

CITY OF McMINNVILLE 2020 - 2021 ADOPTED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION





2020-2021 CITY BUDGET

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Mike Bisset, Community Development Director/City Engineer
Rich Leipfert, Fire Chief
Heather Richards, Planning Director
Matt Scales, Police Chief
Scott Burke, Information Systems Director
Susan Muir, Parks & Recreation Director
Jenny Berg, Library Director



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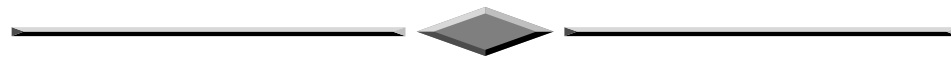
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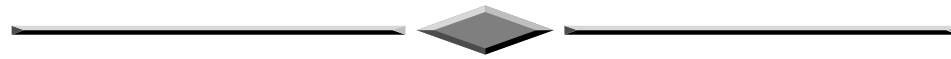
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BUDGET MESSAGE



May, 2020
The Honorable Scott Hill, Mayor
City Council and Members of the Budget Committee

I. INTRODUCTION

The hardships we endure are a gift we give to the world in order to make a difference. The work we do and the sacrifices we make are for the future of our community, our society, and our democracy.

~ Ryan Dowd

The COVID-19 Pandemic and the accompanying social and economic impacts have had profound impacts on the work we do, some short term in nature and others longer term. For the last three years, three themes shaped the City's budget: Work Force Support, Rebuild Core Services and Stabilize General Fund Reserves. While we will work hard to continue to address each of those areas through a strategic allocation of resources, including defining and identifying the true cost of core services, we first have to be mindful of and address the immediate impacts of COVID-19.

Entering this budget process, we were in a relatively stable financial condition and hoped to make some important one-time and a few ongoing investments. Unfortunately, our response to the pandemic and the economic impact on Oregon and the community will result in decreases in key revenues and increased expenses for nearly every service center of the City. What we do not know with certainty as we build this budget is how significant or how long-lasting those changes will be. We have done our best to be cautious, realistic and as well informed as we can. What results is a stay the course budget that, in the short term at least, maintains most of our current services levels and makes a few critical one-time investments. Our plan is to conduct

a mid-year review after our first quarter revenues come in and property tax levies are published. If our forecasts hold steady, which includes more than \$525,000 in revenue loss for Q4 2019-20, we will continue to implement this budget largely as presented; if more resources are available, we will consider some strategic additions to the budget. However, if conditions require it, we may have to implement mid-year budget reductions. These ideas are addressed in more detail in the section entitled "2020 – 2021 Proposed Budget – Financial Overview – Mid-Year Review List."

Work Force Support

Expenses in this budget have been allocated largely to maintain capacity at current levels of service. The departments continue to carefully manage expenses and to address cost recovery in many instances. We are nearing completion of a classification and compensation study and implementation options may need to be deferred until the mid-year review is completed.

Rebuild Core Services

Administration. McMinnville provides administrative and municipal court services through four departments (Administration, Finance, Information Services and Municipal Court). In addition, resources and expenditures are budgeted based on those departments.

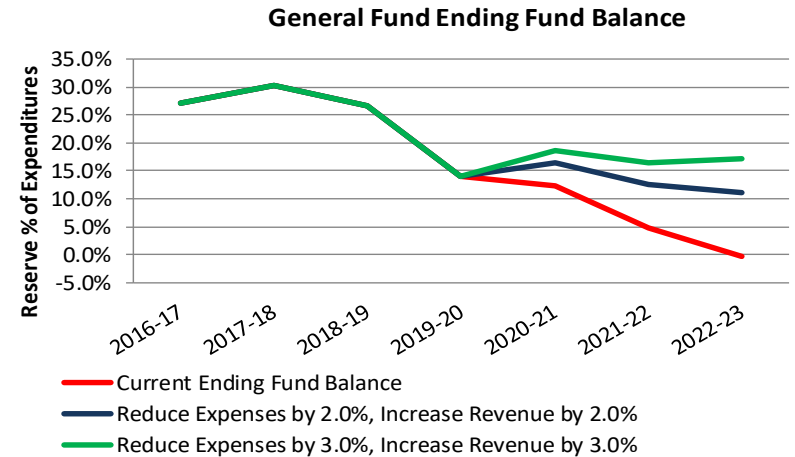
Based on an independent review of these administrative services and with the concurrence and support of the Executive Team, several recommendations have been adopted and are in differing implementation stages. A new Finance Director was hired, Municipal Court and Legal staffing was restructured (no increase in FTE) and the Court now reports to the Finance Director. In addition, a vacancy in the City Attorney position gave us the opportunity to expand the previous review to include those services. While utilizing contract services for general counsel for the past several months, we explored options for

providing efficient and effective legal services for the City and have selected a firm to provide City Prosecutor services through a contract and initiated the recruitment to hire an in-house City Attorney early in FY20-21. Other recommendations of the independent administrative services review will occur after the mid-year review or, in some cases, future years.

This effort is consistent with Mac-Town 2032. One of our goals is to: Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.

Stabilize General Fund Reserves

Maintaining a healthy reserve was a primary factor that allowed the City to weather the last recession without the deep cuts that many municipalities made (and some continue to make) while maintaining a very favorable bond rating. Driven by the reality that expenses grow more than revenues along with the impacts of and forecasts related to COVID-19, this budget will have reserves comparable to the FY19-20 Adopted Budget, estimated to be between 11 to 13% of 2020-21 expenses. While the Government Finance Officers Association indicates that a 17% reserve level meets best practices, this budget is reasonable. Based on current forecasts and a continued effort to identify new revenues and alternate service delivery models, the City will continue its efforts to moderate the decline and stabilize the reserves over the next several years and still meet a goal of keeping the reserve between 17% and 20%.



II. BUDGET ASSUMPTIONS

The proposed 2020 – 2021 Budget is based upon the following assumptions and criteria:

- A. THE ECONOMY.** Property taxes account for roughly 50% of the City's General Fund revenues and are based on total taxable assessed value (AV). Overall our AV has continued to rise at a fairly steady rate in the last several years and is

projected to increase 4.0% in 2021, compared to 2020. For 2021, the estimated AV is \$2,969 million.

<u>Year</u>	<u>Max Assessed Value (in millions)</u>	<u>Percent Change</u>
2012	2,140	1.60%
2013	2,199	2.75%
2014	2,233	1.55%
2015	2,298	2.90%
2016	2,390	4.02%
2017	2,495	4.36%
2018	2,591	3.88%
2019	2,712	4.66%
2020	2,855	5.26%
2021 Est	2,969	4.00%

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 \$1.2646 per \$1,000 of assessed value is \$0.025 lower than 2019-20.

The total proposed City tax rate for fiscal year 2020-21 is estimated to be \$6.2846 per \$1,000 of assessed value (\$5.02 permanent rate plus \$1.2646 debt service tax rate), compared

to \$6.3091 (\$5.02 permanent rate plus \$1.2891 debt service tax rate) in 2019-20, a decrease of 3.9%.

An “estimated not to be received” collection factor of 7.5% has been used to calculate current property tax revenue. The City of McMinnville’s share of total property taxes levied in the McMinnville taxing district is 37%.

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 – police officers, firefighters, lifeguards, librarians, recreation program staff, and parks maintenance workers. These personnel costs are 73% of the total expenditures in the General Fund budget.

The City’s annual COLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI was 1.75% and will be applied to all general service workers pay scales. In the 2020-21 proposed budget, salaries for Police and Fire union members reflect a COLA of 2.0%, based on the minimum increase in their contracts. The McMinnville Police Association (MPA) contract finalized at the end of April utilizes a different inflation index which for 2020-21 will mean 2.71% COLA for that bargaining unit, which will require a re-calculation of wages for next year.

General Service and Fire Union employees have similar high deductible health insurance plans and VEBA accounts to help defray the cost of those deductibles and provide future resources for eligible medical expenses. The McMinnville Police Association (MPA) has a low deductible health insurance plan with the Oregon Teamsters Employer Trust. For all full time employees with health insurance benefits, the VEBA

contribution matches the full deductible amount associated with the appropriate insurance plan.

For general service employees and Fire Union members, the City pays for 90% of the cost of an employee's health insurance premium and the employee is responsible for the remaining 10%. For Police Association members, the City pays 95% of the health insurance premium and the employee pays 5% of the premium.

- D. OTHER INSURANCE COVERAGES.** Property insurance premiums are projected to increase by 15% and liability premiums by 6% compared to 2019-20. The property insurance increase is due to the City being in a re-evaluation cycle year.

Workers compensation rates are projected to be consistent with prior year premiums. The City's experience modifier decreased from 89% in 2018-19 to 85% in 2019-20. This means the City's losses were approximately 15% better than the average for City County Insurance Services members.

- E. PERS.** City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS). The City's employer contributions represent 6.86% of total expenditures in the 2020-21 proposed budget. Total PERS costs are budgeted at \$5.18 million, a 2.9% decrease compared to the prior year. The decrease is due to a lower gross payroll spend combined with a higher proportion of OPSRP members (the newer Oregon public sector employees who draw a smaller pension benefit) in the McMinnville workforce.

The advisory rates for the 2021-23 biennium range from 25% for general service OPSRP employees to 32.49% for PERS Tier 1/2 members of eligible gross pay categories. These levels

would represent increases over the current retirement system rates ranging from 5.8% to 20.0% depending on the PERS employee category.

III. STRATEGIC PLANNING.

In January 2019, the City of McMinnville adopted Mac-Town 2032, a citywide strategic plan to guide its policy priorities and budget allocations moving forward. The year-long planning process was designed to leverage the dedication of McMinnville's existing public and private leadership, while also intentionally reaching out to the city's residents who are less often involved, especially the Latin/x community and youth.

The status of the 2019-2020 activities undertaken to institutionalize the strategic plan within the city organization – the first full year operating with Mac-Town 2032 as our guiding framework – follows.

Vision

A collaborative and caring city inspiring an exceptional quality of life.

Mission

The City of McMinnville delivers high-quality services in collaboration with partners for a prosperous, safe, and livable community.

Values

Stewardship – We are responsible caretakers of our shared public assets and resources. We do this to preserve the strong sense of community pride which is a McMinnville trademark.

Equity – We are a compassionate and welcoming community for all—different points of view will be respected. Because not all

members of our community are equally able to access our services or participate in public process, we commit ourselves to lowering these barriers.


Courage – We are future-oriented, proactively embracing and planning for change that is good for our community and consistent with our values.


Accountability – We believe healthy civil discourse is fostered through responsive service and clear, accurate, useful information.

Strategic Priorities


The following strategic priorities require special focus by the City in the next fifteen years. In order to move McMinnville toward its Vision, the City believes it will need to make disproportionate investments in time and financial resources in these areas.


 **CITY GOVERNMENT CAPACITY** – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus


 **CIVIC LEADERSHIP** – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement

 **COMMUNITY SAFETY & RESILIENCY** – Proactively plan for and responsively maintain a safe and resilient community

 **ECONOMIC PROSPERITY** – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors

 **ENGAGEMENT & INCLUSION** – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

 **GROWTH & DEVELOPMENT CHARACTER** – Guide growth and development strategically, responsively, and responsibly to enhance our unique character

 **HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)** – Create diverse housing opportunities that support great neighborhoods

FY19-20 Mac-Town 2032 Status Report

OBJECTIVE: A-1a. Strategically participate in local and regional partnerships.

STATUS: Dozens of engagements by staff and Council members in Professional Associations, Work Groups & Working Partnerships, Community Leadership, Training Partnerships.

NEXT STEPS: Focus on enhancing our services and developing leadership. Need clarity on how we measure strategic participation and desired outcomes.

OBJECTIVE: A-3a. Develop a definition of core services.

STATUS: Draft Core Services Criteria includes: Size of Budget (rev. & exp.), FTE, How long have we been doing it?, What is the value to the community?, How many people use it?, What if we didn’t do

it?, Is there another (or should there be) provider?, Is there a mandatory or compliance requirement?

NEXT STEPS: A refined criteria for core services will come to City Council Spring/Summer 2020, then the organization will administratively move through the process of applying the filter to current services.

OBJECTIVE: A-3c. Identify true cost of core services.

STATUS: We have made steps to understand the full cost of services including Planning & Building, Parks & Rec., Police, Fire & EMS, Wastewater, Facilities Condition Assessments. Need to complete A-3a to apply this to 'core services'.

NEXT STEPS: This is a multi-year project. The conversations have started and culturally we are shifting our paradigm to include all overhead and capital costs when we talk about cost of services.

OBJECTIVE: C-4d. Identify a strategy for long-term increase in stable Public Safety Services.

STATUS: The ongoing Fire Consolidation Project will address a wide range of issues this FY, including Service Demand, Call Concentration, Performance, Responders Distribution and Response Reliability Studies. It will also identify Partnering Strategy Options, Fiscal impact of each study and evaluate the impact of shared services on each jurisdiction.

NEXT STEPS: In 2020-21 , the project will deliver a Strategic Implementation Plan and Public Input process.

OBJECTIVE: F-1a. Develop and implement a Public Engagement Charter.

STATUS: In development. Staff has been researching best practices and piloting several different options in the past six months for MacTown 2032, Growing McMinnville Mindfully and MacPac.

NEXT STEPS: Staff will develop a formal draft charter for review Spring, 2020.

OBJECTIVE: G-2c. Housing strategy (May 2019) renew every 10 years.

STATUS: This work is underway, a draft has been developed and was presented to both the Affordable Housing Task Force and Planning Commission in a work session for feedback.

NEXT STEPS: Staff is continuing to refine the analysis in collaboration with a Project Advisory Committee and working with legal counsel on when to bring it to the City Council for formal adoption. In the meantime the strategy is helping to inform the Affordable Housing Task Force Action Plan and the Planning Commission work plan.

OBJECTIVE: G-2d. Assess urban growth boundaries adjustment.

STATUS: This work is underway, staff is evaluating need and working with legal counsel and City Council to determine next steps.

NEXT STEPS: To be determined.

OBJECTIVE: A-3e. Right-Size Services: Address insufficient resources by finding new sustainable funding sources.

STATUS: Multiple initiatives, including; a new Wastewater franchise fee, Fire District analysis, cost recovery efforts for Planning & Building services, KOB and Parks & Rec. programs, Wastewater Financial Assessment, Stormwater utility conversation, Licensed Care Facility Ordinance, Ambulance Billing transition.

NEXT STEPS: This is a long term project that will show largely incremental progress as evaluate programs of service and new funding sources.

OBJECTIVE: C-3a. Establish a formal Emergency Management Program.

STATUS: Needed updates to Emergency Operations Plan have been identified. Additional activities include Natural Hazard Mitigation update, distribution of 100 home emergency kits to employees who are mission critical, partner with Water & Light on a vehicle fueling station that will provide a reserve fuel source during disaster operations, City CERT has been transitioned to Yamhill County, grant for a 30kW portable generator to allow airport operations to continue during disaster operations.

NEXT STEPS: This is a long term project and updates on future activities will be provided through staff reports and/or work session presentations.

Status Report Conclusion

In 2019-20, staff has sought to make concrete advancements that live up to the extraordinary efforts that went into developing the Vision, Mission, and Values for the City, as well as its Strategic Priorities as we engaged community members in a variety of formats including facilitated focus groups (City Staff, the McMinnville Leadership Council, Young Leaders, Latin/x Professionals, and a broader Latin/x community group), an online web survey with more than 1,000 unique community responses, and a large community meeting attended by over 50 civic stakeholders.

IV. FORMAT OF THE BUDGET

The Proposed Budget document includes relevant supplemental and supporting information and budget detail to allow a thoughtful and comprehensive review by the Budget Committee.

In an effort to make the document more readable, a Financial Overview and analysis of the City's revenues, expenditures, and reserves is provided. Numerous charts and graphs are included in the analysis. The section entitled "2020 – 2021 Proposed Budget – Fund Definition, Budget Basis" 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. Information related to staffing levels and salary schedules is provided in the Personnel Services Overview and a schedule of the City's outstanding debt is included in the Debt Overview.

The Budget Summaries and Highlights that precede the line-item budgets for each department and fund provide excellent history and background information on each service area including: budget highlights, core services, future challenges and opportunities, financial summaries and employee information.

V. CONCLUSION

Let's do the next right thing, together.

~Glennon Doyle

Our obligation is to provide high quality, compassionate services to McMinnville's people, businesses, organizations and visitors. The high quality of life we enjoy here is enhanced and preserved by the work of the elected officials, employees and volunteers who serve the City. High performing organizations focus on employees, philosophy about how people work, strategic organizational vision, quality work culture, teamwork and leadership.

This Proposed Budget is focused on these charges and provides both the roadmap and means for the delivery of municipal services. The vision of the community and the leadership of the Mayor and the City Council will be provided through the Strategic Plan. The executive team and their key staff members helped build this budget through collaboration, creativity, analysis, and thoughtful discussion that sometimes included respectful disagreement.

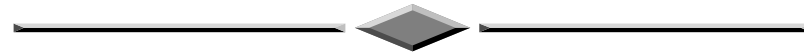
The successful preparation of the proposed 2020 – 2021 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work. Under especially challenging circumstances this year, Finance Director Jennifer Cuellar, Senior Accountant Ronda Gretzon and the entire Finance Staff should be commended for their tireless commitment.

It is my hope that the Mayor, City Council and Budget Committee see their priorities, aspirations and values reflected in this document. Your dedication to the community is appreciated by the entire staff of the City and we thank you for that service. We look forward to any questions you have and any direction you may provide as you review and deliberate on the fiscal year 2020-21 budget.

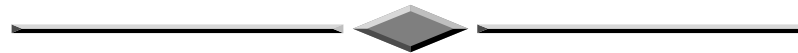
Respectfully submitted,



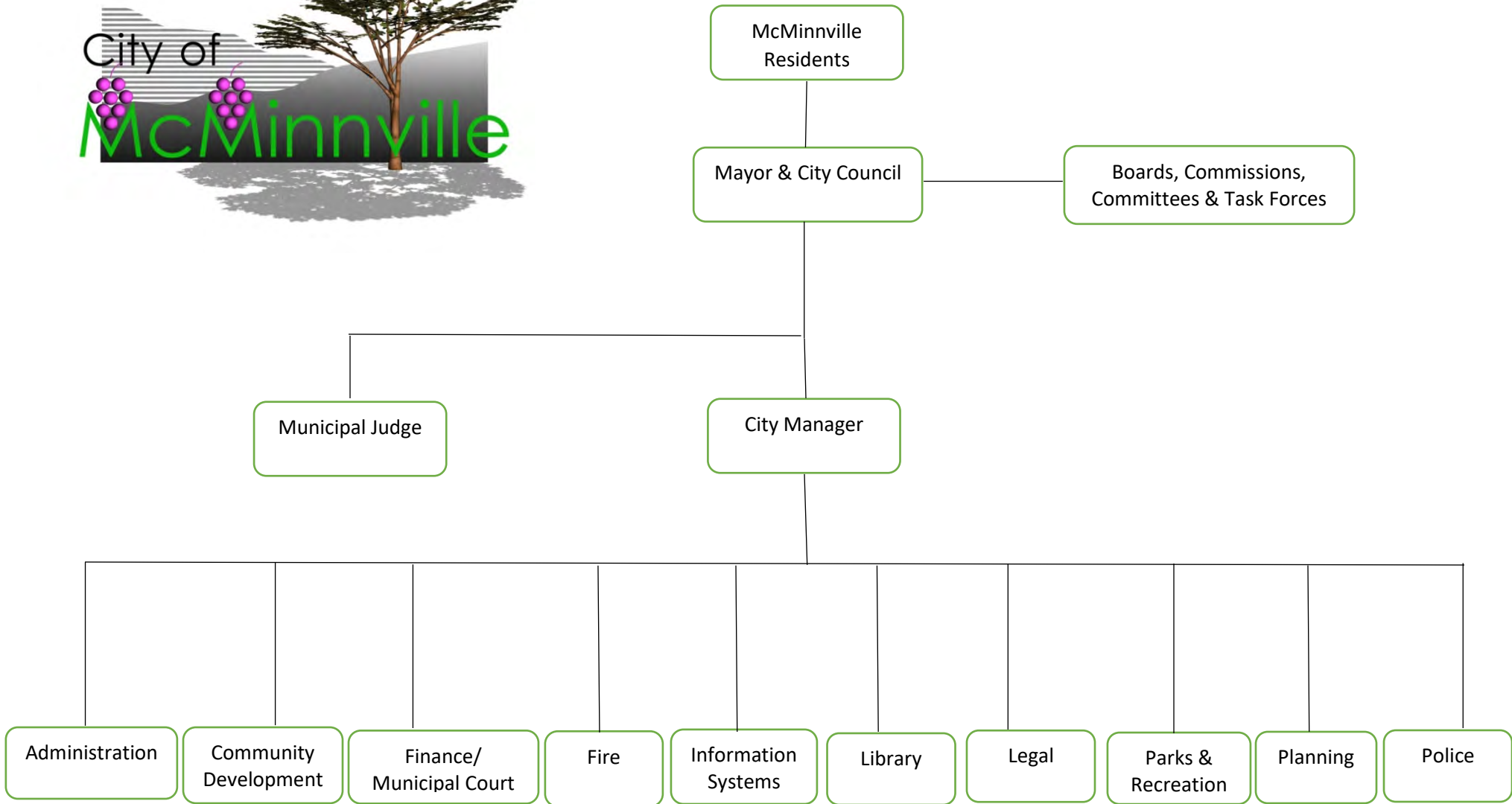
Jeffrey R. Towery
Budget Officer
City Manager



CITY OVERVIEW



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



GOALS

OBJECTIVES



CITY GOVERNMENT CAPACITY

– Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus

- Develop and foster local and regional partnerships.**
 - Gain efficiencies from technology and equipment investments.**
 - Identify and focus on the City’s core services.**
 - Invest in the City’s work force.**
-



CIVIC LEADERSHIP – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement

- Attract and develop future leaders.**
 - Increase awareness in civic affairs and leadership opportunities.**
 - Recognize and raise up leadership in all its forms, such that more people identify themselves as civic leaders.**
-



COMMUNITY SAFETY & RESILIENCY – Proactively plan for and responsively maintain a safe and resilient community

- Build a community culture of safety (consider safety best practices).**
 - Develop resiliency targets for critical infrastructure.**
 - Lead and plan for emergency preparedness.**
 - Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works.**
-



ECONOMIC PROSPERITY –

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors

Accelerate growth in living wage jobs across a balanced array of industry sectors.

