacy to encourage lifelong learning.



#### Circulation Services

- Circulate library materials accurately and efficiently so as to provide patrons access to library materials to enhance their lives.
- Collaborate with volunteers to create meaningful connections with individuals and the community for engagement and success.
- Manage patron accounts and communicate effectively to ensure the communities' access to diverse ideas.
- Provide information that allows patron access to materials to ignite their imagination

# General Fund – Library

## 2015 – 2016 Proposed Budget --- Budget Summary

### Technical Services

- Maintain a rich, diverse, and well cared for collection of materials.
- Update collections to meet the changing needs of the community.
- Acquire and catalog materials used to support literacy, imagination and access to diverse ideas.
- Accept donations of materials from community members to enhance the Library collection and support the Friends of the Library book sale.

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>189,175</b>	<b>197,201</b>	<b>199,694</b>	<b>2,493</b>
Personnel Services	901,857	974,683	1,054,352	79,669
Materials & Services	319,697	346,600	360,373	13,773
Capital Outlay	-	5,411	41,717	36,306
<b>Total Expenditures</b>	<b>1,221,553</b>	<b>1,326,694</b>	<b>1,456,442</b>	<b>129,748</b>
Net Expenditures	(1,032,378)	(1,129,493)	(1,256,748)	127,255

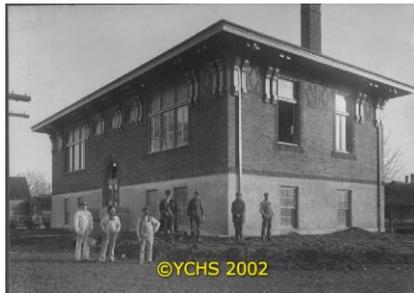
### Full-Time Equivalent (FTE)

	2014-15		2015-16
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>15.52</b>		
Librarian III - Circulation		1.00	
Library Circulation Specialist		(1.00)	
Library Assistant		(0.75)	
Library Tech Assistant		0.75	
Library Page		(0.07)	
<b>FTE Proposed Budget</b>		<b>(0.07)</b>	<b>15.45</b>

**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 Community Fund, 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.



**2013** The Oregon Library Passport program extends borrowing privileges for McMinnville City patrons to over 130 public libraries.

**2014** Library begins plaza enhancement project. Community members sponsor cement pavers engraved with book titles.



Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
3,789	5,651	4,500	<b>4780 OR State Aid Grant - Library</b> 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.	5,000	5,000	5,000
131,341	132,464	133,500	<b>5050 CCRLS - Library</b> 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.	134,994	134,994	134,994
<b>135,130</b>	<b>138,115</b>	<b>138,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>139,994</b>	<b>139,994</b>	<b>139,994</b>
<b>CHARGES FOR SERVICES</b>						
10,599	10,156	10,000	<b>5430 Outside City User Fee</b> \$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.	10,000	10,000	10,000
<b>10,599</b>	<b>10,156</b>	<b>10,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>FINES AND FORFEITURES</b>						
36,422	29,880	30,000	<b>6160 Fines &amp; Lost Books</b> 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.	30,000	30,000	30,000
<b>36,422</b>	<b>29,880</b>	<b>30,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>MISCELLANEOUS</b>						
193	0	0	<b>6310-15 Interest - Library Endowment</b> Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.	0	0	0
432	0	13,101	<b>6440 Donations - Library</b> 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.	12,600	12,600	12,600
480	0	100	<b>6440-05 Donations - Library - Bookmobile</b> Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books.	100	100	100
1,512	3,434	0	<b>6440-10 Donations - Library - Library Foundation</b>	0	0	0
0	0	0	<b>6440-15 Donations - Library - Friends of the Library</b>	0	0	0
0	0	0	<b>6440-20 Donations - Library - Adult Programs</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
2,056	2,194	2,000	<b>6440-25 Donations - Library - Children's Programs</b> 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.	2,000	2,000	2,000
7,761	5,397	4,000	<b>6600-98 Other Income - Library</b> 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.	5,000	5,000	5,000
<b>12,435</b>	<b>11,025</b>	<b>19,201</b>	<b>TOTAL MISCELLANEOUS</b>	<b>19,700</b>	<b>19,700</b>	<b>19,700</b>
<b>194,586</b>	<b>189,175</b>	<b>197,201</b>	<b>TOTAL RESOURCES</b>	<b>199,694</b>	<b>199,694</b>	<b>199,694</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
493,747	394,727	422,968	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Circulation - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Children's Services - 1.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE	447,102	447,102	447,102
208,118	250,146	267,703	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Librarian II - Reference - 1.78 FTE Librarian I - Children's - 0.75 FTE Librarian I - Reference - 0.25 FTE Library Technical Assistant - Circulation - 0.75 FTE Library Technical Assistant - Children's - 0.75 FTE Library Assistant - Circulation - 1.25 FTE Library Assistant - Technical Services - 0.70 FTE Library Page - 1.14 FTE	279,564	279,564	279,564
2,026	1,743	1,820	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.08 FTE	1,820	1,820	1,820
14	5	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
42,147	39,226	42,935	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	45,166	45,166	45,166
9,857	9,174	10,042	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	10,563	10,563	10,563
148,113	130,425	149,595	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	163,518	163,518	163,518
70,820	68,436	71,060	<b>7300-20 Fringe Benefits - Medical Insurance</b>	82,712	82,712	82,386
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	15,000	15,000	15,000
1,040	2,016	2,016	<b>7300-25 Fringe Benefits - Life Insurance</b>	2,016	2,016	2,016
3,598	3,382	3,498	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,695	3,695	3,695
1,800	1,991	2,284	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,405	2,405	2,405
427	489	533	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	538	538	538
0	0	102	<b>7300-40 Fringe Benefits - Unemployment</b>	100	100	100
100	98	127	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	153	153	153
<b>981,806</b>	<b>901,857</b>	<b>974,683</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,054,352</b>	<b>1,054,352</b>	<b>1,054,026</b>

## 01 - GENERAL FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>MATERIALS AND SERVICES</u></b>						
1,166	1,336	1,500	<b>7500 Credit Card Fees</b> Charges for credit card payment at circulation desk for overdue fines, lost items and out of area library card fees.	1,500	1,500	1,500
461	277	1,000	<b>7540 Employee Development</b>	1,000	1,000	1,000
4,117	3,986	5,000	<b>7550 Travel &amp; Education</b> Membership in professional organizations, registration and travel to workshops, conferences and seminars.	5,000	5,000	5,000
1,022	948	1,000	<b>7580 Volunteer Recognition</b> Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	1,000	1,000	1,000
943	814	1,000	<b>7590 Fuel - Vehicle &amp; Equipment</b> Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares, including fuel for the bookmobile.	1,000	1,000	1,000
30,266	30,664	35,000	<b>7600 Electric &amp; Natural Gas</b>	35,000	35,000	35,000
7,100	7,200	7,800	<b>7610-05 Insurance - Liability</b>	11,500	11,500	11,500
7,100	7,900	9,000	<b>7610-10 Insurance - Property</b>	9,300	9,300	9,300
14,173	14,294	15,000	<b>7620 Telecommunications</b> Telephone and cell lines, elevator phone, bookmobile laptop connection, new internet service charges and installation costs, and alarm phones.	16,200	16,200	16,200
16,208	19,759	20,500	<b>7650 Janitorial</b> Contract janitorial services and supplies.	20,500	20,500	20,500
495	610	650	<b>7660 Materials &amp; Supplies</b> General library and staff room supplies.	650	650	650
402	606	600	<b>7660-15 Materials &amp; Supplies - Postage</b> Inter-library loan books returned by mail and other library mailing costs.	400	400	400
5,651	5,914	5,200	<b>7660-20 Materials &amp; Supplies - Public Services</b> Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	5,200	5,200	5,200
542	695	700	<b>7660-30 Materials &amp; Supplies - Public Information</b> Library yellow pages listing, bookmarks with hours and contact information.	700	700	700
1,694	3,227	1,300	<b>7660-60 Materials &amp; Supplies - Administration</b> Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	1,500	1,500	1,500
4,953	6,905	5,200	<b>7660-63 Materials &amp; Supplies - Library Circulation</b> Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.	5,200	5,200	5,200
4,585	7,964	5,000	<b>7660-64 Materials &amp; Supplies - Library Technical Services</b> Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.	5,000	5,000	5,000

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
632	1,095	1,000	<b>7660-65</b>	<b>Materials &amp; Supplies - Children's Programs</b>		1,200	1,200	1,200
				Craft supplies, paper and miscellaneous costs for children's programming.				
206	0	0	<b>7680-05</b>	<b>Materials &amp; Supplies - Donations - Children's Programs - Endowment</b>		0	0	0
				Lanouette Trust principal was disbursed to the Library Foundation in 2012-13.				
0	0	0	<b>7680-10</b>	<b>Materials &amp; Supplies - Donations - Adult Programs</b>		0	0	0
23,230	3,434	0	<b>7680-11</b>	<b>Materials &amp; Supplies - Donations - Library Foundation</b>		0	0	0
				Lanouette Trust principal was disbursed to Library Foundation in 2012-13.				
2,056	2,194	2,000	<b>7680-15</b>	<b>Materials &amp; Supplies - Donations - Children's Programs</b>		2,000	2,000	2,000
				Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.				
0	0	0	<b>7680-16</b>	<b>Materials &amp; Supplies - Donations - Friends of the Library</b>		0	0	0
9,599	34,928	30,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		22,470	22,470	22,470
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HVAC, plumbing, lighting, equipment and general repairs	1	10,000	10,000	
				Stucco and window sealant repair (50% completed in FY 2015)	1	12,470	12,470	
20,376	16,480	18,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		18,000	18,000	18,000
				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.				
123	107	200	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		200	200	200
				Repairs, maintenance and supplies for the library bookmobile.				
2,526	1,331	2,250	<b>7750</b>	<b>Professional Services</b>		2,150	2,150	2,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,100	2,100	
				Section 125 administration fee	1	50	50	
7,532	7,951	8,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		7,500	7,500	7,500
				Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
0	0	0	<b>7810-05</b>	<b>M &amp; S Equipment - Donations - Library Foundation</b>		0	0	0
54,679	50,715	63,669	<b>7840</b>	<b>M &amp; S Computer Charges</b>		76,203	76,203	76,203
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	76,203	76,203	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
6,386	15,883	21,180	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		25,150	25,150	25,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IPad tablets	4	975	3,900	
				Scanner replacements	2	975	1,950	
				Deepfreeze software licenses	3	200	600	
				Workstation replacements	11	1,700	18,700	
18,927	18,979	19,000	<b>8150-05</b>	<b>Books &amp; Materials - Adult Books</b>		19,000	19,000	19,000
				Fiction and non-fiction print and electronic books for adult collections.				
675	993	1,000	<b>8150-10</b>	<b>Books &amp; Materials - Reference Books</b>		1,000	1,000	1,000
				Reference books and materials for adult print reference collection.				
3,830	4,007	4,000	<b>8150-15</b>	<b>Books &amp; Materials - Reference Online Database</b>		4,000	4,000	4,000
				Online subscriptions for public use: Consumer Reports, Global Road Warrior, Maps A to Z, and HeritageQuest.				
13,980	13,927	14,000	<b>8150-20</b>	<b>Books &amp; Materials - Children's Books</b>		14,000	14,000	14,000
				Library books, audio visual, and other materials for children ages 0 - 12.				
4,500	4,503	4,500	<b>8150-25</b>	<b>Books &amp; Materials - Young Adult Books</b>		4,500	4,500	4,500
				Library materials for young adults ages 12 - 17.				
3,974	3,943	4,000	<b>8150-30</b>	<b>Books &amp; Materials - Large Print Books</b>		4,000	4,000	4,000
				Large print books for visually impaired adults.				
3,517	3,560	3,650	<b>8150-35</b>	<b>Books &amp; Materials - Spanish Language Materials</b>		3,650	3,650	3,650
				Books, media, magazines and newspapers in Spanish.				
0	0	0	<b>8150-40</b>	<b>Books &amp; Materials - Bookmobile</b>		0	0	0
4,831	5,274	5,500	<b>8150-45</b>	<b>Books &amp; Materials - Periodicals</b>		5,500	5,500	5,500
				Newspaper and magazine subscriptions, including Spanish language titles.				
5,969	5,962	6,000	<b>8150-50</b>	<b>Books &amp; Materials - Audio Visuals-DVD</b>		6,000	6,000	6,000
				Adult nonfiction and entertainment DVDs.				
5,503	5,454	5,500	<b>8150-51</b>	<b>Books &amp; Materials - Audio Visuals-CD Books</b>		5,500	5,500	5,500
				Fiction and nonfiction books on CD.				
3,789	5,651	4,500	<b>8150-55</b>	<b>Books &amp; Materials - State Grant Materials</b>		5,000	5,000	5,000
				State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library.				
432	0	13,101	<b>8160</b>	<b>Donations - Library</b>		12,600	12,600	12,600
				Various library purchases and materials funded through revenue account 6440, Donations-Library.				
250	228	100	<b>8160-05</b>	<b>Donations - Library - Bookmobile Books</b>		100	100	100
				Books and materials for the bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.				
<b>298,403</b>	<b>319,697</b>	<b>346,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>360,373</b>	<b>360,373</b>	<b>360,373</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :21 - LIBRARY Section :N/A Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>									
5,462	0	5,411	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			6,717	6,717	6,717
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Department capital costs shared city-wide	1	6,717	6,717		
0	0	0	<b>8800</b>	<b>Building Improvements</b>			35,000	35,000	35,000
				Security cameras and lighting for the library plaza.					
<b>5,462</b>	<b>0</b>	<b>5,411</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>				<b>41,717</b>	<b>41,717</b>	<b>41,717</b>
<b>1,285,671</b>	<b>1,221,553</b>	<b>1,326,694</b>	<b><u>TOTAL REQUIREMENTS</u></b>				<b>1,456,442</b>	<b>1,456,442</b>	<b>1,456,116</b>



**GENERAL FUND  
NON-DEPARTMENTAL**





# General Fund - Non- Departmental

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

### Revenues

#### Property Taxes - Current

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value.

- The 2015-16 proposed budget projects a 3.5% increase in assessed value (AV) compared to 2014-15. This compares to a 2.9% increase in AV in 2013-14.
- Based on the projected assessed value, property taxes levied are estimated to be \$11,945,000.
- The City assumes an uncollectible rate of 8% on property taxes levied, including amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for the 8% uncollectible amount, property tax revenues are estimated at \$10,985,000 for fiscal year 2015-16.

#### Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2015-16 is projected to increase by 3% compared to the prior year, primarily due to rate increases.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be consistent with 2014-15 revenues.

#### Intergovernmental

- Inter-Agency Loan Repayment – The 2015-16 proposed budget includes a loan from the City's General Fund to the Urban Renewal Fund. According to Oregon statute, urban renewal tax increment dollars can only be spent on debt service. Therefore, tax increment revenue, recorded in the Urban Renewal Debt Service Fund, will be used to repay the loan from the General Fund. Please refer to the Urban Renewal Fund and Urban

Renewal Debt Service Fund in this document for additional information.

- 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, the City's allocation of State shared revenue, which is a distribution of the State's liquor receipts, is expected to increase by 3% compared to the prior year.

#### Transfers In

- Reimbursement from other funds for Administration, Finance, and Engineering personnel services support - \$1,111,321
- Reimbursement from other funds for Engineering Materials and Services costs - \$71,302
- Transient Lodging Tax - This transfer represents 30% of the total Tax collected – \$169,125. Please refer to the Transient Lodging Tax Fund in this document for additional information regarding Transient Lodging Tax revenue and expenditures.
- Over several previous years, the reserve in the Insurance Services Fund had increased significantly, due to actual premium costs and claims expense being less than budgeted. In 2014-15, surplus funds in the Insurance Services Fund were distributed to operating departments. There will be no surplus distribution in fiscal year 2015-16.

#### Expenditures

##### Special Payments

- Inter-Agency Loan – Urban Renewal – The 2015-16 proposed budget includes a loan from the City's General Fund to the Urban Renewal Agency. The loan will not exceed the amount of tax increment revenue available to repay the loan.

# General Fund – Non-Departmental

2015 – 2016 Proposed Budget --- Budget Summary

## Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$681,800. The increased amount is due to an assumed 6% increase in the City's contribution to YCOM.
- Transfer to Ambulance Fund – General Fund support of the Ambulance Fund is increased to \$1,150,000, due to the need to purchase a replacement ambulance in 2015-16 and to maintain an adequate reserve in the Ambulance Fund.
- Transfer to Information Systems - Reimburses the Information Systems and Services (IS) Fund for personnel services support. The transfer has increased by 12%, primarily due to the addition of a Systems Analyst II position in the IS Fund.

## Future Challenges and Opportunities

- 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 assessed values and property tax revenue did not continue at the same rate between 2009 and 2012. However, in the last three years, assessed values are showing a slow but steady trend upward. Building permit activity and new construction are also rebounding and we anticipate this sustainable growth in assessed values will continue.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>15,200,760</b>	<b>15,368,861</b>	<b>16,061,448</b>	<b>692,587</b>
Special Payments	-	26,000	61,100	35,100
Transfers Out	1,340,995	1,669,903	2,145,758	475,855
<b>Total Expenditures</b>	<b>1,340,995</b>	<b>1,695,903</b>	<b>2,206,858</b>	<b>475,855</b>
Net Expenditures	13,859,765	13,672,958	13,854,590	(181,632)



## General Fund – Non-Departmental

## Historical Highlights

<b>1916</b>	Voters establish original operating property tax base.	<b>1996</b>	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.	<b>2002</b>	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
<b>1980</b>	First library operations 3-year serial levy passed - \$45,000 per year.			<b>2003</b>	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.
<b>1985</b>	Second library operations 3-year serial levy passed - \$65,000 per year.	<b>1997</b>	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.	<b>2005</b>	Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.
<b>1986</b>	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.			<b>2006</b>	Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
<b>1988</b>	March election passed library operations 1-year serial levy - \$80,000 per year.	<b>1997</b>	May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.		
<b>1988</b>	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.	<b>1997</b>	City’s permanent rate is established at \$5.02.		
<b>1990</b>	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.	<b>2000</b>	First year City levies entire \$5.02 per thousand assessed value permanent rate.		

- 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. Trend is 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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>PROPERTY TAXES</b>						
10,249,794	10,472,634	10,511,000	<b>4100-05 Property Taxes - Current</b> \$11,940,000 2015-16 Permanent operating property tax levy, \$5.02 per \$1,000 (\$955,000) Less: Uncollectible taxes - 8%. \$10,985,000 2015-16 Current property taxes	10,985,000	10,985,000	10,985,000
437,788	445,495	325,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies.	350,000	350,000	350,000
<b>10,687,582</b>	<b>10,918,129</b>	<b>10,836,000</b>	<b>TOTAL PROPERTY TAXES</b>	<b>11,335,000</b>	<b>11,335,000</b>	<b>11,335,000</b>
<b>LICENSES AND PERMITS</b>						
1,761,968	1,821,624	1,820,000	<b>4205-05 Franchise Fees - McMinnville Water &amp; Light</b> 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.	1,890,000	1,890,000	1,890,000
31,550	30,886	30,000	<b>4205-07 Franchise Fees - Frontier-Cable</b> 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.	31,000	31,000	31,000
56,082	46,593	50,000	<b>4205-08 Franchise Fees - Frontier-Telephone</b> 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.	44,000	44,000	44,000
164,252	166,254	165,000	<b>4205-15 Franchise Fees - Comcast Communications-Cable</b> 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.	165,000	165,000	165,000
133,155	138,051	135,000	<b>4205-20 Franchise Fees - Recology Western Oregon</b> Recology - Western Oregon collection franchise fee is 3%.	145,000	145,000	145,000
137,648	138,693	140,000	<b>4205-25 Franchise Fees - Northwest Natural</b> NW Natural gas franchise fee is 3%.	145,000	145,000	145,000
3,736	3,617	1,500	<b>4490 Licenses &amp; Permits - Misc</b> Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc.	1,500	1,500	1,500
<b>2,288,392</b>	<b>2,345,718</b>	<b>2,341,500</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>2,421,500</b>	<b>2,421,500</b>	<b>2,421,500</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET												
<b><u>INTERGOVERNMENTAL</u></b>																				
45,961	43,696	50,000	<b>4720</b>	<b>OR State Cigarette Taxes</b>		40,000	40,000	40,000												
State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.																				
281,640	309,150	290,000	<b>4730</b>	<b>OR State Revenue Sharing</b>		320,000	320,000	320,000												
State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.																				
432,950	454,906	435,000	<b>4750</b>	<b>OR State Liquor Taxes</b>		485,000	485,000	485,000												
State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.																				
0	0	31,000	<b>5080-05</b>	<b>Inter-Agency Loan Repayment - Principal</b>		66,100	66,100	66,100												
Repayment to City for loans to Urban Renewal Agency as provided for in City/Urban Renewal Agency intergovernmental agreements																				
0	0	200	<b>5080-10</b>	<b>Inter-Agency Loan Repayment - Interest</b>		400	400	400												
Payment of interest on Loan as provided for in City/Urban Renewal Agency intergovernmental agreements																				
<b>760,551</b>	<b>807,752</b>	<b>806,200</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>			<b>911,500</b>	<b>911,500</b>	<b>911,500</b>												
<b><u>MISCELLANEOUS</u></b>																				
43,185	44,098	43,700	<b>6310</b>	<b>Interest</b>		40,700	40,700	40,700												
Estimated interest income earned																				
651	1,527	1,000	<b>6600</b>	<b>Other Income</b>		1,000	1,000	1,000												
<b>43,836</b>	<b>45,625</b>	<b>44,700</b>	<b><u>TOTAL MISCELLANEOUS</u></b>			<b>41,700</b>	<b>41,700</b>	<b>41,700</b>												
<b><u>OTHER FINANCING SOURCE</u></b>																				
0	0	77,298	<b>6820-10</b>	<b>Bond Proceeds - Premium</b>		0	0	0												
<b>0</b>	<b>0</b>	<b>77,298</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>			<b>0</b>	<b>0</b>	<b>0</b>												
<b><u>TRANSFERS IN</u></b>																				
5,309	5,694	5,669	<b>6900-05</b>	<b>Transfers In - Special Assessments</b>		5,819	5,819	5,817												
<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>5,817</td> <td>5,817</td> </tr> </tbody> </table>						Description	Units	Amt/Unit	Total	Administration and Finance personnel services support.	1	5,817	5,817							
Description	Units	Amt/Unit	Total																	
Administration and Finance personnel services support.	1	5,817	5,817																	
0	70,762	142,400	<b>6900-07</b>	<b>Transfers In - Transient Lodging Tax</b>		169,125	169,125	182,900												
A portion of Transient Lodging Tax transferred to the General Fund is being used to match McMinnville Downtown Association \$6,000 contribution to downtown Park Ranger program.																				
<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Transfer 30% of transient lodging taxes collected.</td> <td>1</td> <td>177,000</td> <td>177,000</td> </tr> <tr> <td>Transfer 1% of transient lodging taxes - administrative fee</td> <td>1</td> <td>5,900</td> <td>5,900</td> </tr> </tbody> </table>						Description	Units	Amt/Unit	Total	Transfer 30% of transient lodging taxes collected.	1	177,000	177,000	Transfer 1% of transient lodging taxes - administrative fee	1	5,900	5,900			
Description	Units	Amt/Unit	Total																	
Transfer 30% of transient lodging taxes collected.	1	177,000	177,000																	
Transfer 1% of transient lodging taxes - administrative fee	1	5,900	5,900																	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
159,054	168,621	178,111	<b>6900-20</b>	<b>Transfers In - Street</b>		200,325	200,325	200,375
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	16,704	16,704	
				Engineering, Admin, & Finance personnel services support.	1	183,671	183,671	
51,437	61,122	70,702	<b>6900-25</b>	<b>Transfers In - Airport</b>		73,844	73,844	73,871
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Fund support of Engineering operations.	1	6,111	6,111	
				Engineering, Admin, & Finance personnel services support.	1	67,760	67,760	
45,022	48,252	78,727	<b>6900-45</b>	<b>Transfers In - Transportation</b>		105,351	105,351	105,354
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transportation Fund support of Engineering operations.	1	8,611	8,611	
				Engineering, Admin, & Finance personnel services support.	1	96,743	96,743	
48,324	51,363	51,320	<b>6900-50</b>	<b>Transfers In - Park Development</b>		52,247	52,247	52,236
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	52,236	52,236	
20,272	30,826	29,727	<b>6900-70</b>	<b>Transfers In - Building</b>		30,964	30,964	30,954
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineering, Admin, & Finance personnel services support.	1	30,954	30,954	
217,148	232,298	239,210	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>		256,807	256,807	256,975
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wastewater Services Fund support of Engineering operations.	1	20,139	20,139	
				Engineering, Admin, & Finance personnel services support.	1	236,836	236,836	
184,015	201,081	220,750	<b>6900-77</b>	<b>Transfers In - Wastewater Capital</b>		230,176	230,176	230,222
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Wastewater Capital Fund support of Engineering operations.	1	19,725	19,725	
				Engineering, Admin, & Finance personnel services support.	1	210,497	210,497	

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
156,677	171,608	180,063	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			188,577	188,577	188,467
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel including Amb Billing staff	1	188,467	188,467			
142,365	41,908	143,782	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			38,513	38,513	38,503
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Administration and Finance personnel services support.	1	38,503	38,503			
<b>1,029,623</b>	<b>1,083,535</b>	<b>1,340,461</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>1,351,748</b>	<b>1,351,748</b>	<b>1,365,674</b>
<b>14,809,983</b>	<b>15,200,760</b>	<b>15,446,159</b>	<b><u>TOTAL RESOURCES</u></b>				<b>16,061,448</b>	<b>16,061,448</b>	<b>16,075,374</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	77,298	<b>7750-63 Professional Services - Financing Issuance Cost</b>	0	0	0
<b>0</b>	<b>0</b>	<b>77,298</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>SPECIAL PAYMENTS</u></b>						
0	0	26,000	<b>9395 Inter-Agency Loan - Urban Renewal</b> Loan to the Urban Renewal Agency as provided for in City/Urban Renewal Agency intergovernmental agreements	61,100	61,100	61,100
<b>0</b>	<b>0</b>	<b>26,000</b>	<b>TOTAL SPECIAL PAYMENTS</b>	<b>61,100</b>	<b>61,100</b>	<b>61,100</b>
<b><u>TRANSFERS OUT</u></b>						
596,400	511,900	647,100	<b>9700-15 Transfers Out - Emergency Communications</b>	681,800	681,800	662,400
			<u>Description</u> General Fund support for YCOM dispatching service for PD & Fire.	<u>Units</u> 1	<u>Amt/Unit</u> 662,400	<u>Total</u> 662,400
575,000	600,000	750,000	<b>9700-79 Transfers Out - Ambulance</b>	1,150,000	1,150,000	1,150,000
			<u>Description</u> Subsidy due to inadequate Medicare/Medicaid payments for service	<u>Units</u> 1	<u>Amt/Unit</u> 1,150,000	<u>Total</u> 1,150,000
216,063	229,095	272,803	<b>9700-80 Transfers Out - Information Systems</b>	313,958	313,958	313,802
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 313,802	<u>Total</u> 313,802
<b>1,387,463</b>	<b>1,340,995</b>	<b>1,669,903</b>	<b>TOTAL TRANSFERS OUT</b>	<b>2,145,758</b>	<b>2,145,758</b>	<b>2,126,202</b>
<b><u>CONTINGENCIES</u></b>						
0	0	720,300	<b>9800 Contingencies</b>	750,000	750,000	750,000
<b>0</b>	<b>0</b>	<b>720,300</b>	<b>TOTAL CONTINGENCIES</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
562,639	557,316	481,600	<b>9901-07 Designated End FB - General Fd - LOSAP</b> Designated carryover from 2015-16 for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	468,204	468,204	468,204
600,000	1,351,766	0	<b>9901-15 Designated End FB - General Fd - Fire - Vehicle Reserve</b> Carryover was designated for purchase of Fire Department ladder truck, engine, and used water tender. Purchase was completed in 2015-16.	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>9901-25 Designated End FB - General Fd - Facility Improvements</b> Designated carryover for Fire Hall remodel.	75,000	75,000	75,000
6,930,985	8,076,314	6,810,014	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, includes the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	4,527,624	4,516,624	4,593,008
<b>8,093,624</b>	<b>9,985,396</b>	<b>7,291,614</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>5,070,828</b>	<b>5,059,828</b>	<b>5,136,212</b>
<b>9,481,087</b>	<b>11,326,391</b>	<b>9,785,115</b>	<b>TOTAL REQUIREMENTS</b>	<b>8,027,686</b>	<b>8,016,686</b>	<b>8,073,514</b>

Budget Document Report

**01 - GENERAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
25,088,374	27,566,508	29,040,109	<b>TOTAL RESOURCES</b>	26,584,474	26,584,474	26,702,383
25,088,374	27,566,508	29,040,109	<b>TOTAL REQUIREMENTS</b>	26,584,474	26,584,474	26,702,383



# **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 on properties that 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 enabling ordinance requires that DEID assessments collected by the City be passed through to the McMinnville Downtown Association (MDA).
- DEID assessments for 2013 through 2016 are based on a rate of \$0.75 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2<sup>nd</sup> Street and 4<sup>th</sup> Street. This compares to rates of \$0.70 and \$0.35 per square foot for 2011 through 2013.
- The 2015-16 fiscal year is the third year of a three-year DEID assessment cycle. This assessment cycle duration is from August 1, 2013 through July 31, 2016.
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2015-16.
- **Community Development Block Grant** – In early 2015, the City was awarded a \$400,000 Community Development Block Grant (CDBG) by the State of Oregon for the purpose of providing housing rehabilitation grants to low and moderate income homeowners. At that time, the City also entered into a subgrant agreement with the Yamhill County Affordable Housing Corporation (YCAHC) to carry out the program. YCAHC pays the costs of projects as they are completed. As the Recipient, the City receives the grant funds from the State and then disburses the grant funds to YCAHC.  
 A portion of the grant funds will be disbursed in 2014-15; the amount is undetermined, at this time. Therefore, an appropriation for the entire \$400,000 of grant funds is included in the 2015-16 proposed budget.