Improve systems for economic mobility and inclusion.

Foster opportunity in technology and entrepreneurship.

Be a leader in hospitality and place-based tourism.

Locate higher job density activities in McMinnville.

Encourage connections to the local food system and cultivate a community of exceptional restaurants.



ENGAGEMENT & INCLUSION –

Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

Actively protect people from discrimination and harassment.

Celebrate diversity of McMinnville.

Cultivate cultural competency and fluency throughout the community.

Grow City's employees and Boards and Commissions to reflect our community.

Improve access by identifying and removing barriers to participation.



GROWTH & DEVELOPMENT CHARACTER – Guide growth and development strategically, responsively, and responsibly to enhance our unique character

Define the unique character through a community process that articulates our core principles.

Educate and build support for innovative and creative solutions.

Strategically plan for short and long-term growth and development that will create enduring value for the community.

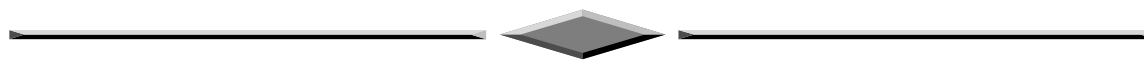


HOUSING OPPORTUNITIES

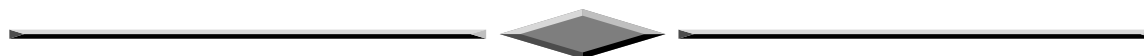
(ACROSS THE INCOME SPECTRUM) – Create diverse housing opportunities that support great neighborhoods

Collaborate to improve the financial feasibility of diverse housing development Opportunities.

Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market-driven housing needs.



FINANCIAL OVERVIEW





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.

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. The adoption of an annual budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has spent its resources for fiscal years 2017-18 and 2018-19, estimates of fiscal year 2019-20 total activities and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2020-21.

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.
- Historically, the budget process begins in January, when the City Council establishes goals and objectives for the upcoming fiscal year. In January 2019, the City adopted a strategic plan, Mac-Town 2032, which has helped inform the budget preparation.
- From January through March, the City Manager, Department Directors and staff develop a proposed budget that incorporates the Council's direction and represents a financial plan for funding all City programs and services for the fiscal year.

Adoption of the Budget

- The Budget Officer presents the proposed budget to the Budget Committee at a public meeting in mid-May. The Budget Committee reviews the proposed budget, considers public comment, and approves the budget and the rate and amount of total ad valorem property taxes to be certified to the County Assessor.
- After the Budget Committee approves the budget, the Council may not increase the amount of expenditure appropriations by more than 10% or increase the tax levy, unless the amended budget is republished and another budget hearing is held.
- The City Council holds a public hearing in early June to accept public input on the budget. In late June, by resolution, Council adopts the budget, authorizes appropriations, and designates the tax levy for the fiscal year. The resolution levying and categorizing taxes for the fiscal year must be submitted to the county assessor by July 15th.
- After adoption, management's authority to spend City funds is limited to appropriations in the adopted budget, unless the City Council amends the budget. Budget amendments after budget adoption are subject to certain requirements and limitations.

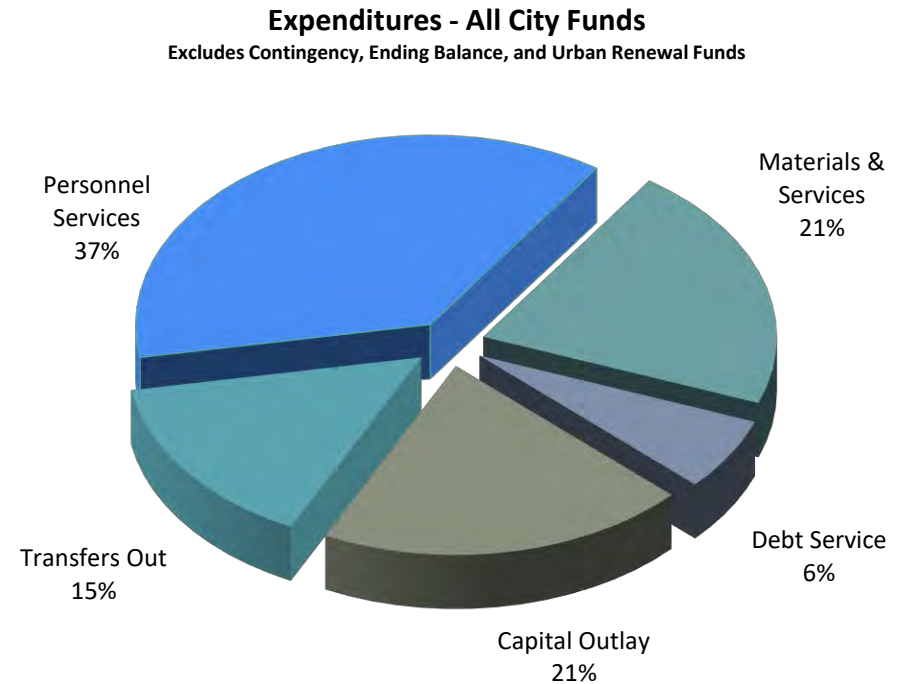
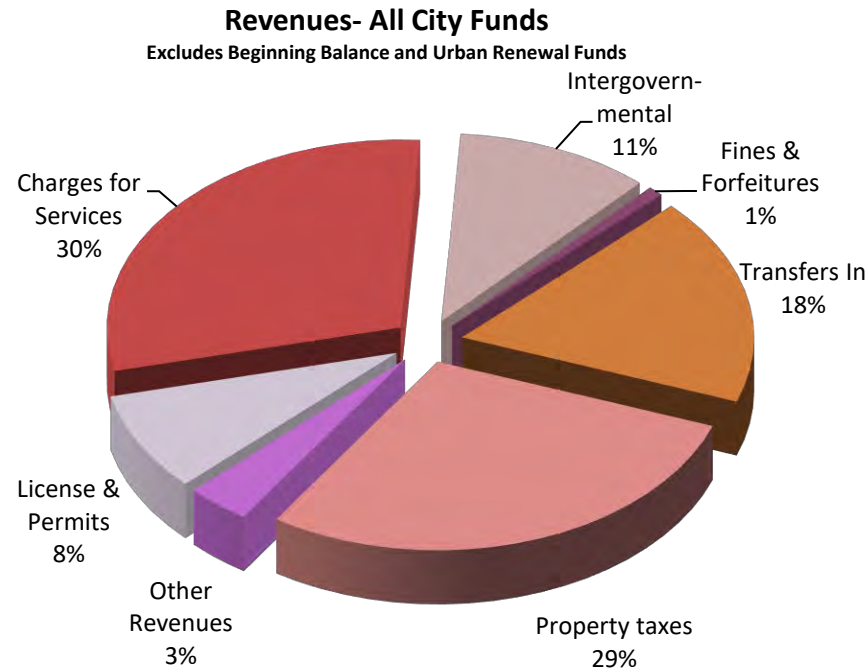
McMinnville Urban Renewal District

For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the District is adopted by the Urban Renewal Agency Board and is not included in the proposed City budget, which is adopted by the City Council.

All City Funds 2020 – 2021 Proposed Budget

RESOURCES – by Type	
Beginning Balance	\$52,742,716
Property Taxes	18,482,100
License & Permits	5,497,050
Intergovernmental	5,939,670
Charges for Services	19,184,753
Fines & Forfeitures	550,400
Other Revenues	2,266,112
Transfers In	11,520,534
Total Resources	\$117,183,335

REQUIREMENTS – by Classification	
Personnel Services	\$28,166,424
Materials & Services	15,948,489
Capital Outlay	15,373,376
Debt Service	4,708,998
Transfers Out	11,264,789
Contingency	6,731,500
Ending Balance	34,989,759
Total Requirements	\$117,183,335



Revenues for All City Funds:

Revenue losses due to the **Covid-19 public health emergency** for many departments has been factored into the 2019-20 estimates, which pull down the beginning balances for the General Fund as well as other Funds. Estimates for 2020-21 revenue losses at the time the proposed budget was prepared are modest and may be updated for the budget which will be appropriated in June.

Property Tax Revenue -- \$18.5 million or 29% of all City revenues. Property tax revenues fund a significant portion of General Fund operations and are used to pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the General Fund Non-Departmental and Debt Service Fund budget summaries.

Charges for Services Revenue -- \$19.2 million or 30% of all City revenues. Charges for Services are the largest source of all City revenues. Sewer user charges in the Wastewater Services Fund, ambulance transport fees, and Park & Recreation program fees constitute the majority of total Charges for Services.

Intergovernmental Revenue -- \$5.9 million or 11% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund and gas taxes in the Street Fund.

Fines and Forfeitures revenue is primarily generated by the Municipal Court.

Other Revenues include interest on investments, donations, and other miscellaneous revenues.

Transfers In Revenue -- \$11.5 million or 18% of all City revenues. Includes revenues from interfund reimbursements for services, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation, wastewater, and urban renewal capital projects.

Expenditures for All City Funds:

Personnel Services Expenditures -- \$28.2 million or 37% of total City expenditures. \$17.3 million of the Personnel Services expenditures total is for salaries and wages and \$10.9 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

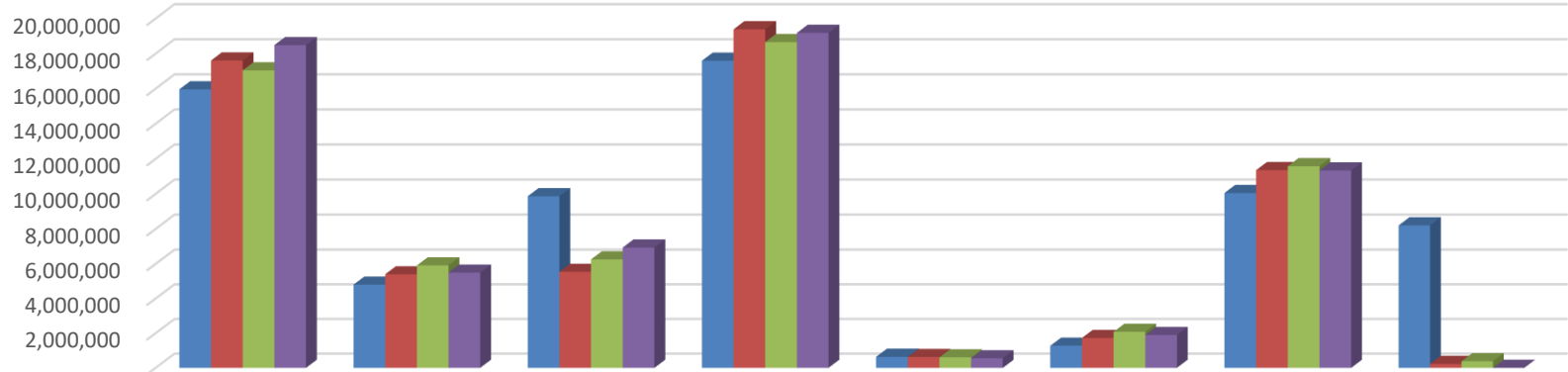
Materials and Services Expenditures -- \$15.9 million or 21% of total expenditures, including \$6.2 million for contractual services, utilities, equipment, program expenses, etc. in the General Fund; \$2.4 million for professional services expenditures for Wastewater Capital projects; \$1.3 million in operating costs in the Wastewater Services Fund; \$1.2 million in insurance premiums for general liability, property and workers compensation; and \$1.1 million for operational costs for street maintenance.

Capital Outlay Expenditures -- \$15.3 million or 21% of total expenditures, including \$5.0 million for street improvement projects in the Transportation Fund; \$0.5 million for Park Development projects; and \$8.6 for Wastewater Capital projects.

Debt Service -- Includes \$4.7 million for principal and interest payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, fire vehicle loan, and loan for urban renewal capital projects.

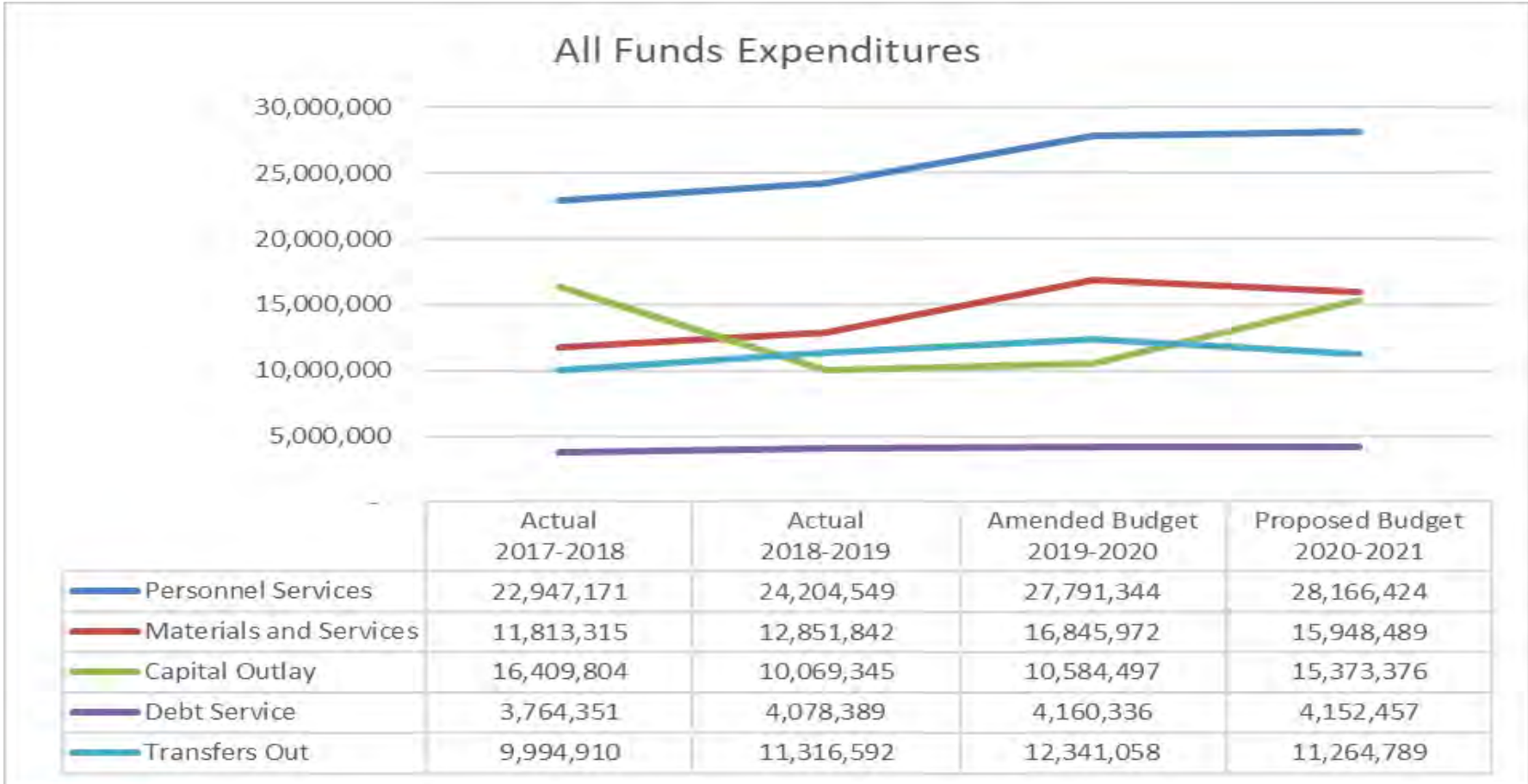
Transfers Out Expenditures-- \$11.3 million or 15% of total expenditures (corresponds to Transfers In Revenue). Primarily includes interfund charges for services, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation, street maintenance and wastewater capital projects.

All Funds Revenues



	Property Taxes	Licenses and Permits	Intergovernmental	Charges for Services	Fines and Forfeitures	Miscellaneous	Transfers In	Other Financing Source
Actual 2017-2018	15,960,975	4,804,945	9,864,653	17,592,101	638,281	1,277,902	10,050,470	8,204,575
Actual 2018-2019	17,607,441	5,401,356	5,543,276	19,387,250	628,167	1,725,990	11,354,631	226,649
Amended Budget 2019-2020	17,045,107	5,914,316	6,261,787	18,658,142	608,400	2,079,483	11,579,474	381,946
Proposed Budget 2020-2021	18,482,100	5,497,050	6,939,670	19,184,753	550,400	1,896,864	11,333,241	-

The chart above shows **Revenues** for all funds of the City, by category, from 2017-18 through the 2020-21 proposed budget. The chart illustrates that the primary sources of funding for City services, **Property Taxes**, **Licenses and Permits**, and **Charges for Services**, which make up 67% of all City revenue, are relatively stable and, in the main, steadily increasing. **Intergovernmental** revenues include state shared revenues and are typically consistent from year to year. The spike in intergovernmental revenues in 2017-18 was due to \$5.0 million received in Federal Aviation Administration (FAA) grants at the Airport. **Transfers In** are transactions between funds for various purposes, including \$6.2 million in user fees transferred from Wastewater Services to Wastewater Capital, \$0.9 million transferred to the Emergency Communications Fund for police, fire and ambulance dispatch, and interfund reimbursement for services provided by support departments to operating departments. **Other Financing Source** revenue in 2017-18 was from the issuance of Transportation bonds.



The chart above shows **Expenditures** for all funds of the City, by category, from 2017-18 through the 2020-21 proposed budget. **Personnel Services** expenditures, at 37% of the total budget, are the greatest use of City resources. As reflected in the chart, these expenditures are rapidly rising due to higher costs of salaries and fringe benefits. **Materials and Services** expenditures for costs such as contractual services, utilities, supplies, and equipment are relatively consistent; fluctuations are generally caused by increases in professional services/consultants fees for major projects/initiatives and building repairs. In 2017-18 the spike in **Capital Outlay** is due to capital projects in Wastewater Capital and the Airport; FY20-21 budget increase is found predominantly in the Wastewater Capital Fund. **Debt Service** payments are fairly flat over the last few years. **Transfers Out** correspond to Transfers In on the preceding page.

All City Revenues by Fund

	Actual 2017-2018	Actual 2018-2019	Amended Budget 2019-2020	Proposed Budget 2020-2021	\$\$ Change 2019-2020 versus 2020-2021	% Change 2019-2020 versus 2020-2021
Resources						
General Fund	22,192,055	24,060,788	30,256,844	30,886,428	629,584	2.08%
Special Assessment	64,451	56,712	576,900	513,450	(63,450)	-11.00%
Transient Lodging Tax	950,622	1,277,396	1,281,166	1,164,600	(116,566)	-9.10%
Telecommunications	249,235	247,736	257,100	244,350	(12,750)	-4.96%
Emergency Communications	849,290	1,099,765	1,177,209	951,852	(225,357)	-19.14%
Street	2,194,894	2,526,627	2,722,506	2,748,639	26,133	0.96%
Airport	5,322,185	1,001,335	492,059	504,000	11,941	2.43%
Transportation	9,657,362	1,627,032	1,354,848	2,310,648	955,800	70.55%
Park Development	245,221	831,038	560,580	422,508	(138,072)	-24.63%
Debt Service	3,456,585	3,937,992	3,549,600	3,626,800	77,200	2.17%
Building	847,655	752,470	579,528	634,469	54,941	9.48%
Wastewater Services	9,811,111	10,364,786	10,808,645	10,427,404	(381,241)	-3.53%
Wastewater Capital	6,360,169	8,000,816	6,810,614	7,245,959	435,345	6.39%
Ambulance	4,527,574	4,409,155	-	-	-	0.00%
Information Systems & Services	934,910	1,074,243	1,314,041	1,335,139	21,098	1.61%
Insurance Services	1,154,356	1,094,863	1,330,967	1,424,373	93,406	7.02%
Total Resources	68,817,674	62,362,755	63,072,607	64,440,619	1,368,012	2.17%

The table above shows historical trends for all **Revenues** of the City, by fund, for 2017-18 through the 2020-21 proposed budget. The two columns on the right compare the 2019-20 amended budget and 2020-21 proposed budget, showing the change by dollar amount and by percentage. In twelve of the funds, the percentage change is less than 10%, reflecting the consistency of revenue in these budgets. The increase in General Fund is modest, representing an increase in property tax of \$1 million, virtually flat revenues for franchise fees and state shared resources and some declines in charges for service revenues due to the Covid-19 public health emergency. For Special revenue funds (**Special Assessment, Transient Lodging Tax, Telecommunications, Emergency Communications, Street, Airport and Building**), revenues are from dedicated sources and cannot be spent on the general operations of the City. For capital projects funds (**Transportation, Park Development, and Wastewater Capital**), revenue primarily derives from bond proceeds and systems development charges (SDC). Revenues in these funds fluctuate when debt is issued for projects such as transportation and park system improvements. For the enterprise fund (**Wastewater Services**), revenues are based on charges to users for services provided, intended to be self-supporting of its costs. Internal services funds (**Information Systems & Services and Insurance Services**) provide services and support to City Departments. Generally revenues in these funds are reimbursement from other City Departments. For additional discussion on revenues and fund types, see Fund Definitions in the Financial Overview section of this document.

All City Expenditures by Fund

	Actual 2017-2018	Actual 2018-2019	Amended Budget 2019-2020	Proposed Budget 2020-2021	\$\$ Change 2019-2020 versus 2020-2021	% Change 2019-2020 versus 2020-2021
Requirements						
General Fund	22,523,486	24,353,872	33,223,351	32,821,094	(402,257)	-1.21%
Special Assessment	65,902	60,258	581,057	516,982	(64,075)	-11.03%
Transient Lodging Tax	894,150	1,223,661	1,262,034	1,164,600	(97,434)	-7.72%
Telecommunications	249,210	247,700	257,000	244,250	(12,750)	-4.96%
Emergency Communications	829,331	854,579	1,244,034	967,724	(276,310)	-22.21%
Street	2,074,783	2,535,084	2,998,913	3,032,172	33,259	1.11%
Airport	6,142,718	849,991	588,216	521,710	(66,506)	-11.31%
Transportation	10,863,876	6,298,488	5,682,153	5,563,974	(118,179)	-2.08%
Park Development	254,296	650,762	948,061	560,631	(387,430)	-40.87%
Debt Service	3,417,100	3,731,138	3,740,450	3,734,950	(5,500)	-0.15%
Building	535,089	760,722	838,772	757,343	(81,429)	-9.71%
Wastewater Services	9,336,105	10,167,613	10,698,128	11,456,989	758,861	7.09%
Wastewater Capital	1,699,680	3,758,879	6,025,694	10,854,399	4,828,705	80.14%
Ambulance	4,932,136	5,398,197	174,483	-	(174,483)	-100.00%
Information Systems & Services	925,303	1,065,701	1,308,541	1,330,041	21,500	1.64%
Insurance Services	756,795	1,221,741	1,868,457	1,935,217	66,760	3.57%
Total Requirements	65,499,961	63,178,385	71,439,344	75,462,076	4,022,732	5.63%

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2017-18 through the 2020-21 proposed budget. The two columns on the right compare the 2019-20 budget and 2020-21 proposed budget, showing the change by dollar amount and by percentage. For expenses, ten of sixteen funds have a percentage change if less than 10% and eleven are showing declining expenditures relative the prior year. **General Fund** is almost flat with a slight decline of 1.2%. In several funds there are substantial decreases, as in the **Airport Fund** where there is a considerable reduction in projects in 2020-21, accompanied by a similar reduction in FAA grant revenues. Declines in **Special Assessment** and **Transient Lodging Tax Funds** reflect a more conservative estimate of expenses given anticipated revenue declines due to Covid-19. The decline in **Emergency Communications** is due to a FY2019-20 budget amendment for lease financing proceeds. The **Ambulance Fund** decline is due to its closure in the prior year. The 2020-21 proposed budget reflects the sizeable decrease in expenditures as projects are completed in the capital projects funds (**Transportation and Park Development Funds**) while **Wastewater Capital** is budgeting for significantly more capital outlays in the upcoming year.

All Funds – Budget Highlights for 2020 – 21 Proposed Budget

General Fund – Please see the General Fund section of the Financial Overview for detailed information.

Transient Lodging Tax Fund (TLT) – City’s tax rate is 10% of rental income. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT and the remaining 30% is transferred to the General Fund. All TLT revenue is either disbursed to VM or transferred to the General Fund. This proposed budget estimates that TLT will be declining due to the impact of Covid-19 on tourism.

Street Fund – The 2020-21 proposed budget continues to fund the core services of the Street Maintenance Division, including pavement maintenance, storm water systems, vehicle/equipment maintenance, right of way maintenance, street trees, and emergency responses, and many other duties. In addition, the Division maintains the new street improvement projects that have been completed in the last several years and are currently underway. In the 2020-21 proposed budget, the cost of street maintenance is primarily funded with State gas tax of \$2.7 million.

Airport Maintenance Fund – Compared to prior years, the 2020-21 proposed budget includes a reduced number of projects. From 2017-18 through 2019-20, the City will have completed over \$6.1 million in construction projects at the McMinnville Municipal Airport. These projects have been funded with Federal Aviation Administration (FAA), Oregon Department of Aviation (ODA), and Critical Oregon Airport Relief (COAR) program grants. Revenue from property and hangar leases is the only funding source for general operations of the Airport.

Transportation Fund – The City issued a total of \$24 million in general obligation bonds in 2015 and 2018, using the proceeds to fund major capital street improvements. All bond proceeds are expected to be spent by the end of the 2020-21 fiscal year.

Park Development Fund – General obligation bond proceeds, grants, and donations will fund completion of the Jay Pearson Neighborhood Park Projects in the fall of 2019. Any funds remaining at the end of 2019-20 will be reserved for future park projects.

Debt Service Fund – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$27.7 million in GO bonded debt issued for park improvement projects, construction of the Police Station and Civic Hall, and major street improvements. The bonded debt will be fully paid in 2021, 2027, and 2033, respectively. The current property tax levy for debt service is \$3.7 million for a tax rate of \$1.2646 per \$1000 of assessed value. This tax is in addition to the City’s permanent tax rate of \$5.02 per \$1000 of assessed value.

Wastewater Services Fund – Includes administration, plant and pump stations operations, environmental services functions, and conveyance system maintenance. Sewer user charge revenue of \$10.2 million pays for wastewater operating costs and also allows \$6.2 million to be transferred to the Wastewater Capital Fund for major projects.

Wastewater Capital Fund – The 2020-21 proposed budget includes \$8.6 million for design and construction of numerous capital projects, including \$2.6 million for a new biosolids storage tank; \$1.3 million for design and construction of the grit system expansion project; \$1.8 million for design and construction of the upgrade to the water reclamation facility administration building; \$1.3 million for major equipment replacement; and \$1.9 million to address inflow and infiltration at various locations around the City. Projects are funded with charges to sewer users that are transferred from the Wastewater Services Fund.

Ambulance Fund – The enterprise fund is closed as of FY2019-20 because its revenues have not covered operational costs for over a decade and it no longer meets the basic definition of a self-supporting fund. Operations have not ceased; their financial footprint will now be reported as part of the General Fund's Fire Department.

Information Systems & Services (IS) Fund – IS Department staff partner with City Departments to provide internal and external computer services support. The 2020-21 proposed budget includes \$800,000 for computer charges, with \$530,000 of the total for “shared” costs that are allocated to all Departments.

Insurance Services Fund – Pays the City's premiums and claims for property, liability, and workers' compensation insurance. Departments reimburse the Insurance Services Fund for estimated insurance costs. Over the past several years, the reserve in the Fund has increased significantly due to actual costs being less than estimated. To avoid holding an excessive amount of funds in the reserve, the 2020-21 budget proposes a transfer of \$500,000 from the Insurance Services Fund to the Departments, with \$428,000 of the total allocated to the General Fund. At the end of the 2020-21 fiscal year, the estimated reserve in the Insurance Services Fund is \$0.9 million.

For more information on All Funds of the City, please refer to the **Budget Summaries**, included with every Fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, and Cost and FTE (i.e., employee position) Summaries.

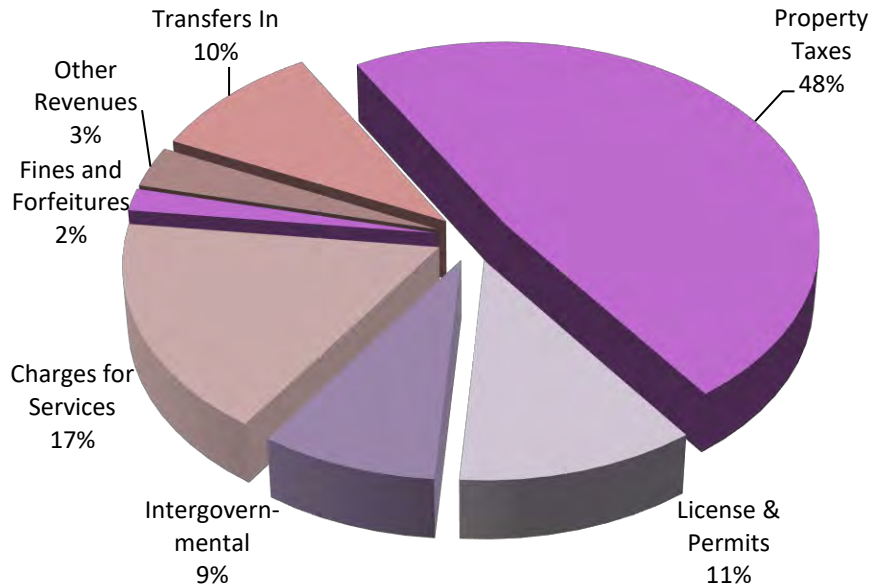
GENERAL FUND 2020 – 2021 Proposed Budget

GENERAL FUND RESOURCES – by Type	
Beginning Balance	\$4,453,380
Property Taxes	14,900,000
License & Permits	3,483,750
Intergovernmental	2,592,422
Charges for Services	5,337,963
Fines and Forfeitures	550,400
Other Revenues	1,011,854
Transfers In	3,010,039
Total Resources	\$35,339,808

GENERAL FUND REQUIREMENTS – by Classification	
Personnel Services	\$23,749,5947
Materials & Services	6,191,756
Capital Outlay	735,776
Debt Services	735,626
Transfers Out	1,407,989
Contingency	1,900,000
Ending Balance	618,714
Total Requirements	\$35,339,808

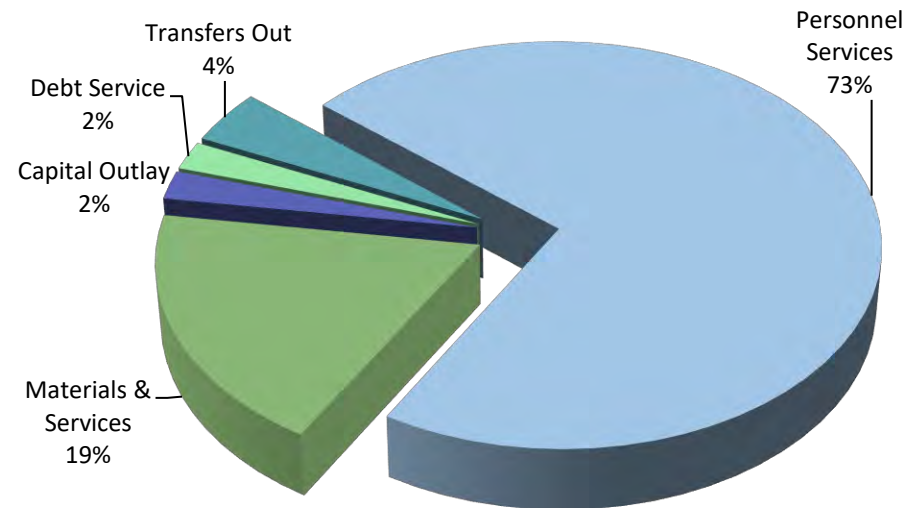
General Fund Revenues - By Type

Excludes Beginning Balance



General Fund Expenditures - By Classification

Excludes Contingency and Ending Balance



General Fund Revenues:

Property Taxes – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2019-20 proposed budget projects \$14.5 million in current operating property tax revenues. Property taxes are 48% of all General Fund revenues.

Licenses and Permits Revenue – \$3.5 million or 11% of General Fund revenues. Includes franchise fees collected by telephone, gas, and garbage collection providers. Also includes payment-in-lieu-of-taxes paid by McMinnville Water & Light, which account for 52% of all Licenses and Permits revenue.

Intergovernmental – \$2.6 million or 9% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and payment for contracted fire services provided by the City to McMinnville Rural Fire District.

Charges for Services Revenue – \$5.3 million or 17% of General Fund revenues. Primarily transport fees for ambulance services. Also includes Parks & Recreation Department fees for Aquatic Center use and for recreation programs, including Community Center and Senior Center programs, Kids on the Block, and youth and adult recreational sports.

Fines & Forfeitures and Other Revenue – Includes Municipal Court fines and other miscellaneous revenues, such as interest on investments and donations.

Transfers In – \$3.0 million or 10% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance. Also includes transfer from Transient Lodging Tax Fund and from urban renewal for debt service payments on a loan for capital projects.

General Fund Expenditures:

Personnel Services Expenditures – \$23.7 million or 73% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$15.7 million of total General Fund Personnel Services. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant factors that impact personnel services costs.

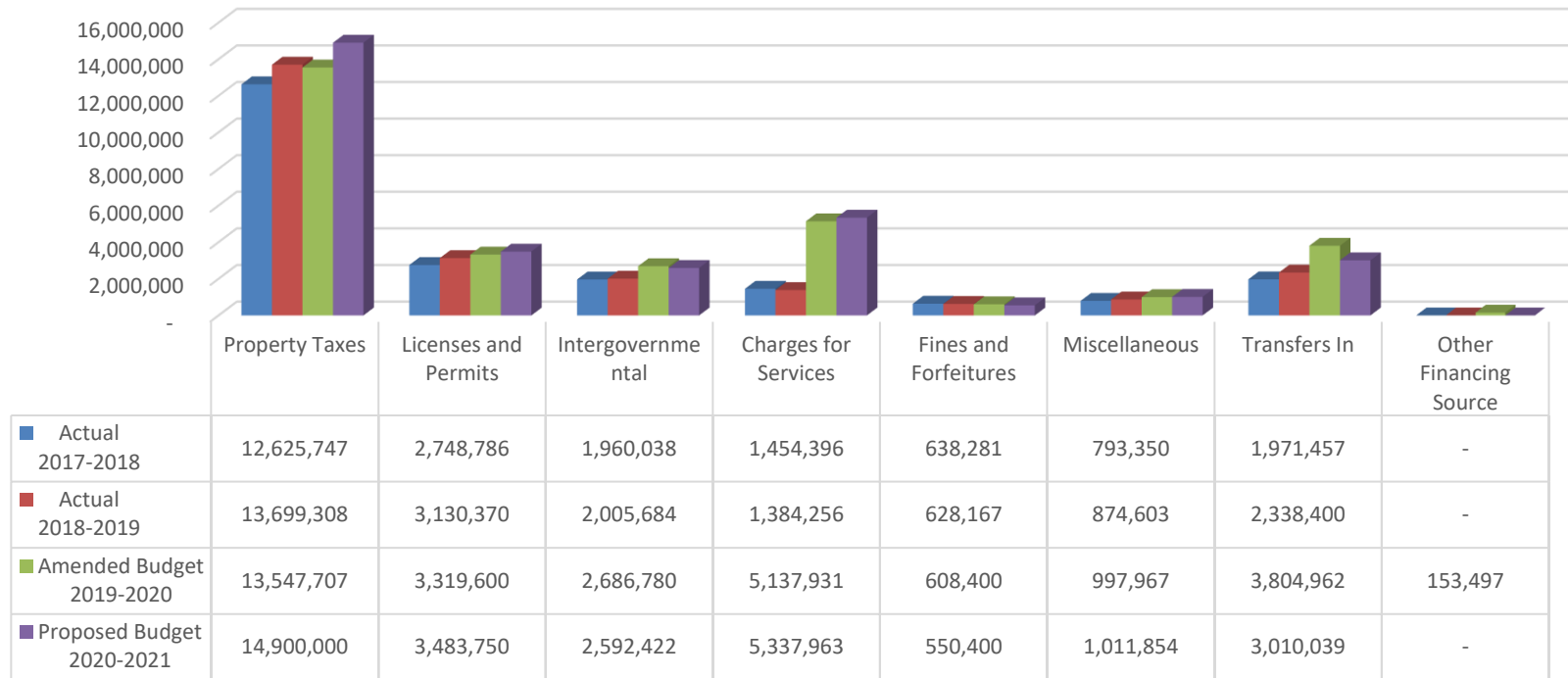
Materials and Services Expenditures – \$6.2 million or 19% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 42% of total Materials and Services costs; Parks & Recreation, Park Maintenance, and Library are 32% of total Materials & Services; General Government costs are the remaining 26%. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, recreation program costs, supplies, insurance, etc.

Capital Outlay Expenditures – General Fund capital outlay expenditures in the 2020-21 proposed budget are limited to \$0.7 million, with the majority of that amount budgeted for Fire Department and Police Department equipment and rolling stock replacements.

Debt Service – \$0.7 million for payments on loans for Police and Fire vehicles and equipment, a bank loan related to urban renewal projects, and a bank loan for refinancing the City's PERS transition liability.

Transfers Out – \$1.4 million or 4% of General Fund expenditures. Includes a transfer to the Emergency Communications Fund for emergency dispatch services.

General Funds Revenues



The chart above shows historical trends for General Fund **Revenues**, by category, from 2017-18 through the 2020-21 proposed budget. **Property Taxes** (48% of all General Fund revenues in 2020-21) have been slowly but consistently trending upward. Property tax revenues correlate to growth in the City's taxable assessed value (AV) and permanent rate of \$5.02 per \$1000. **Licenses and Permits** revenues, primarily franchise fees paid by utility companies, are subject to rates included in franchise fee agreements and statutory limitations. **Intergovernmental** revenues are mainly liquor, marijuana, and cigarette taxes shared by the State; distribution to cities is generally based on population. **Charges for Services**, primarily ambulance transport fees starting in FY2019-20; Parks & Recreation user fees are currently being reviewed to determine the appropriate cost recovery level. **Transfers In** represent reimbursements from other funds for services provided by the General Fund. Transfers In revenue increases are directly related to the cost of providing these services (i.e., salaries and fringe benefits). **Other Financing Source** revenue in 2019-20 budget is related to financing proceeds for a commercial lease which will not actually take place as the City is opting to utilize internal borrowing instead.

General Fund Expenditures - By Department

	Actual 2017-2018	Actual 2018-2019	Amended Budget 2019-2020	Proposed Budget 2020-2021	\$\$ Change 2019-2020 versus 2020-2021	% Change 2019-2020 versus 2020-2021
Requirements						
Administration	1,113,287	1,328,128	1,691,556	1,408,392	(283,164)	-16.74%
Finance	758,469	828,517	740,801	692,972	(47,829)	-6.46%
Engineering	989,326	1,054,540	1,178,759	1,099,466	(79,293)	-6.73%
Planning	691,689	991,721	1,428,287	1,689,304	261,017	18.27%
Police	7,805,603	8,068,767	9,397,114	9,361,656	(35,458)	-0.38%
Municipal Court	488,911	512,222	601,752	552,290	(49,462)	-8.22%
Fire	3,149,529	3,439,761	9,523,729	9,268,069	(255,660)	-2.68%
Parks & Recreation	2,448,986	2,730,665	3,238,670	3,474,822	236,152	7.29%
Park Maintenance	1,138,230	1,217,886	1,395,342	1,406,558	11,216	0.80%
Library	1,566,065	1,632,762	1,866,005	1,903,035	37,030	1.98%
Total Expenditures	20,150,095	21,804,969	31,062,015	30,856,564	(205,451)	-0.66%
General Fund Full Time Equivalent (FTE)	151.85	164.08	166.03	193.54		

The table above shows historical trends for General Fund **Expenditures**, by Department, from 2017-18 through the 2020-21 proposed budget. The two columns on the right compare the 2019-20 budget and 2020-21 proposed budget, showing the change by dollar amount and by percentage. Fluctuations in departmental expenditures are typically due to changes in **Personnel Services** costs (73% of total General Fund expenditures in 2020-21 budget) or, in some departments, by **Materials & Services** costs (19% of expenditures). **Capital outlay** expenditures in the last four years have generally been limited to the purchase of public safety vehicles and larger-scale building repairs.

Major variables impacting **Personnel Services** costs are increases/decreases in full-time equivalent (FTE) positions and higher costs of salaries and fringe benefits. The table above illustrates the correlation between FTE and total expenditures.

Major components of **Materials & Services** are professional services, repairs & maintenance, equipment, computer costs, utilities, supplies, insurance, etc. Variations are generally a result of increases/decreases in professional services/consultants fees for major projects/initiatives and building repairs.

For most Departments, changes between 2019-20 and 2020-21 are less than 10%. The reduction in Administration costs is due to elimination of an affordable housing initiative, reorganization of the City Counsel's Office and one-time consultant costs last year for facilities maintenance and compensation studies. Planning's increase is associated with a state grant program in FY2020-21.

For more detail on FTE changes in the General Fund, please refer to the Personnel Services Overview in the Personnel Services section of this document.

General Fund Expenditures by Department:

The chart on this page illustrates that the largest share of General Fund resources are used for public safety. Police Department, Fire Department, and Municipal Court expenditures combined are \$19.2 million or 59% of total expenditures. Including the transfer to the Emergency Communications Fund for emergency dispatch services, the investment of General Fund resources into public safety is \$20.1 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$6.8 million or 21% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe environment.

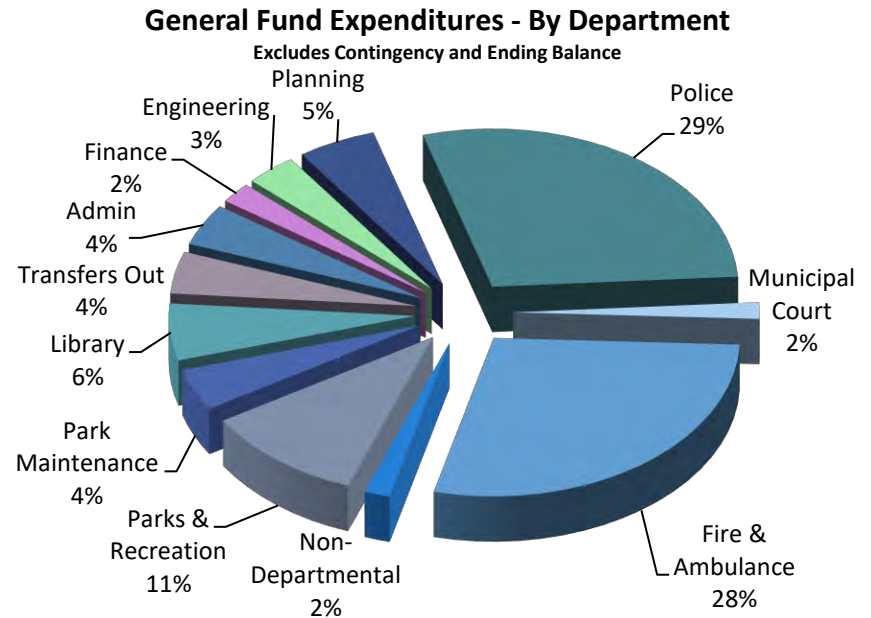
\$4.9 million or 14% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

\$1.4 million or 2% of expenditures are Transfers Out to other funds for emergency dispatch services, reimbursement for computer support, transactions related to urban renewal capital projects, and payments of internal borrowing.