### Core Services

- The Special Assessment Fund is a special revenue fund and, according to governmental accounting standards, is used to account for revenue sources that are restricted or committed to expenditures for specific purposes. DEID assessment revenue is committed by City ordinance. This fund may also be used to account for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.  
 CDBG funds, which are federal funds, are restricted by the City's agreement with the State of Oregon, federal laws, and federal grant requirements.

### Future Challenges and Opportunities

- In the future, it is unlikely that street and sidewalk improvement districts will be used to fund improvements.
- Interest is charged to property owners who do not pay their assessment in a timely manner. This interest is used to partially offset the City's administrative costs and is not passed through to the MDA.

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>62,477</b>	<b>172,400</b>	<b>474,900</b>	<b>302,500</b>
Materials & Services	59,591	171,100	474,100	303,000
Transfers Out	5,694	5,669	5,819	150
<b>Total Expenditures</b>	<b>65,285</b>	<b>176,769</b>	<b>479,919</b>	<b>303,150</b>
Net Expenditures	(2,808)	(4,369)	(5,019)	650



## Special Assessment Fund

## Historical Highlights

- |             |   |             |  |             |   |
|-------------|---|-------------|--|-------------|---|
| <b>1976</b> | City Council establishes Villard Street Local Improvement District.   | <b>1991</b> | City Council establishes NE Newby Street Local Improvement District - \$98,000.  | <b>2001</b> | City Council re-establishes DEID – 6th three-year assessment district ~\$47,000.  |
| <b>1986</b> | City Council establishes Cleveland Avenue Local Improvement District - \$77,500.  | <b>1992</b> | City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000. | <b>2004</b> | City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.  |
| <b>1986</b> | City Council establishes Downtown Economic Improvement District (DEID) – 1 <sup>st</sup> three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA). | <b>1993</b> | City Council establishes Pacific Avenue Local Improvement District - \$30,000.   | <b>2007</b> | City Council re-establishes DEID – 8th three-year assessment district.  |
| <b>1987</b> | City Council establishes Michelbook Lane Local Improvement District - \$71,500.   | <b>1995</b> | City Council re-establishes DEID – 4th three-year assessment district ~\$42,000. | <b>2010</b> | City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.                      |
| <b>1989</b> | City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA.  | <b>1998</b> | City Council establishes Burnette Road Local Improvement District - \$361,500.   | <b>2013</b> | City Council re-established DEID – 10 <sup>th</sup> three-year assessment district. DEID assessments collected are passed through to MDA.     |
| <b>1991</b> | City Council establishes NE Hembree Street Local Improvement District - \$130,000.  | <b>1998</b> | City Council re-establishes DEID – 5th three-year assessment district ~\$44,500. | <b>2015</b> | City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners. |
|             |   | <b>1999</b> | City Council establishes Newby Sidewalk Local Improvement District - \$23,000.   |             |   |

## Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
171,294	167,287	164,600	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 carryover from the 2014-2015 fiscal year.	159,610	159,610	159,610
<b>171,294</b>	<b>167,287</b>	<b>164,600</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>159,610</b>	<b>159,610</b>	<b>159,610</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	100,000	<b>4520-15</b> <b>Community Development Block Grnt - 2015 Housing Rehabilitation</b> Grant funds used to provide housing rehabilitation grants to low and moderate income homeowners	400,000	400,000	400,000
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b><u>SPECIAL ASSESSMENTS</u></b>						
53,609	59,515	71,000	<b>6250</b> <b>Downtown Economic Assessment</b> 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.	74,000	74,000	74,000
<b>53,609</b>	<b>59,515</b>	<b>71,000</b>	<b><u>TOTAL SPECIAL ASSESSMENTS</u></b>	<b>74,000</b>	<b>74,000</b>	<b>74,000</b>
<b><u>MISCELLANEOUS</u></b>						
947	870	1,000	<b>6310</b> <b>Interest</b>	900	900	900
490	2,092	400	<b>6310-25</b> <b>Interest - Assessments</b> Interest collected on past due assessment accounts.	0	0	0
<b>1,437</b>	<b>2,962</b>	<b>1,400</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>900</b>	<b>900</b>	<b>900</b>
<b>226,341</b>	<b>229,764</b>	<b>337,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>634,510</b>	<b>634,510</b>	<b>634,510</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
136	76	100	<b>7750</b>	<b>Professional Services</b>		100	100	100
53,609	59,515	71,000	<b>8020</b>	<b>McMinnville Downtown Association</b> Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.		74,000	74,000	74,000
0	0	100,000	<b>8220-15</b>	<b>Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant</b> Grant funds used to provide housing rehabilitation grants to low and moderate income homeowners		400,000	400,000	400,000
<b>53,744</b>	<b>59,591</b>	<b>171,100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>474,100</b>	<b>474,100</b>	<b>474,100</b>
<b><u>TRANSFERS OUT</u></b>								
5,309	5,694	5,669	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		5,819	5,819	5,817
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Administration and Finance personnel services support.		1	5,817	5,817	
<b>5,309</b>	<b>5,694</b>	<b>5,669</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>5,819</b>	<b>5,819</b>	<b>5,817</b>
<b><u>CONTINGENCIES</u></b>								
0	0	80,000	<b>9800</b>	<b>Contingencies</b>		80,000	80,000	80,000
<b>0</b>	<b>0</b>	<b>80,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
167,287	164,479	80,231	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, includes the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.		74,591	74,591	74,593
<b>167,287</b>	<b>164,479</b>	<b>80,231</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>74,591</b>	<b>74,591</b>	<b>74,593</b>
<b>226,340</b>	<b>229,764</b>	<b>337,000</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>634,510</b>	<b>634,510</b>	<b>634,510</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
226,341	229,764	337,000	<i>TOTAL RESOURCES</i>	634,510	634,510	634,510
226,340	229,764	337,000	<i>TOTAL REQUIREMENTS</i>	634,510	634,510	634,510



**TRANSIENT LODGING TAX FUND**





# Transient Lodging Tax Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- Cities and counties are permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, campgrounds, and other temporary lodgings. In 2013, the City Council adopted a TLT ordinance that assesses an 8% tax on the rent charged by a transient lodging provider. The tax is assessed on the occupant, collected by the provider, and turned over to the City of McMinnville.
- While Oregon law requires that at least 70% of 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 2015-16 proposed budget includes a transfer of those discretionary funds to the General Fund. A portion of the transfer will be used to partially offset the cost of the Downtown Park Rangers and, also, to reimburse the General Fund for the cost of collecting the tax.

## Core Services

- In early 2015, the Transient Lodging Tax Advisory Committee joined forces with leaders and stakeholders from McMinnville's growing tourism industry to increase its understanding of tourism in the region and the role that TLT revenues play in this sector of McMinnville's economy. As a result of recommendations by the Committee, the City Council directed that TLT bylaws be revised to create a new, stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination.
- The 2015-16 proposed budget includes appropriations for contracting with a consultant to advise the City regarding creation of the DMO Board of Directors, hiring an Executive Director, developing a strategic plan, and creating a "brand" to showcase McMinnville's many tourism resources and assets.

## Future Challenges and Opportunities

- Ensure that TLT revenues are used effectively to significantly impact tourism and to benefit local businesses and citizens.
- Ensure that the DMO creates an achievable business/strategic plan, establishes a comprehensive financial management system, and adopts policies and procedures that provide appropriate levels of accountability and transparency.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>237,656</b>	<b>480,900</b>	<b>565,850</b>	<b>84,950</b>
Materials & Services	-	506,500	825,233	318,733
Transfers Out	70,762	142,400	169,125	26,725
<b>Total Expenditures</b>	<b>70,762</b>	<b>648,900</b>	<b>994,358</b>	<b>345,458</b>
Net Expenditures	166,894	(168,000)	(428,508)	260,508





## Transient Lodging Tax Fund

## Historical Highlights

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- 2013** Transient Lodging Tax Ordinance No. 4974 adopted by City Council.
- 2014** Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.
- 2015** City Council directs TLT bylaws be revised to create a stand-alone, non-profit destination marketing organization (DMO) to market McMinnville as a tourist destination.

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	168,000	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 carryover from the 2014-2015 fiscal year.	428,508	428,508	401,144
<b>0</b>	<b>0</b>	<b>168,000</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>428,508</b>	<b>428,508</b>	<b>401,144</b>
<b><u>LICENSES AND PERMITS</u></b>						
0	235,874	530,000	<b>4220</b> <b>Transient Lodging Tax</b> Transient Lodging Tax collections began in January 2014.	563,750	563,750	590,000
<b>0</b>	<b>235,874</b>	<b>530,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>563,750</b>	<b>563,750</b>	<b>590,000</b>
<b><u>MISCELLANEOUS</u></b>						
0	91	900	<b>6310</b> <b>Interest</b>	1,600	1,600	1,600
0	1,691	0	<b>6600</b> <b>Other Income</b>	500	500	500
<b>0</b>	<b>1,782</b>	<b>900</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>0</b>	<b>237,656</b>	<b>698,900</b>	<b><u>TOTAL RESOURCES</u></b>	<b>994,358</b>	<b>994,358</b>	<b>993,244</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
0	0	2,000	<b>7750</b>	<b>Professional Services</b>		40,800	40,800	43,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	800	800	
				Agreed upon procedure - provider compliance	1	15,000	15,000	
				Consultant fees	1	28,100	28,100	
0	0	504,000	<b>8017</b>	<b>Tourism Promotion &amp; Programs</b>		783,933	783,933	765,944
				Expenditures of Transient Lodging Taxes, as provided for in Oregon Statute				
<b>0</b>	<b>0</b>	<b>506,500</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>825,233</b>	<b>825,233</b>	<b>810,344</b>
<b><u>TRANSFERS OUT</u></b>								
0	70,762	192,400	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		169,125	169,125	182,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer 30% of transient lodging taxes collected	1	177,000	177,000	
				Transfer 1% of transient lodging taxes - administrative fee	1	5,900	5,900	
<b>0</b>	<b>70,762</b>	<b>192,400</b>		<b><u>TOTAL TRANSFERS OUT</u></b>		<b>169,125</b>	<b>169,125</b>	<b>182,900</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	166,894	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
				All funds are budgeted as expenditures instead of being carried over to ending fund balance. This allows all available dollars to be spent during the fiscal year.				
<b>0</b>	<b>166,894</b>	<b>0</b>		<b><u>TOTAL ENDING FUND BALANCE</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>237,656</b>	<b>698,900</b>		<b><u>TOTAL REQUIREMENTS</u></b>		<b>994,358</b>	<b>994,358</b>	<b>993,244</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	237,656	698,900	<b>TOTAL RESOURCES</b>	994,358	994,358	993,244
0	237,656	698,900	<b>TOTAL REQUIREMENTS</b>	994,358	994,358	993,244



# **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.

### 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

- Although cable franchise fees could be affected as more residents opt for satellite service instead of cable service, franchise fee revenues from cable providers have remained relatively consistent over the last five years.

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>234,110</b>	<b>231,100</b>	<b>232,100</b>	<b>1,000</b>
Materials & Services	234,070	231,000	232,000	1,000
<b>Total Expenditures</b>	<b>234,070</b>	<b>231,000</b>	<b>232,000</b>	<b>1,000</b>
Net Expenditures	40	100	100	-



## Telecommunications Fund

## Historical Highlights

- |  |   |   |
|--|---|---|
| <p><b>1982</b> Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.</p>                                | <p><b>2001</b> City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.</p>   | <p><b>2003</b> January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.</p>  |
| <p><b>1999</b> Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&amp;T Broadband.</p> | <p><b>2001</b> 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.</p> | <p><b>2005</b> MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.</p>  |
| <p><b>2001</b> New franchise agreement with TCI Cablevision of Oregon dba AT&amp;T Broadband signed and becomes effective July 1, 2001.</p>  | <p><b>2001</b> City receives \$453,500 from TCI / AT&amp;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.</p>                  | <p><b>2006</b> January 2006, Major upgrade of <b>mcm11.org</b> website, allowing form submittal and easy access to program listings.</p>  |
| <p><b>2001</b> 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.</p>                        | <p><b>2001</b> City receives \$453,500 from TCI / AT&amp;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.</p>                  | <p><b>2007</b> Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.</p>   |
| <p><b>2001</b> 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.</p>                                    | <p><b>2002</b> April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.</p>  | <p><b>2008</b> MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.</p>  |
|  |   | <p><b>2009</b> “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.</p> |

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,581	1,597	1,700	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 carryover from the 2014-15 fiscal year.	1,736	1,736	1,736
<b>1,581</b>	<b>1,597</b>	<b>1,700</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,736</b>	<b>1,736</b>	<b>1,736</b>
<b>LICENSES AND PERMITS</b>						
25,814	25,270	29,000	<b>4205-07</b> <b>Franchise Fees - Frontier-Cable</b> 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.	25,000	25,000	25,000
134,388	136,026	138,000	<b>4205-15</b> <b>Franchise Fees - Comcast Communications-Cable</b> 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.	135,000	135,000	135,000
12,210	11,422	12,000	<b>4275-07</b> <b>Subscriber Fees - PEG - Frontier-Cable</b> \$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
65,623	61,351	62,000	<b>4275-15</b> <b>Subscriber Fees - PEG - Comcast-Cable</b> \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	60,000	60,000	60,000
<b>238,035</b>	<b>234,070</b>	<b>241,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>232,000</b>	<b>232,000</b>	<b>232,000</b>
<b>MISCELLANEOUS</b>						
16	40	100	<b>6310</b> <b>Interest</b>	100	100	100
<b>16</b>	<b>40</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>239,631</b>	<b>235,706</b>	<b>242,800</b>	<b>TOTAL RESOURCES</b>	<b>233,836</b>	<b>233,836</b>	<b>233,836</b>

## Budget Document Report

## 10 - TELECOMMUNICATIONS FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
134,388	136,026	138,000	<b>8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable</b> Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	135,000	135,000	135,000
25,814	25,270	29,000	<b>8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable</b> Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	25,000	25,000	25,000
65,623	61,351	62,000	<b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b> 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.	60,000	60,000	60,000
12,210	11,422	12,000	<b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b> 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
<b>238,035</b>	<b>234,070</b>	<b>241,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>232,000</b>	<b>232,000</b>	<b>232,000</b>
<b><u>CONTINGENCIES</u></b>						
0	0	1,450	<b>9800 Contingencies</b>	1,450	1,450	1,450
<b>0</b>	<b>0</b>	<b>1,450</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,597	1,637	350	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, includes excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	386	386	386
<b>1,597</b>	<b>1,637</b>	<b>350</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>386</b>	<b>386</b>	<b>386</b>
<b>239,632</b>	<b>235,707</b>	<b>242,800</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>233,836</b>	<b>233,836</b>	<b>233,836</b>

## 10 - TELECOMMUNICATIONS FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
239,631	235,706	242,800	<i><b>TOTAL RESOURCES</b></i>	233,836	233,836	233,836
239,632	235,706	242,800	<i><b>TOTAL REQUIREMENTS</b></i>	233,836	233,836	233,836



**EMERGENCY COMMUNICATIONS FUND**





# Emergency Communications Fund

2015 – 2016 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 Fund and Ambulance Funds equal \$765,100, primarily due to an assumed 6% increase in the City’s contribution to Yamhill Communications Agency (YCOM) for dispatch services.
- YCOM provides emergency dispatch services for the City. The City’s cost is allocated 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. From 2011-12 through 2013-14, the City purchased and installed nearly \$350,000 of equipment to enhance the public safety radio system. The City is collecting system user fees, which pay for equipment maintenance agreements and equipment repairs.
- **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

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>624,214</b>	<b>797,000</b>	<b>829,724</b>	<b>32,724</b>
Materials & Services	717,104	771,900	812,400	40,500
Capital Outlay	-	180,500	-	(180,500)
<b>Total Expenditures</b>	<b>717,104</b>	<b>952,400</b>	<b>812,400</b>	<b>(140,000)</b>
Net Expenditures	(92,890)	(155,400)	17,324	(172,724)



# 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>
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
2014 – 2015	726,200
2015 – 2016	765,100

- 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**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
299,926	355,128	403,000	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 carryover from the 2014-2015 fiscal year.	104,908	104,908	104,908
<b>299,926</b>	<b>355,128</b>	<b>403,000</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>104,908</b>	<b>104,908</b>	<b>104,908</b>
<b>LICENSES AND PERMITS</b>						
42,066	34,949	38,000	<b>4205-08</b> <b>Franchise Fees - Frontier-Telephone</b> 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.	32,000	32,000	32,000
<b>42,066</b>	<b>34,949</b>	<b>38,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>INTERGOVERNMENTAL</b>						
78,749	0	0	<b>4760</b> <b>OR State 911 Emergency Services</b> 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
49,580	0	18,000	<b>5040-05</b> <b>Yamhill Communications Agency - Radio System</b> City funds for radio equipment reserve held by Yamhill County	18,000	18,000	18,000
<b>128,329</b>	<b>0</b>	<b>18,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>CHARGES FOR SERVICES</b>						
12,500	13,130	13,000	<b>5325</b> <b>System Access Fees</b> Fees charged for access to City's radio system.	13,824	13,824	13,824
<b>12,500</b>	<b>13,130</b>	<b>13,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>13,824</b>	<b>13,824</b>	<b>13,824</b>
<b>MISCELLANEOUS</b>						
1,971	1,635	1,800	<b>6310</b> <b>Interest</b>	800	800	800
<b>1,971</b>	<b>1,635</b>	<b>1,800</b>	<b>TOTAL MISCELLANEOUS</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>TRANSFERS IN</b>						
596,400	511,900	647,100	<b>6900-01</b> <b>Transfers In - General Fund</b>	681,800	681,800	662,400
			<u>Description</u> General Fund support for YCOM dispatching service for PD & Fire.	<u>Units</u> 1	<u>Amt/Unit</u> 662,400	<u>Total</u> 662,400

## 15 - EMERGENCY COMMUNICATIONS FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
72,900	62,600	79,100	<b>6900-79</b>	<b>Transfers In - Ambulance</b>		83,300	83,300	81,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ambulance Fund support for YCOM dispatching services.	1	81,000	81,000		
<b>669,300</b>	<b>574,500</b>	<b>726,200</b>		<b><u>TOTAL TRANSFERS IN</u></b>		<b>765,100</b>	<b>765,100</b>	<b>743,400</b>
<b>1,154,092</b>	<b>979,342</b>	<b>1,200,000</b>		<b><u>TOTAL RESOURCES</u></b>		<b>934,632</b>	<b>934,632</b>	<b>912,932</b>

**15 - EMERGENCY COMMUNICATIONS FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
8,913	5,933	9,700	<b>7720-06 Repairs &amp; Maintenance - Equipment</b>	10,000	10,000	10,000
0	26,258	36,000	<b>7750 Professional Services</b> Maintenance agreement for public safety radio system equipment	37,300	37,300	37,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	1,300	1,300
			Maintenance contract / IP address fee	1	36,000	36,000
16,898	0	0	<b>7770 Professional Services - Projects</b> Professional services for the engineering and installation of Public Safety radio system.	0	0	0
666,528	684,913	726,200	<b>8180-05 YCOM - Other Governmental Services</b> City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).	765,100	765,100	743,293
78,749	0	0	<b>8180-10 YCOM - State of OR E911 Emergency Sys</b> 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
<b>771,088</b>	<b>717,104</b>	<b>771,900</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>812,400</b>	<b>812,400</b>	<b>790,593</b>
<b>CAPITAL OUTLAY</b>						
37,744	0	180,500	<b>8710 Equipment</b> Spare public safety radio infrastructure equipment.	0	0	0
<b>37,744</b>	<b>0</b>	<b>180,500</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>						
0	0	75,000	<b>9800 Contingencies</b>	75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b>TOTAL CONTINGENCIES</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>ENDING FUND BALANCE</b>						
345,260	262,238	172,600	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016 includes, excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	47,232	47,232	47,339
<b>345,260</b>	<b>262,238</b>	<b>172,600</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>47,232</b>	<b>47,232</b>	<b>47,339</b>
<b>1,154,092</b>	<b>979,342</b>	<b>1,200,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>934,632</b>	<b>934,632</b>	<b>912,932</b>

**15 - EMERGENCY COMMUNICATIONS FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,154,092	979,342	1,200,000	<b>TOTAL RESOURCES</b>	934,632	934,632	912,932
1,154,092	979,342	1,200,000	<b>TOTAL REQUIREMENTS</b>	934,632	934,632	912,932



# **STREET FUND**



### Budget Highlights

- The 2015-16 proposed budget is a status quo budget relative to service levels. The proposal continues to put a high priority on pavement repair and maintenance activities. Funding has been set aside for localized pavement repair work in various locations around the city as well as for professional services work related to pavement management efforts. As with past practice, funds have been transferred to the Transportation Fund to support preservation projects.
- The 2015-16 proposed budget continues to allocate funding to improve traffic signage and pavement markings throughout the community. In 2013 a pavement marking condition rating system was implemented. Similar to the annual nighttime street sign rating program, this process inventories and rates each marking on its condition. Deficient markings are identified and scheduled for replacement over the coming year. Specific signage projects will include annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the final phase of a three year program to upgrade street signage along the City's collector and arterial streets to the new 6 inch letter standard.
- 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 of the storm system in known problem areas. The budget proposal carries over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville. At this time the City is not under a storm water mandate relative to water quality standards. However, should this change in the future, it may be necessary to consider a dedicated funding source for this program in order to meet new storm water quality mandates, and to address the associated costs with such a mandate.

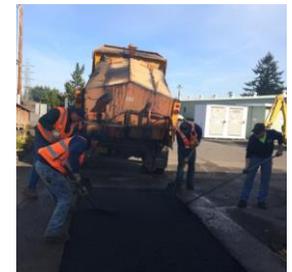
- The 2015-16 budget continues funding for street lighting and includes provisions for an anticipated 5% rate increase. McMinnville Water and Light and the City are collaborating on a project to develop and implement street lighting standards, which will include LED fixtures as standard. Discussions on how best to upgrade existing street lights with LED's continue. Upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. Street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.
- The proposed budget includes \$11,800 for the purchase of a surplus dump truck from Water and Light. The 1993 unit is equipped with a snowplow and sander. It will be used to augment the City's response capacity during snow events, but will not eliminate the need to partner with local contractors. Secondary uses for the unit will be as a light haul truck for various Division operations.

### Core Services

The Street Maintenance Division's primary mission is the maintenance of the City's transportation system. This includes 109 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: pavement overlays and slurry seals. These projects are developed, designed, procured and managed with significant support from Engineering staff.



# Street (State Gas Tax) Fund

## 2015 – 2016 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.
- Crack sealing: this is an important “first defense” maintenance tactic that is cost effective and relatively inexpensive. The City operates its own crack seal program, and places approximately 15,000 pounds of material each year on candidate streets.
- 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, 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 50 vehicles and 150 various pieces of equipment at the Riverside Drive facility.



Kris Quinlan, Mechanic

### **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) via an intergovernmental agreement.

### **Street Trees**

- This program supports the Planning Department’s administration of the street tree ordinance, and is an element in the City’s “Tree City USA” designation. 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/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

# Street (State Gas Tax) Fund

## Future Challenges and Opportunities

### Newberg/Dundee By-Pass Local Funding

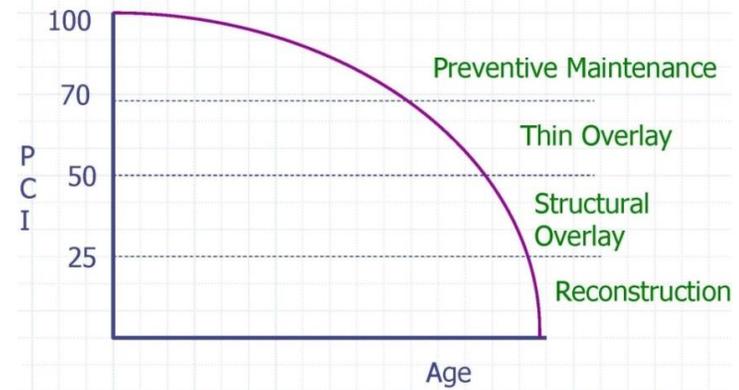
- o A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. The first loan interest payment is due January 2016; the first principal payment will be due January 2017. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan.

### Maintenance Planning

- o Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- o Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- o Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs.

### Pavement Management

- o 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. In recent years, resource availability has limited the City's annual investment to approximately \$525,000. The pending Newberg/Dundee bypass loan requirements impact that amount. Without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to higher preservation costs in the future.

### Aging Fleet

- o 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 (1)	15 years
Utility trucks and vans (9)	21.4 years
Dump trucks (4)	22.8 years
Construction / maintenance equip (7) **	24.6 years

\*\* Includes backhoes, right-of-way mower, tractors, water truck/flusher, and roller.

# Street (State Gas Tax) Fund

## 2015 – 2016 Proposed Budget --- Budget Summary

The challenge will be to use a fiscally sustainable replacement strategy where units are replaced based on condition, usage and need, and not just age. Strategies range from equipment replacements to re-evaluating operations to determine least cost options (contracts, rentals, lease, etc.). Given the focus on other resource demands (pavement preservation, street lighting, and the bypass loan) funds have not been allocated for equipment or vehicle replacement in this budget cycle. However, this will become a more urgent matter in the near future as the fleet continues to age.

### 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 Continue work on an ADA Transition Plan to identify pedestrian access challenges throughout the community and in the downtown core

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>1,865,217</b>	<b>1,863,850</b>	<b>1,894,250</b>	<b>30,400</b>
Personnel Services	607,898	667,350	701,911	34,561
Materials & Services	635,673	895,520	899,685	4,165
Capital Outlay	-	420	12,304	11,884
Transfers Out	374,794	385,274	308,613	(76,661)
<b>Total Expenditures</b>	<b>1,618,365</b>	<b>1,948,564</b>	<b>1,922,513</b>	<b>(26,051)</b>
Net Expenditures	246,853	(84,714)	(28,263)	(56,451)

### Full-Time Equivalent (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>8.68</b>		
Extra Help - Street		0.03	
<b>FTE Proposed Budget</b>			<b>8.71</b>



Sean Garrison, Utility Worker II



## Street (State Gas Tax) Fund

### Historical Highlights

<b>1962</b>	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	<b>1997</b>	Public Works Superintendent assumes managerial responsibility over parks maintenance.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.
<b>1976</b>	Downtown core area tree planting completed.	<b>1997</b>	City of McMinnville awarded "Tree CityUSA".	<b>2007</b>	Decorative antique street lights installed along 3 <sup>rd</sup> Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
<b>1986</b>	Crack Sealing Program begins on city streets to prolong street life.	<b>2003</b>	Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.	<b>2007</b>	City awarded "Tree City USA" designation for the 10 <sup>th</sup> consecutive year.
<b>1987</b>	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	<b>2004</b>	Street Department maintains 97 miles of streets.	<b>2008</b>	Public Works crews responded to a 40-year snow & ice event in December.
<b>1990</b>	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	<b>2005</b>	200 new street signs were installed.	<b>2008</b>	First slurry seal project on city streets to prolong street life.
<b>1990</b>	City maintains 64 miles of paved streets.	<b>2005</b>	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 <sup>th</sup> storm event.	<b>2009</b>	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.
<b>1994</b>	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.				
<b>1994</b>	Street sweeping function partially contracted.				
<b>1996</b>	Seal Coating Program on city streets initiated to prolong street life.				

# Street (State Gas Tax) Fund

## Historical Highlights

**2010** In 20<sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.

**2010** Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.

**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. 2<sup>nd</sup> to Wallace Road.

**2011** 8<sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.

**2012** 2<sup>nd</sup> & 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.

**2012** Pedestrian crossing at 15<sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.

**2012** 2<sup>nd</sup> & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks

**2013** Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.

**2014** Public Works crews in partnership with local contractors responded to a major February snow storm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.