Non-Departmental expenditures are debt service payments for the urban renewal and PERS transition liability loans. Debt service payments for Police and Fire vehicles to external parties are included in the respective departments.

For additional detailed information for General Fund Departments, please refer to the **Budget Summaries** included in each Department section. Budget Summaries include Budget Highlights, Core Services, Future Challenges and Opportunities, a Department Cost Summary, and a table showing changes in Department full-time equivalent (FTE) positions.

Additional information can also be found in the **Personnel Services Overview**, which includes details on employee salaries & wages, fringe benefits, and a summary of significant changes in Department FTE.



Economic Trends and the General Fund Reserve:

Local, regional, and national economic trends can all affect the City of McMinnville's budget. For example, interest rates have an impact on the construction industry, which in turn affects the City's assessed values and property tax revenue. Oregon PERS invests a substantial portion of its portfolio in the stock market. This influences pension costs because when earnings are low, the employer is required to contribute more to fund the cost of retirement benefits. Following is a more detailed discussion of the impact of economic trends on General Fund revenues and expenditures.

General Fund Revenues - Under Oregon’s current property tax system, the City has the authority to levy general operating property taxes based on its permanent rate, which is \$5.02 per \$1000 of taxable assessed value (AV). The City’s permanent tax rate, established in 1997 by Measure 50, cannot be changed by any action of the local government or the voters. In addition, Measure 50 limited the annual growth rate of taxable property value to 3 percent of the assessed value. The 3% limitation does not apply to any new construction or remodeled properties.

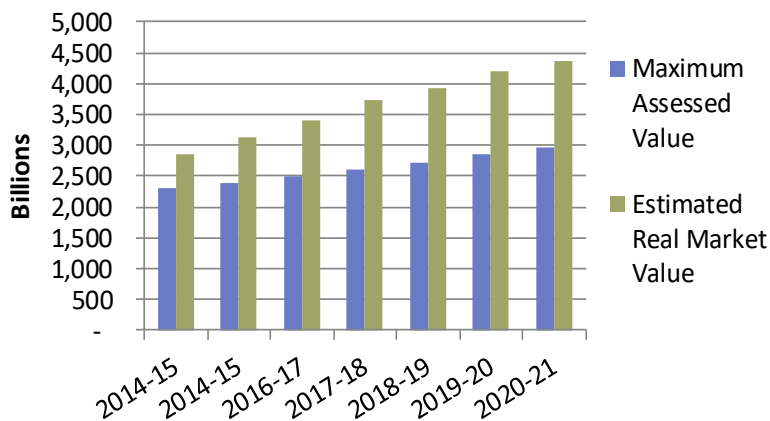
The Measure 50 limitation has created significant revenue challenges for the City. Inflation, particularly for primary City expenses such as employee salaries and pension costs, have regularly exceeded the 3 percent rate of growth limit.

In recent years, the City’s AV has grown at a consistent rate of 4 percent, consisting of the 3 percent limit on existing property and approximately one percent increase from new construction. For context, a one percent increase in AV results in approximately \$125,000 in general property tax revenue. In the 2020-21 proposed budget, general property tax revenue is \$14.5 million.

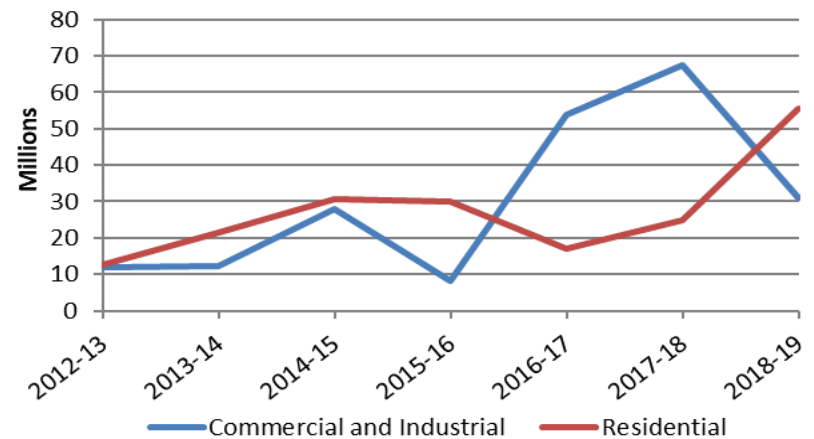
The graph in the column on the left shows historical trends for the City’s assessed value (AV) and real market value (RMV) from 2014-15 through 2020-21. Numbers for 2014-15 through 2019-20 are actual numbers obtained from the Yamhill County Assessor; numbers for 2020-21 are estimated. The graph illustrates the slow but steady growth in the City’s assessed value, which in turn generates higher property tax revenues.

The chart below illustrates the value of construction permits issued from 2012-13 through 2018-19 and reflects the variable nature of commercial/industrial construction. After a slight downturn in 2016-17, residential permit valuations increased for the next two years into 2018-19. Commercial/industrial permit valuations decreased by over half in 2018-19 relative the prior year, a trend which will offset increased valuations in the residential sector. Due to the 3 percent AV limitation on existing properties, any substantial additional property tax revenue has to be generated from new construction.

Assessed and Estimated Real Market Value of Property



City of McMinnville Construction Valuation



General Fund Expenditures – With Personnel Services making up 72% of all General Fund expenditures, economic trends which influence wages and fringe benefits can have a considerable impact of the City’s cost of delivering services to the public. Salaries paid to employees are primarily affected by annual cost of living adjustments (COLA), which are based on the All Cities Consumer Price Index (CPI). The CPI is considered an indicator of inflation and is therefore used to adjust employee salaries. The 2020-21 proposed budget includes a 1.75% COLA for all general service employees and a 2% minimum COLA for police and fire employees in those bargaining units.

The majority of fringe benefit costs is made up of PERS employer contributions for employee pensions. In the medium term, PERS costs are anticipated to continue rising faster than inflation. As time goes on, the City’s rate increases will be mitigated somewhat by the shift in employee membership from PERS Tier 1/Tier 2 (the richest pension benefit and highest cost) to OPSRP (a lower level of pension benefit and a lower cost). In addition, the Oregon legislature continues to investigate options which could lower the City’s cost of employer contributions.

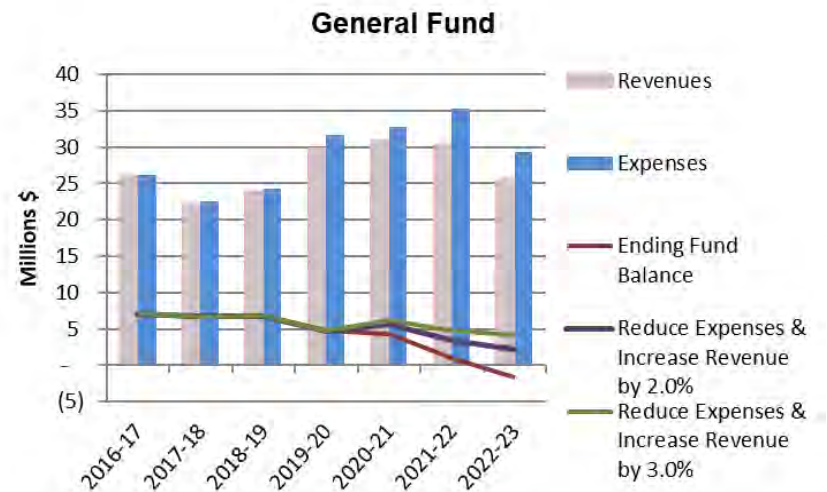
General Fund Reserve – An adequate reserve, or fund balance, is critical to provide sufficient cash flow, lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

There are two types of reserves in the City’s budget. Contingency reserves are for unforeseen items which may arise during the fiscal year that were not anticipated when the budget was adopted. Contingency reserves must be appropriated when the budget is adopted and require a Council resolution to be spent. Unappropriated Ending Fund Balance reserves represent working capital that is carried forward to cover the following year’s operating costs until November property taxes are received. Generally, the General Fund reserve referred to in this document is the total of both Contingency and Unappropriated Ending Fund Balance reserves.

For 2020-21, the proposed budget, adjusted to include anticipated “savings,” projects that the reserve will be 12% to 14% at fiscal year-end, if no additional revenue streams are identified and/or cost reductions implemented in 2020-21. This compares to an estimated reserve of 15% at the end of 2019-20.

The primary driver of the reduction in the reserve is the cumulative impact of current expenditures budgeted to come in higher than current revenue.

The chart below compares General Fund revenues, expenditures and the level of the reserve through 2022-23, as reflected in the City’s financial forecasting model. When forecasting the reserve level based on the 2020-21 proposed budget and estimated savings, the chart shows that growth in revenues will not keep pace with rapidly increasing expenditures and the “spend down” of the General Fund reserve will continue through 2022-23. However, the chart also shows that with increased revenue and/or reduction in expenses, the rate of spend down – our curve – can be flattened.



During 2018-19, the City adopted a strategic plan which will help guide decision-making and priorities for the General Fund budget.

In 2020-21, a review of the City's core services will be completed and will inform a mid-year process to evaluate our financial projections given the Covid-19 pandemic's impact on services, service delivery and community economic health in a broader sense. Going forward, a long-range financial planning process will help identify existing revenue streams that can be enhanced and also identify new revenue streams that could be implemented in the future which make sense in the current economic context. A long-range financial plan will be essential in achieving the Mac-Town 2032 strategic plan goal of finding new, sustainable funding sources and strengthening the City's ability to deliver municipal services.

For additional information on the General Fund, please refer to the **Budget Message** in the **Budget Officer** section of this document.

For more information on the 2020-21 proposed budget, please contact Finance Director Jennifer Cuellar at 503-434-2350 or jennifer.cuellar@mcminnvilleoregon.gov.



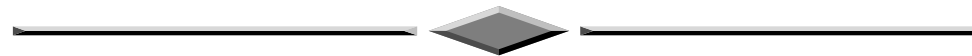
FY2020-21 Budget Mid-Year Review List

Initial list of expenditures to consider should beginning balance come in higher than budgeted and actual property tax levels can be evaluated relative FY21 revenue projections. Due to nature of current circumstances with public health emergency and unknown impacts on revenue as well as potential for extraordinary outlays over the next year, it is possible priorities will change even if the City's financial condition permit adding costs to next year's activities.

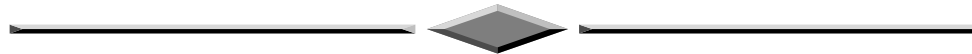
Items	Amount
Affordable Housing projects	301,700
Assistant City Manager	205,000
NEOGOV Module, performance management	9,000
Planner, funded by Business Licenses	125,000
Planning Add package: Associate Planner	99,000
Planning Add package: Community Visioning, Update Comp Plan, Way finding, Reevaluate design standards	125,000
Engineering Tech (in budget for 1/1 hire date)	55,500
Park Maint 5' Zero Turn rotary mower - replaces 2006 unit	16,000
Park Maint 3/4 ton pickup - replaces 1991 unit	33,000
Playground - renovate Discovery Meadows playground-phase 1	129,000
City Park - Restrooms - partition replacements	5,000
Park Signage Upgrade - System wide	12,000
City Hall Restore windows, south side, 2nd level	10,000
Parking Structure - Elevator room wall repairs and roof painting	10,000
Parking Structure -Install drainage at 2nd floor elevator landing	5,000
MPD Air Compressor	35,000
Library Security Cameras	30,000
Municipal Court remodel to improve security and compliance	15,000

In addition, the City needs to consider the possibility that revenue losses and/or extraordinary costs exceed anticipated levels requiring budget reductions for FY2020-21 from the appropriated levels. Further, the City has been utilizing its reserve to fund current year expenses for the last decade of general fund budget proposals, including for FY2020-21. Options to address near term budget shortfalls are listed below. Advancing the discussion into City's core services will also be key in decision-making.

Items
Furlough program Job-share program
Freeze open positions



FUND DEFINITIONS



- Budget Organization Chart



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 thirteen governmental funds; one enterprise fund; 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 property taxes from the general property tax levy, licenses and permits (primarily franchise fees), and intergovernmental shared revenues. Expenditures are accounted for by Department, including City administration, finance, engineering, planning, police, municipal court, fire, parks and recreation, parks maintenance, and library services. Of note,

starting in FY2019-20, the City's ambulance operations are included within the Fire Department.

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.

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 proposed budget transfers this discretionary 30% from the Transient Lodging Tax Fund to the General Fund.

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) 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 pay for 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 for airport operations. In addition, Federal Aviation Administration (FAA) and ODOT Connect Oregon grant revenues are accounted for in this fund. FAA and State grant dollars are used for runway and taxiway rehabilitation and reconstruction.

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. In FY2019-20 this fund was reclassified from an enterprise fund to a special revenue fund.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects other than those accounted for in City enterprise fund (Wastewater Services Fund).

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. Because there is no remaining arbitrage liability related to the bond proceeds, approximately \$3,000 in remaining bond proceeds were transferred to the Debt Service Fund in 2017-18.

Transportation Fund

The Transportation Fund is used to account for 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 2018 are also included 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. The City makes principal and interest payments on the loan with Oregon federal exchange dollars.

Park Development Fund

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

Wastewater Capital Fund

This fund is used to account for the design and construction of major wastewater system capital projects, including expansion 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

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.

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.

Ambulance Fund

This fund was used to account for revenues and expenditures for emergency ambulance services provided to the community. This fund was closed in FY2019-20 because the fund had not been self-supporting for over a decade. Fund information is included in the

document to meet compliance requirement to report three years of prior year activity.

Building Fund

In FY2019-20 this fund was reclassified from an enterprise fund to a special revenue fund; no change to operations was made. Fund information is included to meet prior year financial activity reporting requirements.

Internal Service Funds

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

Information Systems and Services Fund (IS)

This fund accounts for information technology services provided to operating departments by the IS Fund. Operating departments reimburse the IS Fund for all costs incurred. Personnel Services expenses for computer support are shown as Transfers Out expenditures in the departments and as Transfers In in the IS Fund. Expenses for equipment, hardware and software are reimbursed directly and are shown as 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” (\$64.2 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. “Other Requirements” include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$53.0 million). Total “Operating Budget” and “Other Requirements” in the 2020-21 proposed budget are \$117.2 million.

Urban Renewal Funds

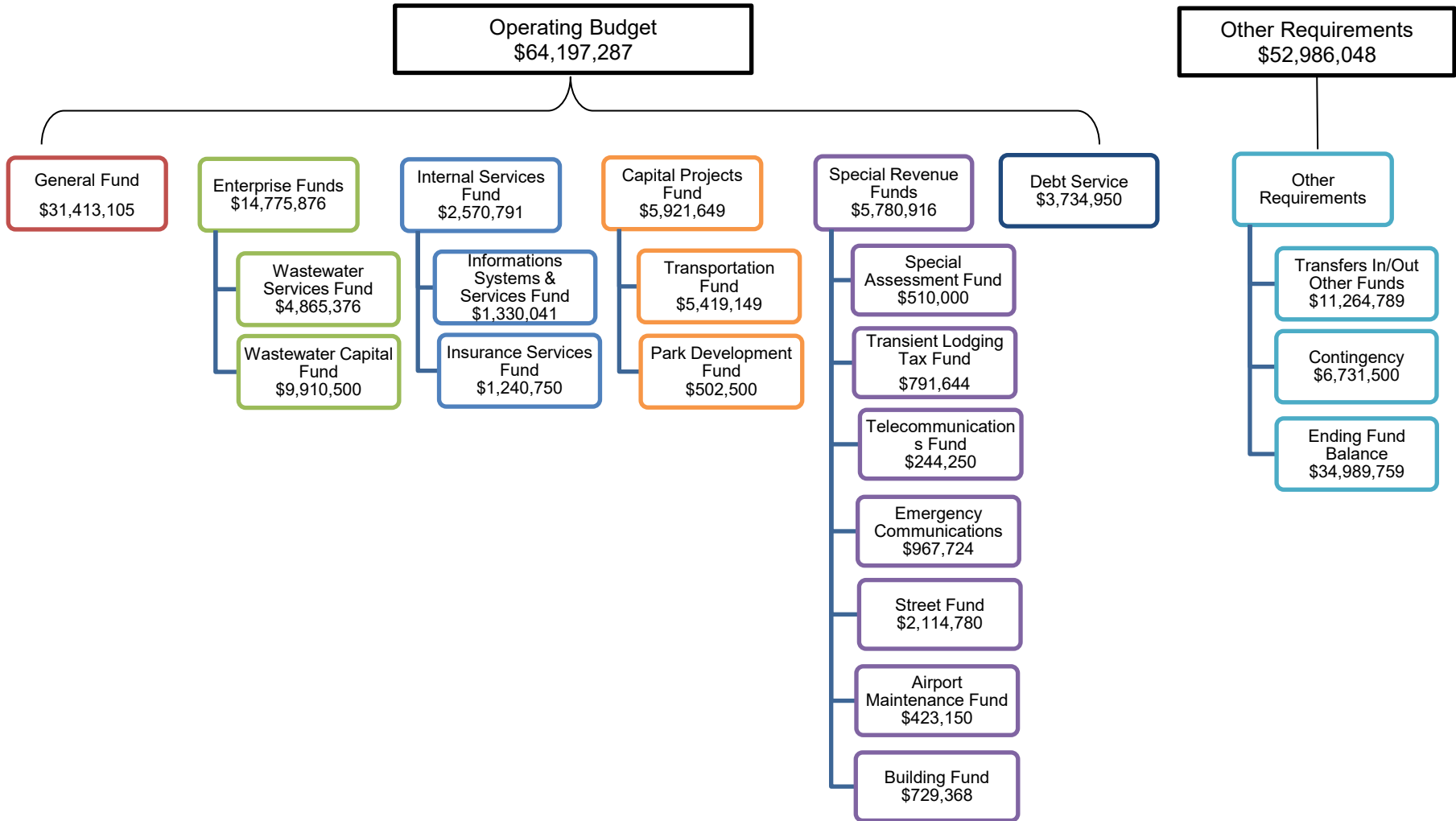
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included in the City Budget Organization Chart on the following page. Transactions between the City and Urban Renewal are shown as Transfers In or Transfers Out in the City’s General Fund.

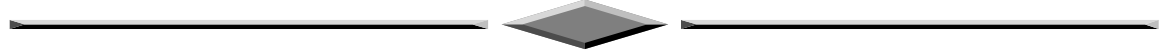


Budget Organization Chart

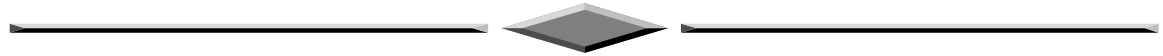
2020 - 2021 Proposed Budget

Total 2020 - 2021 Proposed Budget
\$117,183,335





DEBT OVERVIEW





Debt Outstanding

The City issues debt to pay for major capital improvement projects and for acquisition of capital assets. The number of years the debt is outstanding must be equal to or less than the useful life of the capital asset. The City has also executed a low interest rate bank loan to refinance the City's PERS transition liability, which carried a much higher interest rate.

The 2020-21 proposed budget includes appropriations for principal and interest payments on the City's outstanding debt obligations, including the City's general obligation (GO) bond debt, full faith and credit obligations (FFCO), and capital leases.

The City does not plan for any new external debt obligations in FY2020-21 though it will carry out a handful of internal borrowings for five year terms on an interfund basis for capital purchases.

General obligation (GO) bonds - Debt service is paid with property taxes levied specifically for that purpose, therefore GO bonds must be approved by the voters. At June 30, 2020, the City's total amount of GO bond debt will be \$25,085,000.

In November 2014, the voters approved \$24.0 million in GO bonds for transportation improvement projects. The City issued the first series of transportation bonds for \$16.0 million in 2015 and issued the remaining \$8.0 million in February 2018.

The City's GO bond debt also includes \$8.9 million in refunding bonds. Refunding bonds are generally issued to realize debt service savings when new bonds are sold at interest rates significantly below the rates of the original bond issue. The City issued refunding bonds in 2011 to refinance the 2001 Park System Improvement Bonds and in 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2021 and 2027, respectively.

Full faith and credit obligations (FFCO) - This type of debt is secured by the City's full faith and credit, including general fund resources. Additional taxes outside the constitutional limit may not be imposed to pay debt service on these obligations. FFCOs are typically financing agreements or loans from a financial institution. FFCO debt may be issued for construction of capital projects or acquisition of capital assets. FFCO obligations may be issued for other purposes, as well, and must be approved by the City Council.

The City has executed three financing agreements related to capital projects and the acquisition of capital assets, including an ODOT loan to fund a portion of the Dundee Bypass project, maturing in 2036; a bank loan for street improvements in the Urban Renewal District, maturing in 2032; and a financing agreement to purchase Fire vehicles and equipment, maturing in 2024. In 2016, the City also entered into a financing agreement to refinance the City's PERS transition liability, maturing in 2028.

Capital leases – Capital leases are full faith and credit obligations granting use of equipment or property for a given period with ownership conferred at the end of the term of the agreement. A capital lease is considered debt because it is, in effect, a financing agreement. In 2017-18, the City issued a five year capital lease for three Police Department patrol vehicles and in 2019-20 payments on an additional five year capital lease for three additional Police vehicles began. Leasing vehicles instead of purchasing them outright facilitates management of the Police Department fleet and spreads the cash flow impact over the five year lease term. The 2019-20 year also included a seven year capital lease for an emergency communications system upgrade.