**2015** Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.



Carlos Ochoa, Utility Worker II

# Street Fund

## 2015-2016 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u> Fund	Department		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
	Section					Page	Amount
	Program						
<b><u>Public Works Superintendent</u></b>	1	349	87,008				
General Fund							
Park Maintenance (0.50 FTE)				143	43,504		
Street Fund (0.50 FTE)				174	43,504		
<b><u>Park Maintenance Supervisor</u></b>	1	339	68,330				
General Fund							
Park Maintenance (0.95 FTE)				143	64,914		
Street Fund (0.05 FTE)				174	3,416		
<b><u>Street Maintenance Supervisor</u></b>	1	339	70,561				
General Fund							
Park Maintenance (0.05 FTE)				143	3,528		
Street Fund (0.95 FTE)				174	67,033		
<b><u>SS &amp; SD Maintenance Supervisor</u></b>	1	339	62,331				
Street Fund (0.10 FTE)				174	6,233		
Wastewater Services Fund							
Conveyance Systems							
Sanitary (0.90 FTE)				227	56,098		
<b><u>Senior Utility Worker - WWS</u></b>	1	331	52,693				
Street Fund (0.10 FTE)				174	5,269		
Wastewater Services Fund							
Conveyance Systems							
Sanitary (0.90 FTE)				227	47,424		

<u>Position Description</u> Fund	Department		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
	Section					Page	Amount
	Program						
<b><u>Mechanic - Public Works</u></b>	1	327	45,307				
General Fund							
Park Maintenance (0.45 FTE)				143	20,388		
Street Fund (0.45 FTE)				174	20,388		
Wastewater Services Fund							
Administration (0.10 FTE)				218	4,531		
<b><u>Utility Worker II - WWS</u></b>	4	327	192,131				
Street Fund (0.40 FTE)				174	19,213		
Wastewater Services Fund							
Conveyance Systems							
Sanitary (3.60 FTE)				227	172,918		
<b><u>Operations Support Specialist</u></b>	1	327	44,942				
General Fund							
Park Maintenance (0.50 FTE)				143	22,471		
Street Fund (0.50 FTE)				174	22,471		
<b><u>Police Community Support Coordinator</u></b>	1	140	61,819				
General Fund							
Police							
Investigations and Support							
Code / Parking Enforcement (0.98 FTE)				50	60,583		
Street Fund (0.02 FTE)				174	1,236		

## Budget Document Report

## 20 - STREET FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,082,267	1,357,143	1,356,000	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	1,625,868	1,625,868	1,807,518
<b>1,082,267</b>	<b>1,357,143</b>	<b>1,356,000</b>		<b>1,625,868</b>	<b>1,625,868</b>	<b>1,807,518</b>
<b><u>LICENSES AND PERMITS</u></b>						
124	87	50	<b>4300</b> <b>Bicycle Fees</b>	50	50	50
<b>124</b>	<b>87</b>	<b>50</b>		<b>50</b>	<b>50</b>	<b>50</b>
<b><u>INTERGOVERNMENTAL</u></b>						
1,766,929	1,855,763	1,850,000	<b>4740</b> <b>OR State Gas Taxes</b> State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	1,885,000	1,885,000	1,885,000
<b>1,766,929</b>	<b>1,855,763</b>	<b>1,850,000</b>		<b>1,885,000</b>	<b>1,885,000</b>	<b>1,885,000</b>
<b><u>MISCELLANEOUS</u></b>						
6,242	6,643	7,100	<b>6310</b> <b>Interest</b>	7,700	7,700	7,700
1,747	2,549	1,500	<b>6600</b> <b>Other Income</b>	1,500	1,500	1,500
3,388	175	0	<b>6600-05</b> <b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>11,377</b>	<b>9,367</b>	<b>8,600</b>		<b>9,200</b>	<b>9,200</b>	<b>9,200</b>
<b><u>TRANSFERS IN</u></b>						
6,150	0	5,200	<b>6900-85</b> <b>Transfers In - Insurance Services</b>	0	0	0
<b>6,150</b>	<b>0</b>	<b>5,200</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>2,866,847</b>	<b>3,222,360</b>	<b>3,219,850</b>		<b>3,520,118</b>	<b>3,520,118</b>	<b>3,701,768</b>

Budget Document Report

**20 - STREET FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

343,656	356,094	377,077	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> 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	383,144	383,144	383,144
31,431	26,033	31,530	<b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b> Extra Help - Streets - 1.64 FTE	32,565	32,565	32,565
1,878	2,750	2,600	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	2,750	2,750	2,750
22,120	22,729	25,492	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	25,946	25,946	25,946
5,173	5,316	5,962	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	6,067	6,067	6,067
76,550	76,367	86,632	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	90,219	90,219	90,219
81,589	81,591	91,350	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	102,750	102,750	102,340
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	19,200	19,200	19,200
435	870	884	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	888	888	888
1,897	1,968	2,084	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	2,116	2,116	2,116
28,819	33,897	39,443	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	34,464	34,464	34,464
231	255	294	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	301	301	301
1,749	28	4,002	<b>7300-40</b> <b>Fringe Benefits - Unemployment</b>	1,501	1,501	1,501
<b>595,528</b>	<b>607,898</b>	<b>667,350</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>701,911</b>	<b>701,911</b>	<b>701,501</b>

**MATERIALS AND SERVICES**

1,270	700	900	<b>7530</b> <b>Safety Training/OSHA</b>	1,000	1,000	1,000
212	128	400	<b>7540</b> <b>Employee Development</b>	400	400	400
2,475	2,437	3,000	<b>7550</b> <b>Travel &amp; Education</b>	3,500	3,500	3,500
29,724	23,603	25,500	<b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b>	22,000	22,000	22,000
9,749	13,286	12,700	<b>7600</b> <b>Electric &amp; Natural Gas</b>	13,750	13,750	13,750

Budget Document Report

20 - STREET FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
34,000	36,900	41,500	<b>7610-05</b>	<b>Insurance - Liability</b>		56,800	56,800	56,800
8,600	9,700	11,100	<b>7610-10</b>	<b>Insurance - Property</b>		11,600	11,600	11,600
5,844	6,141	6,200	<b>7620</b>	<b>Telecommunications</b>		6,700	6,700	6,700
1,288	1,200	1,400	<b>7650</b>	<b>Janitorial</b>		1,400	1,400	1,400
17,884	14,438	15,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		15,500	15,500	15,500
44,174	54,858	57,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		57,000	57,000	57,000
				Materials and supplies for street maintenance activities				
24,891	14,290	29,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		27,000	27,000	27,000
5	0	0	<b>7720-07</b>	<b>Repairs &amp; Maintenance - Equipment-Inventory</b>		0	0	0
2,961	4,499	1,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		2,000	2,000	2,000
				Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.				
98	1,815	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0
6,431	7,206	6,500	<b>7720-28</b>	<b>Repairs &amp; Maintenance - Right of Way</b>		6,500	6,500	6,500
				Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.				
38,675	17,655	34,000	<b>7720-30</b>	<b>Repairs &amp; Maintenance - Sidewalks</b>		34,000	34,000	34,000
				Repair and construction of city sidewalks and wheelchair ramps.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Miscellaneous ADA projects	1	20,000	20,000	
				Program work-downtown reimbursements, ADA, etc.	1	14,000	14,000	
905	3,819	6,500	<b>7720-32</b>	<b>Repairs &amp; Maintenance - Traffic Signal</b>		6,500	6,500	6,500
				Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.				
7,696	7,321	16,500	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>		17,000	17,000	17,000
				<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	3,000	3,000	
				Maintenance projects and repairs	1	11,000	11,000	
11,814	0	100,000	<b>7720-35</b>	<b>Repairs &amp; Maintenance - Storm Drains</b>		100,000	100,000	100,000
				Repair of the storm drainage system within the public right-of-way.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Edmunston Street culvert replacement/repair	1	100,000	100,000	

Budget Document Report

**20 - STREET FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
10,176	22,531	37,770	<b>7750</b>	<b>Professional Services</b>		11,520	11,520	31,520
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,400	2,400	
				Section 125 administration fee	1	120	120	
				Pavement rating services	1	27,000	27,000	
				One Call utility locate services-storm system	1	2,000	2,000	
100,991	131,122	210,100	<b>7780-12</b>	<b>Contract Services - Street Maintenance</b>		223,100	223,100	223,100
				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	28,500	28,500	
				City wide contract sweeping	1	69,000	69,000	
				Inmate Crew work	1	3,600	3,600	
				Striping	1	20,000	20,000	
				Snow removal contract services	1	15,000	15,000	
				Backflow testing	1	1,000	1,000	
				Pavement repairs	1	86,000	86,000	
872	3,750	6,500	<b>7800</b>	<b>M &amp; S Equipment</b>		1,500	1,500	1,500
				Miscellaneous small equipment for operations and maintenance				
189	0	500	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b>		750	750	750
				Miscellaneous small equipment and tools for shop operations and maintenance				
4,317	3,935	4,940	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,715	5,715	5,715
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	5,715	5,715	
8,330	7,902	10,010	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		9,950	9,950	9,950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Saver subscription	1	1,500	1,500	
				Street Saver software support	1	1,000	1,000	
				Hansen sewer database, 25% - shared with Eng, Pk Maint, WWS	1	2,900	2,900	
				ESRI ArcIMS, 17% - shared with Plan, Bldg, Eng, Pk Maint, WWS	1	2,000	2,000	
				Laptop replacement, 50% - shared with Pk Maintenance	1	750	750	
				Adobe Pro software, 50% - shared with Pk Maintenance	2	50	100	
				Workstation replacements, 50% - shared with Pk Maintenance	2	850	1,700	
13,934	12,903	15,500	<b>8190</b>	<b>Signs</b>		13,000	13,000	13,000
				Street signing materials and supplies, along with replacement of downtown parking signage.				

Budget Document Report

**20 - STREET FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
207,883	221,471	228,000	<b>8200</b>	<b>Street &amp; Parking Lot Lighting</b>		239,500	239,500	245,000
				McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.				
9,210	12,063	13,000	<b>8210</b>	<b>Street Tree Program</b>		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.				
<b>604,598</b>	<b>635,673</b>	<b>895,520</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>899,685</b>	<b>899,685</b>	<b>925,185</b>
<b>CAPITAL OUTLAY</b>								
0	0	0	<b>8710</b>	<b>Equipment</b>		11,800	11,800	11,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Water and Light surplus dump truck and plow	1	11,800	11,800	
431	0	420	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		504	504	504
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	504	504	
<b>431</b>	<b>0</b>	<b>420</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>12,304</b>	<b>12,304</b>	<b>12,304</b>
<b>TRANSFERS OUT</b>								
159,054	168,621	178,111	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		200,325	200,325	200,375
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	16,704	16,704	
				Engineering, Admin, & Finance personnel services support.	1	183,671	183,671	
300,000	200,000	200,000	<b>9700-45</b>	<b>Transfers Out - Transportation</b>		100,000	100,000	100,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas tax revenues used to fund Transportation Fund expenses.	1	100,000	100,000	
5,821	6,173	7,163	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		8,288	8,288	8,284
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	8,284	8,284	
<b>464,875</b>	<b>374,794</b>	<b>385,274</b>	<b>TOTAL TRANSFERS OUT</b>			<b>308,613</b>	<b>308,613</b>	<b>308,659</b>
<b>CONTINGENCIES</b>								
0	0	250,000	<b>9800</b>	<b>Contingencies</b>		250,000	250,000	250,000
<b>0</b>	<b>0</b>	<b>250,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

Budget Document Report

**20 - STREET FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>ENDING FUND BALANCE</u></b>						
1,201,415	1,603,996	1,021,286	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	1,347,605	1,347,605	1,504,119
<b>1,201,415</b>	<b>1,603,996</b>	<b>1,021,286</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>1,347,605</b>	<b>1,347,605</b>	<b>1,504,119</b>
<b>2,866,847</b>	<b>3,222,361</b>	<b>3,219,850</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>3,520,118</b>	<b>3,520,118</b>	<b>3,701,768</b>

Budget Document Report

**20 - STREET FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
2,866,847	3,222,360	3,219,850	<b>TOTAL RESOURCES</b>	3,520,118	3,520,118	3,701,768
2,866,847	3,222,360	3,219,850	<b>TOTAL REQUIREMENTS</b>	3,520,118	3,520,118	3,701,768



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**



### Budget Highlights

- The 2015-16 proposed budget includes Federal Aviation Administration (FAA) grant funds to begin design and environmental evaluation of the planned rehabilitation / reconstruction of the main runway 4-22. It is anticipated that construction will occur in fiscal year 2015-16.

FAA will cover 90% of the design, environmental and construction costs; and the City is responsible for a 10% match.

The City applied for and was successful in securing a ConnectOregon V grant to cover the required 10% match funds.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$10.3 million dollars.

### Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.
- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.

- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airport in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the Fixed Base Operations (FBO) building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.



There are 129 based aircraft at the McMinnville Municipal Airport.

### Future Challenges and Opportunities

- City owned buildings and facilities (including hangars, the 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



# Airport Maintenance Fund

be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.

- o 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 the 17-35 Runway/Taxiway project completed in 2010; and the successful procurement of a ConnectOregon V grant in 2014 which will fund the City's required 10% match for the runway 4-22 project). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- o FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- o 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.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>248,906</b>	<b>493,777</b>	<b>550,114</b>	<b>56,337</b>
Materials & Services	140,682	418,053	440,896	22,843
Capital Outlay	-	-	-	-
Transfers Out	131,122	70,702	73,844	3,142
<b>Total Expenditures</b>	<b>271,804</b>	<b>488,755</b>	<b>514,740</b>	<b>25,985</b>
Net Expenditures	(22,898)	5,022	35,374	(30,352)



Photo: Washington Dept. Fish & Wildlife

Threatened species such as the "Streaked Horn Lark" pose significant environmental challenges related to development and improvement projects.



## Airport Maintenance Fund

## Historical Highlights

<b>1942</b>	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.	<b>2001</b>	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	<b>2007</b>	Environmental and design work begin for major airport improvements.
<b>1957</b>	East Hangar is constructed.	<b>2003</b>	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
<b>1973</b>	Airport Layout Plan (ALP) and Master Plan is written.	<b>2004</b>	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
<b>1982</b>	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	<b>2005</b>	Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.	<b>2009</b>	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.
<b>1987</b>	Annual \$60,000 Transfer to Debt Service Fund eliminated.	<b>2006</b>	FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.	<b>2010</b>	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
<b>1992</b>	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	<b>2006</b>	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	<b>2014</b>	City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway re-construction project.
<b>1999</b>	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.				

( SALMON RIVER HWY. NO. 39 )

CRUCKSHANK RD.

EVERGREEN

EVERGREEN

CIRRUS AVE.

NIMBUS LP

Light Beacon

TAXIWAY "A1"

TAXIWAY "A"

AIRCRAFT HANGARS

TAXIWAY "A"

TAXIWAY "A2"

TAXIWAY "A3"

ARMORY WAY

RUNWAY SAFETY AREA

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

RD.

AIRPORT

McMINNVILLE MUNICIPAL AIRPORT

SOUTH

YAMHILL RIVER

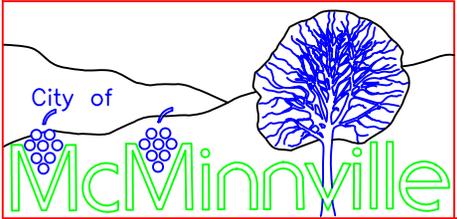
RIVER

Localizer Antenna



35

RUNWAY SAFETY AREA



AIRPORT 2011

**25 - AIRPORT MAINTENANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
0	0	0	<b>4025-15</b> Designated Begin FB-Airport Fd - Facility Improvements	0	0	0
809,288	749,750	731,000	<b>4090</b> Beginning Fund Balance Estimated July 1, 2015 carryover from the 2014-2015 fiscal year.	785,308	785,308	811,138
<b>809,288</b>	<b>749,750</b>	<b>731,000</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>785,308</b>	<b>785,308</b>	<b>811,138</b>
<b>INTERGOVERNMENTAL</b>						
0	0	239,177	<b>4580</b> FAA Grant FAA grant for environmental and design work related to the rehabilitation and reconstruction of the main runway 4-22 project planned for 2015-16. Grant will fund 90% of the cost; City will match will be 10%.	263,803	263,803	237,731
0	0	0	<b>4775-10</b> ODOT State Grants - Connect Oregon Connect Oregon V grant funds used for 10% match which is required with FAA grants	29,311	29,311	26,192
<b>0</b>	<b>0</b>	<b>239,177</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>293,114</b>	<b>293,114</b>	<b>263,923</b>
<b>CHARGES FOR SERVICES</b>						
13,654	13,654	13,600	<b>5400-05</b> Property Rentals - Crop Share & USDA	13,600	13,600	13,600
55,863	57,725	59,700	<b>5400-10</b> Property Rentals - Land Leases	61,000	61,000	61,000
107,958	116,894	119,800	<b>5400-15</b> Property Rentals - OSP Building	122,800	122,800	122,800
9,888	10,092	10,200	<b>5400-20</b> Property Rentals - Fixed Base Operator Lease	10,500	10,500	10,500
41,508	38,510	40,000	<b>5400-25</b> Property Rentals - City Hangar	40,000	40,000	40,000
<b>228,871</b>	<b>236,875</b>	<b>243,300</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>247,900</b>	<b>247,900</b>	<b>247,900</b>
<b>MISCELLANEOUS</b>						
4,472	3,938	4,300	<b>6310</b> Interest	4,100	4,100	4,100
10,565	8,093	7,000	<b>6600</b> Other Income Includes the fuel flowage fees (\$0.05 per gallon) paid by the aviation fuel provider.	5,000	5,000	5,000
<b>15,037</b>	<b>12,031</b>	<b>11,300</b>	<b>TOTAL MISCELLANEOUS</b>	<b>9,100</b>	<b>9,100</b>	<b>9,100</b>
<b>1,053,196</b>	<b>998,656</b>	<b>1,224,777</b>	<b>TOTAL RESOURCES</b>	<b>1,335,422</b>	<b>1,335,422</b>	<b>1,332,061</b>



Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>								
106,241	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	0	0	<b>8920-10</b>	<b>Land Improvements - FAA - Runway &amp; Taxiway Const</b>		0	0	0
<b>106,241</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
51,437	61,122	70,702	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		73,844	73,844	73,871
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Airport Fund support of Engineering operations.	1	6,111	6,111		
			Engineering, Admin, & Finance personnel services support.	1	67,760	67,760		
70,000	70,000	0	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		0	0	0
<b>121,437</b>	<b>131,122</b>	<b>70,702</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>73,844</b>	<b>73,844</b>	<b>73,871</b>
<b><u>CONTINGENCIES</u></b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	0	0	<b>9925-15</b>	<b>Designated End FB - Airport Fd - Facility Improvements</b>		50,000	50,000	50,000
				Carryover designated for future facility improvements				
740,468	726,852	436,022	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		470,682	470,682	478,485
				Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.				
<b>740,468</b>	<b>726,852</b>	<b>436,022</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>520,682</b>	<b>520,682</b>	<b>528,485</b>
<b>1,053,195</b>	<b>998,656</b>	<b>1,224,777</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,335,422</b>	<b>1,335,422</b>	<b>1,332,061</b>

**25 - AIRPORT MAINTENANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,053,196	998,656	1,224,777	<b>TOTAL RESOURCES</b>	1,335,422	1,335,422	1,332,061
1,053,195	998,656	1,224,777	<b>TOTAL REQUIREMENTS</b>	1,335,422	1,335,422	1,332,061



**PUBLIC SAFETY FACILITIES  
CONSTRUCTION FUND**





# Public Safety Facilities Construction Fund

2015 – 2016 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.
- In 2014, City Council designated Civic Hall as the “Kent L. Taylor Civic Hall”, to honor former City Manager Kent Taylor, who retired after 27 years of dedicated service to the City of McMinnville.
- 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.
- Remaining bond proceeds and interest, or 10%, of the arbitrage liability have been retained 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.



### 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 Finance Department materials and services expenditures.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>59</b>	<b>50</b>	<b>50</b>	<b>-</b>
Materials & Services	-	-	11,693	11,693
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>11,693</b>	<b>11,693</b>
Net Expenditures	59	50	(11,643)	11,693



## 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.

**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 2<sup>nd</sup> 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. Unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



**2014** Civic Hall Building is named after retiring City Manager, Kent L. Taylor, to honor his 27 years of service to the City of McMinnville.

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
11,476	11,476	11,476	<b>4040-05</b> <b>Designated Begin FB-Public Safety Facility - Arbitrage Rebate Reserve</b> Proceeds from 2006 issuance of bonds reserved for payment of possible arbitrage rebate liability. Final liability calculation will be completed in 2016.	11,476	11,476	11,476
42,358	59	110	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	167	167	167
<b>53,833</b>	<b>11,535</b>	<b>11,586</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>11,643</b>	<b>11,643</b>	<b>11,643</b>
<b><u>MISCELLANEOUS</u></b>						
7	59	50	<b>6310</b> <b>Interest</b>	50	50	50
32	0	0	<b>6310-30</b> <b>Interest - Bond</b>	0	0	0
<b>39</b>	<b>59</b>	<b>50</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>53,872</b>	<b>11,594</b>	<b>11,636</b>	<b><u>TOTAL RESOURCES</u></b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
0	0	0	<b>7750-57 Professional Services - Financing Administration</b>	11,693	11,693	11,693
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Final arbitrage rebate calculation April 2016	1	3,500	3,500
			Arbitrage rebate payment to IRS, if required	1	8,193	8,193
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>
<b>TRANSFERS OUT</b>						
42,337	0	0	<b>9700-60 Transfers Out - Debt Service</b>	0	0	0
<b>42,337</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>						
0	0	0	<b>9800 Contingencies</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CONTINGENCIES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>						
11,476	11,476	11,476	<b>9940-05 Designated End FB - Public Safety Facility - Arbitrage Rebate Reserve</b>	0	0	0
			Final arbitrage rebate liability calculation completed in April 2016. All remaining bond proceeds are appropriated in Materials & Services to allow payment of rebate to IRS, if required.			
59	118	160	<b>9999 Unappropriated Ending Fd Balance</b>	0	0	0
			Entire amount of fund balance is reserved as Designated Fund Balance-Arbitrage Rebate Reserve.			
<b>11,535</b>	<b>11,594</b>	<b>11,636</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>53,872</b>	<b>11,594</b>	<b>11,636</b>	<b>TOTAL REQUIREMENTS</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
53,872	11,594	11,636	<b>TOTAL RESOURCES</b>	11,693	11,693	11,693
53,872	11,594	11,636	<b>TOTAL REQUIREMENTS</b>	11,693	11,693	11,693



# **TRANSPORTATION FUND**



### Budget Highlights

- The 2015-16 proposed budget includes professional services and capital outlay funds to commence work on the projects included in ballot measure 36-165 passed by the voters in the fall of 2014.
- The 2015-16 proposed budget includes a transfer of \$100,000 from the Street Fund to help fund street preservation (slurry seal applications) work in various areas around the community.
- Also included in the 2015-16 budget proposal are professional services funds of \$18,000 and a \$100,000 interest payment on the ODOT loan related to the City's continued support of the efforts to construct the Newberg – Dundee bypass project.



The City's annual pavement maintenance work in 2014 included approximately 1.25 miles of street overlays and the upgrade of 16 corner curb ramps to current accessibility standards.

### 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

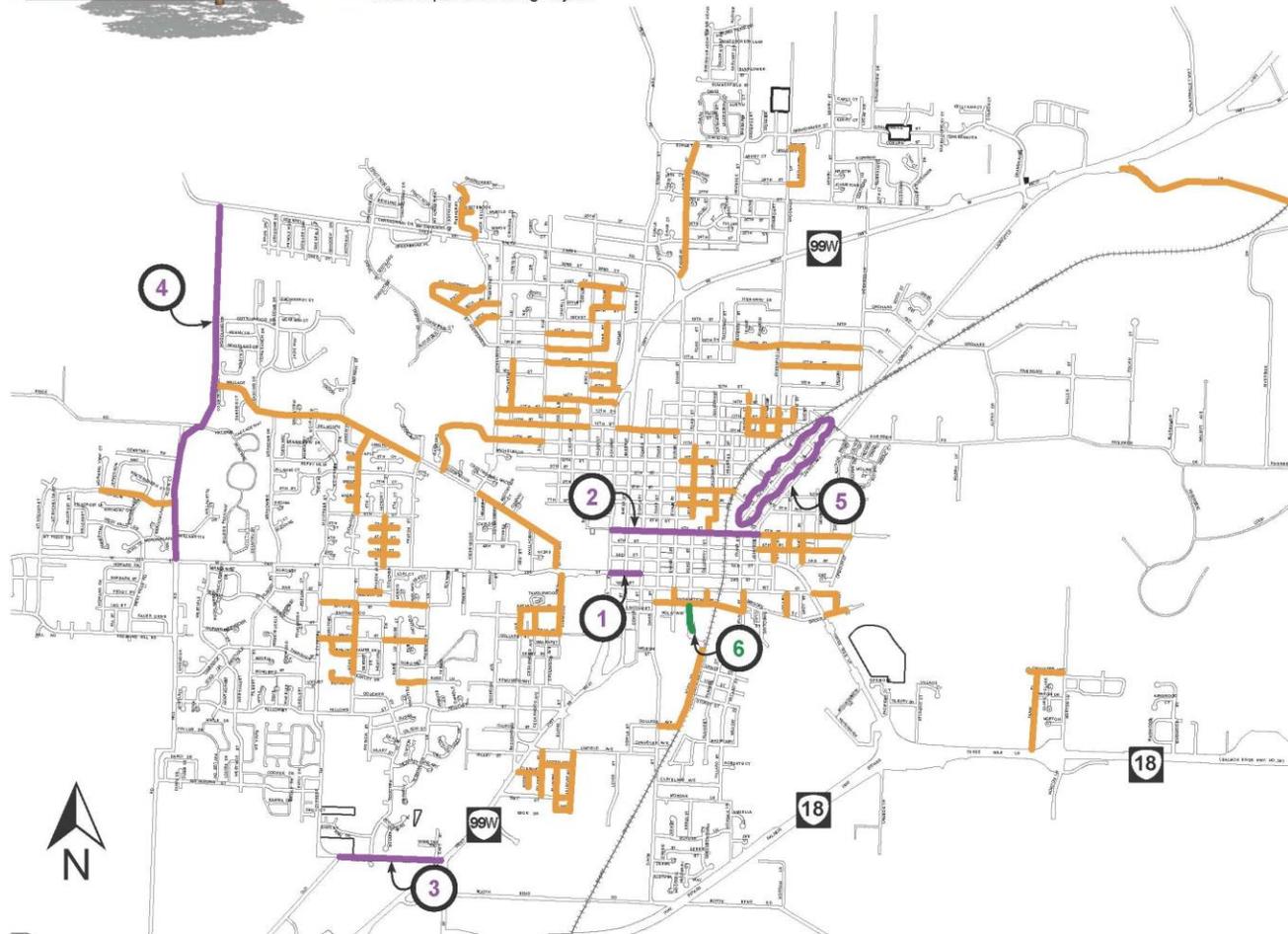
- Develop an implementation plan to address the remaining transportation capital needs identified in the updated Transportation System Plan.

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>743,940</b>	<b>694,762</b>	<b>612,979</b>	<b>(81,783)</b>
Materials & Services	18,570	30,000	1,160,050	1,130,050
Capital Outlay	527,054	525,000	3,935,950	3,410,950
Debt Service	-	20,000	100,000	
Transfers Out	48,252	78,727	105,351	26,624
<b>Total Expenditures</b>	<b>593,876</b>	<b>653,727</b>	<b>5,301,351</b>	<b>4,567,624</b>
Net Expenditures	150,064	41,035	(4,688,372)	4,729,407



- Capital Improvement Projects
- Sidewalk/Pedestrian Safety Projects
- Street Repair and Paving Projects



## 2014 Street Improvements & Repair Bond Projects

### Capital Improvement Projects

- 1** Improvements to NE 2nd Street between Adams Street and Cows Street to address traffic congestion, including installing an additional left turn lane; a westbound right turn lane; upgraded traffic signals, bike lanes; and pedestrian improvements
- 2** Upgrades to NE 5th Street between Lafayette Avenue and Adams Street to improve downtown traffic flow, including new traffic signals, intersection curb extensions to improve pedestrian safety and new pavement surfacing
- 3** Reconstruction of SW Old Sheridan Road between 99W and Cypress lane, including traffic signal upgrades, new turn lanes, bridge reconstruction, bike lanes and pedestrian improvements to improve traffic flow and safety.
- 4** Widening and improvement of NW Hill Road between 2nd Street and Baker Creek Road, including new travel lanes, traffic control, turn lanes, bike lanes, sidewalks, landscaping and realignment of the existing s-curves to improve safety along the corridor.
- 5** Improvement of a portion of NE Alpine Avenue in the City's Northeast Gateway District including street surfacing, pedestrian facilities, utility upgrades and landscaping to encourage economic development.

### Sidewalk/Pedestrian Safety Projects

- 6** SE Ford: add sidewalk to SE Ford from Washington to Cozine Creek
- School/Public Facility Sidewalk/Pedestrian Improvements:** add sidewalks and pedestrian safety improvements in various areas adjacent to schools and public facilities. An example would be Star Mill Way adjacent to Lower City Park (project not shown)
- 1st/2nd Street Pedestrian Safety Improvements:** Curb extensions and pedestrian safety improvements at various intersections on 1st and 2nd Streets in the downtown area (project not shown)

### Street Repair and Repaving

**Rehabilitation and Repaving of portions of 84 City Streets:** totaling about 14 miles, locations as shown on the map. A complete list of streets can be found on the City's website at [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us)



## Transportation Fund

## Historical Highlights

<b>1856</b>	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street / Evans Street / 5 <sup>th</sup> Street.	<b>1983</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	Transportation Fund implemented to account for SDCs and street capital projects.
<b>1900</b>	In the early 1900's, many of the downtown area streets constructed.	<b>1986</b>	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	<b>1996</b>	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.
<b>1950</b>	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.	<b>1990</b>	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.	<b>1997</b>	West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
<b>1970</b>	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.	<b>1994</b>	City adopts "Transportation Master Plan."	<b>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
<b>1975</b>	Voters pass 5-year roadway serial levy - \$120,000 per year.	<b>1995</b>	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.	<b>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
<b>1980</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	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.	<b>1999</b>	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.