Statement of Bonds and Loans Outstanding 2020-2021 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2020	Maturing 2020 - 2021 Principal	Maturing 2020 - 2021 Interest
<u>General Obligation Bonds</u>							
Debt Service Fund:							
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027	\$ 7,235,000	2.50 - 5.00%	\$ 5,150,000	\$ 725,000	\$ 243,000
2011 Park Improvement Refunding Bonds	10/6/2011	2/1/2021	\$ 5,590,000	2.00 - 4.00%	\$ 1,215,000	\$ 600,000	\$ 33,600
2015 Transportation Bonds	4/16/2015	2/1/2030	\$ 16,085,000	2.50 - 5.00%	\$ 11,685,000	\$ 950,000	\$ 510,250
2018 Transportation Bonds	2/28/2018	2/1/2033	\$ 7,915,000	3.00 - 4.00%	\$ 7,035,000	\$ 450,000	\$ 223,100
TOTAL - General Obligation Bonds			\$ 36,825,000		\$ 25,085,000	\$ 2,725,000	\$ 1,009,950
<u>Full Faith and Credit Obligations</u>							
General Fund - Fire Department:							
2014 Fire Equipment Loan	5/20/2014	6/30/2024	\$ 1,370,000	3.10%	\$ 899,419	\$ 88,087	\$ 27,205
General Fund - Non-Departmental:							
2016 PERS Refinancing Loan	10/31/2016	8/1/2027	\$ 3,525,860	2.73%	\$ 2,781,600	\$ 295,290	\$ 73,958
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031	\$ 2,192,300	2.04%	\$ 1,911,240	\$ 149,060	\$ 38,233
Transportation Fund:							
2013 ODOT Dundee Bypass Loan	7/1/2013	1/25/2036	\$ 3,209,600	2.26%	\$ 1,760,205	\$ 161,467	\$ 39,781
TOTAL - Full Faith and Credit Obligations			\$ 10,297,760		\$ 7,352,464	\$ 693,904	\$ 179,177
<u>Capital Leases (Lease-purchase Agreements)</u>							
General Fund - Police Department:							
2017 Police Department Vehicles	3/10/2018	3/10/2022	\$ 136,045	6.45%	\$ 55,954	\$ 27,103	\$ 3,609
2019 Police Department Vehicles	7/15/2019	7/15/2024	\$ 153,497	3.88%	\$ 120,417	\$ 28,408	\$ 4,672
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026	\$ 228,449	4.15%	\$ 193,911	\$ 29,124	\$ 8,047
TOTAL - Capital Leases			\$ 517,991		\$ 370,282	\$ 84,635	\$ 16,328
TOTAL - Debt			\$ 47,640,751		\$ 32,807,746	\$ 3,503,539	\$ 1,205,455



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

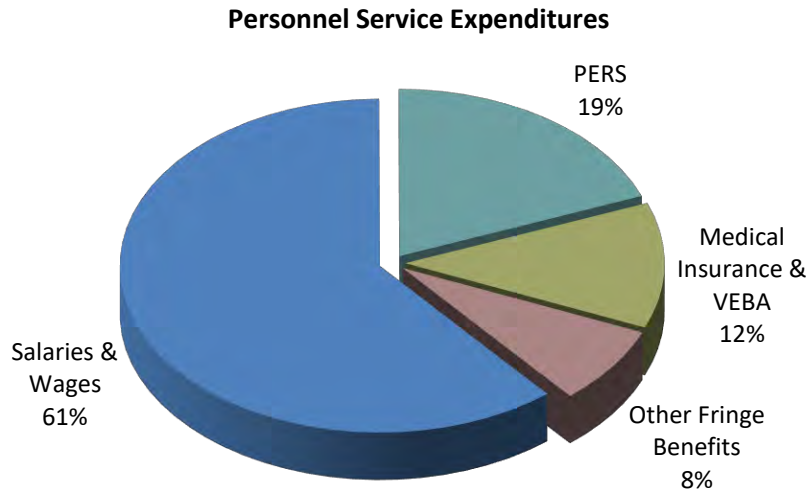


Introduction

City of McMinnville personnel services expenditures account for 37% of the City's total 2020-21 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2020-21 proposed budget, total personnel services cost for all funds is \$28.2 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 39% of total *personnel services* expenditures, or \$10.9 million in the 2020-21 proposed budget. PERS and medical insurance/VEBA costs combined are \$8.7 million for all City employees. Therefore, changes in costs 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>2017-19</u>	<u>2019-21</u>
• PERS Tier 1/Tier 2 members	26%	30%
• OPSRP General Service members	17%	21%
• OPSRP Police and Fire members	22%	25%
• IAP – all members	6%	6%

Approximately 27% of the City's PERS eligible employees are Tier 1/Tier 2 members; 43% are OPSRP General Service members; and 30% are OPSRP Police and Fire members. To be eligible for PERS, an employee must work 600 or more hours in a year.

Medical Insurance

For 2021, the City's medical insurance premiums are expected to increase by 3.6%, an increase similar to last year's.

General services employees have a high deductible health insurance plan and VEBA accounts. A VEBA account is a healthcare cost reimbursement account, funded by the employer, which helps defray the cost of the higher deductibles. Only employees choosing health insurance coverage through the City are eligible for a VEBA account. The 2020-21 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2021 plan year. General services employees pay 10% of their health insurance premium.

Pursuant to the terms of the collective bargaining agreement (CBA) in effect July 1, 2018, Fire union members pay 10% of the premium for a higher deductible copay plan and the City contributes 100% of the plan deductible to Fire union member VEBA accounts.

The Police collective bargaining unit is part of the Oregon Teamsters Employer Trust (OTET) insurance plan, which also includes a \$150 deductible and 90% /10% coinsurance. Police Union members pay 5% of the premium and the City pays the remaining 95%.

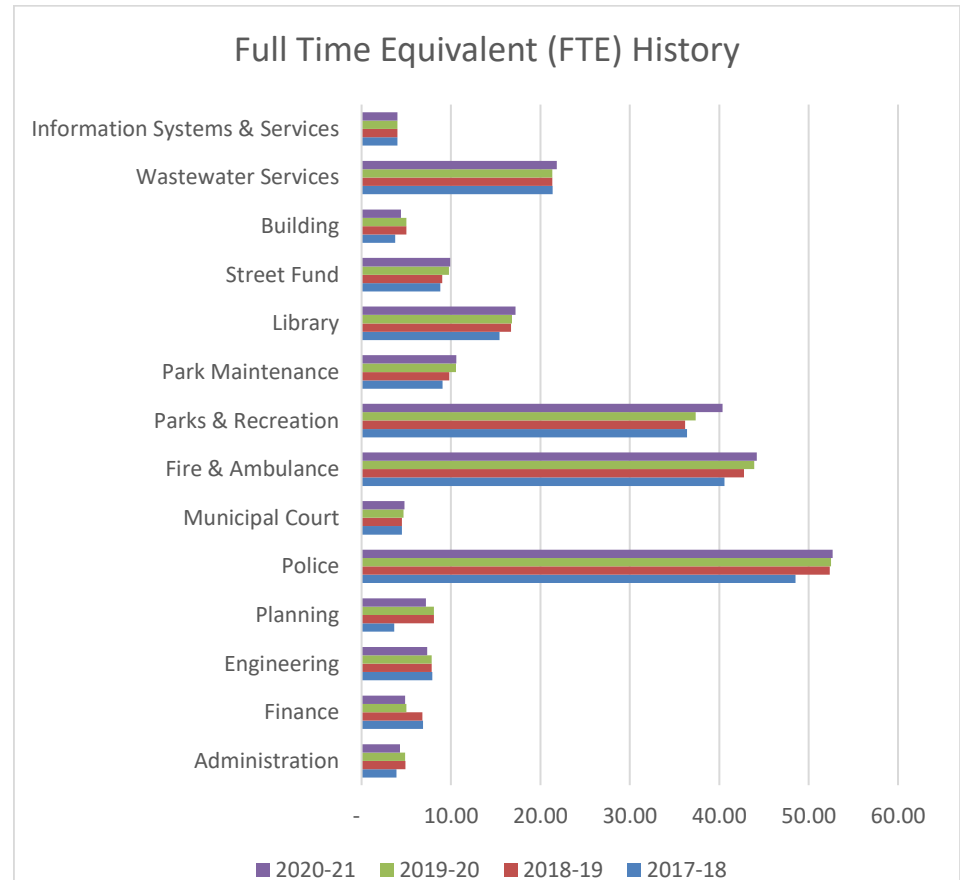
Other Fringe Benefits

Other fringe benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability insurance, workers compensation insurance, unemployment benefits, and an employee assistance program.

Fringe benefits provided to volunteers include workers compensation insurance, life insurance for public safety volunteers, and monthly retirement benefits for qualifying Fire Department volunteers.

Change in Personnel

The 2020-21 proposed budget reflects an overall increase of 2.05 full-time equivalent (FTE) positions. The graph below shows changes in FTE from 2017-18 through the 2020-21 proposed budget. The staffing increase in the Parks and Recreation department is largely attributable to a net increase of 2.0 FTE for the Kids on the Block program to accommodate additional days, extending its calendar to more closely mirror the school year, and other recommendations of a program review conducted the previous year. The costs are offset by participant fees and KOB, Inc. funding.



The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the “Proposed 2020-21” budget, by department
- Table #2 Change in FTE from the “2019-20 Adopted to 2020-21 Proposed Budget,” by position
- Table #3 Current number of employees and City volunteers, by department
- Table #4 Volunteer Roster – Illustrates number of volunteers that participate in the City’s volunteer programs

Cost of Living Adjustment (COLA)

The City’s annual COLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI was 1.75% and will be applied to all general service workers payscales. In the 2020-21 proposed budget, salaries for Police and Fire union members reflect a COLA of 2.0%, based on the minimum increase in their contracts. Note: the COLA for the McMinnville Police Association (MPA) is currently being negotiated and the final 2020-21 budget may reflect a different COLA percentage for MPA members.

Significant Department Changes – General Fund

The 2020-21 proposed budget for the **General Fund Administration Department** reflects reorganization in the City Attorney’s office with an overall decrease of 0.55 FTE; there is reduced staffing in the **Finance Department** by 0.15 FTE due to the finance director assuming supervisory responsibility for the Municipal Court.

For **Fire and Ambulance Departments**, the combined workforce is now represented in the general fund.

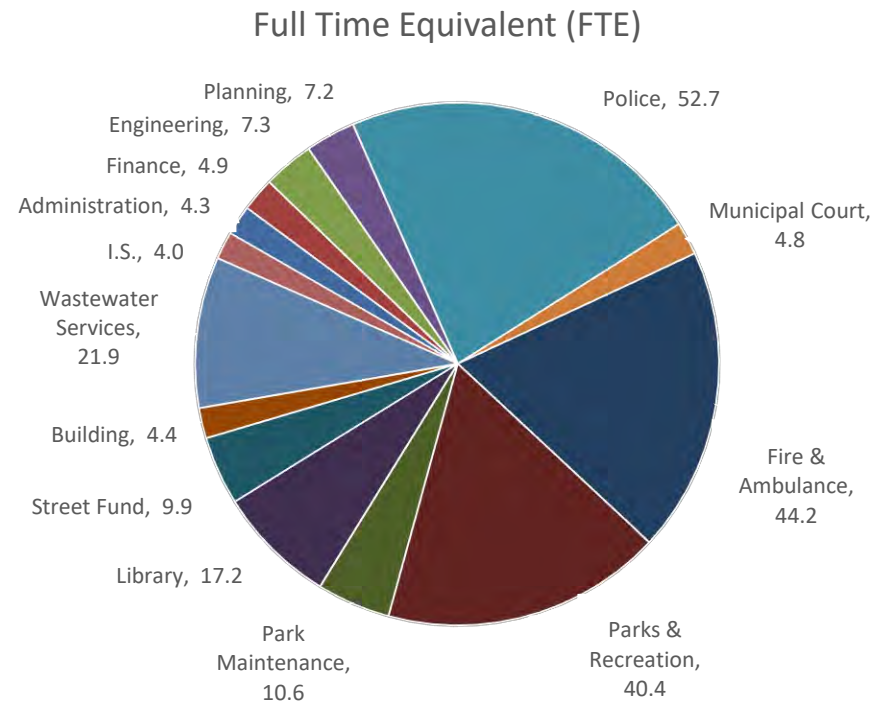
Engineering and **Planning** are both removing currently unfilled positions in the 2020-21 budget cycle. An engineering technician is

budgeted to begin mid-year, contingent on a mid year review of the city’s financial status.

In **Parks and Recreation**, an Assistant Site Director was added to oversee programs in different divisions. Additional part time staff hours were also allocated to the **Aquatic Center**, the **Community Center**, **Kids on the Block** and the **Senior Center**. The staffing levels represent an assumption that programming now closed due to covid-19 will resume this summer.

The **Library** has redistributed part time hours across its programs and functions for a net increase in staffing of 0.39 FTE.

The chart below shows FTE included in the 2020-21 proposed budget.



Summary

Personnel services expenditures in the 2020-21 proposed budget reflect the City's efforts to prioritize and address the increasing service level needs of the public. For additional information, please refer to the **Budget Message** in the **Budget Officer** section of this document.

For additional information regarding FTE in General Fund Departments, please refer to the **Budget Summaries** included with each Department.

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

Department	Adopted 2016-17	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Proposed 2020-21
Administration	4.22	3.90	4.90	4.86	4.31
Finance	6.80	6.88	6.80	5.00	4.85
Engineering	6.90	7.92	7.82	7.82	7.32
Planning	3.49	3.65	8.10	8.10	7.19
Police	45.56	48.55	52.37	52.49	52.70
Municipal Court	4.38	4.52	4.52	4.67	4.78
Fire	15.47	15.57	16.88	18.38	44.22
Parks & Recreation					
Administration	2.71	2.70	1.00	1.00	1.00
Aquatic Center	11.34	11.57	11.53	11.54	11.57
Community Center & Rec Programs	6.22	6.34	7.30	8.35	8.93
Kids On The Block	9.09	9.06	8.87	9.49	11.49
Recreation Sports	4.26	4.23	4.25	4.14	4.14
Senior Center	2.50	2.49	3.23	2.83	3.25
Park Maintenance	10.57	9.05	9.80	10.55	10.59
Library	15.69	15.42	16.71	16.81	17.20
General Fund - Total	149.20	151.85	164.08	166.03	193.54
Street Fund	8.74	8.82	9.01	9.76	9.93
Building	3.25	3.75	5.00	5.00	4.40
Wastewater Services					
Administration	2.10	2.10	2.10	2.10	2.10
Plant	9.44	9.42	9.40	9.46	9.96
Environmental Services	4.44	4.45	4.44	4.38	4.39
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
Wastewater Services - Total	21.38	21.37	21.34	21.34	21.85
Ambulance	23.72	25.02	25.89	25.54	-
Information Systems & Services	4.00	4.00	4.00	4.00	4.00
Total City Employees - FTE's	210.29	214.81	229.32	231.67	233.72
Difference from prior year				+ 2.05	

<u>Positions - By Department</u>	<u>Change in FTE</u>
<u>Administration</u>	
City Attorney	(0.02)
Deputy City Attorney	(0.40)
Paralegal	0.38
Administrative Specialist II	(0.50)
Extra Help - Administration	(0.01)
	<u>(0.55)</u>
<u>Finance</u>	
Finance Director	(0.15)
	<u>(0.15)</u>
<u>Engineering</u>	
Project Manager	(1.00)
Engineering Technician	0.50
	<u>(0.50)</u>
<u>Planning</u>	
Planning Director	(0.25)
Assistant Planner	(1.00)
Code Compliance Officer II	1.00
Code Compliance Officer I	(1.00)
Extra Help - Project Manager	0.34
	<u>(0.91)</u>
<u>Police</u>	
Police Officer - Patrol	1.00
Police Officer - Narcotics	(1.00)
Extra Help - Police Reserves	0.01
Extra Help - Park Ranger	0.19
Extra Help - Park Investigations	0.01
	<u>0.21</u>
<u>Municipal Court</u>	
City Attorney	(0.15)
Finance Director	0.15
Deputy City Attorney	(0.60)
Court Administrator	1.00
Senior Court Clerk	(1.00)
Court Clerk II	(0.50)
Court Clerk I	1.00
Judge	0.10
Interpreter	0.11
	<u>0.11</u>

<u>Positions - By Department</u>	<u>Change in FTE</u>
<u>Fire</u>	
Operations Support Specialist	1.00
Administrative Specialist II	(1.00)
Extra Help - Fire	(0.04)
Extra Help - Clerical	0.34
	<u>0.30</u>
<u>Parks & Recreation - Administration</u>	
No changes	<u>0.00</u>
<u>Aquatic Center</u>	
Extra Help - Aquatics I, II, & III (Lifeguard)	0.05
Extra Help - Aquatics I, II, & III (Fitness Classes)	(0.02)
	<u>0.03</u>
<u>Community Center</u>	
Extra Help - Community Center	0.15
Classes & Programs Labor	0.21
Recreation Program Manager - KOB	(0.25)
Extra Help - Management Assistant - STARS	0.03
Site Director - STARS	(0.05)
Assistant Site Director - STARS	0.35
Recreation Leadership - STARS	0.14
	<u>0.58</u>
<u>Kids On The Block</u>	
Recreation Program Manager	0.25
Extra Help - Management Assistant	0.08
Site Director II	(1.74)
Site Director	2.32
Assistant Site Director	0.55
Recreation Leadership	0.54
	<u>2.00</u>
<u>Recreation Sports</u>	
No changes	<u>0.00</u>
<u>Senior Center</u>	
Program Assistant	0.06
Extra Help - Senior Center	0.38
Extra Help - Senior Center Day Tours	(0.01)
Classes & Programs Labor	(0.01)
	<u>0.42</u>

<u>Positions - By Department</u>	<u>Change in FTE</u>
<u>Park Maintenance</u>	
Extra Help - Park Maintenance	0.04
	<u>0.04</u>
<u>Library</u>	
Librarian I - Childrens	0.73
Library Tech Assistant - Childrens	(0.83)
Library Tech Assistant - Circulation	(0.10)
Library Assistant - Childrens	0.33
Library Assistant - Circulation	0.03
Library Page	0.20
Program Assistant	0.01
Extra Help - Library Assistant	0.02
	<u>0.39</u>
<u>Street</u>	
Extra Help - Streets	0.17
	<u>0.17</u>
<u>Building</u>	
Planning Director	0.25
Building Official	(0.25)
Building Inspector III	(0.60)
	<u>(0.60)</u>
<u>Wastewater Services</u>	
Senior Operator	0.50
Operator II	(1.00)
Operator I	1.00
Extra Help - Wastewater Services	0.01
	<u>0.51</u>
<u>Information Systems</u>	
Information Systems Analyst III	1.00
Information Systems Analyst I	(1.00)
	<u>0.00</u>
Total Change in Full Time Equivalent (FTE)	<u><u>2.05</u></u>

City of McMinnville
Number of Employees and Volunteers
March 2020 Actual

Department	Employees		Volunteers	Grand Total
	Full Time	Part Time	See Volunteer Roster	
Administration	3	-	14	17
Finance	5	-	-	5
Engineering	6	-	-	6
Planning	7	1	44	52
Police	46	5	12	63
Municipal Court	4	1	1	6
Fire				
Fire Administration & Operations	15	1	53	69
Fire Prevention & Life Safety	2	-	-	2
Parks & Recreation				
Administration	1	-	-	1
Aquatic Center	3	36	-	39
Community Center & Rec Programs	2	11	6	19
STARS Day Camp	-	-	5	5
Kids On The Block	-	39	-	39
Recreation Sports	1	31	178	210
Senior Center	2	4	75	81
Park Maintenance	8	-	458	466
Library	9	15	151	175
General Fund - Total	114	144	997	1,255
Street	9	1	-	10
Airport Maintenance	-	-	6	6
Building	4	1	-	5
Wastewater Services				
Administration	2	-	-	2
Plant	7	1	-	8
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
Wastewater Services - Total	19	1	-	20
Ambulance	25	1	-	26
Information Systems & Services	4	-	-	4
Total City Employees & Volunteers	175	148	1,003	1,326

City of McMinnville Volunteer Roster - 2019

Department	# of Volunteers	Notes
Administration		
City Council	7	
Budget Committee	7	
	<u>14</u>	
Police		
Police Reserves (a)	3	(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	9	(b) Other Police Volunteers include the police auxiliary and police parking patrol.
	<u>12</u>	
Municipal Court		
Volunteer (c)	1	(c) Municipal Court Volunteer assists with fingerprinting of defendants.
Library		
Volunteers	<u>151</u>	
Building		
Board of Appeals	-	
Building Code Advisory Board	-	(d) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis computed on number of calls.
	-	
Planning		
Historic Landmarks Committee	5	(e) The McMinnville Swim Club and High School host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
Landscape Review Committee	5	
McMinnville Affordable Housing Task Force	8	
McMinnville Urban Area Management Commission	7	(f) The Survival Swimming Program provides up to 8 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, 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 Renewal Advisory Committee	10	
Planning Commission	9	
	<u>44</u>	
Fire & Ambulance		
Fire & EMS Volunteers (d)	53	
	<u>53</u>	
Parks & Recreation		
Aquatic Center (e) (f)	-	
Community Center	6	(g) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 178 people coached 242 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices, games.
STARS Day Camp	5	
Recreational Sports (g)	178	
Senior Center Volunteers (h)	75	(h) Senior Center Volunteers contribute over 4,000 hours of their time each year helping in the front office, Wortman Park Cafe, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, guest speakers, library, Wortman Park Art Gallery, and Friends of McMinnville Senior Center.
Park Project Volunteers	458	
	<u>722</u>	
Airport		
Airport Commission	6	
	<u>6</u>	
Total Volunteers	<u><u>1,003</u></u>	