**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.

**2014** The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.

Budget Document Report

**45 - TRANSPORTATION FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,351,185	1,538,111	1,690,815	<b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b> Estimated system development charge (SDC) designated carryover at July 1, 2015; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,962,256	1,962,256	2,037,256
0	0	0	<b>4045-15 Designated Begin FB-Transport Fd - Bond Proceeds</b> Proceeds carried forward from GO bonds issued in April 2015; designated for projects, as defined in November 2014 ballot measure	17,923,688	17,923,688	18,073,688
124,636	212,508	191,121	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	137,087	137,087	145,087
<b>1,475,821</b>	<b>1,750,619</b>	<b>1,881,936</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>20,023,031</b>	<b>20,023,031</b>	<b>20,256,031</b>
<b>INTERGOVERNMENTAL</b>						
334,021	377,188	346,362	<b>4810 OR Federal Exchange - TEA 21</b> 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.	353,879	353,879	353,879
<b>334,021</b>	<b>377,188</b>	<b>346,362</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>353,879</b>	<b>353,879</b>	<b>353,879</b>
<b>CHARGES FOR SERVICES</b>						
179,044	157,880	140,000	<b>5500 System Development Charges</b> 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
<b>179,044</b>	<b>157,880</b>	<b>140,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>MISCELLANEOUS</b>						
7,552	8,561	8,400	<b>6310 Interest</b>	9,100	9,100	9,100
0	0	0	<b>6310-30 Interest - Bond</b>	0	0	0
0	310	0	<b>6600 Other Income</b>	0	0	0
<b>7,552</b>	<b>8,871</b>	<b>8,400</b>	<b>TOTAL MISCELLANEOUS</b>	<b>9,100</b>	<b>9,100</b>	<b>9,100</b>
<b>OTHER FINANCING SOURCE</b>						
0	0	16,085,000	<b>6820-05 Bond Proceeds - Par Amount</b>	0	0	0
0	0	2,153,688	<b>6820-10 Bond Proceeds - Premium</b>	0	0	0

Budget Document Report

**45 - TRANSPORTATION FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	18,238,688	<b>TOTAL OTHER FINANCING SOURCE</b>				0	0	0
<b>TRANSFERS IN</b>									
300,000	200,000	200,000	<b>6900-20</b>	<b>Transfers In - Street</b>			100,000	100,000	100,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Gas tax revenues used to fund Transportation Fund expenses.	1	100,000	100,000			
<b>300,000</b>	<b>200,000</b>	<b>200,000</b>	<b>TOTAL TRANSFERS IN</b>				<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>2,296,439</b>	<b>2,494,559</b>	<b>20,815,386</b>	<b>TOTAL RESOURCES</b>				<b>20,636,010</b>	<b>20,636,010</b>	<b>20,869,010</b>

## 45 - TRANSPORTATION FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
21,338	18,570	30,000	<b>7750 Professional Services</b>	35,000	35,000	35,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	900	900
			Yamhill Parkway Committee support	1	18,000	18,000
			Miscellaneous consulting services	1	16,100	16,100
0	0	150,000	<b>7750-57 Professional Services - Financing Administration</b>	1,550	1,550	1,550
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Paying agent fee for 2015 GO Bonds	1	750	750
			Interim arbitrage calculation fee	1	800	800
0	0	0	<b>7750-63 Professional Services - Financing Issuance Cost</b>	0	0	0
0	0	0	<b>7770-65 Professional Services - Projects - Curb Ramp Replacement</b>	0	0	0
0	0	0	<b>7770-67 Professional Services - Projects - Street Resurfacing</b>	25,000	25,000	25,000
			Consulting services related to street repair and repaving projects (bond measure)			
0	0	0	<b>7770-70 Professional Services - Projects - 2nd Street Improvements</b>	150,000	150,000	150,000
			Consulting services related to 2nd Street improvements project (bond measure)			
0	0	75,000	<b>7770-71 Professional Services - Projects - 5th Street Improvements</b>	219,000	219,000	279,000
			Consulting services related to 5th Street improvements project (bond measure)			
0	0	75,000	<b>7770-72 Professional Services - Projects - Alpine Avenue</b>	250,000	250,000	325,000
			Consulting services related to Alpine Avenue improvements project (bond measure)			
0	0	0	<b>7770-73 Professional Services - Projects - Hill Road Improvements</b>	259,500	259,500	259,500
			Consulting services related to Hill Road improvements project (bond measure)			
0	0	0	<b>7770-74 Professional Services - Projects - Old Sheridan Road</b>	50,000	50,000	50,000
			Consulting services related to Old Sheridan Road improvements project (bond measure)			
0	0	15,000	<b>7770-75 Professional Services - Projects - Ford Street Sidewalk</b>	70,000	70,000	85,000
			Consulting services related to Ford Street sidewalk project (bond measure)			
0	0	0	<b>7770-76 Professional Services - Projects - 1st &amp; 2nd Pedestrian Improvement</b>	50,000	50,000	50,000
			Consulting services related to 1st and 2nd Street pedestrian safety improvements project (bond measure)			
0	0	0	<b>7770-77 Professional Services - Projects - Pedestrian &amp; Safety Improvements</b>	50,000	50,000	50,000
			Consulting services related to pedestrian safety projects (bond measure)			
<b>21,338</b>	<b>18,570</b>	<b>345,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,160,050</b>	<b>1,160,050</b>	<b>1,310,050</b>

**45 - TRANSPORTATION FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>						
76,139	67,583	75,000	<b>9020-05 Street Resurfacing - Seal Coating</b> Slurry seal application on various City streets, primarily using fund exchange resources.	50,500	50,500	50,500
403,321	459,471	450,000	<b>9020-10 Street Resurfacing - Contract Overlays</b> Pavement overlay of various City streets, primarily using fund exchange resources.	0	0	0
0	0	0	<b>9020-20 Street Resurfacing - Bond Measure</b> Street repair and repaving projects	1,310,000	1,310,000	1,400,000
0	0	0	<b>9030-05 Street Improvements - 2nd Street</b> Improvements to NE 2nd St between Adams and Cowsls (bond measure)	0	0	0
0	0	0	<b>9030-06 Street Improvements - 5th Street</b> Upgrades to NE 5th St between Lafayette Ave and Adams St (bond measure)	1,177,000	1,177,000	1,177,000
0	0	0	<b>9030-07 Street Improvements - Alpine Avenue</b> Improvement of a portion of NE Alpine Ave (bond measure)	873,450	873,450	873,450
0	0	0	<b>9030-08 Street Improvements - Hill Road North</b> Widening and improvement of NW Hill Rd between 2nd St and Baker Cr Rd (bond measure)	0	0	0
0	0	0	<b>9030-10 Street Improvements - Ford Street Sidewalk</b> Ford Street sidewalk safety project (bond measure)	300,000	300,000	300,000
0	0	0	<b>9030-11 Street Improvements - 1st &amp; 2nd Street Pedestrian</b> 1st/2nd St pedestrian safety improvements (bond measure)	0	0	0
0	0	0	<b>9030-12 Street Improvements - Pedestrian &amp; Safety</b> Sidewalk / pedestrian safety improvements (bond measure)	225,000	225,000	135,000
0	0	0	<b>9150-05 Developer Reimbursement - Storm Drainage</b> Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.	0	0	0
<b>479,459</b>	<b>527,054</b>	<b>525,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>3,935,950</b>	<b>3,935,950</b>	<b>3,935,950</b>
<b><u>DEBT SERVICE</u></b>						
0	0	0	<b>9472-05 ODOT Loan - Newberg/Dundee Bypass - Principal</b> First principal payment on ODOT loan will be due in 2017 when Phase I of project is complete	0	0	0
0	0	20,000	<b>9472-10 ODOT Loan - Newberg/Dundee Bypass - Interest</b> Estimated interest payment due January 2016 for City's loan balance, as of December 31, 2015	100,000	100,000	100,000
<b>0</b>	<b>0</b>	<b>20,000</b>	<b><u>TOTAL DEBT SERVICE</u></b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET																					
<b><u>TRANSFERS OUT</u></b>																											
45,022	48,252	78,727	<b>9700-01 Transfers Out - General Fund</b>	105,351	105,351	105,354																					
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Units</th> <th style="text-align: right;">Amt/Unit</th> <th style="text-align: right;">Total</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Transportation Fund support of Engineering operations.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">8,611</td> <td style="text-align: right;">8,611</td> <td colspan="3"></td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">96,743</td> <td style="text-align: right;">96,743</td> <td colspan="3"></td> </tr> </tbody> </table>							Description	Units	Amt/Unit	Total				Transportation Fund support of Engineering operations.	1	8,611	8,611				Engineering, Admin, & Finance personnel services support.	1	96,743	96,743			
Description	Units	Amt/Unit	Total																								
Transportation Fund support of Engineering operations.	1	8,611	8,611																								
Engineering, Admin, & Finance personnel services support.	1	96,743	96,743																								
<b>45,022</b>	<b>48,252</b>	<b>78,727</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>105,351</b>	<b>105,351</b>	<b>105,354</b>																					
<b><u>CONTINGENCIES</u></b>																											
0	0	50,000	<b>9800 Contingencies</b> Budget Note: As budgeted, contingency is 100% bond proceeds	500,000	500,000	500,000																					
<b>0</b>	<b>0</b>	<b>50,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>																					
<b><u>ENDING FUND BALANCE</u></b>																											
1,538,111	1,704,276	1,838,362	<b>9945-05 Designated End FB - Transport Fd - Transportation SDC</b> Designated system development charge (SDC) carryover at July 1, 2016; the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	1,811,262	1,811,262	1,886,251																					
0	0	17,923,688	<b>9945-15 Designated End FB - Transport Fd - Bond Proceeds</b> Proceeds from GO bonds issued in April 2015 and carried forward to 2015-16; proceeds designated for transportation projects, as defined in November 2014 ballot measure	12,748,438	12,748,438	12,748,438																					
212,508	196,407	34,609	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, includes the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	274,959	274,959	282,967																					
<b>1,750,619</b>	<b>1,900,683</b>	<b>19,796,659</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>14,834,659</b>	<b>14,834,659</b>	<b>14,917,656</b>																					
<b>2,296,438</b>	<b>2,494,559</b>	<b>20,815,386</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>20,636,010</b>	<b>20,636,010</b>	<b>20,869,010</b>																					

Budget Document Report

**45 - TRANSPORTATION FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
2,296,439	2,494,559	20,815,386	<b>TOTAL RESOURCES</b>	20,636,010	20,636,010	20,869,010
2,296,438	2,494,559	20,815,386	<b>TOTAL REQUIREMENTS</b>	20,636,010	20,636,010	20,869,010



# **PARK DEVELOPMENT FUND**



### Budget Highlights

- The 2015-16 proposed budget estimate for park systems development charges (SDC's) is based on approximately 142 residential permits generating a total of \$301,000. This amount is slightly higher than years past as new housing starts are slowly improving.
- In September 2014, the City was awarded a federal Land and Water Conservation Grant to help fund improvements within City Park, including cook shelter and footbridge replacements, adding pathways connecting picnic areas west of Cozine creek, adding a drinking fountain near the shelters, adding security cameras in selected upper and lower park areas, and related professional services. Total project costs would be \$124,300. The City's matching funds would come from insurance reimbursement for the cook shelter loss, the Howard Nice Trust, and general Park Development Fund dollars. A portion of the project could be completed in fiscal year 2014-15; most of the project will likely occur in 2015-16 and the budget reflects those anticipated expenditures in the Professional Services—City Park Renovations accounts.
- Acquisition of the new NW Neighborhood Park site was completed in late 2014. Park master planning processes have begun as have other related environmental assessments and permitting processes. A State of Oregon Local Government Grant application has been submitted to support future construction of the park. If the grant is approved in August 2015, final design/engineering plans including construction documents will be completed in the fall/winter of 2015-16 and a construction bid process planned for mid-spring 2016. Some dollars to advance this project have been included in both the Professional Services - NW Neighborhood Park, and the Park Construction - NW Neighborhood Park line items.
- The 2015-16 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.

### 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 improving and 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.
- Continue working throughout 2015-16 with the McMinnville Kiwanis Club to design/plan a "barrier-free" playground to directly serve children with cognitive and physical challenges. Kiwanis has set aside \$54,000 for the project to date and they have submitted an additional Kiwanis International Grant request. Overall, the Kiwanis Club set a goal of raising \$115,000 to support this playground which will be located in the new NW Neighborhood Park.
- 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 completion of the NW Neighborhood Park in 2016 or 2017 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. Community discussions and goal setting about how to fund future park acquisitions and development projects should be a key component of our Parks, Recreation and Open Space update process that will hopefully occur within the next two years.

# Park Development Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>214,382</b>	<b>233,650</b>	<b>373,950</b>	<b>140,300</b>
Materials & Services	15,418	83,100	107,550	24,450
Capital Outlay	38,082	508,300	340,300	(168,000)
Transfers Out	151,363	151,320	152,247	927
<b>Total Expenditures</b>	<b>204,863</b>	<b>742,720</b>	<b>600,097</b>	<b>(142,623)</b>
Net Expenditures	9,519	(509,070)	(226,147)	(282,923)



Discovery Meadows Community Park



Joe Dancer Park



## 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 6<sup>th</sup> 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.



**2014** The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents NW McMinnville.

**2015** Neighborhood park planning workshops for the new NW Neighborhood park were initiated in January. The resulting park master plan will be finalized in April or May.



Neighborhood residents listen and discuss preliminary park design concepts for the new NW Neighborhood Park.



NW Park neighbors attending a park planning workshop in February place sticky dots on the park features they would most like included in the new neighborhood park 50+ neighbors have participated in the planning process.

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,170,089	1,135,583	1,135,183	<b>4050-05</b> <b>Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds</b> Estimated July 1, 2015 designated carryover of 2001 Park Improvement Bond proceeds.	903,258	903,258	969,664
16,000	16,000	16,000	<b>4050-25</b> <b>Designated Begin FB-Park Dev Fd - Heather Hollow</b> July 1, 2016 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	16,000	16,000
0	12,500	12,500	<b>4050-30</b> <b>Designated Begin FB-Park Dev Fd - Howard F Nice Trust</b>	0	0	10,262
5,706	3,440	4,347	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	0	0	0
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.						
<b>1,191,794</b>	<b>1,167,524</b>	<b>1,168,030</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>919,258</b>	<b>919,258</b>	<b>995,926</b>
<b>INTERGOVERNMENTAL</b>						
0	0	56,150	<b>4540</b> <b>Federal LWCF Grant</b> Land and Water Conservation Fund (LWCF) Grant funds to support City Park project design and renovation expenditures described in line items 7770-30 (Professional Services) and 9300-15 (Park Improvements - City Park).	42,650	42,650	60,862
0	0	0	<b>4770-27</b> <b>OR State Park &amp; Recreation Grant - NW Neighborhood Park</b>	0	0	0
<b>0</b>	<b>0</b>	<b>56,150</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>42,650</b>	<b>42,650</b>	<b>60,862</b>
<b>CHARGES FOR SERVICES</b>						
109,712	187,231	144,000	<b>5500</b> <b>System Development Charges</b> 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.	301,000	301,000	301,000
Budget Note: Current Park SDC is \$2,118 per residential unit. Budget assumes 142 new residential units in 2015-16.						
<b>109,712</b>	<b>187,231</b>	<b>144,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>301,000</b>	<b>301,000</b>	<b>301,000</b>
<b>MISCELLANEOUS</b>						
375	678	800	<b>6310</b> <b>Interest</b> Interest earned on SDC, grant, intergovernmental, etc balances	1,100	1,100	1,100

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
6,230	5,573	2,700	<b>6310-30</b>	<b>Interest - Bond</b>		3,600	3,600	3,600
				Interest earned on unspent Park System Improvement Bond proceeds.				
0	18,000	0	<b>6360-15</b>	<b>Grants - Petco Foundation</b>		0	0	0
0	0	0	<b>6450</b>	<b>Donations - Park Development</b>		600	600	600
				Donations carried over from 2015 to 2016. \$500 is for NW Neighborhood park Playground. \$100 for Dog Park.				
12,500	0	0	<b>6450-30</b>	<b>Donations - Park Development - Howard F Nice Trust</b>		0	0	0
0	2,900	0	<b>6600</b>	<b>Other Income</b>		0	0	0
<b>19,105</b>	<b>27,151</b>	<b>3,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>			<b>5,300</b>	<b>5,300</b>	<b>5,300</b>
<b><u>TRANSFERS IN</u></b>								
0	0	30,000	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		25,000	25,000	25,000
				Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement.				
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Insurance reimbursement - Park shelter		1	25,000	25,000	
<b>0</b>	<b>0</b>	<b>30,000</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>1,320,611</b>	<b>1,381,906</b>	<b>1,401,680</b>	<b><u>TOTAL RESOURCES</u></b>			<b>1,293,208</b>	<b>1,293,208</b>	<b>1,388,088</b>

**50 - PARK DEVELOPMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Description	Units	Amt/Unit	Total	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
2,643	1,444	2,600	<b>7750 Professional Services</b>				1,100	1,100	1,100
			Audit fee allocation	1	1,100	1,100			
500	500	500	<b>7750-57 Professional Services - Financing Administration</b>				500	500	500
1,621	2,669	61,000	<b>7770-27 Professional Services - Projects - NW Neighborhood Park</b> Final NW neighborhood park master plan refinements plus construction document preparation for spring 2016 bid process for park construction beginning summer 2016.				100,000	100,000	108,000
			Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding.						
0	10,805	0	<b>7770-29 Professional Services - Projects - Dog Park</b>				0	0	0
0	0	19,000	<b>7770-30 Professional Services - Projects - City Park Renovations</b> Final professional service costs associated with City Park renovation project.				5,950	5,950	35,230
<b>4,764</b>	<b>15,418</b>	<b>83,100</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>107,550</b>	<b>107,550</b>	<b>144,830</b>

**CAPITAL OUTLAY**

0	0	315,000	<b>9200-10 Park Acquisition - NW Neighborhood Park</b>				0	0	0
0	0	0	<b>9250-20 Park Construction - NE Neighborhood Park</b> Pathway connection for new neighborhood access on the north park perimeter.				5,000	5,000	5,000
0	0	100,000	<b>9250-25 Park Construction - NW Neighborhood Park</b> Construction of a NW McMinnville Neighborhood Park. This is a park bond funded project but remains contingent on a successful grant application and support from State Parks. Amount indicated helps fund wetland mitigation and acts as a "placeholder" should a State project grant be awarded.				250,000	250,000	175,000
			Budget Note: Construction funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding. Grant request will be in the amount of \$200,000.						
0	20,082	0	<b>9250-30 Park Construction - Dog Park</b>				0	0	0
0	0	93,300	<b>9300-15 Park Improvements - City Park Renovations</b> New foot bridge, handicap access pathways to picnic areas, kitchen shelter replacement and drinking fountain in Lower City Park, and security cameras in lower and upper park areas. These improvements depend on, in part, receiving a Land and Water Conservation Fund Grant of \$56,150 described in revenue line item 4540.				85,300	85,300	112,300
			Budget Note: The City's Grant match will be funded by fire insurance (from vandalized shelter), Nice Family donation and Park Improvement Bond						

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>9300-25 Park Improvements - Heather Hollow City Park</b> 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.  Budget Note: Project funded 100% by donation.	0	0	0
0	18,000	0	<b>9300-30 Park Improvements - Dog Park-Petco Foundation grant</b>	0	0	0
<b>0</b>	<b>38,082</b>	<b>508,300</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>340,300</b>	<b>340,300</b>	<b>292,300</b>
<b>TRANSFERS OUT</b>						
48,324	51,363	51,320	<b>9700-01 Transfers Out - General Fund</b>	52,247	52,247	52,236
			<u>Description</u> Parks & Rec Admin, Admin, & Finance personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 52,236	<u>Total</u> 52,236
100,000	100,000	100,000	<b>9700-60 Transfers Out - Debt Service</b> 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.  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	100,000	100,000	100,000
			<u>Description</u> Transfer of park system development charges (SDC's)	<u>Units</u> 1	<u>Amt/Unit</u> 100,000	<u>Total</u> 100,000
<b>148,324</b>	<b>151,363</b>	<b>151,320</b>	<b>TOTAL TRANSFERS OUT</b>	<b>152,247</b>	<b>152,247</b>	<b>152,236</b>
<b>CONTINGENCIES</b>						
0	0	642,960	<b>9800 Contingencies</b>	677,111	677,111	782,722
<b>0</b>	<b>0</b>	<b>642,960</b>	<b>TOTAL CONTINGENCIES</b>	<b>677,111</b>	<b>677,111</b>	<b>782,722</b>
<b>ENDING FUND BALANCE</b>						
1,135,583	1,142,958	0	<b>9950-05 Designated End FB - Park Dev Fd - Park Development Bond Proceeds</b> All funds remaining at June 30, 2016 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.	0	0	0
16,000	16,000	16,000	<b>9950-25 Designated End FB - Park Dev Fd - Heather Hollow</b>	16,000	16,000	16,000
12,500	12,500	0	<b>9950-30 Designated End FB - Park Dev Fd - Howard F Nice Trust</b>	0	0	0
3,441	5,585	0	<b>9999 Unappropriated Ending Fd Balance</b> All funds remaining at June 30, 2016 are budgeted as contingency instead of ending fund balance. This allows those funds to be spent.	0	0	0
<b>1,167,524</b>	<b>1,177,043</b>	<b>16,000</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,320,612	1,381,906	1,401,680	<b>TOTAL REQUIREMENTS</b>	1,293,208	1,293,208	1,388,088

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,320,611	1,381,906	1,401,680	<b>TOTAL RESOURCES</b>	1,293,208	1,293,208	1,388,088
1,320,612	1,381,906	1,401,680	<b>TOTAL REQUIREMENTS</b>	1,293,208	1,293,208	1,388,088



# **URBAN RENEWAL FUND**





## Urban Renewal

2015 – 2016 Proposed Budget --- Budget Summary

### Budget Highlights

On July 23, 2013, the McMinnville City Council, acting in its capacity as the Urban Renewal Agency's governing body, adopted the McMinnville Urban Renewal Plan. This plan charts a long-term path designed to foster economic growth and revitalization within a nearly 175 acre area that includes the historic downtown and neighboring lands to the northeast. The projects identified within the plan are directed at improving and extending existing public infrastructure within the district, providing public amenities, and making the area more attractive for private investment. Funding for these improvements will be provided through a combination of private and public resources, with the primary source being tax increment financing. (Tax increment financing is a method by which taxes are reallocated; it is not a new or additional tax). To help guide and direct the Plan's implementation, the Urban Renewal Agency Board established the McMinnville Urban Renewal Advisory Committee. A budget committee has been appointed to review the Urban Renewal District's annual budget.

Consistent with State law, the budget for the McMinnville Urban Renewal program is composed of two funds: the Urban Renewal Fund and the Urban Renewal Debt Service Fund. The Urban Renewal Fund receives revenue from the issuance of debt and expends those funds on projects, administration, and contracts for other services and supplies. The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt.

The Urban Renewal Fund proposes expenditures of \$66,500 for administration, contract services, repayment of prior project study costs (feasibility study and urban renewal plan), loan interest, and other expenses related to projects to be undertaken in the 2015-16 fiscal year. Funding for these expenditures is proposed to come from

the proceeds of a short term loan from the City's General Fund, as provided for in the intergovernmental agreement between the two agencies (City and Urban Renewal Agency).

The Debt Service Fund includes projected tax increment revenues of \$115,200, after taking into account an estimated 8% for uncollectible taxes. This revenue projection is based upon a 2012-13 tax roll "frozen base" for the district of \$86,331,273 and payment of taxes on some \$9.3 million increase in value since that time. Tax increment revenue would be used in this fiscal year to repay the short term loan from the City, should the loan be realized. The balance of the revenue received is held in the ending fund balance and carried forward for future debt service payments.



***Alpine Avenue***



***Alpine Avenue  
Redesign Concept***

# Urban Renewal Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Future Challenges and Opportunities

### Near Term

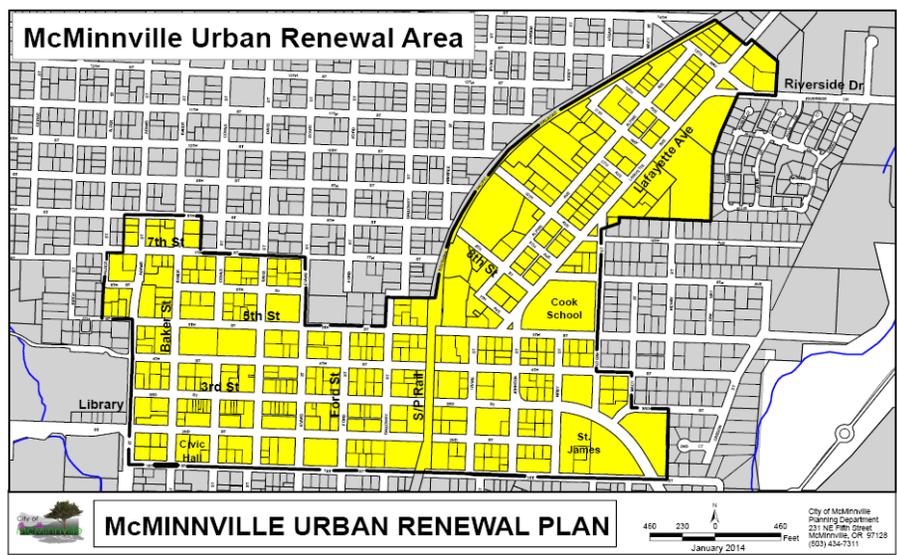
- Review and modify as necessary the Urban Renewal Plan's short and longer term project schedule to match current financial forecasts and opportunities presented by the passage of the transportation bond. Priority should be given to projects/programs that address the Plan's adopted goals.

### Longer Term

- Maintain an ability to effectively manage an evolving and growing urban renewal program while balancing other assigned duties with currently available staff.

## Urban Renewal Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	-	<b>80,100</b>	<b>178,550</b>	<b>98,450</b>
Materials & Services	-	21,000	56,100	35,100
Capital Outlay	-	5,000	5,000	-
Debt Service	-	31,200	66,500	35,300
<b>Total Expenditures</b>	-	<b>57,200</b>	<b>127,600</b>	<b>70,400</b>
Net Expenditures	-	22,900	50,950	(28,050)



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



**2011** Council and other interested parties begin exploration of Tax Increment Financing (TIF) as possible source of funds for improvements in the Northeast Gateway District and downtown McMinnville.

**2012** An Urban Renewal Feasibility Study is initiated to examine the possible creation of an urban renewal district.

**2012** Based upon findings of the Feasibility Study, the Council initiates work on a draft Urban Renewal Plan for a 175-acre area that includes the historic downtown and Northeast Gateway area.

**2013** City Council appoints itself as the “McMinnville Urban Renewal Agency;” and, acting in its capacity as the Agency, adopts the McMinnville Urban Renewal Plan.

**2014** McMinnville Urban Renewal Advisory Committee (MURAC) appointed to help guide and advise Agency on urban renewal issues.

**2015** Urban Renewal Agency adopts its first budget; realizes TIF revenue of \$80,550 based upon \$6.5 million increment of growth (“frozen base” of \$86.3 million).