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

July 1, 2020

1.75% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Attorney Community Development Director	365	4,638	4,868	5,113	5,369	5,636	5,918
Fire Chief Police Chief	364	4,523	4,749	4,988	5,236	5,499	5,772
Finance Director	361	4,201	4,412	4,632	4,863	5,106	5,363
Planning Director	359	3,998	4,199	4,408	4,629	4,859	5,104
Fire Marshal Operations Chief - Fire Police Captain - Field Operation Police Captain - Inv & Supp Div	358	3,901	4,094	4,300	4,515	4,742	4,978
Parks & Recreation Director	357	3,805	3,997	4,196	4,406	4,626	4,857
Information Systems Director Library Director	355	3,622	3,803	3,995	4,193	4,404	4,623
Wastewater Services Manager	354	3,535	3,710	3,896	4,089	4,296	4,511
Building Official Superintendent - Public Works Training Division Chief - Fire	352	3,363	3,533	3,709	3,894	4,087	4,294
Deputy City Attorney	350	3,202	3,361	3,531	3,706	3,891	4,085
Engineering Services Manager Human Resources Manager	349	3,124	3,279	3,443	3,615	3,795	3,987
Information Systems Analyst III Operations Superintendent - WRF Senior Planner Supvr - Environmental Svcs - WRF	344	2,759	2,900	3,043	3,196	3,355	3,523
Building Inspector III	343	2,694	2,829	2,969	3,117	3,273	3,435
Project Manager - Engineering Supervisor - Park Maintenance Supervisor - SS & SD Maintenance	342	2,627	2,758	2,897	3,041	3,194	3,353

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Supervisor - Street Maintenance							
Community Center Manager	340	2,500	2,625	2,756	2,895	3,039	3,193
Recreation Program Mgr - Aquatic							
Recreation Program Mgr - KOB							
Recreation Program Mgr - Seniors							
Recreation Program Mgr - Sports							
Support Services Mgr -Police							
Associate Planner	339	2,441	2,562	2,691	2,825	2,965	3,114
Building Inspector II							
City Recorder							
GIS/CAD System Specialist							
Information Systems Analyst II							
Paralegal							
Library Services Manager	338	2,378	2,499	2,624	2,755	2,893	3,037
Sr Environmental Tech							
Sr Laboratory Tech - WRF	337	2,321	2,439	2,561	2,689	2,824	2,964
Engineering Technician	336	2,267	2,377	2,498	2,623	2,753	2,892
Senior Accountant							
Sr Mechanic/SCADA Tech - WRF							
Building Permit Coordinator	335	2,211	2,320	2,438	2,558	2,687	2,822
Information Systems Analyst I							
Planning Analyst							
Senior Operator - WRF							
Librarian III - Children's Svcs	334	2,157	2,263	2,376	2,496	2,621	2,752
Librarian III - Circulation							
Librarian III - Reference							
Senior Utility Worker - Pk Maint	333	2,103	2,210	2,319	2,436	2,556	2,683
Senior Utility Worker - Street							
Senior Utility Worker - WWS							
Accountant II	332	2,052	2,156	2,262	2,375	2,495	2,620
Accountant II - Payroll							
Assistant Planner							
Court Administrator - MC							
Environmental Tech II							
Mechanic - WRF							

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Office Manager - Fire							
Code Compliance Officer II	331	2,002	2,102	2,208	2,318	2,435	2,555
Operator II - WRF							
Rec Program Supervisor - Aquatic							
Accountant I	330	1,953	2,051	2,155	2,261	2,373	2,494
Laboratory Technician - WRF							
Librarian II - Children's							
Librarian II - Reference							
Librarian II - Young Adult							
Mechanic - Public Works							
Operations Supp Specialist - PW							
Operations Support Spec - Fire							
Code Compliance Officer I	329	1,905	2,001	2,101	2,207	2,317	2,433
Facilities Maint Tech-PD&CivHall							
Permit Technician - Comb Depts							
Utility Worker II - Public Works							
Utility Worker II - Street							
Utility Worker II - WWS							
Senior Court Clerk - MC	328	1,860	1,952	2,050	2,154	2,260	2,372
Operator I - WRF	327	1,815	1,904	1,999	2,100	2,205	2,316
Rec Program Coord II - Aquatic							
Rec Program Coord II - SC & CC							
Librarian I - Children's	326	1,769	1,859	1,951	2,049	2,153	2,259
Librarian I - Reference							
Librarian I - Technical Services							
Support Services Technician-Fire							
Admin Spec II - Public Affairs	324	1,685	1,768	1,857	1,951	2,048	2,152
Administrative Spec II - Aquatic							
Court Clerk II - MC							
Utility Worker I - Public Works							
Utility Worker I - Street							
Library Tech Assistant	322	1,602	1,684	1,767	1,855	1,950	2,047
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Reference							

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Library Tech Asst - Tech Svcs							
Court Clerk I - MC	320	1,525	1,602	1,683	1,766	1,854	1,949
Library Asst - Children's							
Library Asst - Circulation							
Library Asst - Technical Svcs							
Office Specialist II - WRF							
Office Specialist I - Police	318	1,453	1,524	1,601	1,682	1,766	1,853
Recreation Specialist - CC	316	1,384	1,452	1,523	1,600	1,682	1,765
Library Page	305	1,053	1,108	1,163	1,220	1,283	1,345

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2020

1.75% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager	099	6,902					

Other / Certification Pay - General Service Employees

Title	Amount
Pager Pay	19.53 / 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, 2020

2.71% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	3,123	3,280	3,442	3,615	3,795	3,985
Police Sergeant	160	2,973	3,121	3,280	3,442	3,615	3,795
Police Corporal - 12 Hour	158	2,906	3,050	3,204	3,364	3,534	3,709
Police Corporal	157	2,768	2,906	3,050	3,204	3,364	3,534
Police Officer - 12 Hour	155	2,702	2,838	2,981	3,129	3,288	3,450
Police Officer	150	2,574	2,702	2,838	2,981	3,129	3,288
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,049	2,152	2,262	2,373	2,491	2,614
Police Records Specialist	120	1,906	2,002	2,101	2,206	2,318	2,432

Other / Certification Pay - Police Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree	66	2%	150	F
BA / BS Degree	132	4%	150	F
Intermediate Certificate	132	4%	150	F
Advanced Certificate	263	8%	150	F
Bilingual	164	5%	150	F
Bilingual - Court Certified	329	10%	150	F
ASL Certified	164	5%	150	F
Detective (including sergeant)	164	5%	150	F
K-9	164	5%	150	F
School Resource Officer	164	5%	150	F
Police Training Officer	1.90 / Hour	5%	150	F
Motorcycle Duty	1.90 / Hour	5%	150	F
Officer in Charge	1.90 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

Extra Help - Police Employees

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

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

July 1, 2020

2% Adopted COLA Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Fire Battalion Chief	245	3,353	3,520	3,695	3,879	4,074	4,278
Fire Lieutenant	235	3,010	3,159	3,318	3,482	3,658	3,839
Fire Engineer	230	2,730	2,865	3,008	3,159	3,317	3,481
Deputy Fire Marshal	225	2,832	2,974	3,122	3,278	3,441	3,615
Firefighter	220	2,599	2,730	2,865	3,008	3,159	3,317

Other / Certification Pay - Fire Union Employees

Title	Amount	Percent	Range	Step
AA / AS Degree *	33	1%	220	F
BA / BS Degree	66	2%	220	F
Bilingual	66	2%	220	F
Field Training Officer	100	3%	220	F
Advanced Certificate	100	3%	220	F
Intermediate Certificate	166	5%	220	F
Field Training Officer Coordinator	199	6%	220	F
Paramedic	332	10%	220	F
Acting In Capacity	1.91 / Hour	7%	220	F

* PT+ Firefighter will receive certification pay at 80%.

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

City of McMinnville
Supplemental Salary Schedule

July 1, 2020

Minimum Wage Increase

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Extra Help - Finance	092 H	12.00	12.30	12.40	13.40	14.40	15.40	16.40	17.40
Extra Help - Municipal Court									
Extra Help - Building Inspector	084 H	20.00	23.00	27.68	32.00	36.00	45.56	55.14	
Extra Help - Clerical II									
Extra Help - Finance II									
Extra Help - Investigations									
Extra Help - Permit Technician									
Extra Help - Senior Operator WRF									
Extra Help - Admin	082 H	12.00	12.75	13.32	14.00				
Extra Help - Clerical									
Extra Help - Fire	075 H	12.60	15.50	17.50	18.50	20.75			
Extra Help - Fire Prevention	074 H	12.00	14.00	16.73					
Judge	068 H	90.17							
Municipal Court - Interpreter	064 H	20.00	30.00						
Extra Help - Library Assistant	058 H	12.00	15.00	18.18					
Program Assistant - Library									
Extra Help - Building Official	052 H	45.00	53.37	60.00	65.00	90.00			
Extra Help - Project Manager									
Extra Help - Mgmt Assistant - RS	050 H	15.10	15.55	16.02	16.50	17.00	17.51	18.03	18.57
Extra Help - Mgmt Assistant -KOB									
Extra Help -Mgmt Assistant-STARs									
Extra Help - Aquatics 4	049 H	14.85	15.30	15.75	16.23	16.71	17.22	17.73	18.26
Site Director - KOB									
Site Director - Summer STARs									
Extra Help - Aquatics 3	048 H	12.85	13.24	13.63	14.04	14.46	14.90	15.34	15.80
Program Assistant - Rec Sports									
Program Assistant - SC									
Rec Program Instructor - CC									

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Rec Program Instructor - SC									
Rec Program Instructor - Sports									
Assistant Site Director - KOB	046 H	12.35	12.66	12.98	13.30	13.63	13.97	14.32	14.68
Assistant Site Director - STARS									
Extra Help - Office - Rec Sports									
Extra Help - Park Ranger									
Extra Help - Aquatics 2	044 H	12.15	12.45	12.77	13.08	13.41	13.75	14.09	14.44
Classes & Programs Labor - CC	042 H	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26
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									
Extra Help - Park Maintenance	032 H	13.75	14.35						
Extra Help - Streets									
Extra Help - WWS									
Extra Help - Engineering	024 H	17.00							



**GENERAL FUND
BEGINNING FUND BALANCE**





General Fund – Beginning Fund Balance

Beginning Fund Balance

The beginning fund balance represents the reserve amount carried forward from the previous fiscal year. At July 1, 2020, the beginning fund balance for fiscal year 2020-21 is estimated to be \$4.45 million.

- **General Fund reserve** --- The 2020-21 budget proposes spending down the beginning fund balance or the reserve to fund current operations. The General Fund beginning balance is *budgeted* to decrease from \$4.45 million at July 1, 2020 to \$2.52 million at June 30, 2021 (includes unrestricted and restricted ending fund balance and contingency). This is a *budgeted* decrease of approximately \$1.93 million, compared to a *budgeted* decrease of \$2.94 million in the 2019-20 adopted budget.
- It should be noted that 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 2020-21 will be between \$1.0 million and \$1.5 million, resulting in a fund balance of between \$2.9 and \$3.4 million at June 30, 2021. These savings are consistent with those achieved in previous years. With this assumption, it is estimated that the General Fund reserve will be between 11% and 13% of annual General Fund expenditures at the end of fiscal year 2020-21.
- The estimate for the FY2020-21 beginning balance is our best guess due to the Covid-19 pandemic and its impacts on near term charges for services revenues. The beginning balance includes the impact of more than \$525,000 in revenue loss for Q4 FY2019-20.
- Although the City’s fund balance policy reflects that a reserve of approximately 25% of annual expenditures will meet cash flow needs and other considerations, the Government Finance Officers Association (GFOA) best practice recommends that a general fund reserve should be based on several factors and should, at a minimum, be sufficient to meet cash flow requirements. That threshold is approximately 17% for the City’s General Fund.
- Please see the Budget Officer’s Message and Financial Overview in the introductory section of this document for additional information regarding the City’s General Fund reserve.

Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP) – LOSAP is the City’s retirement benefit plan for volunteer firefighters and is included in the General Fund’s budgeted beginning balance quoted in the column to the left. 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, 2020 is approximately \$581,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2020-21.

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
673,697	606,790	658,776	4001-07 Designated Begin FB-General Fd - LOSAP Designated carryover from prior year for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	581,306	581,306	581,306
112,500	0	0	4001-25 Designated Begin FB-General Fd - Facility Improvements	0	0	0
6,341,482	6,189,458	5,716,532	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from the prior year.	3,872,074	3,872,074	4,357,412
7,127,679	6,796,248	6,375,308	<u>TOTAL BEGINNING FUND BALANCE</u>	4,453,380	4,453,380	4,938,718
7,127,679	6,796,248	6,375,308	TOTAL RESOURCES	4,453,380	4,453,380	4,938,718



ADMINISTRATION DEPARTMENT



Organization Set – Sections

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

Organization Set #

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



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 0.90 FTE of the City Manager and 0.15 FTE of the City Recorder.

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 such as the Chamber of Commerce building.

Mayor & City Council

- Includes 0.05 FTE of the City Manager and 0.60 FTE of City Recorder who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors.
- In FY2019-20 added a dedicated portion of transient lodging tax funds to support affordable housing options in McMinnville.

Legal

- Includes the City Attorney and 0.50 FTE of a legal support staffer.

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 the Human Resources Manager, 0.05 FTE of the City Manager and 0.25 FTE for the City Recorder.

Core Services

City Manager's Office

- Provides leadership and management support to City government operations and the City Council.
- Coordinates the accomplishment of City Council goals.
- Provides information, support, recommendations, and advice to the Mayor and City Council.
- Represents the City, Mayor, and Council before various public and private groups.
- Responds to citizen requests and complaints on behalf of the Mayor and City Council.
- Oversees Risk Management for the City.

City Attorney's Office

- Provides legal services to the Mayor, City Council, City Manager, Department Heads, and City employees.
- Represents the City in court proceedings, administrative matters, and other forums.

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
- Lead an organizational review of core service needs, deferred facilities maintenance, capital investment needs, process improvements and opportunities for new or enhanced revenues

Leading the City of McMinnville’s response to and recovery from the Covid-19 pandemic has leapt to center stage for the City Manager’s Office. Work to date has focused on participating in the design and execution of a coordinated, multi-agency response to the health crisis including private health care providers, non-profits and other specialized vendors and partners with the goal of minimizing the number of people affected by the disease and protecting the most vulnerable members of the community.

The City Manager has worked closely with staff across the agency to assure the health and safety of first responders and workers in critical infrastructure that allows for social distancing where possible and adequate personal protective equipment where it is not. Further, administrative functions have moved to a remote-service delivery model and, wherever possible, public service functions are being conducted with phone and videoconferencing technologies or by appointment.

Attention is also being paid to the financial impacts of the crisis and positioning the City to be able to access all the relief programs it is eligible for as they come on line. In addition, the City Manager is prioritizing linking community partners and businesses up to resources that will help to sustain the vibrant private and non-profit sector of McMinnville through this extraordinary moment in our history.

Administration - City Attorney’s Office

The City Attorney left his position mid-year and the City Manager tasked out an ad hoc staff committee to study the options available regarding delivery of quality legal services across the organization. The recommendation, accepted by the City Manager, is to hire a staff City Attorney, extend its contract for City Prosecutor services and secure specialized legal services as needed for land use and employment law.

With the current public health emergency, hiring staff is anticipated to be delayed until the fall of FY2020-21.

Administration – Human Resources

The HR Manager has worked on a number of key work force projects in FY2019-20 including a position classification and wage study, a rewrite of the City’s personnel policies, addition of a Spanish bilingual certification and pay incentive policy, and implementation of web-based new hire system.

In March 2020, spearheading a Covid-19 leave policy, keeping the agency apprised of temporary employment related mandates from the state and federal government and supporting the workforce as has made significant and department-specific changes to its operational norms has taken precedence over other activities.

Mac-Town 2032 Strategic Priority Focus

The Administration Department plays a central role in moving forward the work of Mac-Town 2032. FY2019-20 was the first full year of



CITY GOVERNMENT CAPACITY
Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus



CIVIC LEADERSHIP
Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement



COMMUNITY SAFETY & RESILIENCY
Proactively plan for and responsively maintain a safe and resilient community



ECONOMIC PROSPERITY
Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors



ENGAGEMENT & INCLUSION
Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity



GROWTH & DEVELOPMENT CHARACTER
Guide growth and development strategically, responsively, and responsibly to enhance our unique character



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
Create diverse housing opportunities that support great neighborhoods

working within the structure of the strategic plan. The City has prioritized activities to address the housing shortage and needs of residents facing housing insecurity.

Also notable in the FY20 year are efforts to assure community safety in a financially sustainable manner, with a particular emphasis on potentially delivering ambulance and fire services in a new way in the City of McMinnville and beyond.

Working through a framework to identify the City’s core services got underway during the second half of FY2019-20 and is anticipated to

be completed during the FY2020-21 period. The conclusions of this discussion will be particularly critical in planning for a sustainable economic path for the City and differentiating the temporary, though certainly significant, impacts of the public health emergency and difficult financial decisions which may be required in the next year to address them.



Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	40,802	32,900	22,708	(10,192)
Personnel Services	746,685	815,585	778,713	(36,872)
Materials & Services	555,443	865,408	617,679	(247,729)
Capital Outlay	26,000	10,563	12,000	1,437
Total Expenditures	1,328,128	1,691,556	1,408,392	(283,164)
Net Expenditures	(1,287,326)	(1,658,656)	(1,385,684)	(272,972)

Full-Time Equivalents (FTE)

	2019-20		2020-21
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	4.86		
City Attorney		(0.02)	
Deputy City Attorney		(0.40)	
Paralegal		0.38	
Administrative Specialist II		(0.50)	
Extra Help - Administration		(0.01)	
FTE Proposed Budget		(0.55)	4.31



- 1876 McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees
- 1882 McMinnville incorporates as a city with a Mayor and City Council
- 1916 Voters establish original operating property tax base
- 1965 Joe Dancer appointed City Administrator
- 1971 City Attorney position established
- 1984 Edward J. Gormley elected Mayor
- 1986 May 1986, Kent Taylor appointed City Manager
- 1992 Downtown Historic Street Light Project implemented in City-owned parking lots
- 1995 Civic Center Master Plan developed



- 1995 City purchases Home Laundry site at NE corner of Second and Cows
- 2006 City establishes new “one stop” Community Development Center to house the Engineering, Building, and Planning Departments
- 2007 City Hall is remodeled
- 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 Northeast Gateway Urban Renewal District is established
- 2013 Transient Lodging Tax is implemented
- 2014 December 2014, Retired Brigadier General Martha Meeker appointed City Manager
- 2015 Third Street named as one of Five Great Streets in America



- 2017 Scott Hill elected Mayor
- 2017 February 2017, Jeff Towery appointed City Manager
- 2020 March 2020, Declaration of McMinnville State of Emergency and closure of city facilities to the public due to Covid-19 begins

Position Description

Fund	Department	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
					Page	Amount
	<u>City Manager</u>	1	099	171,641		
	General Fund					
	Administration					
	City Manager's Office (0.90 FTE)				2	154,477
	Mayor & City Council (0.05 FTE)				7	8,582
	Human Resources (0.05 FTE)				14	8,582
	<u>City Recorder</u>	1	339	69,475		
	General Fund					
	Administration					
	City Manager's Office (0.15 FTE)				2	10,421
	Mayor & City Council (0.60 FTE)				7	41,685
	Human Resources (0.25 FTE)				14	17,369

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

1,142	1,673	0	7000 Salaries & Wages	0	0	0
159,433	165,448	157,407	7000-05 Salaries & Wages - Regular Full Time City Manager - 0.90 FTE City Recorder - 0.15 FTE	159,498	159,498	159,498
0	0	2,874	7000-15 Salaries & Wages - Temporary	0	0	0
259	0	225	7000-20 Salaries & Wages - Overtime	225	225	225
2,441	325	2,500	7000-25 Salaries & Wages - City Employee Recognition	0	0	0
6,000	6,000	5,400	7000-30 Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance.	5,400	5,400	5,400
448	1,370	0	7300 Fringe Benefits	0	0	0
9,912	8,708	8,437	7300-05 Fringe Benefits - FICA - Social Security	8,344	8,344	8,344
2,446	2,587	2,612	7300-06 Fringe Benefits - FICA - Medicare	2,567	2,567	2,567
54,783	57,023	60,044	7300-15 Fringe Benefits - PERS - OPSRP - IAP	59,557	59,557	59,557
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
7,662	12,697	11,722	7300-18 Fringe Benefits - Retirement Benefit City Manager's deferred compensation contributions - 8% of salary.	11,926	11,926	11,926
18,576	20,620	21,254	7300-20 Fringe Benefits - Medical Insurance	19,814	19,814	19,650
3,300	3,300	3,150	7300-22 Fringe Benefits - VEBA Plan	2,850	2,850	2,850
119	119	114	7300-25 Fringe Benefits - Life Insurance	114	114	114
826	829	772	7300-30 Fringe Benefits - Long Term Disability	770	770	770
569	130	182	7300-35 Fringe Benefits - Workers' Compensation Insurance	148	148	148
29	27	30	7300-37 Fringe Benefits - Workers' Benefit Fund	24	24	24
267,946	280,856	276,723	TOTAL PERSONNEL SERVICES	271,237	271,237	271,073

MATERIALS AND SERVICES

0	1,246	1,000	7520 Public Notices & Printing	1,000	1,000	1,000
295	517	500	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	500	500	500
6,494	15,102	8,000	7550 Travel & Education Professional association conferences, seminars, travel and meal costs, professional memberships, dues and subscriptions. Includes allowance for leadership training and development for City staff.	12,000	12,000	12,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,200	1,300	1,300	7610-05	Insurance - Liability		1,400	1,400	1,400
1,151	1,136	1,200	7620	Telecommunications		1,200	1,200	1,200
325	770	500	7660	Materials & Supplies		500	500	500
1,058	3,618	1,500	7660-05	Materials & Supplies - Office Supplies		1,200	1,200	1,200
35	46	100	7660-15	Materials & Supplies - Postage		100	100	100
2,463	27,592	2,260	7750	Professional Services		13,000	13,000	13,000
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Audit fee allocation		1	3,000	3,000	
			Consultancy		1	10,000	10,000	
2,389	1,889	2,425	7840	M & S Computer Charges		2,793	2,793	2,793
			I.S. Fund materials & supplies costs shared city-wide					
0	0	2,900	7840-02	M & S Computer Charges - City Manager's Office		480	480	480
46,130	48,518	47,710	8000	City Memberships		51,586	51,586	51,586
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Mid-Willamette Valley Council of Govts		1	20,500	20,500	
			League of Oregon Cities		1	26,000	26,000	
			Professional Associations		1	1,000	1,000	
			McMinnville Area Chamber of Commerce		1	700	700	
			International City/County Management Association		1	2,100	2,100	
			Oregon City/County Management Association		1	366	366	
			Rotary Club of McMinnville		1	500	500	
			Engaging Local Government Leaders		1	360	360	
			Oregon Association of Municipal Recorders		1	60	60	
61,542	101,735	69,395	TOTAL MATERIALS AND SERVICES			85,759	85,759	85,759
<u>CAPITAL OUTLAY</u>								
0	0	270	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	270	TOTAL CAPITAL OUTLAY			0	0	0
329,487	382,591	346,388	TOTAL REQUIREMENTS			356,996	356,996	356,832