Budget Document Report

**58 - URBAN RENEWAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 carryover from 2014-2015 fiscal year.	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6310</b> <b>Interest</b> Estimated interest income earned	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>OTHER FINANCING SOURCE</u></b>						
0	0	26,000	<b>6840</b> <b>Inter-Agency Loan Proceeds - City</b> Loan proceeds received from the City as provided for in City/Urban Renewal Agency intergovernmental agreements	61,100	61,100	61,100
<b>0</b>	<b>0</b>	<b>26,000</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>	<b>61,100</b>	<b>61,100</b>	<b>61,100</b>
<b>0</b>	<b>0</b>	<b>26,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>61,100</b>	<b>61,100</b>	<b>61,100</b>

Budget Document Report

**58 - URBAN RENEWAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b>		500	500	500
Legal notices for public meetings, printing of plan documents, and informational materials.								
0	0	0	<b>7610-05</b>	<b>Insurance - Liability</b>		100	100	100
0	0	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		500	500	500
0	0	10,000	<b>7750</b>	<b>Professional Services</b>		45,000	45,000	45,000
Contract services for annual audit, project management, design, legal, and other services related to urban renewal projects and programs.								
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	100	100		
			Other professional services	1	44,900	44,900		
0	0	10,000	<b>8225</b>	<b>Facade Rehabilitation Program</b>		10,000	10,000	10,000
Program designed to provide funds to eligible property owners and tenants to improve building facades within urban renewal district.								
<b>0</b>	<b>0</b>	<b>21,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>56,100</b>	<b>56,100</b>	<b>56,100</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	5,000	<b>8920</b>	<b>Land Improvements</b>		5,000	5,000	5,000
Appropriation is for currently unspecified projects								
<b>0</b>	<b>0</b>	<b>5,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>CONTINGENCIES</u></b>								
0	0	0	<b>9800</b>	<b>Contingencies</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
0	0	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		0	0	0
All funds loaned to Urban Renewal by the City during the fiscal year are anticipated to be spent. As a result, there is no carry forward to the next fiscal year.								
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>26,000</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>61,100</b>	<b>61,100</b>	<b>61,100</b>

Budget Document Report

**58 - URBAN RENEWAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	26,000	<b>TOTAL RESOURCES</b>	61,100	61,100	61,100
0	0	26,000	<b>TOTAL REQUIREMENTS</b>	61,100	61,100	61,100



**URBAN RENEWAL DEBT SERVICE FUND**



**59 - URBAN RENEWAL DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
0	0	0	<b>4059-05</b> Designated Begin Fd Balance-Urban Renewal - Reserved for Debt Service July 1, 2015 designated carryover from the 2014-2015 fiscal year for future debt service payments.	65,450	65,450	75,750
0	0	0	<b>4090</b> Beginning Fund Balance	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>65,450</b>	<b>65,450</b>	<b>75,750</b>
<b><u>PROPERTY TAXES</u></b>						
0	0	53,900	<b>4100-05</b> Property Taxes - Current \$125,200 2015-2016 Estimated Tax increment revenue (\$10,000) Less uncollectible taxes - 8% \$115,200 2015-2016 Total tax increment revenue  Budget Note: Tax increment revenue from Division of Tax estimated at \$13.8850 per \$1,000 of assessed value	115,200	115,200	115,200
0	0	0	<b>4100-10</b> Property Taxes - Prior Collection of delinquent taxes from prior year Division of Tax.	2,000	2,000	2,000
<b>0</b>	<b>0</b>	<b>53,900</b>	<b><u>TOTAL PROPERTY TAXES</u></b>	<b>117,200</b>	<b>117,200</b>	<b>117,200</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	200	<b>6310</b> Interest	250	250	250
<b>0</b>	<b>0</b>	<b>200</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>0</b>	<b>0</b>	<b>54,100</b>	<b><u>TOTAL RESOURCES</u></b>	<b>182,900</b>	<b>182,900</b>	<b>193,200</b>

**59 - URBAN RENEWAL DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>DEBT SERVICE</b>						
0	0	31,000	<b>9415-05 Inter-Agency Loan - Principal</b> Repayment of loan as provided for in City/Urban Renewal Agency intergovernmental agreements.	66,100	66,100	66,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Repayment of current year loan from the City	1	61,100	61,100
			Prior year expense reimbursement	1	5,000	5,000
0	0	200	<b>9415-10 Inter-Agency Loan - Interest</b> Payment of interest on loan as provided for in City/Urban Renewal Agency intergovernmental agreements.	400	400	400
<b>0</b>	<b>0</b>	<b>31,200</b>	<b>TOTAL DEBT SERVICE</b>	<b>66,500</b>	<b>66,500</b>	<b>66,500</b>
<b>ENDING FUND BALANCE</b>						
0	0	22,900	<b>9959-05 Designated Ending Fund Balance - Urban Renewal - Reserved for Debt Service</b> All tax increment dollars carried forward to next fiscal year are designated for future debt service payments.	116,400	116,400	126,700
0	0	0	<b>9999 Unappropriated Ending Fd Balance</b>	0	0	0
<b>0</b>	<b>0</b>	<b>22,900</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>116,400</b>	<b>116,400</b>	<b>126,700</b>
<b>0</b>	<b>0</b>	<b>54,100</b>	<b>TOTAL REQUIREMENTS</b>	<b>182,900</b>	<b>182,900</b>	<b>193,200</b>

**59 - URBAN RENEWAL DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	54,100	<b>TOTAL RESOURCES</b>	182,900	182,900	193,200
0	0	54,100	<b>TOTAL REQUIREMENTS</b>	182,900	182,900	193,200



## **DEBT SERVICE FUND**



- **Statement of Bonds and Loans Outstanding**



### Budget Highlights

#### Debt Service – Current Property Taxes Levied

- For fiscal year 2015-16, the City will levy \$2,851,740 in property taxes to pay principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.1956 per \$1,000 of assessed value in 2015-16, compared to the actual debt service tax rate of \$0.6824 in 2014-15.
- When calculating the tax levy for debt service, the City takes into account that approximately 8% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- **2015 Transportation Bonds** - The \$0.5132 increase in the tax levy for debt service is due to the issuance in April 2015 of \$16,085,000 in general obligation bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- **2015 Refunding Bonds** - In April 2015, the City issued \$7,235,000 in General Obligation Refunding Bonds. Bond proceeds will be used for advance funding (i.e., pay off) the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.

#### 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 final 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.

- **Transfer from Transportation Fund** – As determined by the SDC qualifying calculation, all qualifying SDC revenues will be transferred from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy.
- **Transfer from 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.  
\$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2015-16.

#### 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 fiscal year's debt service levy pays for debt service payments due from July 1 through November 1.
- Local Budget Law allows the City to levy taxes sufficient for the designated fund balance because the dollars carried forward are reserved for future debt service payments.

# Debt Service Fund

## 2015 – 2016 Proposed Budget --- Budget Summary

### Future Challenges and Opportunities

- The City has no significant funding source for major capital projects and equipment purchases, other than the issuance of debt. General obligation bond proceeds can be used to finance capital projects but must be approved by the voters.

Because additional property taxes must be levied for debt service payments on general obligation bonds, the City will continue to consider the impact on McMinnville's residential and commercial property owners, while planning for long-term capital needs.

- In 2014-15, the City entered into a \$1.3 million full faith and credit bank loan for the purpose of purchasing several Fire Department vehicles. This loan did not require approval by the voters; however, the City cannot levy additional property taxes to pay debt service on the loan. Debt service payments are paid from the general operating funds of the City.

As full faith and credit obligations are paid from the general operating funds of the City, this type of debt may have a significant impact on the budgets of all departments in the General Fund.

- The City will continue to carefully consider the overall impact of debt issuance on McMinnville's citizens and the operations of the City.

### Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>1,622,335</b>	<b>1,601,400</b>	<b>2,777,800</b>	<b>1,176,400</b>
Debt Service	1,605,025	1,598,330	2,435,630	837,300
Other Financing Uses	-	-	-	-
<b>Total Expenditures</b>	<b>1,605,025</b>	<b>1,598,330</b>	<b>2,435,630</b>	<b>837,300</b>
Net Expenditures	17,310	3,070	342,170	(339,100)



## Debt Service Fund

## Historical Highlights

<b>1969</b>	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	<b>1984</b>	Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.	<b>2002</b>	November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
<b>1975</b>	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	<b>1986</b>	September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	<b>2006</b>	Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.
<b>1978</b>	March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	<b>1989</b>	Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	<b>2011</b>	2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
<b>1978</b>	November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	<b>1995</b>	Voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	<b>2012</b>	Projects in Public Safety Facilities Construction Fund completed. Unspent bond proceeds transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds.
<b>1980</b>	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	<b>1996</b>	Bonds issued for advance refunding of 1989 bonds.	<b>2014</b>	November 2014, voters approve 15-year general obligation bonds for transportation system improvements
<b>1982</b>	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	<b>1996</b>	Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	<b>2015</b>	Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
<b>1982</b>	August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.	<b>1997</b>	Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.		



## Statement of Bonds and Loans Outstanding 2015-2016 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2015	Maturing 2015 - 2016 Principal	Maturing 2015 - 2016 Interest
<b>GENERAL OBLIGATION BONDS</b>							
Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property taxes levied for debt service and debt service payments on General Obligation bonds are accounted for in the Debt Service Fund.							
<b>2006 Public Safety Civic Buildings Construction Bonds</b> Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker.	11/14/2006	8/1/2016	\$ 13,120,000	3.75 - 5.50%	\$ 1,255,000	\$ 615,000	\$ 37,900
<b>2015 Public Safety Civic Building Refunding Bonds</b> Bond proceeds used for advance refunding of 2006 Public Safety & Courtroom/Civic Buildings Construction Bonds. Bond proceeds are held in Escrow until 2006 bonds are callable in 2016.	4/16/2015	6/30/2027	\$ 7,235,000	2.5 - 5%	\$ 7,235,000	\$ 65,000	\$ 252,482
<b>2011 Park Improvement Refunding Bonds</b> Bond proceeds used to refund 2001 Park Improvement Bonds.	10/6/2011	10/6/2021	\$ 5,590,000	2.0 - 4%	\$ 4,005,000	\$ 535,000	\$ 98,850
<b>2015 Transportation Bonds</b> Bond proceeds used to for major street improvements and repairs.	4/16/2015	6/30/2030	\$ 16,085,000	2.5 - 5%	\$ 16,085,000	\$ 310,000	\$ 521,392
<b>TOTAL - General Obligation Bonds</b>			\$ 42,030,000		\$ 28,580,000	\$ 1,525,000	\$ 910,624

Budget Document Report

**60 - DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**RESOURCES**

<b>BEGINNING FUND BALANCE</b>						
470,000	0	0	<b>4060-10</b>	<b>Designated Begin FB-Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1</b>	0	0
141,705	0	0	<b>4060-15</b>	<b>Designated Begin FB-Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1</b>	0	0
525,000	555,000	585,000	<b>4060-20</b>	<b>Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b> July 1, 2015 designated carryover from the 2014-2015 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2014 which is prior to receipt of 2015-2016 property taxes.	615,000	615,000
229,710	215,270	200,010	<b>4060-25</b>	<b>Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1</b> July 1, 2015 designated carryover from the 2014-2015 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2015 which is prior to receipt of 2015-2016 property taxes.	25,100	25,100
0	0	0	<b>4060-27</b>	<b>Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b>	0	0
0	515,000	520,000	<b>4060-32</b>	<b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b> July 1, 2015 designated carryover from the 2014-2015 fiscal year to pay 2011 Park Refunding Bond principal due August 1, 2015 which is prior to receipt of 2015-2016 property taxes.	535,000	535,000
0	62,450	57,300	<b>4060-33</b>	<b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b> July 1, 2015 designated carryover from the 2014-2015 fiscal year to pay 2011 Park Refunding Bond interest due August 1, 2015 which is prior to receipt of 2015-2016 property taxes.	52,100	52,100
0	0	0	<b>4060-35</b>	<b>Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b>	0	0
224,283	94,779	64,860	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	204,277	204,277
<b>1,590,698</b>	<b>1,442,499</b>	<b>1,427,170</b>	<b>TOTAL BEGINNING FUND BALANCE</b>		<b>1,431,477</b>	<b>1,431,477</b>

**PROPERTY TAXES**

1,290,168	1,456,554	1,446,900	<b>4100-05</b>	<b>Property Taxes - Current</b> \$2,851,740 2015-2016 debt service property tax levy (\$228,140) Less uncollectible taxes - 8% \$2,623,600 2015-2016 Current property taxes	2,623,600	2,623,600
Debt Service property tax rate estimated at \$1.1956 per \$1,000 of assessed value compared to \$0.6824 in 2014-2015. Increase due to issuance of GO Bonds in 2015.						

Budget Document Report

**60 - DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
63,844	60,712	50,000	<b>4100-10</b>	<b>Property Taxes - Prior</b> Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	50,000	50,000	50,000
<b>1,354,012</b>	<b>1,517,266</b>	<b>1,496,900</b>	<b>TOTAL PROPERTY TAXES</b>		<b>2,673,600</b>	<b>2,673,600</b>	<b>2,673,600</b>
<b><u>MISCELLANEOUS</u></b>							
5,827	5,068	4,500	<b>6310</b>	<b>Interest</b>	4,200	4,200	4,200
<b>5,827</b>	<b>5,068</b>	<b>4,500</b>	<b>TOTAL MISCELLANEOUS</b>		<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
<b><u>OTHER FINANCING SOURCE</u></b>							
0	0	7,235,000	<b>6820-05</b>	<b>Bond Proceeds - Par Amount</b>	0	0	0
0	0	1,181,139	<b>6820-10</b>	<b>Bond Proceeds - Premium</b>	0	0	0
<b>0</b>	<b>0</b>	<b>8,416,139</b>	<b>TOTAL OTHER FINANCING SOURCE</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>							
42,337	0	0	<b>6900-40</b>	<b>Transfers In - Public Safety Facilities Const</b>	0	0	0
100,000	100,000	100,000	<b>6900-50</b>	<b>Transfers In - Park Development</b> Transfer from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service.	100,000	100,000	100,000
<b>142,337</b>	<b>100,000</b>	<b>100,000</b>	<b>TOTAL TRANSFERS IN</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>3,092,874</b>	<b>3,064,834</b>	<b>11,444,709</b>	<b>TOTAL RESOURCES</b>		<b>4,209,277</b>	<b>4,209,277</b>	<b>4,210,518</b>

Budget Note: Available amount of Park Devopment SDC's for property tax debt service is proportionate to the percentage use of original bond money on SDC Park Development projects.

Description	Units	Amt/Unit	Total
Transfer of park system development charges (SDC's)	1	100,000	100,000

Budget Document Report

**60 - DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>DEBT SERVICE</b>						
525,000	555,000	585,000	<b>9460-05 2006 PS &amp; Court/Civic Bldg Bond - Principal - Aug 1</b> 2006 Public Safety and Courtroom/Civic Building principal payment due August 1, 2014.	615,000	615,000	615,000
215,269	200,006	183,920	<b>9460-10 2006 PS &amp; Court/Civic Bldg Bond - Interest - Feb 1</b> 2006 Public Safety and Courtroom/Civic Building Bond interest payment due February 1, 2015.	12,800	12,800	12,800
229,706	215,269	200,010	<b>9460-15 2006 PS &amp; Court/Civic Bldg Bond - Interest - Aug 1</b> 2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2014.	25,100	25,100	25,100
0	0	0	<b>9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1</b>	65,000	65,000	65,000
0	0	0	<b>9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b>	252,485	252,485	252,485
0	0	0	<b>9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1</b>	0	0	0
0	0	0	<b>9475-05 2015 Transportation Bond - Principal - Feb 1</b>	310,000	310,000	310,000
0	0	0	<b>9475-10 2015 Transportation Bond - Interest - Feb 1</b>	521,395	521,395	521,395
0	0	0	<b>9475-15 2015 Transportation Bond - Interest - Aug 1</b>	0	0	0
550,000	515,000	520,000	<b>9485-05 2011 Park Bond Refunding - Principal - Aug 1</b> 2011 Park Refunding Bond principal payment due August 1, 2014.	535,000	535,000	535,000
62,450	57,300	52,100	<b>9485-10 2011 Park Bond Refunding - Interest - Feb 1</b> 2011 Park Refunding Bond interest payment due February 1, 2015.	46,750	46,750	46,750
67,950	62,450	57,300	<b>9485-15 2011 Park Bond Refunding - Interest - Aug 1</b> 2011 Park Refunding Bond interest payment due August 1, 2014.	52,100	52,100	52,100
0	0	32,000	<b>9490 Bond Refunding</b>	0	0	0
<b>1,650,375</b>	<b>1,605,025</b>	<b>1,630,330</b>	<b>TOTAL DEBT SERVICE</b>	<b>2,435,630</b>	<b>2,435,630</b>	<b>2,435,630</b>
<b>OTHER FINANCING USES</b>						
0	0	8,415,444	<b>9600 Bond Refunding</b>	0	0	0
<b>0</b>	<b>0</b>	<b>8,415,444</b>	<b>TOTAL OTHER FINANCING USES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>						
555,000	585,000	615,000	<b>9960-20 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1</b> July 1, 2016 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2016 which is prior to receipt of 2016-2017 property taxes.	640,000	640,000	640,000

Budget Document Report

**60 - DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
215,270	200,010	151,920	<b>9960-25</b> <b>Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1</b> July 1, 2016 designated carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2016 which is prior to receipt of 2016-2017 property taxes.	12,800	12,800	12,800
0	0	0	<b>9960-27</b> <b>Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b>	158,650	158,650	158,650
515,000	520,000	535,000	<b>9960-32</b> <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b> July 1, 2016 designated cash carryover for payment of the 2011 Park Refunding Bond principal due August 1, 2016 which is prior to 2016-2017 property tax receipts.	550,000	550,000	550,000
62,450	57,300	52,100	<b>9960-33</b> <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b> July 1, 2016 designated cash carryover for payment of the 2011 Park Refunding Bond interest due August 1, 2016 which is prior to 2016-2017 property tax receipts.	46,750	46,750	46,750
0	0	0	<b>9960-35</b> <b>Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b>	325,425	325,425	325,425
94,779	97,499	44,915	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	40,022	40,022	41,263
<b>1,442,499</b>	<b>1,459,809</b>	<b>1,398,935</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>1,773,647</b>	<b>1,773,647</b>	<b>1,774,888</b>
<b>3,092,874</b>	<b>3,064,834</b>	<b>11,444,709</b>	<b>TOTAL REQUIREMENTS</b>	<b>4,209,277</b>	<b>4,209,277</b>	<b>4,210,518</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
3,092,874	3,064,834	11,444,709	<b>TOTAL RESOURCES</b>	4,209,277	4,209,277	4,210,518
3,092,874	3,064,834	11,444,709	<b>TOTAL REQUIREMENTS</b>	4,209,277	4,209,277	4,210,518



# **BUILDING FUND**



### Budget Highlights

- The 2015-16 proposed budget includes a placeholder for the addition of one full time Building Inspector; to be added when the Division workload / customer demand dictates. Currently, 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).
- No transfer from the General Fund is included in the 2015-16 proposed budget (a \$50,000 transfer from the General Fund occurred in 2011-12). The projected ending fund balance of approximately \$493,000 represents a nearly 110% annual operating reserve for the Division.

### 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.



**85 new single family homes in 2014**

# Building Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>392,080</b>	<b>310,050</b>	<b>458,500</b>	<b>148,450</b>
Personnel Services	195,254	205,902	348,096	142,194
Materials & Services	38,577	54,195	60,554	6,359
Capital Outlay	-	311	15,373	15,062
Transfers Out	36,999	36,890	39,252	2,362
<b>Total Expenditures</b>	<b>270,830</b>	<b>297,298</b>	<b>463,275</b>	<b>165,977</b>
Net Expenditures	121,250	12,752	(4,775)	17,527

## Full-Time Equivalents (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>2.00</b>		
Building Inspector III		1.00	
Permit Technician - Combined Depts		0.25	
<b>FTE Proposed Budget</b>		<b>1.25</b>	<b>3.25</b>



## Building Fund

## Historical Highlights

- |              |   |             |   |             |  |
|--------------|---|-------------|---|-------------|--|
| <b>1969</b>  | State of Oregon adopts the 1968 edition of the National Electrical Code.  | <b>1997</b> | Building Division management moved into the newly created Community Development Department with ultimate goal of a “one-stop” development center.   | <b>2009</b> | Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement.   |
| <b>1970s</b> | Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections. | <b>2000</b> | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.   | <b>2010</b> | 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.   |
| <b>1988</b>  | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.                                       | <b>2002</b> | City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting.  | <b>2012</b> | General Fund transfer of \$50,000 to support Division activities.  |
| <b>1991</b>  | Building Division Advisory Board created with various stakeholders from the building community.                                     | <b>2005</b> | 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%. | <b>2012</b> | 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. |
| <b>1994</b>  | Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff.             | <b>2006</b> | An additional inspector position filled.  | <b>2012</b> | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.  |
| <b>1995</b>  | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.                            | <b>2007</b> | Division moved to new Community Development Center.   |             |  |
| <b>1997</b>  | Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews.  |             |   |             |  |

# Building Fund

## 2015-2016 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
<b><u>Permit Technician</u></b>	1	328	52,310		
General Fund					
Engineering (0.50 FTE)				19	26,155
Building Fund (0.50 FTE)				211	26,155
<b><u>Permit Technician</u></b>	1	328	52,310		
General Fund					
Engineering (0.10 FTE)				19	5,231
Planning (0.65 FTE)				23	34,001
Building Fund (0.25 FTE)				211	13,078

Budget Document Report

**70 - BUILDING FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
169,691	207,977	291,000	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 carryover from the 2014-2015 fiscal year.	484,808	484,808	585,933
<b>169,691</b>	<b>207,977</b>	<b>291,000</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>484,808</b>	<b>484,808</b>	<b>585,933</b>
<b><u>LICENSES AND PERMITS</u></b>						
218,813	299,289	220,500	<b>4400-05</b> <b>Building Fees - Building Permit Fees</b> Building plan review and permit fees; fire and life safety plan review fees.	360,500	360,500	360,500
30,119	34,073	40,500	<b>4400-10</b> <b>Building Fees - Mechanical Permit Fees</b> Mechanical plan review and permit fees.	34,500	34,500	34,500
36,377	53,944	43,500	<b>4400-15</b> <b>Building Fees - Plumbing Permit Fees</b> Plumbing plan review and permit fees.	55,500	55,500	55,500
430	1,755	550	<b>4400-20</b> <b>Building Fees - Mobile Home Permit Fees</b> Manufactured home setup permit fees including mobile home park plan review and permit fees.	2,500	2,500	2,500
382	0	0	<b>4400-25</b> <b>Building Fees - Miscellaneous Permit Fees</b> Miscellaneous Building Division charges including sidewalk, driveway, and re-inspection fees.	0	0	0
<b>286,121</b>	<b>389,060</b>	<b>305,050</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>453,000</b>	<b>453,000</b>	<b>453,000</b>
<b><u>MISCELLANEOUS</u></b>						
952	1,229	1,300	<b>6310</b> <b>Interest</b>	2,500	2,500	2,500
0	0	0	<b>6600-05</b> <b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
1,266	1,791	2,100	<b>6600-97</b> <b>Other Income - Building</b> Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	3,000	3,000	3,000
<b>2,218</b>	<b>3,020</b>	<b>3,400</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b><u>TRANSFERS IN</u></b>						
3,150	0	1,600	<b>6900-85</b> <b>Transfers In - Insurance Services</b>	0	0	0
<b>3,150</b>	<b>0</b>	<b>1,600</b>	<b><u>TOTAL TRANSFERS IN</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>461,181</b>	<b>600,058</b>	<b>601,050</b>	<b><u>TOTAL RESOURCES</u></b>	<b>943,308</b>	<b>943,308</b>	<b>1,044,433</b>

Budget Document Report

**70 - BUILDING FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

89,337	85,917	94,290	<b>7000-05</b> Salaries & Wages - Regular Full Time Building Inspector III - 2.00 FTE Permit Technician - Eng / Bldg - 0.50 FTE Permit Technician - Combined Depts - 0.25 FTE	171,306	171,306	172,249
37,521	42,572	47,028	<b>7000-10</b> Salaries & Wages - Regular Part Time Building Official - 0.50 FTE	43,172	43,172	43,172
0	0	200	<b>7000-20</b> Salaries & Wages - Overtime	200	200	200
7,592	7,693	8,340	<b>7300-05</b> Fringe Benefits - FICA - Social Security	13,311	13,311	13,369
1,775	1,799	1,950	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,113	3,113	3,126
30,598	31,197	35,662	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	58,478	58,478	58,735
22,182	22,887	24,888	<b>7300-20</b> Fringe Benefits - Medical Insurance	45,060	45,060	44,858
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	8,250	8,250	8,250
117	213	228	<b>7300-25</b> Fringe Benefits - Life Insurance	386	386	386
692	695	740	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,174	1,174	1,180
2,016	2,223	2,508	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	3,533	3,533	3,537
53	58	68	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	113	113	113
<b>191,884</b>	<b>195,254</b>	<b>215,902</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>348,096</b>	<b>348,096</b>	<b>349,175</b>

**MATERIALS AND SERVICES**

295	336	500	<b>7520</b> 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.	650	650	650
60	35	100	<b>7540</b> Employee Development	100	100	100
840	445	2,000	<b>7550</b> Travel & Education Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	5,000	5,000	5,000
1,151	1,241	1,400	<b>7590</b> Fuel - Vehicle & Equipment	1,500	1,500	1,500
2,060	2,202	2,450	<b>7600</b> Electric & Natural Gas Division's share of Community Development Center's electricity expense, ~25%.	2,550	2,550	2,550
2,200	1,400	1,500	<b>7610-05</b> Insurance - Liability	2,100	2,100	2,100
1,000	900	1,000	<b>7610-10</b> Insurance - Property	1,100	1,100	1,100
2,773	2,680	3,750	<b>7620</b> Telecommunications	4,200	4,200	4,200

Budget Document Report

70 - BUILDING FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,653	1,451	1,600	<b>7650</b>	<b>Janitorial</b>		1,600	1,600	1,600
					Division's share of Community Development Center janitorial service and supplies cost, ~25%.			
2,343	3,213	5,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		6,000	6,000	6,000
					Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.			
53	44	500	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		1,250	1,250	1,250
					Repairs and maintenance of vehicles and office equipment.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Tires - vehicle 04-10	1	600	600	
				Miscellaneous repairs & maintenance	1	400	400	
				Brakes - vehicle 04-10	1	250	250	
685	2,532	2,500	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		2,500	2,500	2,500
					Division's share of Community Development Center's repairs and improvements, ~25%.			
1,160	723	1,750	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		1,750	1,750	1,750
					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%.			
745	228	400	<b>7750</b>	<b>Professional Services</b>		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	400	400	
4,905	6,539	10,000	<b>7750-33</b>	<b>Professional Services - Contract Inspections</b>		10,000	10,000	10,000
					Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.			
0	0	1,500	<b>7750-36</b>	<b>Professional Services - Contract Plan Review</b>		1,500	1,500	1,500
					Contract plan reviews and engineering services on commercial projects.			
952	685	1,000	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		1,000	1,000	1,000
					Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.			
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
3,166	2,912	3,655	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,229	4,229	4,229
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	4,229	4,229	

Budget Document Report

**70 - BUILDING FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
8,869	11,013	13,090	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		13,125	13,125	13,125
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI ArcIMS, 17% - shared with Plan, Eng, Pk Maint, Street, WWS	1	2,000	2,000		
			Accela Permits Plus, 70% - shared with Engineering & Planning	1	10,150	10,150		
			IPad Tablet	1	975	975		
<b>34,910</b>	<b>38,577</b>	<b>54,195</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>60,554</b>	<b>60,554</b>	<b>60,554</b>
<b><u>CAPITAL OUTLAY</u></b>								
316	0	311	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		373	373	373
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department capital costs shared city-wide	1	373	373		
0	0	0	<b>8850</b>	<b>Vehicles</b>		15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Vehicle for new Building Inspector III position	1	15,000	15,000		
<b>316</b>	<b>0</b>	<b>311</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>15,373</b>	<b>15,373</b>	<b>15,373</b>
<b><u>TRANSFERS OUT</u></b>								
20,272	30,826	29,727	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		30,964	30,964	30,954
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering, Admin, & Finance personnel services support.	1	30,954	30,954		
5,821	6,173	7,163	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		8,288	8,288	8,284
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	8,284	8,284		
<b>26,093</b>	<b>36,999</b>	<b>36,890</b>	<b>TOTAL TRANSFERS OUT</b>			<b>39,252</b>	<b>39,252</b>	<b>39,238</b>
<b><u>CONTINGENCIES</u></b>								
0	0	65,000	<b>9800</b>	<b>Contingencies</b>		75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>65,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
207,977	329,228	228,752	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		405,033	405,033	505,093
			Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.					

Budget Document Report

**70 - BUILDING FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
207,977	329,228	228,752	<b><u>TOTAL ENDING FUND BALANCE</u></b>	405,033	405,033	505,093
461,180	600,058	601,050	<b><i>TOTAL REQUIREMENTS</i></b>	943,308	943,308	1,044,433

Budget Document Report

**70 - BUILDING FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
461,181	600,058	601,050	<b>TOTAL RESOURCES</b>	943,308	943,308	1,044,433
461,180	600,058	601,050	<b>TOTAL REQUIREMENTS</b>	943,308	943,308	1,044,433

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# **WASTEWATER SERVICES**

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<b><u>Organization Set – Departments</u></b>	<b><u>Organization Set #</u></b>
<b>• Administration</b>	<b>75-01</b>
<b>• Plant</b>	<b>75-72</b>
<b>• Environmental Services</b>	<b>75-74</b>
<b>• Pump Stations</b>	<b>75-76</b>
<b>• Conveyance Systems</b>	<b>75-78</b>
<b>• Non-Departmental</b>	<b>75-99</b>



### Budget Highlights

- The 2015-16 proposed budget continues the City's commitment to meet and 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 20th-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 2015-16 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 2015-16 proposed budget includes a \$6,260,990 Transfer Out to Wastewater Capital Fund to cover planned capital improvements.
- New Programs, Projects, or Equipment:
  - Rehabilitation of Cozine Woods Pump Station surface and concrete structures.

Expansion of the Water Reclamation Facility began in the summer of 2014



- 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.
- Replacing aging variable speed drives (VFD) and sewage pumps at Cozine & RSPS pump stations.

### 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.



Class A, exceptional quality biosolids is applied as fertilizer to local farm crops.

# Wastewater Services Fund

## 2015 – 2016 Proposed Budget --- Budget Summary

- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Land application of exceptional quality biosolids.

### 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.



Members of the Conveyance System crew perform inspection of the sanitary sewer system using specialized cameras and equipment.

## 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 energy conservation projects.
- 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 11th year.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.

Corissa Holmes and Matt Young collect samples to monitor stormwater at the McMinnville Airport for metals and FOG.



- Implementation of the Pretreatment Program updates, which have been approved and adopted by City Council.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease interceptors.
- Continue to place markers identifying stormwater catch basins that drain to river.

### 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.



Sewer line repairs, which were previously done by outside contractors, are now being performed by the City Conveyance System crew.

# Wastewater Services Fund

2015 – 2016 Proposed Budget --- Budget Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>8,640,004</b>	<b>8,870,219</b>	<b>9,070,040</b>	<b>199,821</b>
Personnel Services	1,615,007	1,855,702	1,914,463	58,761
Materials & Services	1,180,445	1,493,187	1,467,232	(25,955)
Capital Outlay	67,539	156,586	151,903	(4,683)
Transfers Out	6,493,493	5,266,414	6,558,278	1,291,864
<b>Total Expenditures</b>	<b>9,356,483</b>	<b>8,771,889</b>	<b>10,091,876</b>	<b>1,319,987</b>
Net Expenditures	(716,479)	98,330	(1,021,836)	1,120,166

## Full-Time Equivalent (FTE)

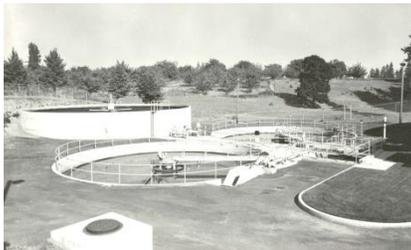
	2014-15		2015-16
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>21.46</b>		
Operator II		1.00	
Operator I		(1.00)	
<b>FTE Proposed Budget</b>		<b>-</b>	<b>21.46</b>



## 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.

**2013** Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

**2014** Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while continuing to produce high quality effluent and Class A biosolids that benefit the environment.



**2014** Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approved by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.

# Wastewater Services Fund

## 2015-2016 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
<b><u>SS &amp; SD Maintenance Supervisor</u></b>		1	339	62,331	
Street Fund (0.10 FTE)					174
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)					227
					56,098
<b><u>Senior Utility Worker - WWS</u></b>		1	331	52,693	
Street Fund (0.10 FTE)					174
Wastewater Services Fund					
Conveyance Systems					
Sanitary (0.90 FTE)					227
					47,424
<b><u>Mechanic - Public Works</u></b>		1	327	45,307	
General Fund					
Park Maintenance (0.45 FTE)					143
Street Fund (0.45 FTE)					174
Wastewater Services Fund					
Administration (0.10 FTE)					218
					4,531
<b><u>Utility Worker II - WWS</u></b>		4	327	192,131	
Street Fund (0.40 FTE)					174
Wastewater Services Fund					
Conveyance Systems					
Sanitary (3.60 FTE)					227
					172,918

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
1,000,000	1,000,000	1,000,000	<b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b> Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1, 2015.	1,000,000	1,000,000	1,000,000
1,545,248	2,105,503	1,235,000	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	1,763,179	1,763,179	1,896,669
<b>2,545,248</b>	<b>3,105,503</b>	<b>2,235,000</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>2,763,179</b>	<b>2,763,179</b>	<b>2,896,669</b>
<b>2,545,248</b>	<b>3,105,503</b>	<b>2,235,000</b>	<b>TOTAL RESOURCES</b>	<b>2,763,179</b>	<b>2,763,179</b>	<b>2,896,669</b>



# **ADMINISTRATION**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
1,237	0	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
<b>1,237</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,237</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

121,580	127,965	138,116	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	144,561	144,561	144,561
12,671	12,061	20,000	<b>7000-15</b> <b>Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.96 FTE	20,000	20,000	20,000
81	91	500	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	500	500	500
7,935	8,339	9,835	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	10,234	10,234	10,234
1,856	1,950	2,300	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	2,393	2,393	2,393
29,253	30,582	35,898	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	41,187	41,187	41,187
26,817	27,222	27,858	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	28,692	28,692	28,552
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	5,200	5,200	5,200
130	262	264	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	264	264	264
662	705	756	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	794	794	794
4,067	4,817	5,923	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	5,331	5,331	5,331
73	82	105	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	107	107	107
6,812	-145	991	<b>7300-40</b> <b>Fringe Benefits - Unemployment</b>	499	499	499
<b>211,936</b>	<b>213,930</b>	<b>242,546</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>259,762</b>	<b>259,762</b>	<b>259,622</b>

**MATERIALS AND SERVICES**

679	888	1,100	<b>7530</b> <b>Safety Training/OSHA</b> Safety meetings, training films, posters, and handouts, etc.	1,100	1,100	1,100
586	353	900	<b>7540</b> <b>Employee Development</b>	900	900	900
14,546	16,668	16,000	<b>7550</b> <b>Travel &amp; Education</b> 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.	16,000	16,000	16,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Training/Travel expenses-meals, lodging, parking	1	5,500	5,500
			Professional Memberships	1	500	500
			Training/Conference registration	1	6,500	6,500
			Certification/LME license renewal and exams	1	3,500	3,500
35,900	39,600	40,400	<b>7610-05</b> <b>Insurance - Liability</b>	56,000	56,000	56,000



**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
24,914	25,466	30,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		30,000	30,000	30,000
				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	1	19,100	19,100	
				Elevator maintenance contract	1	2,100	2,100	
				Fire alarm system contract	1	4,700	4,700	
				Fire extinguisher and backflow preventer certification	1	2,700	2,700	
				Landscaping contract additions	1	1,400	1,400	
19,186	21,860	18,662	<b>7840</b>	<b>M &amp; S Computer Charges</b>		21,592	21,592	21,592
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	21,592	21,592	
51,006	22,880	32,085	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		34,300	34,300	34,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Rockwell Control software	1	5,500	5,500	
				MP2 Maintenance Management software	1	2,500	2,500	
				ESRI ArcIMS, 17% - shared with Plan, Bldg, Eng, Pk Maint, Street	1	2,000	2,000	
				Hansen sewer database, 25% - shared with Eng, Street, Pk Maint	1	2,900	2,900	
				Mobile van computer system	1	4,100	4,100	
				Laptop replacement	1	2,000	2,000	
				Arcview software	2	2,000	4,000	
				Workstation replacements	2	1,700	3,400	
				Wonderware software	1	5,300	5,300	
				Hach WIMS software	1	2,200	2,200	
				WIN 911 software	1	400	400	
31,123	38,442	38,300	<b>8260</b>	<b>Permit &amp; Basin Council Fees</b>		41,500	41,500	41,500
				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)	1	23,500	23,500	
				Federal USGS monitoring site fee - Yamhill River	1	12,450	12,450	
				DEQ certification program fee	1	2,000	2,000	
				DEQ plan review fee	1	1,500	1,500	
				Oregon Hazardous substance fee	1	500	500	
				Department of Consumer Services compressor fee	1	300	300	
				DEQ stormwater program fee	1	1,000	1,000	
				Department of Consumer Services elevator permit fee	1	250	250	
<b>281,640</b>	<b>266,639</b>	<b>372,947</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>356,492</b>	<b>356,492</b>	<b>356,492</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>									
1,917	0	1,586	<b>8750</b>	<b>Capital Outlay Computer Charges</b>			1,903	1,903	1,903
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			IS Department capital costs shared city-wide	1	1,903	1,903			
0	20,313	0	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>			0	0	0
-159	0	0	<b>8800</b>	<b>Building Improvements</b>			0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>1,758</b>	<b>20,313</b>	<b>1,586</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,903</b>	<b>1,903</b>	<b>1,903</b>	
<b>495,333</b>	<b>500,882</b>	<b>617,079</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>618,157</b>	<b>618,157</b>	<b>618,017</b>	



**PLANT**



**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

390,273	403,571	491,969	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Operations Superintendent - 1.00 FTE Senior Operator - 1.00 FTE Operator II - 4.00 FTE Senior Mechanic/SCADA Technician - 1.00 FTE Mechanic - 2.00 FTE	520,729	520,729	520,729
11,209	11,813	13,000	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	13,000	13,000	13,000
23,687	24,534	31,308	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	33,091	33,091	33,091
5,540	5,738	7,321	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	7,738	7,738	7,738
87,239	88,912	114,283	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	126,337	126,337	126,337
86,558	87,147	107,368	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	97,800	97,800	97,376
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	18,000	18,000	18,000
478	966	1,134	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	1,134	1,134	1,134
2,192	2,272	2,724	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	2,884	2,884	2,884
15,136	17,794	23,581	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	21,457	21,457	21,457
202	231	310	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	315	315	315
0	23	30	<b>7400-10</b> <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	2	2	2
<b>622,513</b>	<b>643,000</b>	<b>793,028</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>842,487</b>	<b>842,487</b>	<b>842,063</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7550</b> <b>Travel &amp; Education</b>	0	0	0
5,281	4,699	6,000	<b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b> Gas and diesel - vehicles, rolling stock and generators.	6,000	6,000	6,000
353,843	369,336	380,000	<b>7600</b> <b>Electric &amp; Natural Gas</b> Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	398,000	398,000	398,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Electricity	1	376,000	376,000
			Natural gas	1	22,000	22,000
0	0	0	<b>7660</b> <b>Materials &amp; Supplies</b>	0	0	0

## 75 - WASTEWATER SERVICES FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
81,208	63,844	90,000	<b>7690 Chemicals</b>	92,000	92,000	92,000
			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	20,000	20,000
			Sodium hypochlorite	1	5,000	5,000
			Alkalinity compounds	1	13,000	13,000
			Miscellaneous plant chemicals	1	4,000	4,000
29,705	30,742	35,000	<b>7720-04 Repairs &amp; Maintenance - Supplies</b>	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	3,000	3,000
			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
			Grit/Garbage services	1	1,500	1,500
195,221	121,953	217,000	<b>7720-06 Repairs &amp; Maintenance - Equipment</b>	209,000	209,000	209,000
			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	12,000	12,000
			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	10,000	10,000
			Mechanical equipment repairs and Biofilter replacement	1	80,000	80,000
			Ultraviolet disinfection system	1	10,000	10,000
			Landscaping and irrigation	1	2,000	2,000
			ATAD equipment	1	10,000	10,000
			Chemical dosage pump	1	5,000	5,000
			Cozine communication upgrade	1	40,000	40,000
			WRF switch gear service	1	10,000	10,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :72 - PLANT Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
3,122	3,954	6,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		7,000	7,000	7,000
			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	4,000	4,000		
			Mechanical repairs	1	2,000	2,000		
			Preventative maintenance	1	1,000	1,000		
161	158	140	<b>7750</b>	<b>Professional Services</b>		140	140	140
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Section 125 administration fee	1	140	140		
111,303	113,568	130,000	<b>7780-25</b>	<b>Contract Services - Biosolids</b>		130,000	130,000	130,000
			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	123,000	123,000		
			Site management	1	7,000	7,000		
0	0	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>		5,000	5,000	5,000
			Equipment necessary for plant and pump station operations and maintenance.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Vehicle mounted welder	1	5,000	5,000		
<b>779,844</b>	<b>708,254</b>	<b>869,140</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>882,140</b>	<b>882,140</b>	<b>882,140</b>
			<b><u>CAPITAL OUTLAY</u></b>					
58,939	5,434	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	0	40,000	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>58,939</b>	<b>5,434</b>	<b>40,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>1,461,297</b>	<b>1,356,688</b>	<b>1,702,168</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,724,627</b>	<b>1,724,627</b>	<b>1,724,203</b>

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## **ENVIRONMENTAL SERVICES**

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### **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

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>							
173,721	216,612	234,239	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	234,917	234,917	236,273
				Supervisor - Environmental Services - 1.00 FTE Senior Environmental Technician - 1.00 FTE Environmental Technician II - 1.00 FTE Laboratory Technician - 1.00 FTE			
1,213	1,162	2,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	2,500	2,500	2,500
10,891	13,260	14,678	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	14,720	14,720	14,804
2,547	3,101	3,432	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,442	3,442	3,462
36,876	46,599	49,891	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	51,775	51,775	52,144
26,839	43,478	44,270	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	44,652	44,652	44,426
0	0	0	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,000	8,000	8,000
205	504	504	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	504	504	504
922	1,215	1,302	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,306	1,306	1,314
5,196	8,447	9,848	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	8,638	8,638	8,693
92	121	136	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	140	140	140
<b>258,499</b>	<b>334,499</b>	<b>360,800</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>370,594</b>	<b>370,594</b>	<b>372,260</b>

### MATERIALS AND SERVICES

20,766	22,204	22,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	23,000	23,000	23,000
				Materials and supplies to support permit, pretreatment, and laboratory work and activities.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Permit lab materials and supplies to support permit	1	21,000	21,000
				Pretreatment training and outreach supplies	1	2,000	2,000
15	68	5,600	<b>7750</b>	<b>Professional Services</b>	5,600	5,600	5,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Section 125 administration fee	1	90	90
				Lab instrumentation calibration	1	1,400	1,400
				Spectrophotometer annual warranty	1	1,275	1,275
				DI Water System rental/sanitization	1	2,835	2,835

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :74 - ENVIRONMENTAL SERVICES Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
25,879	28,232	40,000	<b>7780-30</b>	<b>Contract Services - Lab</b>		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>	
				Industrial user compliance monitoring	1	2,000	2,000	
				Biosolids 'Class A' sampling	1	7,500	7,500	
				Permit compliance sampling	1	17,500	17,500	
				Analysis related to TMDL, toxic permit renewal	1	11,000	11,000	
				Nonroutine pretreatment sampling	1	2,000	2,000	
3,158	0	4,000	<b>7800</b>	<b>M &amp; S Equipment</b>			4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Laboratory instrumentation or sampling monitoring equipment	1	4,000	4,000	
<b>49,818</b>	<b>50,503</b>	<b>71,600</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>72,600</b>	<b>72,600</b>	<b>72,600</b>
			<b><u>CAPITAL OUTLAY</u></b>					
7,646	22,599	15,000	<b>8710</b>	<b>Equipment</b>			0	0
<b>7,646</b>	<b>22,599</b>	<b>15,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>315,963</b>	<b>407,601</b>	<b>447,400</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>443,194</b>	<b>443,194</b>	<b>444,860</b>



# **CONVEYANCE SYSTEMS**



**Organization Set – Sections**

- Sanitary

**Organization Set #**

**75-78-320**

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
270,270	272,318	288,325	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	276,439	276,439	276,439
3,599	2,924	4,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	4,000	4,000	4,000
16,429	16,556	18,126	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	17,387	17,387	17,387
3,842	3,872	4,240	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,067	4,067	4,067
62,627	63,218	67,279	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	67,229	67,229	67,229
44,629	42,654	50,836	<b>7300-20 Fringe Benefits - Medical Insurance</b>	43,722	43,722	43,556
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	8,100	8,100	8,100
321	616	644	<b>7300-25 Fringe Benefits - Life Insurance</b>	684	684	684
1,478	1,414	1,574	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,538	1,538	1,538
16,627	19,854	24,118	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	18,268	18,268	18,268
142	153	186	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	186	186	186
<b>419,964</b>	<b>423,578</b>	<b>459,328</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>441,620</b>	<b>441,620</b>	<b>441,454</b>
<b>MATERIALS AND SERVICES</b>						
22,448	22,891	25,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	25,000	25,000	25,000
749	892	1,500	<b>7600 Electric &amp; Natural Gas</b> Electric costs associated with Conveyance building.	1,000	1,000	1,000
12,889	17,510	21,000	<b>7720-04 Repairs &amp; Maintenance - Supplies</b> Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	20,000	20,000	20,000
23,936	22,158	27,000	<b>7720-06 Repairs &amp; Maintenance - Equipment</b> Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	25,000	25,000	25,000
18,373	8,593	20,000	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b> 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
39,897	79,709	50,000	<b>7720-36 Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> 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.	50,000	50,000	50,000
3	0	30,000	<b>7750 Professional Services</b> Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	10,000	10,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>7750-45</b>	<b>Professional Services - Smoke Testing</b>	0	0	0
4,865	3,295	5,000	<b>7800</b>	<b>M &amp; S Equipment</b> Conveyance System maintenance equipment.	5,000	5,000	5,000
<b>123,159</b>	<b>155,048</b>	<b>179,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>156,000</b>	<b>156,000</b>	<b>156,000</b>
<b><u>CAPITAL OUTLAY</u></b>							
10,749	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
4,930	19,193	100,000	<b>9110-05</b>	<b>Sanitary Sewer Replacements - Mainline/Lateral</b> Preservation repair and replacement of sewer system mainlines and manholes.	150,000	150,000	150,000
<b>15,679</b>	<b>19,193</b>	<b>100,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>558,802</b>	<b>597,819</b>	<b>738,828</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>747,620</b>	<b>747,620</b>	<b>747,454</b>



**NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A		2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>CHARGES FOR SERVICES</b>							
12,300	12,475	12,300	<b>5400-40</b>	<b>Property Rentals - House</b> Riverside Drive house rental income.	0	0	12,650
6,961	6,975	6,426	<b>5400-45</b>	<b>Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.	7,000	7,000	7,000
8,168,953	8,555,751	8,783,708	<b>5520</b>	<b>Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.	9,008,912	9,008,912	9,008,912
47,982	45,285	44,385	<b>5530</b>	<b>Septage Fees</b> Budget Note: Proposed amount reflects a 2.8% rate increase effective July 1, 2015 Dumping fees collected from haulers for septic tank and portable toilet waste.	45,628	45,628	45,628
<b>8,236,196</b>	<b>8,620,486</b>	<b>8,846,819</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>9,061,540</b>	<b>9,061,540</b>	<b>9,074,190</b>
<b>MISCELLANEOUS</b>							
9,158	8,046	8,200	<b>6310</b>	<b>Interest</b>	7,500	7,500	7,500
5,081	11,472	1,000	<b>6600</b>	<b>Other Income</b>	1,000	1,000	1,000
<b>14,238</b>	<b>19,518</b>	<b>9,200</b>	<b>TOTAL MISCELLANEOUS</b>		<b>8,500</b>	<b>8,500</b>	<b>8,500</b>
<b>TRANSFERS IN</b>							
16,950	0	14,200	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	0	0	0
<b>16,950</b>	<b>0</b>	<b>14,200</b>	<b>TOTAL TRANSFERS IN</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>8,267,384</b>	<b>8,640,004</b>	<b>8,870,219</b>	<b>TOTAL RESOURCES</b>		<b>9,070,040</b>	<b>9,070,040</b>	<b>9,082,690</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>TRANSFERS OUT</b>								
217,148	232,298	239,210	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		256,807	256,807	256,975
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Services Fund support of Engineering operations.	1	20,139	20,139		
			Engineering, Admin, & Finance personnel services support.	1	236,836	236,836		
4,626,400	6,225,691	4,993,882	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		6,260,990	6,260,990	6,260,990
			Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Ratepayer contribution for 2015-16 per the WWS Financial Plan.	1	6,260,990	6,260,990		
33,425	35,504	33,322	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		40,481	40,481	40,459
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	40,459	40,459		
<b>4,876,973</b>	<b>6,493,493</b>	<b>5,266,414</b>	<b>TOTAL TRANSFERS OUT</b>			<b>6,558,278</b>	<b>6,558,278</b>	<b>6,558,424</b>
<b>CONTINGENCIES</b>								
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>300,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>ENDING FUND BALANCE</b>								
1,000,000	1,000,000	1,000,000	<b>9975-05</b>	<b>Designated End FB - WW Svc Fd - Sewer A/R</b>		1,000,000	1,000,000	1,000,000
			Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30, 2016.					
2,105,503	1,389,024	1,033,330	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		441,343	441,343	586,401
			Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.					
<b>3,105,503</b>	<b>2,389,024</b>	<b>2,033,330</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>1,441,343</b>	<b>1,441,343</b>	<b>1,586,401</b>
<b>7,982,476</b>	<b>8,882,517</b>	<b>7,599,744</b>	<b>TOTAL REQUIREMENTS</b>			<b>8,299,621</b>	<b>8,299,621</b>	<b>8,444,825</b>

**75 - WASTEWATER SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
10,813,870	11,745,507	11,105,219	<b>TOTAL RESOURCES</b>	11,833,219	11,833,219	11,979,359
10,813,870	11,745,507	11,105,219	<b>TOTAL REQUIREMENTS</b>	11,833,219	11,833,219	11,979,359



**WASTEWATER CAPITAL FUND**





# Wastewater Capital Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- \$2,000,000 – Begin engineering and construction of the Cook School Sanitary Sewer Rehabilitation Project which is our continuing effort to curb infiltration and inflow (I&I) into the collections system. 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.
- \$2,800,000 – Complete construction of the Water Reclamation Facilities (WRF) secondary treatment expansion and modifications per the updated Water Reclamation Facilities Master Plan.
- \$6,260,990 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the 2015 Updated Wastewater Services Financial Plan.



Construction of the WRF Expansion will be completed in 2015

## 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 Rowlands Addition I&I Project rehabbed/replaced 3000 feet of sanitary mainline pipe, separated storm from the sanitary, and added 2600 feet of new storm system in the downtown basin.

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>6,828,753</b>	<b>5,433,632</b>	<b>6,686,840</b>	<b>1,253,208</b>
Materials & Services	1,091,631	1,388,900	1,042,485	(346,415)
Capital Outlay	1,280,931	13,330,191	5,107,000	(8,223,191)
Debt Service	2,937,463	-	-	-
Transfers Out	201,081	220,750	230,176	9,426
<b>Total Expenditures</b>	<b>5,511,105</b>	<b>14,939,841</b>	<b>6,379,661</b>	<b>(8,560,180)</b>
Net Expenditures	1,317,648	(9,506,209)	307,179	(9,813,388)



## Wastewater Capital Fund

## Historical Highlights

- |  |  |   |
|--|--|---|
| <p><b>1969</b> Voters approve \$710,000 six-year sewage disposal general obligation bond issue.</p>  | <p><b>1994</b> 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.</p> | <p><b>2000</b> July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.</p>     |
| <p><b>1987</b> Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.</p>  | <p><b>1994</b> 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.</p>  | <p><b>2000</b> Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.</p>                  |
| <p><b>1992</b> 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.</p> | <p><b>1995</b> New Water Reclamation Facility and Raw Sewage Pump Station complete.</p>  | <p><b>2001</b> Evans Street Sewer Reconstruction Project complete.</p>  |
| <p><b>1992</b> 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.</p>                 | <p><b>1996</b> Major repair and replacement of Cozine Trunk Line and Pump Station complete.</p>  | <p><b>2002</b> High School Basin Sewer Reconstruction Project complete.</p>   |
| <p><b>1993</b> 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.</p>  |  | <p><b>2003</b> Three Mile Lane Pump Station #1 Replacement Project complete.</p>  |
|  |  | <p><b>2004</b> February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.</p> |

# 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



The Rowlands Addition I&I Project rehabbed/replaced 3000 feet of sanitary mainline pipe, separated storm from the sanitary, and added 2600 feet of new storm system in the downtown basin.



Construction of the WRF Expansion will be completed in 2015.

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**RESOURCES**

**BEGINNING FUND BALANCE**

1,225,000	1,225,000	0	<b>4077-10 Designated Begin FB-WW Cap Fd - 2004 RB Refunding</b> Reserve is no longer necessary. Refunding Bonds were paid off 2013-14.	0	0	0
14,686,655	15,308,718	17,623,114	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	12,500,098	12,500,098	14,199,852
<b>15,911,655 16,533,718 17,623,114</b>			<b>TOTAL BEGINNING FUND BALANCE</b>	<b>12,500,098</b>	<b>12,500,098</b>	<b>14,199,852</b>

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 could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available.

**CHARGES FOR SERVICES**

284,090	428,778	325,000	<b>5500 System Development Charges</b> 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.	325,000	325,000	325,000
<b>284,090</b>	<b>428,778</b>	<b>325,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>

**MISCELLANEOUS**

87,639	88,699	100,000	<b>6310 Interest</b>	88,100	88,100	88,100
3,184	2,463	2,500	<b>6500-05 Private Sewer Lateral - Loan Repayment</b> Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	2,500	2,500
7,250	12,900	12,000	<b>6500-10 Private Sewer Lateral - Penalty</b> Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	10,000	10,000
166	222	250	<b>6600 Other Income</b>	250	250	250
<b>98,240</b>	<b>104,284</b>	<b>114,750</b>	<b>TOTAL MISCELLANEOUS</b>	<b>100,850</b>	<b>100,850</b>	<b>100,850</b>

Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.

**TRANSFERS IN**

70,000	70,000	0	<b>6900-25 Transfers In - Airport</b>	0	0	0
4,626,400	6,225,691	4,993,882	<b>6900-75 Transfers In - Wastewater Services</b> Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,260,990	6,260,990	6,260,990

Description	Units	Amt/Unit	Total
Ratepayer contribution for 2015-16 per the WWS Financial Plan.	1	6,260,990	6,260,990

**77 - WASTEWATER CAPITAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
4,696,400	6,295,691	4,993,882	<b>TOTAL TRANSFERS IN</b>	6,260,990	6,260,990	6,260,990
20,990,386	23,362,471	23,056,746	<b>TOTAL RESOURCES</b>	19,186,938	19,186,938	20,886,692

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

18,238	7,942	30,000	<b>7750 Professional Services</b>	22,200	22,200	22,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	22,200	22,200
400	1,750	400	<b>7750-57 Professional Services - Financing Administration</b>	0	0	0
			Administrative fee for paying agent for 2004 Sewer Refunding Bonds			
187,408	1,075,722	1,110,000	<b>7770-37 Professional Services - Projects - WRF Expansion Design</b>	556,785	556,785	504,701
			Engineering services for the design of the expansion of the Water Reclamation Facility.			
0	0	0	<b>7770-43 Professional Services - Projects - 3 Mile Lane Pump Station</b>	75,000	75,000	75,000
			Engineering services for the replacement of 3 Mile Lane Pump Station #3			
21,590	0	240,000	<b>7770-57 Professional Services - Projects - I&amp;I Reduction Design</b>	385,000	385,000	385,000
			Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
4,388	3,754	3,500	<b>8230 Private Sewer Lateral Repair Incentive</b>	3,500	3,500	3,500
			Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.			
3,100	2,463	5,000	<b>8240-10 Private Sewer Lateral Loans - Low Income Loans</b>	0	0	0
			"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
<b>235,124</b>	<b>1,091,631</b>	<b>1,388,900</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,042,485</b>	<b>1,042,485</b>	<b>990,401</b>

**CAPITAL OUTLAY**

0	59,052	500,000	<b>8710 Equipment</b>	292,000	292,000	185,000
			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>
			Completion of grit drying station (constructed w/ WRF Expansion)	1	25,000	25,000
			ATAD #2 Recoating	1	100,000	100,000
			Raw Sewage Pump Station Variable Frequency Drive (VFD)	1	60,000	60,000
1,097,116	1,147,685	2,640,191	<b>9120-25 Sewer Construction - I&amp;I Reduction Projects</b>	2,000,000	2,000,000	2,000,000
			Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).			
0	74,194	10,175,000	<b>9120-36 Sewer Construction - WRF expansion</b>	2,800,000	2,800,000	3,550,000
			Expansion of the Water Reclamation Facility secondary treatment facilities.			
0	0	15,000	<b>9150-10 Developer Reimbursement - Sanitary Sewer</b>	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.			

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>1,097,116</b>	<b>1,280,931</b>	<b>13,330,191</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>5,107,000</b>	<b>5,107,000</b>	<b>5,750,000</b>
<b>DEBT SERVICE</b>								
2,765,000	2,845,000	0	<b>9510-05</b>	<b>2004 Sewer Refunding Bond - Principal - Feb 1</b> Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
87,706	46,231	0	<b>9510-10</b>	<b>2004 Sewer Refunding Bond - Interest - Aug 1</b> Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
87,706	46,231	0	<b>9510-15</b>	<b>2004 Sewer Refunding Bond - Interest - Feb 1</b> Final payment on 2004 Sewer Refunding Bond made in 2013-14.		0	0	0
<b>2,940,413</b>	<b>2,937,463</b>	<b>0</b>	<b>TOTAL DEBT SERVICE</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>								
184,015	201,081	220,750	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		230,176	230,176	230,222
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Capital Fund support of Engineering operations.	1	19,725	19,725		
			Engineering, Admin, & Finance personnel services support.	1	210,497	210,497		
<b>184,015</b>	<b>201,081</b>	<b>220,750</b>	<b>TOTAL TRANSFERS OUT</b>			<b>230,176</b>	<b>230,176</b>	<b>230,222</b>
<b>CONTINGENCIES</b>								
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	500,000	500,000
<b>0</b>	<b>0</b>	<b>500,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>ENDING FUND BALANCE</b>								
1,225,000	0	0	<b>9977-10</b>	<b>Designated End FB - WW Cap Fd - 2004 RB Refunding</b> Reserve is no longer necessary. Refunding Bonds were paid off 2013-14.		0	0	0
15,308,718	17,851,366	7,616,905	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, includes the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.		12,307,277	12,307,277	13,416,069
<b>16,533,718</b>	<b>17,851,366</b>	<b>7,616,905</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>12,307,277</b>	<b>12,307,277</b>	<b>13,416,069</b>
<b>20,990,386</b>	<b>23,362,471</b>	<b>23,056,746</b>	<b>TOTAL REQUIREMENTS</b>			<b>19,186,938</b>	<b>19,186,938</b>	<b>20,886,692</b>

## 77 - WASTEWATER CAPITAL FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
20,990,386	23,362,471	23,056,746	<b><i>TOTAL RESOURCES</i></b>	19,186,938	19,186,938	20,886,692
20,990,386	23,362,471	23,056,746	<b><i>TOTAL REQUIREMENTS</i></b>	19,186,938	19,186,938	20,886,692



# **AMBULANCE FUND**



### Budget Highlights

This year we are expecting another increase in calls. We experienced a 400 call increase due mostly to the Affordable Care Act providing Medicaid for 9000 Yamhill County residents. There is an expected increase of another 7000 residents on Medicaid in 2015. We are working to determine how the expanded insurance care (Affordable Care Act) will impact ambulance service delivery and the long-term budget. In addition there are four new care facilities being built in McMinnville with 187 bed capacity. This correlates to a 267 call increase.

- The impact of inadequate Medicare and Medicaid reimbursements is significant because approximately 80% of the City's total transports are Medicare or Medicaid accounts. The percentage of Medicaid accounts will continue to increase with changes due to the Affordable Care Act. This shift in payers negatively impacts transport fee revenue, as Medicare and Medicaid reimburse the City only about 25% of the total amount charged. Commercial insurance payers generally reimburse the City for about 84% of the total amount charged. The City will continue to discuss funding strategies.