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
12,258	12,627	12,900	5400-02 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income increases in October depending on the June 30, 2018 CPI-W increase.	12,708	12,708	12,708
12,258	12,627	12,900	TOTAL CHARGES FOR SERVICES	12,708	12,708	12,708
12,258	12,627	12,900	TOTAL RESOURCES	12,708	12,708	12,708

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

11,518	12,306	12,500	7600	Electric & Natural Gas		13,500	13,500	13,500
1,300	900	1,000	7610-05	Insurance - Liability		1,000	1,000	1,000
11,800	10,400	10,200	7610-10	Insurance - Property		12,500	12,500	12,500
5,776	5,536	6,000	7620	Telecommunications		6,000	6,000	6,000
6,709	10,287	7,000	7650-10	Janitorial - Services		11,000	11,000	11,000
481	614	500	7650-15	Janitorial - Supplies		600	600	600
1,441	0	100	7660	Materials & Supplies		100	100	100
80	18,873	500	7720-06	Repairs & Maintenance - Equipment		0	0	0
24,477	6,448	10,000	7720-08	Repairs & Maintenance - Building Repairs		22,570	22,570	22,570

Repairs and maintenance projects for City Hall and Civic Hall

Description	Units	Amt/Unit	Total
General building repairs and maintenance	1	10,000	10,000
Civic Hall replace dimming panel	1	5,000	5,000
Civic Hall replace security cameras	1	7,570	7,570

3,971	3,937	5,900	7720-10	Repairs & Maintenance - Building Maintenance		5,000	5,000	5,000
6,624	5,741	2,500	7720-12	Repairs & Maintenance - Grounds		5,000	5,000	5,000
19,316	25,266	27,470	7720-34	Repairs & Maintenance - Parking Structure & Lots		17,450	17,450	17,450

Description	Units	Amt/Unit	Total
Insurance - Liability	1	2,700	2,700
Insurance - Property	1	3,000	3,000
Flower basket program	1	4,000	4,000
Elevator permit fees	1	350	350
Elevator phone services	1	900	900
Lighting	1	5,000	5,000
Landscaping materials	1	1,500	1,500

5,588	4,620	12,100	7740-05	Rental Property Repair & Maint - Building		9,700	9,700	9,700
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Description	Units	Amt/Unit	Total
Insurance - Liability	1	300	300
Insurance - Property	1	1,300	1,300
Chamber replace back flow preventer	1	5,000	5,000
Parking lot sweeping	1	600	600
General building repairs & maintenance	1	2,500	2,500

377	68,718	50,500	7750	Professional Services		0	0	0
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Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
5,330	5,874	11,300	7780-17	Contract Services - Parking Structure & Lots		14,550	14,550	14,550
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Elevator maintenance	1	2,200	2,200		
			Parking lot sweeping	1	4,600	4,600		
			Janitorial	1	2,750	2,750		
			Misc elevator repair	1	2,500	2,500		
			Misc landscape projects	1	2,500	2,500		
20,626	24,084	20,000	7790	Maintenance & Rental Contracts		20,000	20,000	20,000
			Security system, floor mat cleaning, heating system maintenance, pest control, copier lease, postage machine lease					
5,400	5,400	5,400	7790-05	Maintenance & Rental Contracts - Water & Light Fiber Net		5,400	5,400	5,400
0	0	5,000	7800	M & S Equipment		500	500	500
130,813	209,003	187,970	TOTAL MATERIALS AND SERVICES			144,870	144,870	144,870
			CAPITAL OUTLAY					
0	0	0	8710	Equipment		12,000	12,000	12,000
			Civic Hall projector					
0	0	0	8800	Building Improvements		0	0	0
0	0	0	TOTAL CAPITAL OUTLAY			12,000	12,000	12,000
130,813	209,003	187,970	TOTAL REQUIREMENTS			156,870	156,870	156,870

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

33,601	36,452	51,675	7000-05 Salaries & Wages - Regular Full Time City Manager - 0.05 FTE City Recorder - 0.60 FTE	49,967	49,967	49,967
0	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
1,038	0	900	7000-20 Salaries & Wages - Overtime	500	500	500
0	0	300	7000-30 Salaries & Wages - Auto Allowance	300	300	300
1,869	1,979	3,166	7300-05 Fringe Benefits - FICA - Social Security	3,042	3,042	3,042
437	463	776	7300-06 Fringe Benefits - FICA - Medicare	745	745	745
7,652	8,120	15,101	7300-15 Fringe Benefits - PERS - OPSRP - IAP	14,515	14,515	14,515
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	650	7300-18 Fringe Benefits - Retirement Benefit	663	663	663
7,928	8,241	11,764	7300-20 Fringe Benefits - Medical Insurance	5,380	5,380	5,336
1,400	1,400	1,950	7300-22 Fringe Benefits - VEBA Plan	750	750	750
65	65	70	7300-25 Fringe Benefits - Life Insurance	70	70	70
186	202	280	7300-30 Fringe Benefits - Long Term Disability	270	270	270
111	25	58	7300-35 Fringe Benefits - Workers' Compensation Insurance	45	45	45
15	14	16	7300-37 Fringe Benefits - Workers' Benefit Fund	15	15	15
109	291	499	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	501	501	501
54,410	57,253	87,205	TOTAL PERSONNEL SERVICES	76,763	76,763	76,719

MATERIALS AND SERVICES

1,013	1,792	750	7520 Public Notices & Printing	2,000	2,000	2,000
465	467	700	7620 Telecommunications	500	500	500
134	120	150	7660 Materials & Supplies	200	200	200
1,594	874	1,000	7660-05 Materials & Supplies - Office Supplies	1,000	1,000	1,000
136	214	100	7660-15 Materials & Supplies - Postage	200	200	200
71,474	28,260	30,030	7750 Professional Services	10,000	10,000	10,000
0	0	15,000	7750-06 Professional Services - Community Outreach Continuing the City Council's public communication efforts	15,000	15,000	15,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
9,956	10,860	15,157	7840	M & S Computer Charges		17,456	17,456	17,456
				I.S. Fund materials & supplies costs shared city-wide				
0	2,110	5,800	7840-03	M & S Computer Charges - City Council		3,780	3,780	3,780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	7	240	1,680	
				Surface Replacement	1	2,100	2,100	
13,860	28,523	25,000	8005	Mayor/City Council Expenses		30,000	30,000	30,000
0	0	188,600	8016	Affordable Housing		0	0	0
98,631	73,220	282,287	TOTAL MATERIALS AND SERVICES			80,136	80,136	80,136
			CAPITAL OUTLAY					
0	0	1,686	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	1,686	TOTAL CAPITAL OUTLAY			0	0	0
153,041	130,473	371,178	TOTAL REQUIREMENTS			156,899	156,899	156,855

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	175	0	6600 Other Income	0	0	0
0	175	0	TOTAL MISCELLANEOUS	0	0	0
0	175	0	TOTAL RESOURCES	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
144,983	168,401	175,277	7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.83 FTE	118,356	118,356	118,356
0	0	0	7000-10 Salaries & Wages - Regular Part Time Paralegal - 0.38 FTE	24,226	24,226	24,226
519	0	450	7000-20 Salaries & Wages - Overtime	200	200	200
550	500	480	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
8,718	9,986	10,593	7300-05 Fringe Benefits - FICA - Social Security	8,852	8,852	8,852
2,039	2,335	2,555	7300-06 Fringe Benefits - FICA - Medicare	2,070	2,070	2,070
36,255	41,258	51,135	7300-15 Fringe Benefits - PERS - OPSRP - IAP	52,387	52,387	52,387
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
15,785	20,597	20,094	7300-20 Fringe Benefits - Medical Insurance	22,876	22,876	22,642
2,800	3,350	2,900	7300-22 Fringe Benefits - VEBA Plan	4,000	4,000	4,000
158	180	184	7300-25 Fringe Benefits - Life Insurance	172	172	172
809	914	964	7300-30 Fringe Benefits - Long Term Disability	652	652	652
236	146	239	7300-35 Fringe Benefits - Workers' Compensation Insurance	188	188	188
37	39	43	7300-37 Fringe Benefits - Workers' Benefit Fund	28	28	28
0	0	0	7300-40 Fringe Benefits - Unemployment	5,902	5,902	5,902
212,889	247,707	264,914	TOTAL PERSONNEL SERVICES	239,909	239,909	239,675
MATERIALS AND SERVICES						
197	1,309	600	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	600	600	600
7,394	5,987	10,000	7550 Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney.	10,000	10,000	10,000
1,800	1,600	2,400	7610-05 Insurance - Liability	2,500	2,500	2,500
1,032	983	1,000	7620 Telecommunications	1,000	1,000	1,000
3,091	1,827	2,000	7660-05 Materials & Supplies - Office Supplies	2,000	2,000	2,000
111	76	150	7660-15 Materials & Supplies - Postage	150	150	150
2,540	275	50	7750 Professional Services	500	500	500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
-2,298	9,243	3,000	7750-09	Professional Services - Legal		112,000	112,000	112,000
			Contract legal services to provide City Attorney with assistance on projects.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			General Legal Services	1	3,000	3,000		
			City Prosecutor Services	1	109,000	109,000		
1,991	3,305	4,244	7840	M & S Computer Charges		4,888	4,888	4,888
			I.S. Fund materials & supplies costs shared city-wide					
6,465	0	6,800	7840-08	M & S Computer Charges - Legal		240	240	240
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	1	240	240		
22,324	24,605	30,244	TOTAL MATERIALS AND SERVICES			133,878	133,878	133,878
			CAPITAL OUTLAY					
0	0	472	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	472	TOTAL CAPITAL OUTLAY			0	0	0
235,213	272,312	295,630	TOTAL REQUIREMENTS			373,787	373,787	373,553

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	0	10,000	6490 Donations - Public Art Public donations for the Public Art Program	0	0	0
0	28,000	10,000	6490-10 Donations - Public Art - Dedicated Public donations for specific pieces of artwork for the Public Art Program	10,000	10,000	10,000
0	28,000	20,000	TOTAL MISCELLANEOUS	10,000	10,000	10,000
0	28,000	20,000	TOTAL RESOURCES	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
0	0	0	7720-03 Repairs & Maintenance - Public Art	5,000	5,000	5,000
37,052	13,474	12,400	8010 Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	12,400	12,400	12,400
10,150	7,115	10,000	8012 M&S Downtown Public Art Program City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.	12,000	12,000	12,000
0	0	2,000	8012-05 M&S Downtown Public Art Program - Donations - Public Art Public art purchases funded through revenue account 6490, Donations-Public Art.	0	0	0
0	2,000	10,000	8012-10 M&S Downtown Public Art Program - Donations - Dedicated Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	10,000	10,000	10,000
25,500	5,000	25,000	8015 Community Services	0	0	0
14,000	14,350	14,000	8020 McMinnville Downtown Association City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	14,000	14,000
22,500	22,500	22,500	8025 Yamhill Co - YCTA Public transportation program support increased in FY21; YCTA extending service hours and fixed routes.	22,500	22,500	22,500
59,997	72,694	78,000	8060 Economic Development	78,000	78,000	178,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			McMinnville Economic Development Partnership	1	60,000	60,000
			Yamhill Parkway Committee support	1	18,000	18,000
			Covid-19 small business support program	1	100,000	100,000
169,200	137,133	173,900	TOTAL MATERIALS AND SERVICES	153,900	153,900	253,900
CAPITAL OUTLAY						
0	26,000	8,000	8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated	0	0	0
0	26,000	8,000	TOTAL CAPITAL OUTLAY	0	0	0
169,200	163,133	181,900	TOTAL REQUIREMENTS	153,900	153,900	253,900

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

53,663	110,324	117,846	7000-05 Salaries & Wages - Regular Full Time City Manager - 0.05 FTE Human Resources Manager - 1.00 FTE City Recorder - 0.25 FTE	118,268	118,268	118,268
7,320	1,073	0	7000-15 Salaries & Wages - Temporary Extra Help - Administrative - 0.10 FTE	2,550	2,550	2,550
778	0	675	7000-20 Salaries & Wages - Overtime	200	200	200
0	0	0	7000-25 Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: Monthly OPS Awards \$100 (net of employee tax) Yearly OPS Award \$500 (net of employee tax)	2,500	2,500	2,500
0	0	300	7000-30 Salaries & Wages - Auto Allowance	300	300	300
3,548	6,536	7,236	7300-05 Fringe Benefits - FICA - Social Security	7,571	7,571	7,571
830	1,529	1,733	7300-06 Fringe Benefits - FICA - Medicare	1,805	1,805	1,805
12,182	17,016	32,788	7300-15 Fringe Benefits - PERS - OPSRP - IAP	33,987	33,987	33,987
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	653	7300-18 Fringe Benefits - Retirement Benefit	662	662	662
9,616	19,664	21,479	7300-20 Fringe Benefits - Medical Insurance	17,912	17,912	17,784
1,700	3,817	3,050	7300-22 Fringe Benefits - VEBA Plan	2,400	2,400	2,400
76	147	148	7300-25 Fringe Benefits - Life Insurance	140	140	140
297	641	644	7300-30 Fringe Benefits - Long Term Disability	646	646	646
154	90	133	7300-35 Fringe Benefits - Workers' Compensation Insurance	109	109	109
20	32	58	7300-37 Fringe Benefits - Workers' Benefit Fund	55	55	55
0	0	0	7300-40 Fringe Benefits - Unemployment	1,699	1,699	1,699
90,184	160,869	186,743	TOTAL PERSONNEL SERVICES	190,804	190,804	190,676

MATERIALS AND SERVICES

0	130	500	7520 Public Notices & Printing	500	500	500
0	0	500	7530 Training	500	500	500
2,781	2,858	4,000	7550 Travel & Education Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.	4,000	4,000	4,000
500	508	800	7620 Telecommunications	800	800	800

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
307	729	1,000	7660	Materials & Supplies		1,000	1,000	1,000
262	253	500	7660-05	Materials & Supplies - Office Supplies		500	500	500
83	60	200	7660-15	Materials & Supplies - Postage		200	200	200
1,417	1,718	75,000	7750	Professional Services		10,000	10,000	10,000
0	0	1,212	7840	M & S Computer Charges		1,396	1,396	1,396
0	3,491	37,900	7840-12	M & S Computer Charges - Human Resources		240	240	240
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	1	240	240		
5,349	9,747	121,612	TOTAL MATERIALS AND SERVICES			19,136	19,136	19,136
<u>CAPITAL OUTLAY</u>								
0	0	135	8750	Capital Outlay Computer Charges		0	0	0
0	0	135	TOTAL CAPITAL OUTLAY			0	0	0
95,532	170,616	308,490	TOTAL REQUIREMENTS			209,940	209,940	209,812



FINANCE DEPARTMENT



Organization Set – Sections

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

Organization Set #

01-03-013
01-03-016



Budget Highlights

The Finance Department is responsible for maintaining the financial integrity of the City and providing a wide range of financial support services. The Finance Department ensures the timeliness and accuracy of financial information, the adequacy of internal accounting and budgetary controls, and safekeeping of the City's financial assets.

The Finance Department proposed budget seeks to strengthen McMinnville's ability to prioritize and deliver municipal services with discipline and focus. It reflects a drop in staffing to 4.85 (Finance Director now supervising the Municipal Court) with virtually flat materials and services that together total a \$43,000 decrease in cost relative the prior year's budget.

Core Services

Accounting

- Provide accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, and general ledger accounting
- Prepare the Comprehensive Annual Financial Report (CAFR), coordinate the annual financial audit, maintain unmodified audit opinions
- Administer property and liability insurance claims
- Administer collection of Transient Lodging Taxes and other revenue sources
- Assist City departments, as needed, on various financial issues, including internal control development and compliance

Budgeting and Financial Planning

- Prepare the City's annual budget, providing long-term forecasting and on-going monitoring of the budget
- Coordinate issuance and management of the City's debt
- Support grants and other project activities to meet fiscal compliance requirements

Treasury Services

- Manage investment of public funds consistent with state law to assure the on-going ability of the city to meet its financial obligations
- Ensure quality, efficient banking and merchant services operations
- Support strong internal control structures and training for cash handling processes throughout the organization

Future Challenges and Opportunities

The finance department is working towards:

- Alignment of departmental activities with the City's strategic and long range financial planning and continuing to develop and refine financial forecasting methodology
- Implementation of existing New World functionality to enhance department efficiencies and benefit employees
- Continue partnering with departments to identify opportunities for maximizing operating efficiencies, while promoting internal controls and compliance
- Focus on risk management in area of treasury and insurance
- Finding opportunities to strengthen transparency in financial operations, both for city staff and the public

The financial impacts of the Covid-19 pandemic on the municipal organization and the larger community are still significant unknowns at the time of drafting this budget. The finance department will shift resources to identify and monitor these impacts as well as look for solutions that allow the City to achieve near- and medium-term financial sustainability.

One highlight of this difficult period is the ability of the finance department to work effectively from home. The finance department, with the support of information services, literally made the move to remote working arrangements overnight upon issuance of the governor's Executive Order 20-07 with social distancing requirements for workplaces on March 17, 2020.

Mac-Town 2032 Strategic Plan

The Finance Department reviewed its contributions to the Strategic Plan Priorities:

McMinnville MAC-2032 Strategic Priority		Finance Contribution
	CITY GOVERNMENT CAPACITY Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	Prepare the Fiscal forecast Manage the budget process Play lead role with all fiscal compliance issues
	COMMUNITY SAFETY & RESILIENCY Proactively plan for and responsibly maintain a safe and resilient community	Support risk management and assure insurance coverage for municipality and workforce
	ECONOMIC PROSPERITY Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors	Manage collection and disbursement of Transient Lodging taxes, and Downtown Economic Improvement District assessment, franchise fee
	ENGAGEMENT & INCLUSION Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity	Strive for supportive, problem solving engagement with all departments and members of the public
	GROWTH & DEVELOPMENT CHARACTER Guide growth and development strategically, responsibly, and responsibly to enhance our unique character	Provide financial services for Urban Renewal District Assist with debt issuance and management

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	23,237	24,100	24,100	-
Personnel Services	582,839	656,571	605,000	(51,571)
Materials & Services	76,005	83,151	87,972	4,821
Capital Outlay	-	1,079	-	(1,079)
Total Expenditures	658,844	740,801	692,972	(47,829)
Net Expenditures	(635,607)	(716,701)	(668,872)	(47,829)

Full-Time Equivalents (FTE)

	2019-20		2020-21
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	5.00		
Finance Director		(0.15)	
FTE Proposed Budget		(0.15)	4.85

1983	Finance Department transitions City accounting system to mainframe computer using Group 4 software	2007	Implementation new Enterprise Resource System (ERP) Phase 1: general ledger, procurement, revenue collections, and miscellaneous billing	2019	Financial system functionality additions with implementation of e-Suite and HR Portal
1988	Finance Department purchases first PC which is shared and primarily used for budget preparation	2008	ERP implementation Phase 2: payroll processing and position budgeting, annual 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	2014	Affordable Care Act reporting requirements implemented		
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)	2015	Merina & Co, LLP appointed City financial auditor		
2003	Property lien searches available via Internet	2016	Oregon sick leave law implemented		
		2019	Ambulance billing outsourced to third party provider		
		2019	Marcia Baragary, Finance Director retires after 10 years with the City.		