### 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

### Future Challenges and Opportunities

- Work to identify potential additional sub-station near the hospital
- 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 Service



# Ambulance Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>3,962,928</b>	<b>4,515,480</b>	<b>4,423,750</b>	<b>(91,730)</b>
Personnel Services	2,736,216	2,866,094	3,038,712	172,618
Materials & Services	1,116,893	1,359,906	854,937	(504,969)
Capital Outlay	35,841	211,679	181,903	(29,776)
Transfers Out	265,931	296,845	315,266	18,421
<b>Total Expenditures</b>	<b>4,154,880</b>	<b>4,734,524</b>	<b>4,390,818</b>	<b>(343,706)</b>
Net Expenditures	(191,952)	(219,044)	32,932	(251,976)



## Full-Time Equivalent (FTE)

	2014-15		2015-16
	Adopted Budget	Change	Proposed Budget
<b>FTE Adopted Budget</b>	<b>22.65</b>		
Administrative Specialist II		0.75	
Permit Technician/Admin Specialist II - Fire		(0.50)	
Mechanic		0.05	
<b>FTE Proposed Budget</b>		<b>0.30</b>	<b>22.95</b>



## Ambulance Fund

## Historical Highlights

<b>1928</b>	McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.	<b>1987</b>	Ambulance subscription sold for the first time at \$35 per household – FireMed.	<b>2004</b>	First Fire Fund property tax transfer to support ambulance operations - \$50,000.
<b>1950</b>	A typical ambulance transport cost ~\$2.50.	<b>1996</b>	Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.	<b>2004</b>	Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid.
<b>1971</b>	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.	<b>1997</b>	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.	<b>2004</b>	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.
<b>1979</b>	First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department.	<b>2001</b>	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.	<b>2005</b>	Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
<b>1982</b>	Fire Department's first state certified paramedic hired.			<b>2005</b>	Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000.
<b>1983</b>	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.	<b>2002</b>	Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.		

# 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. 1<sup>st</sup> phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.

**2011** 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.



- 2012** Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,600.
- 2014** Affordable Care Act changes taking place this year. Impacts include an increase of 484 EMS calls driven mostly by increasing Medicaid membership in the county.
- 2015** Expected increases in call volume due to four new care homes being built in McMinnville; 187 rooms equal anticipated 267 call increase.
- 2015** Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.

# Ambulance Fund

## 2015-2016 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	
<b><u>Fire Chief</u></b>		1	361	116,131		
General Fund	Fire					
	Administration & Operations (0.75 FTE)				77	87,098
	Ambulance Fund (0.25 FTE)				239	29,033
<b><u>Assistant Fire Chief</u></b>		1	355	105,254		
General Fund	Fire					
	Administration & Operations (0.50 FTE)				77	52,627
	Ambulance Fund (0.50 FTE)				239	52,627
<b><u>Fire Captain</u></b>		3	240	277,021		
General Fund	Fire					
	Administration & Operations (1.05 FTE)				77	96,957
	Ambulance Fund (1.95 FTE)				239	180,064
<b><u>Fire Lieutenant</u></b>		3	235	253,902		
General Fund	Fire					
	Administration & Operations (1.05 FTE)				77	88,866
	Ambulance Fund (1.95 FTE)				239	165,036

<u>Position Description</u>		Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department	Page				Amount	
<b><u>Mechanic - Fire Dept</u></b>		1	332	34,060		
General Fund	Fire					
	Administration & Operations (0.30 FTE)				77	17,030
	Ambulance Fund (0.30 FTE)				239	17,030
<b><u>Firefighter / Paramedic</u></b>		18	220	1,371,695		
General Fund	Fire					
	Administration & Operations (6.30 FTE)				77	480,093
	Ambulance Fund (11.70 FTE)				239	891,602
<b><u>Firefighter / EMT</u></b>		6	207	334,733		
General Fund	Fire					
	Administration & Operations (2.10 FTE)				77	117,157
	Ambulance Fund (3.90 FTE)				239	217,576
<b><u>Office Manager</u></b>		1	329	49,189		
General Fund	Fire					
	Administration & Operations (0.35 FTE)				77	17,216
	Ambulance Fund (0.65 FTE)				239	31,973
<b><u>Administrative Specialist II</u></b>		1	321	36,462		
General Fund	Fire					
	Administration & Operations (0.25 FTE)				77	9,116
	Ambulance Fund (0.75 FTE)				239	27,346

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
692,979	695,359	700,000	<b>4079-05 Designated Begin FB-Ambulance Fd - EMS A/R</b> Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1, 2015.	525,000	525,000	525,000
479,010	592,289	596,000	<b>4090 Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	299,162	299,162	281,052
<b>1,171,989</b>	<b>1,287,648</b>	<b>1,296,000</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>824,162</b>	<b>824,162</b>	<b>806,052</b>
<b>INTERGOVERNMENTAL</b>						
0	4,148	6,500	<b>4840-05 OR Conflagration Reimbursement - Personnel</b>	5,200	5,200	5,200
0	0	0	<b>4840-10 OR Conflagration Reimbursement - Equipment</b>	0	0	0
<b>0</b>	<b>4,148</b>	<b>6,500</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>
<b>CHARGES FOR SERVICES</b>						
3,485,988	3,183,194	3,568,230	<b>5700 Transport Fees</b> Transport fee revenue for Medicare and Medicaid patient accounts includes only "allowed" amounts (Medicare) or the amount that will actually be reimbursed (Medicaid). All other patient accounts reflect the full amount of charges for the transport base rate and mileage.	3,100,000	3,100,000	3,100,000
129,320	129,310	130,000	<b>5710 FireMed Fees</b> 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
<b>3,615,308</b>	<b>3,312,504</b>	<b>3,698,230</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,230,000</b>	<b>3,230,000</b>	<b>3,230,000</b>
<b>MISCELLANEOUS</b>						
3,457	2,719	2,700	<b>6310 Interest</b>	2,400	2,400	2,400
564	0	750	<b>6460 Donations - Ambulance</b> Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	150	150	150
436	1,092	1,500	<b>6600 Other Income</b>	1,000	1,000	1,000
0	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
34,169	42,466	35,000	<b>6610 Collections - EMS</b> Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.	35,000	35,000	35,000
<b>38,626</b>	<b>46,277</b>	<b>39,950</b>	<b>TOTAL MISCELLANEOUS</b>	<b>38,550</b>	<b>38,550</b>	<b>38,550</b>

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>						
575,000	600,000	750,000	<b>6900-01 Transfers In - General Fund</b> Increase in transfer amount compared to prior year is due to purchase of ambulance in 2015-16	1,150,000	1,150,000	1,150,000
			<u>Description</u> Subsidy due to inadequate Medicare/Medicaid payments for service	<u>Units</u> 1	<u>Amt/Unit</u> 1,150,000	<u>Total</u> 1,150,000
18,000	0	20,800	<b>6900-85 Transfers In - Insurance Services</b>	0	0	0
<b>593,000</b>	<b>600,000</b>	<b>770,800</b>	<b><u>TOTAL TRANSFERS IN</u></b>	<b>1,150,000</b>	<b>1,150,000</b>	<b>1,150,000</b>
<b>5,418,923</b>	<b>5,250,576</b>	<b>5,811,480</b>	<b><u>TOTAL RESOURCES</u></b>	<b>5,247,912</b>	<b>5,247,912</b>	<b>5,229,802</b>

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,504,470	1,541,313	1,644,332	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> 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 Administrative Specialist II - 0.75 FTE	1,689,859	1,689,859	1,710,425
4,386	12,504	14,039	<b>7000-10</b> <b>Salaries &amp; Wages - Regular Part Time</b> Mechanic - Fire Department - 0.30 FTE	17,030	17,030	17,030
9,100	1,160	5,000	<b>7000-17</b> <b>Salaries &amp; Wages - Volunteer Reimbursement</b> 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.	5,000	5,000	5,000
168,648	232,878	220,000	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b>	220,000	220,000	220,000
101,934	107,805	111,876	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	119,764	119,764	121,054
23,840	25,213	27,370	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	28,012	28,012	28,308
385,913	404,616	431,782	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	496,739	496,739	501,921
283,492	270,660	286,338	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	309,310	309,310	306,826
55,193	58,714	57,200	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	67,200	67,200	74,514
2,638	2,859	2,892	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	2,922	2,922	2,922
7,681	7,992	8,508	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	8,728	8,728	8,832
59,870	68,761	84,715	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	72,098	72,098	72,866
866	994	1,038	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	1,051	1,051	1,051
4,627	745	6,004	<b>7300-40</b> <b>Fringe Benefits - Unemployment</b>	999	999	999
<b>2,612,656</b>	<b>2,736,216</b>	<b>2,901,094</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>3,038,712</b>	<b>3,038,712</b>	<b>3,071,748</b>

**MATERIALS AND SERVICES**

2,922	3,703	3,500	<b>7500</b> <b>Credit Card Fees</b>	3,700	3,700	3,700
674	410	1,100	<b>7540</b> <b>Employee Development</b>	1,000	1,000	1,000

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
26,577	19,868	25,000	<b>7550</b>	<b>Travel &amp; Education</b>	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. Increase is to assist with leadership and supervisory training	20,000	20,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Pediatric Advanced Life Support	30	140	4,200	
				Trauma Critical Casualty Care	2	1,500	3,000	
				Target Training Program	1	3,500	3,500	
				Newport EMS Conference	4	500	2,000	
				OR State EMS Conference	5	500	2,500	
				Resuscitation Academy	2	500	1,000	
				ESO Conference for chart writing software	2	1,500	3,000	
				OLLI Supervisors Training	2	400	800	
30,302	26,890	32,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>			30,000	30,000
5,754	6,452	7,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>			6,500	6,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electric	1	4,000	4,000	
				Natural gas	1	2,500	2,500	
4,700	12,100	13,100	<b>7610-05</b>	<b>Insurance - Liability</b>			18,300	18,300
5,900	7,500	10,800	<b>7610-10</b>	<b>Insurance - Property</b>			10,400	10,400
24,601	27,849	20,000	<b>7620</b>	<b>Telecommunications</b>	This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.		24,000	24,000
9,805	10,057	12,500	<b>7630-05</b>	<b>Uniforms - Employee</b>	Career and volunteer fire uniforms. Increase to return to pre 2009 replacement schedule for uniforms. Staffing levels increased but uniform budget had not.		12,500	12,500
214	111	200	<b>7640</b>	<b>Laundry</b>			200	200
1,107	1,630	2,000	<b>7650</b>	<b>Janitorial</b>	Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.		2,000	2,000
26,422	26,903	30,000	<b>7660</b>	<b>Materials &amp; Supplies</b>			32,000	32,000
6,407	6,188	8,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>			7,200	7,200
109,992	94,627	110,000	<b>7660-45</b>	<b>Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>			100,000	100,000
1,358	1,351	1,300	<b>7660-55</b>	<b>Materials &amp; Supplies - Oxygen</b>			1,400	1,400
0	0	750	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>	Material and supplies funded through revenue account 6460, Donations-Ambulance.		150	150

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		0	0	0
239	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
13,673	9,987	12,500	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		12,500	12,500	12,500
21,355	22,525	30,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		30,000	30,000	30,000
2,491	549	1,500	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		1,500	1,500	1,500
24,273	25,906	36,000	<b>7735</b>	<b>Rental Property</b>		26,000	26,000	26,000
				NE Substation rental property; includes rent and utilities and direct costs associated with that location.				
19,356	10,869	19,540	<b>7750</b>	<b>Professional Services</b>		19,130	19,130	19,130
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	5,100	5,100	
				Section 125 administration fee	1	280	280	
				Medical Director Contract	1	10,000	10,000	
				Labor negotiations arbitrator shared 35% w/ fire	1	1,350	1,350	
				Critical Incident Stress Contract	1	2,400	2,400	
16,590	16,439	18,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		18,000	18,000	18,000
				Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.				
3,333	5,184	10,250	<b>7800</b>	<b>M &amp; S Equipment</b>		10,500	10,500	10,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Automatic external defibrillators (AED)	6	1,100	6,600	
				CPR mannequin	1	3,900	3,900	
4,283	19,629	5,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		5,000	5,000	5,000
564	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		0	0	0
12,471	15,739	19,759	<b>7840</b>	<b>M &amp; S Computer Charges</b>		21,592	21,592	21,592
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department M&S costs shared city-wide	1	21,592	21,592	

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET																																												
24,529	23,508	72,657	<b>7840-95 M &amp; S Computer Charges - Ambulance</b> In an effort of cost reduction mobile computers will be replaced with tablets saving \$4,000 per vehicle	41,365	41,365	41,365																																												
			<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Visionair renewal, 65% - shared with Fire</td> <td>1</td> <td>8,775</td> <td>8,775</td> </tr> <tr> <td>Netmotion software, 25% - shared with Police and Fire</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Ivans ambulance billing service</td> <td>1</td> <td>300</td> <td>300</td> </tr> <tr> <td>Ambulance billing software, field data</td> <td>1</td> <td>8,000</td> <td>8,000</td> </tr> <tr> <td>Workstation warranty extension</td> <td>1</td> <td>275</td> <td>275</td> </tr> <tr> <td>Netmotion software licenses</td> <td>2</td> <td>120</td> <td>240</td> </tr> <tr> <td>R-12 computer replacements</td> <td>3</td> <td>2,700</td> <td>8,100</td> </tr> <tr> <td>Scanner replacement</td> <td>1</td> <td>975</td> <td>975</td> </tr> <tr> <td>Workstation replacement</td> <td>1</td> <td>1,700</td> <td>1,700</td> </tr> <tr> <td>ESO maintenance</td> <td>1</td> <td>12,000</td> <td>12,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Visionair renewal, 65% - shared with Fire	1	8,775	8,775	Netmotion software, 25% - shared with Police and Fire	1	1,000	1,000	Ivans ambulance billing service	1	300	300	Ambulance billing software, field data	1	8,000	8,000	Workstation warranty extension	1	275	275	Netmotion software licenses	2	120	240	R-12 computer replacements	3	2,700	8,100	Scanner replacement	1	975	975	Workstation replacement	1	1,700	1,700	ESO maintenance	1	12,000	12,000			
Description	Units	Amt/Unit	Total																																															
Visionair renewal, 65% - shared with Fire	1	8,775	8,775																																															
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Workstation replacement	1	1,700	1,700																																															
ESO maintenance	1	12,000	12,000																																															
0	0	0	<b>7850 M &amp; S Building Improvements</b>	0	0	0																																												
4,980	4,998	5,000	<b>8070 FireMed Promotion</b>	10,000	10,000	10,000																																												
9,411	15,231	15,000	<b>8270-05 Revenue Adjustments - Bad-Debt Writeoffs</b> 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.	15,000	15,000	15,000																																												
14,875	-2,463	0	<b>8270-10 Revenue Adjustments - Medicare Assign - Nonallowed</b> 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																																												
24,573	779	0	<b>8270-15 Revenue Adjustments - Medicaid Writeoffs</b> For Medicaid patient accounts, the amount exceeding the Medicaid reimbursement amount is not recorded as write off expense; legally the City cannot collect this amount from the patient.	0	0	0																																												
93,291	90,921	95,000	<b>8270-20 Revenue Adjustments - Firemed Writeoffs</b> FireMed member account balance writeoffs after all agency or insurance payments have been received; write offs are recorded as expense.	75,000	75,000	75,000																																												
601,195	555,819	667,450	<b>8270-25 Revenue Adjustments - Turned To Collections</b> Past-due accounts turned to collections agency after City collection procedures have been exhausted; write offs are recorded as expense.	255,000	255,000	255,000																																												
89,556	55,632	75,000	<b>8270-30 Revenue Adjustments - Public Agency Writeoffs</b> 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.	45,000	45,000	45,000																																												
<b>1,237,772</b>	<b>1,116,893</b>	<b>1,359,906</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>854,937</b>	<b>854,937</b>	<b>854,937</b>																																												
<b>CAPITAL OUTLAY</b>																																																		
0	0	0	<b>8710 Equipment</b>	0	0	0																																												

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
211	0	20,000	<b>8710-22</b>	<b>Equipment - EMS Defibrillators</b>		0	0	0
1,246	29,302	1,679	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,903	1,903	1,903
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Department capital costs shared city-wide	1	1,903	1,903	
0	6,539	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
19,896	0	190,000	<b>8850</b>	<b>Vehicles</b>		180,000	180,000	180,000
				Purchase of a new ambulance to replace the 2007 with 200,000 miles.				
<b>21,353</b>	<b>35,841</b>	<b>211,679</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>181,903</b>	<b>181,903</b>	<b>181,903</b>
<b><u>TRANSFERS OUT</u></b>								
156,677	171,608	180,063	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		188,577	188,577	188,467
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel including Amb Billing staff	1	188,467	188,467	
72,900	62,600	79,100	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>		83,300	83,300	81,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Fund support for YCOM dispatching services.	1	81,000	81,000	
29,918	31,723	37,682	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		43,389	43,389	43,367
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	43,367	43,367	
<b>259,495</b>	<b>265,931</b>	<b>296,845</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>315,266</b>	<b>315,266</b>	<b>312,834</b>
<b><u>CONTINGENCIES</u></b>								
0	0	265,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000
<b>0</b>	<b>0</b>	<b>265,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
695,359	686,715	700,000	<b>9979-05</b>	<b>Designated End FB - Ambulance - EMS A/R</b>		252,000	252,000	252,000
				Non-cash Designated Ending Fund Balance for estimated Ambulance Accounts Receivable balance at June 30, 2016.				
592,289	408,981	76,956	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		305,094	305,094	256,380
				Estimated designated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations				
<b>1,287,648</b>	<b>1,095,696</b>	<b>776,956</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>557,094</b>	<b>557,094</b>	<b>508,380</b>

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
5,418,923	5,250,576	5,811,480	<b>TOTAL REQUIREMENTS</b>	5,247,912	5,247,912	5,229,802

Budget Document Report

**79 - AMBULANCE FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
5,418,923	5,250,576	5,811,480	<b>TOTAL RESOURCES</b>	5,247,912	5,247,912	5,229,802
5,418,923	5,250,576	5,811,480	<b>TOTAL REQUIREMENTS</b>	5,247,912	5,247,912	5,229,802



# **INFORMATION SYSTEMS & SERVICES FUND**



- **Budgeted Computer Equipment – By Department**



# Information Systems & Services Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2015-16 proposed budget includes the continued implementation of one IS Analyst for application and desktop support that was added mid-year in fiscal year 2014-15, thus increasing full-time equivalent (FTE) positions by 0.5. This will enable us to better address the pent up demand for application support, especially in the Public Safety area.
- Not all requests for services and/or equipment are funded in the 2015-16 proposed budget, however, the base services for the operations of the City continue to be funded.

## New Programs, Projects, or Equipment:

- Continuation of virtual server philosophy. Reduces hardware and associated costs overall; 88% 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 28 desktop computers and three Mobile Computing Terminals (MCTs) comprising approximately 11.5% 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 looking for areas to expand the use and functionality of the “e-agenda” system that has been implemented 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. The IS Department is reimbursed by operating departments 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

2015 – 2016 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 Equivalents (FTE)

	2014-15 Adopted Budget	Change	2015-16 Proposed Budget
<b>FTE Adopted Budget</b>	<b>3.50</b>		
Information Systems Analyst I		0.50	
<b>FTE Proposed Budget</b>			<b>4.00</b>

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>862,133</b>	<b>984,836</b>	<b>1,093,531</b>	<b>108,695</b>
Personnel Services	292,209	358,131	414,404	56,273
Materials & Services	461,203	589,803	657,827	68,024
Capital Outlay	90,487	33,500	30,000	(3,500)
<b>Total Expenditures</b>	<b>843,899</b>	<b>981,434</b>	<b>1,102,231</b>	<b>120,797</b>
Net Expenditures	18,234	3,402	(8,700)	12,102



## Information Systems & Services Fund

### Historical Highlights

- |             |  |             |  |             |   |
|-------------|--|-------------|--|-------------|---|
| <b>1993</b> | City's first Information Systems Manager hired.  | <b>2003</b> | Partnership formed with Yamhill County for management of IS services; City director position eliminated.                                 | <b>2006</b> | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.                               |
| <b>1995</b> | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | <b>2004</b> | Physical location of IS Department moved from Fire Station to Community Center.  | <b>2007</b> | Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system. |
| <b>1995</b> | First system administrative specialist hired to help with expanding City IS needs.   | <b>2005</b> | Completed move of all City telephones back onto City-County telephone system.  | <b>2008</b> | Supported the project of moving all communications for the City to the new Public Safety Building.                          |
| <b>1996</b> | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins!   | <b>2006</b> | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | <b>2009</b> | Began implementation of redundant server strategy for “hot” site backup for City applications.                              |
| <b>1998</b> | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | <b>2006</b> | Completion of new computer equipment room with backup generator in Community Center.   | <b>2010</b> | Began utilizing virtual server technology and moved to Storage Area Network devices.  |
| <b>2001</b> | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | <b>2006</b> | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | <b>2011</b> | Development of an IS strategic plan.<br><br>Fully implemented electronic ticketing software for Police Department.          |
| <b>2002</b> | 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.

**2013** Implemented a fully electronic agenda system for the conducting of City Council meetings.

**2014** Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.



There are, on average, over 400 spam e-mail messages blocked per day that are destined to City e-mail addresses.



There are 268 desktop computers, mobile computers, and laptops throughout City

**Information Systems & Services Fund --- Computer Equipment - By Department**

**2015-2016 Proposed Budget**

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Administration, City Council</b>	Workstation - 1	1,700		Replacement
			<u>1,700</u>	
<b>Administration, Legal</b>	Scanner - 1	975		Replacment
			<u>975</u>	
<b>Finance/Accounting</b>	Printer maintenance	450		Lexmark
	Workstation - 1	1,700		Replacement
	Lexmark fuser - 1	850		Replacement
	Scanner - 3	2,925		Replacement
	LOGOS electronic PAF system	9,700		Use designated funds for acquisition
	Document Management system	10,000		New system
			<u>25,625</u>	
<b>Engineering</b>	Arcview licenses - 2	4,000		Upgrade, plus new Engineering Tech.
	AutoCAD licenses - 2	2,400		Upgrade, plus new Engineering Tech.
	Adobe Pro - 2	200		New
	Maintenance - 1	1,700		Plotter
				<u>8,300</u>
<b>Planning</b>	Workstations - 3	5,100		Replacement
	MS Project software	450		New, for tracking major projects
	iPads - 9	7,650		Planning Commission
				<u>13,200</u>
<b>Police</b>	Workstations - 2	3,400		Replacement
	Windows 7 license	120		For existing laptop
	Dragonware license - 3	390		Voice recognition software
	Warranty extension - 1	275		Sergeant #1 computer
	Surface tablet computer - 1	1,350		For Motor Patrol
	MDT equipment	24,317		Various MDTs and related items
				<u>29,852</u>
<b>Municipal Court</b>	Workstations - 1	1,700		Replacement
	Laptop computer - 1	1,500		Replacement
	Scanners - 2	1,950		Replacement
				<u>5,150</u>
<b>Fire</b>	Workstations - 1	1,700		Replacement
	Netmotion license - 1	120		
	Laptop computer - 1	1,500		Replacement
	R-12 Tablet computers - 3	8,100		Replacement
				<u>11,420</u>

**Information Systems & Services Fund --- Computer Equipment - By Department**

**2015-2016 Proposed Budget**

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
<b>Park &amp; Rec Aquatic Ctr</b>	Workstations - 1	1,700		Replacement for Activenet
	Laser Printer - 1	350		Desktop printer upstairs
	Miscellaneous peripherals - 1	1,000		Replacements for Activenet units
			<u>3,050</u>	
<b>Park &amp; Rec Comm Ctr</b>	Workstations - 1	1,700		Replacement for Counter Activenet #1
	Data Projector - 1	1,500		For Community Center events
			<u>3,200</u>	
<b>Park &amp; Rec Rec Sports</b>	Workstation - 1	1,700		Replacement
			<u>1,700</u>	
<b>Park Maintenance</b>	Workstations - 2	1,700		Replacement, shared 50/50 with Street
	Adobe Pro software - 2	100		New, shared 50/50 with Street
	Laptop computer - 1	750		Replacement, shared 50/50 with Street
			<u>2,550</u>	
<b>Library</b>	Workstations - 11	18,700		Replacement, per plan
	Deepfreeze licenses - 3	600		New locations
	Scanners - 2	1,950		Replacement
	Ipad tablet - 4	3,900		Mobile circulation
			<u>25,150</u>	
<b>Street</b>	Workstation - 2	1,700		Replacement, shared 50/50 with Pk Maintenance
	Adobe Pro software - 2	100		New, shared 50/50 with Pk Maintenance
	Laptop computer - 1	750		Replacement, shared 50/50 with Pk Maintenance
			<u>2,550</u>	
<b>Building</b>	Workstation - 1	1,700		For new building inspector position
	iPad tablet - 1	975		For inspections, lookups of code in the field
			<u>2,675</u>	
<b>Wastewater Services</b>	Workstations - 2	3,400		Replacement
	Arcview software - 2	4,000		For Vactron and workstation in Administration
	Laptop - 1	2,000		Replacement, used for HVAC, PLC, and radios.
	Mobile van system - 1	4,100		Final configuration TDB
			<u>13,500</u>	
<b>Ambulance</b>	Workstations - 1	1,700		Replacement
	Scanner - 1	975		For upstairs chartwriting
	R-12 Tablet computers - 3	8,100		Replacements for MDTs
	Netmotion licenses - 2	240		For additional units
	Warranty extension - 1	275		For upstairs chartwriting computer
			<u>11,290</u>	
	<b>Total</b>		<u><u>161,887</u></u>	

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**RESOURCES**

**BEGINNING FUND BALANCE**

55,000	36,000	36,000	<b>4080-15</b> <b>Designated Begin FB-Info Sys Fd - Financial System Reserve</b> July 1, 2015 carryover reserved for future City financial system software improvements.	36,000	36,000	36,000
78,085	101,709	142,000	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.	164,657	164,657	164,657
<b>133,085</b>	<b>137,709</b>	<b>178,000</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>200,657</b>	<b>200,657</b>	<b>200,657</b>

**CHARGES FOR SERVICES**

364,560	392,328	444,449	<b>6000-01</b> <b>Charges for Equipment &amp; Services - General Fund</b> 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.	521,576	521,576	521,576
13,078	11,837	15,370	<b>6000-20</b> <b>Charges for Equipment &amp; Services - Street Fund</b>	16,169	16,169	16,169
12,351	13,924	17,056	<b>6000-70</b> <b>Charges for Equipment &amp; Services - Building Fund</b>	17,727	17,727	17,727
72,108	65,053	52,333	<b>6000-75</b> <b>Charges for Equipment &amp; Services - Wastewater Services Fund</b>	57,795	57,795	57,795
38,046	68,549	94,095	<b>6000-79</b> <b>Charges for Equipment &amp; Services - Ambulance Fund</b>	64,860	64,860	64,860
<b>500,143</b>	<b>551,690</b>	<b>623,303</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>678,127</b>	<b>678,127</b>	<b>678,127</b>

**MISCELLANEOUS**

738	775	800	<b>6310</b> <b>Interest</b>	1,000	1,000	1,000
5	1,000	0	<b>6600</b> <b>Other Income</b>	0	0	0
<b>743</b>	<b>1,775</b>	<b>800</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

**TRANSFERS IN**

216,063	229,095	272,803	<b>6900-01</b> <b>Transfers In - General Fund</b>	313,958	313,958	313,802
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 313,802	<u>Total</u> 313,802
5,821	6,173	7,163	<b>6900-20</b> <b>Transfers In - Street</b>	8,288	8,288	8,284
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,284	<u>Total</u> 8,284
5,821	6,173	7,163	<b>6900-70</b> <b>Transfers In - Building</b>	8,288	8,288	8,284
			<u>Description</u> Information Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 8,284	<u>Total</u> 8,284

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A				2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
33,425	35,504	33,322	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			40,481	40,481	40,459
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	40,459	40,459		
29,918	31,723	37,682	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			43,389	43,389	43,367
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	43,367	43,367		
2,550	0	2,600	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			0	0	0
<b>293,598</b>	<b>308,668</b>	<b>360,733</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>414,404</b>	<b>414,404</b>	<b>414,196</b>
<b>927,568</b>	<b>999,842</b>	<b>1,162,836</b>	<b><u>TOTAL RESOURCES</u></b>				<b>1,294,188</b>	<b>1,294,188</b>	<b>1,293,980</b>

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

189,262	182,516	218,424	<b>7000-05</b> <b>Salaries &amp; Wages - Regular Full Time</b> Information Systems Analyst III - 1.00 FTE Information Systems Analyst II - 2.00 FTE Information Systems Analyst I - 1.00 FTE	248,698	248,698	248,698
10,214	14,030	15,000	<b>7000-20</b> <b>Salaries &amp; Wages - Overtime</b> For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	15,000	15,000	15,000
12,271	11,819	14,472	<b>7300-05</b> <b>Fringe Benefits - FICA - Social Security</b>	16,349	16,349	16,349
2,870	2,764	3,385	<b>7300-06</b> <b>Fringe Benefits - FICA - Medicare</b>	3,824	3,824	3,824
44,115	40,547	50,823	<b>7300-15</b> <b>Fringe Benefits - PERS - OPSRP - IAP</b>	53,876	53,876	53,876
29,158	38,516	53,470	<b>7300-20</b> <b>Fringe Benefits - Medical Insurance</b>	61,748	61,748	61,540
0	0	0	<b>7300-22</b> <b>Fringe Benefits - VEBA Plan</b>	12,000	12,000	12,000
189	357	442	<b>7300-25</b> <b>Fringe Benefits - Life Insurance</b>	504	504	504
1,056	1,012	1,224	<b>7300-30</b> <b>Fringe Benefits - Long Term Disability</b>	1,394	1,394	1,394
499	561	770	<b>7300-35</b> <b>Fringe Benefits - Workers' Compensation Insurance</b>	871	871	871
82	88	121	<b>7300-37</b> <b>Fringe Benefits - Workers' Benefit Fund</b>	140	140	140
<b>289,716</b>	<b>292,209</b>	<b>358,131</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>414,404</b>	<b>414,404</b>	<b>414,196</b>

**MATERIALS AND SERVICES**

90	66	400	<b>7540</b> <b>Employee Development</b>	500	500	500
4,428	9,067	12,000	<b>7550</b> <b>Travel &amp; Education</b> Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	16,000	16,000	16,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Travel and training, IS Analyst II	1	3,500	3,500
			Travel and training, IS Analyst III	1	3,500	3,500
			Travel and training, IS Analyst II	1	3,500	3,500
			Travel and training, IS Analyst I	1	3,500	3,500
			Travel and training, Department Head	1	2,000	2,000
327	465	1,000	<b>7590</b> <b>Fuel - Vehicle &amp; Equipment</b> Fuel and repair expense for IS Department vehicle	1,000	1,000	1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS SUV vehicle expenses	1	1,000	1,000
1,300	1,500	1,600	<b>7610-05</b> <b>Insurance - Liability</b>	2,600	2,600	2,600



**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
63,149	64,728	66,346	<b>7780-20</b>	<b>Contract Services - Information Services Management</b>		67,673	67,673	67,673
Yamhill County service contract for management of the City's Information Services Department and additional IS support staff, includes 2% increase.								
19,249	19,933	31,000	<b>7792</b>	<b>Hardware Maintenance &amp; Rental Contracts</b>		31,100	31,100	31,100
			<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	2,000	2,000		
			Barracuda link balancer link maintenance	1	300	300		
			Checkpoint SG1073 Firewall maintenance	1	6,000	6,000		
			Hitachi AMS2100 SAN maintenance	1	4,000	4,000		
			Proliant city server maintenance	1	6,000	6,000		
			Juniper Core switch maintenance	1	1,600	1,600		
			Katolight server room generator maintenance	1	1,000	1,000		
			Mailgate spam filter maintenance	1	3,500	3,500		
			Quantum - DXi4510 maintenance	1	1,400	1,400		
			Quantum Scalar i40 maintenance, CC servers	1	1,300	1,300		
			Quantum Scalar i40 maintenance, PSB servers	1	1,300	1,300		
4,322	4,322	4,400	<b>7792-20</b>	<b>Hardware Maintenance &amp; Rental Contracts - Police</b>		6,927	6,927	6,927
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Data911 MDT hardware maintenance	1	6,927	6,927		
1,634	0	2,000	<b>7792-30</b>	<b>Hardware Maintenance &amp; Rental Contracts - Fire</b>		0	0	0
1,634	0	2,000	<b>7792-95</b>	<b>Hardware Maintenance &amp; Rental Contracts - Ambulance</b>		0	0	0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
68,776	75,519	95,439	<b>7794 Software Maintenance &amp; Rental Contracts</b>	128,700	128,700	128,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Advent Helpdesk software renewal	1	1,000	1,000
			Blackberry enterprise software renewal	1	2,000	2,000
			Desktop Authority maintenance	1	2,500	2,500
			LOGOS - citywide ERP system maintenance	1	65,000	65,000
			RSA SecureID maintenance	1	1,000	1,000
			Site5 annual subscription	1	900	900
			Snap deploy renewal	1	500	500
			Symantec products renewals, backup, antivirus	1	6,200	6,200
			Veeam product maintenance	1	7,200	7,200
			Websense enterprise renewal(3 year)	1	13,000	13,000
			VmWare support renewal	1	12,000	12,000
			Protected trust renewal	1	1,200	1,200
			Solarwinds Network management renewal	1	3,000	3,000
			Xen Desktop renewal	1	7,000	7,000
			Windows Server 2012 maintenance	1	5,000	5,000
			Screen connect remote access renewal	1	1,200	1,200
0	0	0	<b>7794-02 Software Maintenance &amp; Rental Contracts - City Manager's Office</b>	0	0	0
0	9,530	6,500	<b>7794-03 Software Maintenance &amp; Rental Contracts - City Council</b>	6,500	6,500	6,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			AgendaQuick renewal	1	6,500	6,500
0	0	0	<b>7794-05 Software Maintenance &amp; Rental Contracts - Accounting</b>	0	0	0
0	0	0	<b>7794-08 Software Maintenance &amp; Rental Contracts - Legal</b>	0	0	0
6,402	8,154	7,450	<b>7794-10 Software Maintenance &amp; Rental Contracts - Engineering</b>	8,675	8,675	8,675
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela permits 15% - Shared w/ BL, PL	1	2,175	2,175
			AutoCAD 50% - shared w/ PL	1	1,600	1,600
			ESRI Arcview 17% - shared w/ PL, BL, EN, ST, WWS	1	2,000	2,000
			Hansen sewer database 25% - shared with Steet, PK Maint, WWS	1	2,900	2,900
3,696	4,023	4,550	<b>7794-15 Software Maintenance &amp; Rental Contracts - Planning</b>	5,775	5,775	5,775
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Accela Permits Plus 15% - shared w/ EN, BL	1	2,175	2,175
			AutoCad maintenance 50% - shared w/ EN	1	1,600	1,600
			ESRI ArcIMS 17% - shared w/ PL, BL, EN, PW, ST, WW	1	2,000	2,000

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
42,684	36,762	38,011	<b>7794-20 Software Maintenance &amp; Rental Contracts - Police</b>	39,145	39,145	39,145
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APS e-ticketing 67% - shared w/ MC	1	6,340	6,340
			Evidence OnQ maintenance	1	8,100	8,100
			Netmotion Comm. SW 50% - shared w/ Fire, EMS	1	2,100	2,100
			Visionair remote support	1	400	400
			Visionair e-ticketing import	1	1,200	1,200
			Visionair message switch	1	2,750	2,750
			Visionair Visionmobile	1	7,725	7,725
			Visionair RMS maintenance	1	8,725	8,725
			WebLEDs maintenance	1	1,000	1,000
			APS annual hosting fee	1	805	805
6,978	6,267	5,502	<b>7794-25 Software Maintenance &amp; Rental Contracts - Municipal Court</b>	7,100	7,100	7,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			APS e-ticketing 33% - shared w/ PD	1	5,100	5,100
			Caselle maintenance	1	2,000	2,000
6,344	6,364	9,225	<b>7794-30 Software Maintenance &amp; Rental Contracts - Fire</b>	9,225	9,225	9,225
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Firehouse maintenance	1	3,500	3,500
			Netmotion MDT Comm. 25% - share w/ EMS, PD	1	1,000	1,000
			Visionair maintenance 35% - share w/ EMS	1	4,725	4,725
1,200	1,200	1,200	<b>7794-35 Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b>	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	<b>7794-40 Software Maintenance &amp; Rental Contracts - Aquatic Center</b>	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
1,200	1,200	1,200	<b>7794-45 Software Maintenance &amp; Rental Contracts - Community Center</b>	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200
2,400	2,400	2,400	<b>7794-50 Software Maintenance &amp; Rental Contracts - Kids on the Block</b>	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,200	1,200

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
1,200	1,200	1,200	<b>7794-55</b>	<b>Software Maintenance &amp; Rental Contracts - Recreational Sports</b>			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
0	0	0	<b>7794-60</b>	<b>Software Maintenance &amp; Rental Contracts - Senior Center</b>			1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
4,169	4,347	4,700	<b>7794-65</b>	<b>Software Maintenance &amp; Rental Contracts - Park Maintenance</b>			4,900	4,900	4,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI ArcIMS 17% - shared w/PL, BL, EN, PW, ST, WWS	1	2,000	2,000		
				Hansen sewer database, 25% - shared with Eng, Street, WWS	1	2,900	2,900		
0	0	1,650	<b>7794-70</b>	<b>Software Maintenance &amp; Rental Contracts - Library</b>			0	0	0
6,669	6,847	7,200	<b>7794-75</b>	<b>Software Maintenance &amp; Rental Contracts - Streets</b>			7,400	7,400	7,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI ArcIMS 17% - share w/PL,BL,EN,PW,ST,WWS	1	2,000	2,000		
				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		
8,869	9,736	10,900	<b>7794-80</b>	<b>Software Maintenance &amp; Rental Contracts - Building</b>			12,150	12,150	12,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Accela Permits Plus 70% - share w/ EN, PL	1	10,150	10,150		
				ESRI ArcIMS 17% - share w/PL., BL, EN, PW, ST, WWS	1	2,000	2,000		
11,335	18,261	20,400	<b>7794-85</b>	<b>Software Maintenance &amp; Rental Contracts - Wastewater Services</b>			20,800	20,800	20,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESRI ArcIMS 17% - share w/ PL, BL, EN, PW, ST, WWS	1	2,000	2,000		
				WWS - MP2 Maint. Management Software	1	2,500	2,500		
				Rockwell Control software	1	5,500	5,500		
				Hansen sewer maintenance, 25% - shared with Eng, Street, Pk Main	1	2,900	2,900		
				Wonderware software	1	5,300	5,300		
				Hach WIMS software	1	2,200	2,200		
				WIN 911 software	1	400	400		

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
16,342	13,079	29,475	<b>7794-95</b>	<b>Software Maintenance &amp; Rental Contracts - Ambulance</b>			30,075	30,075	30,075
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Ambulance billing software, field data	1	8,000	8,000		
				Ivans ambulance billing service	1	300	300		
				Netmotion MDT software 25% - share w/ PD, Fire	1	1,000	1,000		
				Visionair renewal 65% - share w/ FD	1	8,775	8,775		
				ESO maintenance	1	12,000	12,000		
6,818	7,027	9,000	<b>7800-15</b>	<b>M &amp; S Equipment - Information Systems</b>			9,000	9,000	9,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Workstation, tablet upgrades	1	4,000	4,000		
				VDI thin clients	1	5,000	5,000		
13,052	5,169	24,300	<b>7800-18</b>	<b>M &amp; S Equipment - Hardware</b>			27,800	27,800	27,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS - KVM Switch	1	300	300		
				Network hardware replacements	1	3,000	3,000		
				Juniper MAG 2600 VPN replacement	1	3,000	3,000		
				Network port testing tool	1	200	200		
				RSA SecurID token replacements	1	800	800		
				Server upgrades, QNAP NAS	2	2,500	5,000		
				UPS replacements	1	1,000	1,000		
				ESXi host cache IO cards	5	1,200	6,000		
				Barracuda link balancer replacement	1	1,000	1,000		
				Replacement loaner laptops	5	1,500	7,500		
8,681	10,954	0	<b>7800-21</b>	<b>M &amp; S Equipment - Software</b>			0	0	0
1,041	0	0	<b>7800-24</b>	<b>M &amp; S Equipment - Inventory</b>			0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.					
0	0	0	<b>7840</b>	<b>M &amp; S Computer Charges</b>			0	0	0
3,315	238	8,320	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>			0	0	0
0	9,986	0	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>			1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Workstation replacement, Mayor	1	1,700	1,700		

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
600	282	5,225	<b>7840-05 M &amp; S Computer Charges - Accounting</b>	5,775	5,775	5,775
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Lexmark Printer maintenance	1	300	300
			Replacement workstation	1	1,700	1,700
			Lexmark fuser	1	850	850
			Replacement scanners	3	975	2,925
0	65	0	<b>7840-08 M &amp; S Computer Charges - Legal</b>	975	975	975
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Scanner replacement	1	975	975
3,221	2,934	5,370	<b>7840-10 M &amp; S Computer Charges - Engineering</b>	8,300	8,300	8,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Plotter maintenance	1	1,700	1,700
			ArcView licenses	2	2,000	4,000
			AutoCAD licenses	2	1,200	2,400
			Adobe Pro licenses	2	100	200
2,125	2,038	1,905	<b>7840-15 M &amp; S Computer Charges - Planning</b>	14,745	14,745	14,745
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Printer warranty and maintenance	1	1,545	1,545
			Replacement workstations	3	1,700	5,100
			MS Project software	1	450	450
			New iPad tablets for Planning Commission	9	850	7,650
11,929	32,943	13,100	<b>7840-20 M &amp; S Computer Charges - Police</b>	29,852	29,852	29,852
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstations	2	1,700	3,400
			Windows 7 license for existing laptop	1	120	120
			Dragonware software license	3	130	390
			Warranty extension for desktop system	1	275	275
			Surface tablet computer for motor patrol	1	1,350	1,350
			MDTs and related equipment	1	24,317	24,317
990	10,562	0	<b>7840-25 M &amp; S Computer Charges - Municipal Court</b>	5,150	5,150	5,150
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstation	1	1,700	1,700
			Replacement laptop computer	1	1,500	1,500
			Replacement scanners	2	975	1,950

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
3,152	2,617	9,338	<b>7840-30 M &amp; S Computer Charges - Fire</b>	11,420	11,420	11,420
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstations	1	1,700	1,700
			Netmotion software license	1	120	120
			Replacement laptop computer	1	1,500	1,500
			R-12 tablet computers	3	2,700	8,100
0	0	1,700	<b>7840-35 M &amp; S Computer Charges - Parks &amp; Rec Administration</b>	0	0	0
1,741	1,513	4,820	<b>7840-40 M &amp; S Computer Charges - Aquatic Center</b>	3,050	3,050	3,050
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstation, Activenet	1	1,700	1,700
			Replacement laser printer	1	350	350
			Miscellaneous peripherals, Activenet computers	1	1,000	1,000
149	1,632	1,940	<b>7840-45 M &amp; S Computer Charges - Community Center</b>	3,200	3,200	3,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstation	1	1,700	1,700
			Data Projector	1	1,500	1,500
198	65	1,700	<b>7840-50 M &amp; S Computer Charges - Kids on the Block</b>	0	0	0
0	1,733	120	<b>7840-55 M &amp; S Computer Charges - Recreational Sports</b>	1,700	1,700	1,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstation	1	1,700	1,700
199	0	3,520	<b>7840-60 M &amp; S Computer Charges - Senior Center</b>	0	0	0
1,661	830	0	<b>7840-65 M &amp; S Computer Charges - Park Maintenance</b>	2,550	2,550	2,550
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstations(50% share w/ Street)	2	850	1,700
			Adobe Pro software(50% share w/ Street)	2	50	100
			Replacement laptop computer(50% share w/ Street)	1	750	750
6,386	15,883	19,530	<b>7840-70 M &amp; S Computer Charges - Library</b>	25,150	25,150	25,150
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstations	11	1,700	18,700
			Deepfreeze software licenses	3	200	600
			Replacement scanners	2	975	1,950
			Ipad tablet computers	4	975	3,900

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A			2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,661	1,054	2,810	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		2,550	2,550	2,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations(50% share w/ PM)	2	850	1,700	
				Adobe Pro software(50% share w/ PM)	2	50	100	
				Replacement laptop computer(50% share w/ PM)	1	750	750	
0	1,276	2,190	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		975	975	975
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ipad tablet computer	1	975	975	
39,671	4,619	11,685	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		13,500	13,500	13,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	2	1,700	3,400	
				Arcview software	2	2,000	4,000	
				Replacement laptop computer	1	2,000	2,000	
				Mobile van computer system	1	4,100	4,100	
0	0	0	<b>7840-90</b>	<b>M &amp; S Computer Charges - Sewer Maintenance</b>		0	0	0
6,553	11,329	41,182	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		11,290	11,290	11,290
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstation	1	1,700	1,700	
				Replacement scanner	1	975	975	
				Replacement R-12 computers	3	2,700	8,100	
				Netmotion software licenses	2	120	240	
				Workstation warranty extension	1	275	275	
6,488	6,492	5,700	<b>8280</b>	<b>Data Communications</b>		6,100	6,100	6,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Primary ISP, Verizon FIOS	1	3,100	3,100	
				Secondary ISP, Online NW	1	3,000	3,000	
<b>453,201</b>	<b>461,203</b>	<b>589,803</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>657,827</b>	<b>657,827</b>	<b>657,827</b>
<b>CAPITAL OUTLAY</b>								
24,113	0	25,000	<b>8730-05</b>	<b>Equipment - Computers - Hardware</b>		20,000	20,000	20,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESXi host replacements, virtual server systems	2	10,000	20,000	
0	0	0	<b>8730-10</b>	<b>Equipment - Computers - Software</b>		10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Document Imaging software system	1	10,000	10,000	

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>8750 Capital Outlay Computer Charges</b>	0	0	0
22,829	41,772	8,500	<b>8750-20 Capital Outlay Computer Charges - Police</b>	0	0	0
0	20,313	0	<b>8750-85 Capital Outlay Computer Charges - Wastewater Services</b>	0	0	0
0	28,402	0	<b>8750-95 Capital Outlay Computer Charges - Ambulance</b>	0	0	0
0	0	0	<b>8750-98 Capital Outlay Computer Charges - ERP</b>	0	0	0
<b>46,942</b>	<b>90,487</b>	<b>33,500</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b><u>CONTINGENCIES</u></b>						
0	0	65,000	<b>9800 Contingencies</b>	65,000	65,000	65,000
<b>0</b>	<b>0</b>	<b>65,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
36,000	36,000	36,000	<b>9980-15 Designated End FB - Info Sys Fd - Financial System Reserve</b> June 30, 2016 designated carryover reserved for future City financial system software improvements.	26,300	26,300	26,300
101,709	119,944	80,402	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	100,657	100,657	100,657
<b>137,709</b>	<b>155,944</b>	<b>116,402</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>126,957</b>	<b>126,957</b>	<b>126,957</b>
<b>927,568</b>	<b>999,843</b>	<b>1,162,836</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>1,294,188</b>	<b>1,294,188</b>	<b>1,293,980</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
927,568	999,842	1,162,836	<b>TOTAL RESOURCES</b>	1,294,188	1,294,188	1,293,980
927,568	999,842	1,162,836	<b>TOTAL REQUIREMENTS</b>	1,294,188	1,294,188	1,293,980



# **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.
- Property premiums are charged to Departments based on factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors such as personnel services costs, law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation premiums are charged to Departments based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one insurance line from CIS.
- **Property & Liability Insurance** – Property insurance premiums are projected to increase by 5% and liability premiums by 20% compared to 2014-15 premiums.
- **Workers' Compensation Insurance:**
  - Workers compensation rates, CIS administrative costs, and the state assessment are projected to remain consistent with the prior year.
  - City of McMinnville experience modifier for 2014-15 was 91% which means the City's losses were approximately 9% better than the average.

**Insurance Services Fund Reserve** - Over several previous years, the reserve in the Insurance Services Fund had increased significantly, due to actual premium costs and claims expense being less than budgeted. In 2014-15, surplus funds in the Insurance Services Fund were distributed to operating departments. There will be no surplus distribution in 2015-16.

### 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 excess crime insurance
  - Earthquake and boiler insurance
  - Employee workers' compensation insurance

### Future Challenges and Opportunities

- Risk management of workers' compensation, property and liability claims.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. The premium is then adjusted throughout the year based on the City's actual workers' compensation claims, subject to a maximum limit. The maximum contribution for fiscal year 2014-15 was \$598,000.

The retrospective rate plan is beneficial to the City when claims are low and a limited amount of additional premium is paid during the fiscal year. However, in years with higher claims, the City may pay up to the maximum contribution amount. The City will continue to work with CIS to implement processes to limit workers' compensation claims.

- Significant increases in liability premiums due to rapidly growing number of claims related to employment, including claims for wrongful termination, harassment, retaliation, discrimination, etc. General liability premiums increased 28% from fiscal year 2012-13 to 2014-15. The City will work with CIS to review risk management practices and to limit exposure to liability claims.

# Insurance Services Fund

2015 – 2016 Proposed Budget --- Budget Summary

## Department Cost Summary

	2013-14 Actual	2014-15 Amended Budget	2015-16 Proposed Budget	Budget Variance
<b>Revenue</b>	<b>852,965</b>	<b>1,019,108</b>	<b>1,051,445</b>	<b>32,337</b>
Materials & Services	615,158	975,620	1,009,600	33,980
Transfers Out	41,908	218,182	63,513	(154,669)
<b>Total Expenditures</b>	<b>657,066</b>	<b>1,193,802</b>	<b>1,073,113</b>	<b>(120,689)</b>
Net Expenditures	195,899	(174,694)	(21,668)	(153,026)



## Insurance Services Fund

## Historical Highlights

- |             |   |             |  |             |   |
|-------------|---|-------------|--|-------------|---|
| <b>1985</b> | City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS). | <b>1995</b> | Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.   | <b>2006</b> | City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.                            |
| <b>1986</b> | City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.                                | <b>1997</b> | City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.  | <b>2009</b> | Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments. |
| <b>1989</b> | City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.                                      | <b>2000</b> | Fire union members first begin medical insurance cost sharing – 10% of premium.  | <b>2012</b> | Insurance Services Fund surplus allocated to operating departments.   |
| <b>1991</b> | Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.                     | <b>2001</b> | 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. |             |   |
| <b>2003</b> | Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.  | <b>2003</b> | Police union members first begin medical insurance cost sharing – 5% of premium.   |             |   |
| <b>1995</b> | Insurance Services Fund surplus funds Community Center seismic retrofit.  | <b>2006</b> | CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.   |             |   |

## 85 - INSURANCE SERVICES FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET	
<b>RESOURCES</b>							
<b>BEGINNING FUND BALANCE</b>							
962,729	798,486	868,475	<b>4090</b> <b>Beginning Fund Balance</b> <small>Estimated July 1, 2015 undesignated carryover from the 2014-2015 fiscal year.</small>	1,045,384	1,045,384	1,020,384	
<b>962,729</b>	<b>798,486</b>	<b>868,475</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,045,384</b>	<b>1,045,384</b>	<b>1,020,384</b>	
<b>CHARGES FOR SERVICES</b>							
194,500	204,500	221,300	<b>6050-05</b> <b>Insurance - Liability</b> <small>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.</small>	303,300	303,300	303,300	
134,400	150,900	171,300	<b>6050-10</b> <b>Insurance - Property</b> <small>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.</small>	179,800	179,800	179,800	
356,702	429,564	519,908	<b>6070</b> <b>Workers' Compensation Insurance</b> <small>Charges to payroll operating departments and funds for worker's compensation insurance coverage.</small>	457,245	457,245	457,245	
<b>685,602</b>	<b>784,964</b>	<b>912,508</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>940,345</b>	<b>940,345</b>	<b>940,345</b>	
<b>MISCELLANEOUS</b>							
5,083	4,499	4,600	<b>6310</b> <b>Interest</b>	5,100	5,100	5,100	
2,722	2,128	12,000	<b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b> <small>Estimated six claims at \$3,000 each, less \$6,000 of deductibles - \$1,000 per claim.</small>	15,000	15,000	15,000	
0	8,969	30,000	<b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b> <small>Proceeds from City Park shelter fire. Funds will be transferred to Park Development Fund to rebuild shelter.</small>	25,000	25,000	25,000	
1,588	2,770	15,000	<b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b> <small>Estimated six claims at \$3,000 each less \$3,000 of deductibles - \$500 per claim.</small>	21,000	21,000	21,000	
0	0	0	<b>6600</b> <b>Other Income</b>	0	0	0	
48,929	49,635	45,000	<b>6600-15</b> <b>Other Income - City County Insurance Services</b>	45,000	45,000	45,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				CIS multi-line credit - property & liability insurance	1	20,000	20,000
				CIS multi-line credit - workers compensation	1	25,000	25,000
<b>58,323</b>	<b>68,001</b>	<b>106,600</b>	<b>TOTAL MISCELLANEOUS</b>	<b>111,100</b>	<b>111,100</b>	<b>111,100</b>	
<b>1,706,654</b>	<b>1,651,450</b>	<b>1,887,583</b>	<b>TOTAL RESOURCES</b>	<b>2,096,829</b>	<b>2,096,829</b>	<b>2,071,829</b>	

## 85 - INSURANCE SERVICES FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

1,152	836	1,500	<b>7750 Professional Services</b>	1,500	1,500	1,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit fee allocation	1	1,500	1,500
277,129	312,020	362,120	<b>8300 Property &amp; Liability Ins Premium</b>	483,100	483,100	483,100
			Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.			
922	0	0	<b>8330-09 Liability Aggregate Deductible - 2008 - 2009</b>	0	0	0
			Liability deductible year open with no outstanding claims. 2008-2009 fiscal year general liability deductible amount was \$50,000.			
37,910	0	0	<b>8330-10 Liability Aggregate Deductible - 2009 - 2010</b>	0	0	0
			Maximum deductible of \$50,000 has been met.			
7,655	13,467	26,000	<b>8330-12 Liability Aggregate Deductible - 2011 - 2012</b>	0	0	0
			Maximum deductible of \$50,000 has been met.			
0	25,000	50,000	<b>8330-13 Liability Aggregate Deductible - 2012 - 2013</b>	25,000	25,000	25,000
			Liability deductible year open with two outstanding claims. 2012-2013 fiscal year general liability deductible amount is \$50,000.			
0	7,710	25,000	<b>8330-14 Liability Aggregate Deductible - 2013 - 2014</b>	15,000	15,000	15,000
			Liability deductible year open with one open claim. 2013-2014 fiscal year general liability deductible amount is \$50,000.			
0	0	50,000	<b>8330-15 Liability Aggregate Deductible - 2014 - 2015</b>	20,000	20,000	20,000
			Liability deductible year open with one open claim. 2014-2015 fiscal year general liability deductible amount is \$50,000.			
0	0	0	<b>8330-16 Liability Aggregate Deductible - 2015 - 2016</b>	50,000	50,000	50,000
			2015-2016 Fiscal year general liability deductible amount is \$50,000			
9,883	0	0	<b>8350-08 Workers' Compensation - 2007 - 2008 Retro Closed</b>	0	0	0
16,998	0	0	<b>8350-09 Workers' Compensation - 2008 - 2009 Retro Closed</b>	0	0	0
974	15,634	0	<b>8350-10 Workers' Compensation - 2009 - 2010 Retro Closed</b>	0	0	0
0	26,687	0	<b>8350-11 Workers' Compensation - 2010 - 2011 Retro Closed</b>	0	0	0
			Closed plan year in 2013-14.			
24,706	48	25,000	<b>8350-12 Workers' Compensation - 2011 - 2012 Retro Closed</b>	0	0	0
			Closed plan year in 2014-2015			
336,863	84,319	0	<b>8350-13 Workers' Compensation - 2012 - 2013 Retro</b>	0	0	0
			Maximum liability reached			
0	113,941	200,000	<b>8350-14 Workers' Compensation - 2013 - 2014 Retro</b>	50,000	50,000	50,000
			No open workers' compensation claims for this plan year.			
0	0	200,000	<b>8350-15 Workers' Compensation - 2014 - 2015 Retro</b>	100,000	100,000	100,000
			Four open workers' compensation claims for this plan year			

## 85 - INSURANCE SERVICES FUND

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
0	0	0	<b>8350-16 Workers' Compensation - 2015 - 2016 Retro</b> Includes initial contribution paid to CIS for 2015-16 fiscal year and paid losses for claims incurred during the 2015-16 fiscal year	200,000	200,000	200,000
2,222	2,257	18,000	<b>8370-05 Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b> The City's property insurance carries a \$1,000 deductible.	16,000	16,000	16,000
0	9,969	0	<b>8370-10 Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>	25,000	25,000	25,000
2,588	3,270	18,000	<b>8370-15 Property &amp; Auto Damage Claims - Automobile Damage</b> The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.	24,000	24,000	24,000
<b>719,003</b>	<b>615,158</b>	<b>975,620</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,009,600</b>	<b>1,009,600</b>	<b>1,009,600</b>
<b><u>TRANSFERS OUT</u></b>						
142,365	41,908	143,782	<b>9700-01 Transfers Out - General Fund</b>	38,513	38,513	38,503
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel services support.	1	38,503	38,503
6,150	0	5,200	<b>9700-20 Transfers Out - Street</b>	0	0	0
0	0	30,000	<b>9700-50 Transfers Out - Park Development</b> Insurance reimbursement for costs associated with lower City Park Kitchen Shelter replacement transferred to Park Development Fund.	25,000	25,000	25,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance reimbursement - Park shelter	1	25,000	25,000
3,150	0	1,600	<b>9700-70 Transfers Out - Building</b>	0	0	0
16,950	0	14,200	<b>9700-75 Transfers Out - Wastewater Services</b>	0	0	0
18,000	0	20,800	<b>9700-79 Transfers Out - Ambulance</b>	0	0	0
2,550	0	2,600	<b>9700-80 Transfers Out - Information Systems</b>	0	0	0
<b>189,165</b>	<b>41,908</b>	<b>218,182</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>63,513</b>	<b>63,513</b>	<b>63,503</b>
<b><u>CONTINGENCIES</u></b>						
0	0	100,000	<b>9800 Contingencies</b>	100,000	100,000	100,000
<b>0</b>	<b>0</b>	<b>100,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
798,486	994,384	593,781	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover for July 1, 2016, including the excess (deficit) of revenues over (under) expenditures from 2015-2016 operations.	923,716	923,716	898,726
<b>798,486</b>	<b>994,384</b>	<b>593,781</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>923,716</b>	<b>923,716</b>	<b>898,726</b>

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department :N/A Section :N/A Program :N/A	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,706,654	1,651,450	1,887,583	<b>TOTAL REQUIREMENTS</b>	2,096,829	2,096,829	2,071,829

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2013 ACTUAL	2014 ACTUAL	2015 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2016 PROPOSED BUDGET	2016 APPROVED BUDGET	2016 ADOPTED BUDGET
1,706,654	1,651,450	1,887,583	<b>TOTAL RESOURCES</b>	2,096,829	2,096,829	2,071,829
1,706,654	1,651,450	1,887,583	<b>TOTAL REQUIREMENTS</b>	2,096,829	2,096,829	2,071,829