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
17,573	20,775	24,000	5310 On-Line Lien Search Fees Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets.	24,000	24,000	24,000
17,573	20,775	24,000	TOTAL CHARGES FOR SERVICES	24,000	24,000	24,000
MISCELLANEOUS						
4	2,463	100	6600-94 Other Income - Finance Miscellaneous Finance Department collections.	100	100	100
4	2,463	100	TOTAL MISCELLANEOUS	100	100	100
17,577	23,237	24,100	TOTAL RESOURCES	24,100	24,100	24,100

Budget Document Report

01 - GENERAL FUND

Department : 03 - FINANCE
 Section : 013 - ACCOUNTING
 Program : N/A

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

279	-1,584	0	7000	Salaries & Wages	0	0	0
336,660	372,479	387,467	7000-05	Salaries & Wages - Regular Full Time Finance Director - 0.85 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	361,245	361,245	361,245
113	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
3,902	757	5,000	7000-20	Salaries & Wages - Overtime	5,000	5,000	5,000
-42	-1,157	0	7300	Fringe Benefits	0	0	0
19,982	22,154	23,515	7300-05	Fringe Benefits - FICA - Social Security	22,706	22,706	22,706
4,673	5,181	5,690	7300-06	Fringe Benefits - FICA - Medicare	5,310	5,310	5,310
94,740	99,760	127,247	7300-15	Fringe Benefits - PERS - OPSRP - IAP	105,982	105,982	105,982
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
65,805	71,440	90,570	7300-20	Fringe Benefits - Medical Insurance	89,274	89,274	88,604
11,000	11,000	14,000	7300-22	Fringe Benefits - VEBA Plan	12,550	12,550	12,550
540	540	540	7300-25	Fringe Benefits - Life Insurance	524	524	524
1,852	1,921	2,006	7300-30	Fringe Benefits - Long Term Disability	1,966	1,966	1,966
1,063	229	411	7300-35	Fringe Benefits - Workers' Compensation Insurance	331	331	331
128	118	125	7300-37	Fringe Benefits - Workers' Benefit Fund	112	112	112
540,696	582,839	656,571	TOTAL PERSONNEL SERVICES		605,000	605,000	604,330

MATERIALS AND SERVICES

512	556	800	7500	Credit Card Fees	500	500	500
1,748	2,571	3,500	7520	Public Notices & Printing	3,500	3,500	3,500
588	1,855	1,000	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	900	900	900
17,737	15,799	15,000	7550	Travel & Education Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	18,000	18,000	16,500
4,600	4,900	5,000	7610-05	Insurance - Liability	4,000	4,000	4,000
3,453	3,362	4,000	7620	Telecommunications	3,800	3,800	3,800
5,131	4,986	5,000	7660-05	Materials & Supplies - Office Supplies	5,000	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,503	1,436	2,500	7660-10	Materials & Supplies - Office Supplies Inventory		2,500	2,500	2,500
3,890	3,721	4,500	7660-15	Materials & Supplies - Postage		4,000	4,000	4,000
0	0	250	7720-06	Repairs & Maintenance - Equipment		0	0	0
9,679	9,503	13,000	7750	Professional Services		12,000	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	900	900		
			Other	1	11,100	11,100		
764	2,393	1,400	7750-24	Professional Services - Audit		2,300	2,300	2,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	2,300	2,300		
8,540	9,684	11,000	7750-27	Professional Services - Net Assets		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.					
3,483	3,502	3,500	7790	Maintenance & Rental Contracts		3,500	3,500	3,500
			Printer / scanner / copier lease and per page cost.					
0	0	1,000	7800-03	M & S Equipment - Office		0	0	0
6,372	7,555	9,701	7840	M & S Computer Charges		11,172	11,172	11,172
			I.S. Fund materials & supplies costs shared city-wide					
2,095	4,183	2,000	7840-05	M & S Computer Charges - Accounting		6,800	6,800	6,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	5	240	1,200		
			Lexmark printer maintenance	1	300	300		
			Laptop replacement	1	1,600	1,600		
			Scanner	1	900	900		
			Surface replacement	1	2,800	2,800		
71,095	76,005	83,151	TOTAL MATERIALS AND SERVICES			87,972	87,972	86,472
CAPITAL OUTLAY								
0	0	1,079	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	1,079	TOTAL CAPITAL OUTLAY			0	0	0
611,791	658,844	740,801	TOTAL REQUIREMENTS			692,972	692,972	690,802

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 03 - FINANCE Section : 016 - AMBULANCE BILLING Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
58,548	71,531	0	7000-05 Salaries & Wages - Regular Full Time Ambulance billing was outsourced in 2019-20. Ambulance Fund budget includes \$120,000 in professional services for contracting with billing company.	0	0	0
33,529	34,815	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
3,720	5,482	0	7000-20 Salaries & Wages - Overtime	0	0	0
900	900	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
5,824	6,836	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
1,362	1,599	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
27,482	32,018	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
12,202	13,660	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
2,000	2,000	0	7300-22 Fringe Benefits - VEBA Plan	0	0	0
216	198	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
489	470	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
313	75	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
52	45	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
146,637	169,628	0	TOTAL PERSONNEL SERVICES	0	0	0
MATERIALS AND SERVICES						
41	45	0	7750 Professional Services	0	0	0
41	45	0	TOTAL MATERIALS AND SERVICES	0	0	0
146,678	169,673	0	TOTAL REQUIREMENTS	0	0	0



ENGINEERING DEPARTMENT





Budget Highlights

During fiscal year 2020-21, 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 advancing the City's goal to plan and construct capital projects, including:

- Complete the Jet A fuel facilities improvements at McMinnville Municipal Airport (Airport Fund);
- Complete the construction of the Old Sheridan Road corridor improvements project (Transportation Bond);
- Complete the Lafayette Avenue Overlay project (Transportation Fund);
- Begin the construction of the NE High School Basin sewer project (Wastewater Capital Fund);
- The design of the grit system expansion project, and the addition of a 1-million gallon biosolids storage tank (Wastewater Capital Fund);
- Begin the construction of the Three Mile Lane force main (Wastewater Capital Fund) in conjunction with ODOT's Three Mile Lane bridge replacement project;
- Start the design of the Water Reclamation Facility administration building upgrade project (Wastewater Capital Fund); and
- Complete the installation of emergency generators at the Raw Sewage Pump Station and the Water Reclamation Facility.

These projects will help to meet the Strategic Plan Goals of Community Safety & Resiliency and the objective to develop resiliency targets for critical infrastructure.

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.
- These services help meet the Goal of City Government Capacity and the objective of identifying and focusing on the City core services

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 2,156 private sewer laterals.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	25,151	50,500	50,500	-
Personnel Services	965,805	1,058,900	994,041	(64,859)
Materials & Services	77,736	100,532	100,425	(107)
Capital Outlay	10,999	19,327	5,000	(14,327)
Total Expenditures	1,054,540	1,178,759	1,099,466	(79,293)
Net Expenditures	(1,029,389)	(1,128,259)	(1,048,966)	(79,293)

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	7.82		
Project Manager		(1.00)	
Engineering Technician		<u>0.50</u>	
FTE Proposed Budget		<u>(0.50)</u>	7.32



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.

2017 Administrative Assistant II – Public Affairs position was added.



The Engineering Department received 2,866 locate requests in 2019.

Position Description

Fund	Department	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
					Page	Amount
	<u>Permit Technician</u>	1	329	46,875		
General Fund						
	Engineering (0.50 FTE)				21	23,438
	Planning					
	Current (0.08 FTE)				31	3,750
	Code Compliance (0.02 FTE)				37	938
Building Fund (0.40 FTE)					222	18,750

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
111,973	24,610	50,000	5320 Engineering Fees Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs.	50,000	50,000	50,000
111,973	24,610	50,000	<u>TOTAL CHARGES FOR SERVICES</u>	50,000	50,000	50,000
<u>MISCELLANEOUS</u>						
1,055	541	500	6600-96 Other Income - Engineering	500	500	500
1,055	541	500	<u>TOTAL MISCELLANEOUS</u>	500	500	500
113,028	25,151	50,500	<u>TOTAL RESOURCES</u>	50,500	50,500	50,500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

604	7,377	0	7000 Salaries & Wages	0	0	0
567,880	588,629	614,535	7000-05 Salaries & Wages - Regular Full Time Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 1.00 FTE GIS / CAD System Specialist - 1.00 FTE Engineering Technician - 1.50 FTE Permit Technician - Combined Depts - 0.50 FTE Administrative Specialist II - Public Affairs - 1.00 FTE	570,771	570,771	570,771
7,888	7,548	11,288	7000-15 Salaries & Wages - Temporary Extra Help - Engineering - 0.32 FTE	11,288	11,288	11,288
196	320	500	7000-20 Salaries & Wages - Overtime	500	500	500
6,480	6,480	6,480	7000-30 Salaries & Wages - Auto Allowance Community Development Director's \$540 per month automobile allowance.	6,480	6,480	6,480
500	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
651	3,569	0	7300 Fringe Benefits	0	0	0
34,377	35,444	38,049	7300-05 Fringe Benefits - FICA - Social Security	35,431	35,431	35,431
8,143	8,477	9,176	7300-06 Fringe Benefits - FICA - Medicare	8,541	8,541	8,541
156,299	163,684	199,893	7300-15 Fringe Benefits - PERS - OPSRP - IAP	181,702	181,702	181,702
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
97,595	114,507	143,364	7300-20 Fringe Benefits - Medical Insurance	142,945	142,945	141,716
18,050	18,633	20,500	7300-22 Fringe Benefits - VEBA Plan	22,500	22,500	22,500
803	774	810	7300-25 Fringe Benefits - Life Insurance	756	756	756
3,063	3,139	3,284	7300-30 Fringe Benefits - Long Term Disability	3,058	3,058	3,058
9,661	7,044	10,800	7300-35 Fringe Benefits - Workers' Compensation Insurance	9,878	9,878	9,878
197	179	221	7300-37 Fringe Benefits - Workers' Benefit Fund	191	191	191
912,387	965,805	1,058,900	TOTAL PERSONNEL SERVICES	994,041	994,041	992,812

MATERIALS AND SERVICES

658	1,147	1,100	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	1,200	1,200	1,200
7,716	7,808	13,500	7550 Travel & Education Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,311	2,542	3,600	7590	Fuel - Vehicle & Equipment		3,600	3,600	3,600
3,779	3,886	4,150	7600	Electric & Natural Gas		4,150	4,150	4,150
				Department's share of Community Development Center's electricity expense, ~38%.				
5,800	6,900	7,400	7610-05	Insurance - Liability		8,000	8,000	8,000
1,700	1,500	1,700	7610-10	Insurance - Property		2,100	2,100	2,100
7,126	7,608	8,000	7620	Telecommunications		9,000	9,000	9,000
3,096	4,105	4,550	7650	Janitorial		4,400	4,400	4,400
				Department's share of Community Development Center janitorial service and supply costs, ~38%.				
7,011	6,835	10,000	7660	Materials & Supplies		10,300	10,300	10,300
				Uniforms, safety equipment, office, engineering, and surveying materials and supplies.				
2,380	1,158	2,000	7720	Repairs & Maintenance		2,000	2,000	2,000
				Vehicle and equipment repairs and maintenance.				
876	7,146	3,800	7720-08	Repairs & Maintenance - Building Repairs		3,800	3,800	3,800
				Department's share of Community Development Center's repairs and improvements, ~38%.				
1,560	1,708	4,200	7720-10	Repairs & Maintenance - Building Maintenance		4,300	4,300	4,300
				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%.				
5,764	1,797	6,500	7750	Professional Services		6,900	6,900	6,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,800	1,800	
				Section 125 administration fee	1	100	100	
				Miscellaneous professional services	1	5,000	5,000	
1,030	46	1,200	7790	Maintenance & Rental Contracts		0	0	0
3,345	2,325	3,800	7790-20	Maintenance & Rental Contracts - Community Development Center		4,400	4,400	4,400
				Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.				
7,112	9,283	11,932	7840	M & S Computer Charges		12,345	12,345	12,345
				I.S. Fund materials & supplies costs shared city-wide				
15,674	11,944	13,100	7840-10	M & S Computer Charges - Engineering		13,930	13,930	13,930

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 05 - ENGINEERING Section : <i>N/A</i> Program : <i>N/A</i>			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Plotter maintenance	1	1,200	1,200		
			Printer	1	1,800	1,800		
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			AutoCAD maintenance-66% shared with Planning	1	2,300	2,300		
			Adobe Creative Cloud maintenance	1	1,300	1,300		
			Office 365 licensing	7	240	1,680		
76,939	77,736	100,532	TOTAL MATERIALS AND SERVICES			100,425	100,425	100,425
			CAPITAL OUTLAY					
0	0	1,327	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	7,295	5,000	8750-10	Capital Outlay Computer Charges - Engineering		5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000		
0	3,704	13,000	8850	Vehicles		0	0	0
0	10,999	19,327	TOTAL CAPITAL OUTLAY			5,000	5,000	5,000
989,326	1,054,540	1,178,759	TOTAL REQUIREMENTS			1,099,466	1,099,466	1,098,237



PLANNING DEPARTMENT



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
• Administration	01-07-001
• Current Planning	01-07-025
• Long Range Planning	01-07-028
• Code Compliance	01-07-031

Planning has transitioned to utilizing new Sections, as outlined above.
2021 Proposed budget is in the new Sections.

Actual amounts for fiscal years 2018 & 2019 and 2020 Amended budget continue
to be in the Planning Department (01-07).

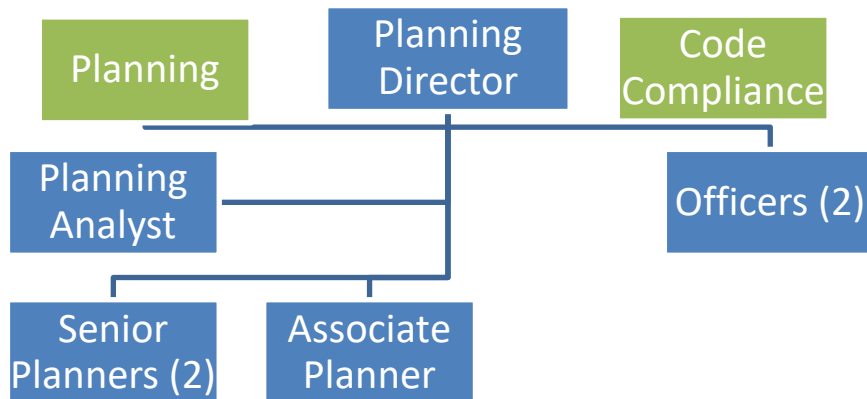


Budget Highlights

The mission of the City of McMinnville is to deliver high-quality services in collaboration with partners for a prosperous, safe and livable community. The Planning Department achieves this by providing excellent customer service, public engagement, and proactive planning programs. This mission drives the department's work and service to the community. It is achieved through implementing the City of McMinnville's Comprehensive Plan and its subset of plans, codes and strategies that provide a visionary and comprehensive approach to community building, livability, commerce and public health. The Planning Department's role is to facilitate the continual community dialogue to strategically update and implement these plans to provide a high quality of life for both current and future generations, and at the same time maintain a sustainable business model of municipal tax base and service levels.

The Planning Department Fund supports two programs – **Planning, and Code Compliance and Community Relations.**

The fiscal year 20-21 Planning Fund has been restructured to better capture revenue and costs associated with the each program in the Planning Fund – Administrative, Current Planning, Long Range Planning and Code Compliance.



Organizational structure for the Planning/Code Compliance Program

Core Services

Current Planning

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Process land-use applications per regulatory compliance.

Long-Range Planning

- Maintain and update the comprehensive plan; analyze and forecast economic and growth related trends; and, assist in the preparation of public facility master plans.
- Initiate strategic long-range plans that reflect the community's values and opportunities.
- Inform the City Council on matters of land use policy that affect McMinnville.

Citizen Involvement

- Staff and support six citizen involvement committees –Affordable Housing Task Force, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission, Urban Renewal Advisory Committee.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.

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, McMinnville Economic Development Partnership (MEDP), the McMinnville Downtown Association (MDA), and Visit McMinnville.
- Staff the McMinnville Urban Renewal Agency.

Code Compliance and Community Relations

- Respond to code enforcement complaints and work towards voluntary compliance with the appropriate tools necessary to abate and enforce as necessary to ensure compliance.
- Develop a property nuisance program that encourages pride of ownership.

PLANNING PROGRAM: The Planning program provides four primary services: current planning, long-range planning, citizen involvement, and economic development. With 4.5 FTEs, the Planning Department in 2019 issued 86 land-use decisions and staffed six city committees - the Affordable Housing Task Force, Historic Landmarks Committee, Housing for Homeless Subcommittee, Landscape Review Committee, Planning Commission and Urban Renewal Advisory Committee; and partnered with McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville on promoting McMinnville for economic development opportunities, business investment and job creation, and staffing the McMinnville Economic Vitality Leadership Council.

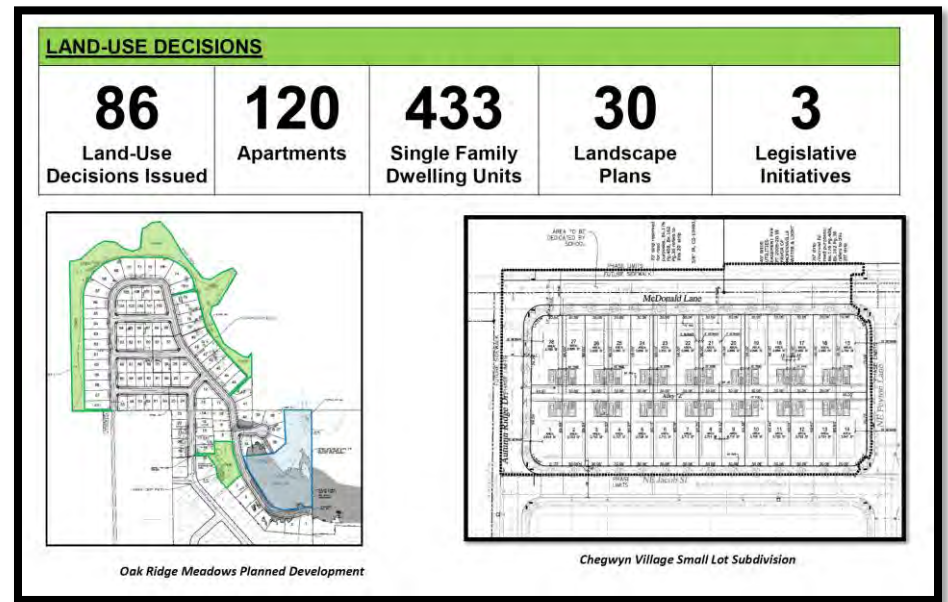
The Planning program also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through the dialogue.

In 2019, the Planning Program supported five significant long-range planning projects with 149 volunteers on citizen advisory committees:

- Great Neighborhood Principles
- Housing Buildable Lands Inventory, Needs Analysis and Strategy
- City Center Housing Strategy
- Economic Buildable Lands Inventory and Needs Analysis
- Three Mile Lane Area Plan

2019 ACCOMPLISHMENTS: Planning

In 2019, the focus appeared to be on housing and long-range planning. Several planned developments and subdivisions were approved or amended with a variety of housing types, open space opportunities and a focus on protecting natural resources, park development and trail connectivity.



Planning also launched a growth planning discussion in the community with a campaign focused on “Growing McMinnville Mindfully” to engage residents in the different decision-making milestones facing the community as it plans to accommodate 20 years of future population growth.



Planning Commission Meeting / Public Engagement

ENGAGED CITIZEN INVOLVEMENT			
VOLUNTEER COMMITTEES		PUBLIC PROCESS	
Standing Committees <ul style="list-style-type: none"> • Planning Commission • Historic Landmarks Committee • Landscape Review Committee • Affordable Housing Task Force • Housing for Homeless • Urban Renewal Advisory Committee 	6 Standing Committees 5 Project Advisory Committees 149 Volunteers Meeting Monthly 83 Public Meetings	Issued 86 Public Notices to 1144 People	Hosted 19 Public Hearings Hosted 4 Open Houses
Project Advisory Committees <ul style="list-style-type: none"> • Three Mile Lane Area Plan • Housing Needs Analysis • Economic Opportunity Analysis • Public Lands Need • Third Street Improvement Project • City Center Housing Strategy 	2063 Volunteer Hours \$30,945 Volunteer Value		

CODE COMPLIANCE AND COMMUNITY RELATIONS:

In 2018, the City's Code Enforcement program transitioned to the Planning Department and was retitled to Code Compliance and Community Relations. With a goal of voluntary code compliance and neighborhood revitalization, two code compliance officers were hired.

In 2019, the Code Compliance team evaluated and updated the McMinnville Municipal Code as it pertains to nuisances and the process for notification and abatement of nuisances. The intent of this update was to streamline the process, create efficiencies and provide better customer service to the community by adopting a 21-day program of compliance that relies on administration implementation and not the court system.



CASELOAD					
548 Cases	90% Voluntary Compliance	Category	Total	Closed	Open
		Home-operated business	8	7	1
		Animals	20	20	0
		Noise	82	73	9
		Structure	64	54	10
		Weeds	128	123	5
		Nuisance	145	125	20
		Health & Safety	51	43	8
		Misc.	32	28	4
		Homeless Camps	18	18	0
		TOTAL	548	491	57

Explanation of Cases:

- Animals: Dogs at large too many chickens, coops/kennels within setbacks
- Home Occupations: Businesses out of homes/residential zones
- Noise: Animals, music, construction, vehicles, parties, etc.
- Nuisance: Junk, discarded vehicles
- Weeds: weeds...
- Structure: Broken fences, unpermitted work, temporary signs
- Misc.: ROW obstructions, misc. complaints that don't fall into another category
- Health & Safety: Clear vision areas, rats, dead/decaying trees
- Homeless Camps: Either reported to CE by public works, parks & rec, or public – and then posted by CE and cleared by public works

2019 ACCOMPLISHMENTS: Code Compliance

The code compliance officers worked on 548 cases achieving voluntary compliance on 90% of the cases. The officers also set up a proactive community compliance program to start working on neighborhood revitalization efforts and made themselves available to attend neighborhood association meetings.



Nic and Claudia – Code Compliance Officers

The Planning Department's 2020-21 proposed budget will allow the Department to offer the following services:

- **Current Planning:** Continue to provide timely response to current planning responsibilities;
- **Long Range Planning:** Access resources and grants available to reinvigorate a long-range planning program that is both responsive to state mandates and strategic for McMinnville with a focus on growth planning, infrastructure facility planning, and locational analysis.
- **Public Outreach and Engagement:** Identify and utilize the tools available to expand community engagement in long-range planning discussions that is broad in scope and engages a demographic profile representative of the community.
- **Citizen Involvement:** Continue to support citizen engagement and participation in the Planning Commission, Historic Landmarks Committee, Landscape Review Committee, McMinnville Affordable Housing Task Force, McMinnville Economic Vitality Leadership Council and McMinnville Urban Renewal Advisory Committee.
- **Economic Development:** Implement a business licensing program to establish a community-wide business database that will support public safety efforts, business services and regulating specialty licenses. The City has negotiated a free business licensing software module with the state as part of the transition to an updated Accela software platform.
- **Urban Renewal:** Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.
- **Code Compliance/Enforcement:** a comprehensive centralized code compliance and enforcement program that serves the City of McMinnville.

Mac-Town 2032 Strategic Plan Planning Department Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan which will guide the City for the next decade or so. The Planning Department supports this strategic plan by ensuring decision which we make are made with the strategic plan principles, values and strategies in mind. For fiscal year 2020-21 the Planning Department will support the Plan in the following manner:

Values – Stewardship, Equity, Courage and Accountability:

The Planning Department incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, striving for inclusivity and public engagement in planning processes and accountability through code compliance.

Goals – The Strategic Plan is structured with seven overarching goals with strategic objectives and actions to achieve those objectives. Below is a chart of the goals, strategic objectives and actions that the Planning Department is working on to advance the Strategic Plan and serve the community.

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.
<p>Strategy: <i>Develop and foster local and regional partnerships</i></p> <ul style="list-style-type: none"> • Planning/code compliance staff strategically participates in local and regional partnerships as members of many different association boards, state-wide policy committees and regional collaboratives.
<p>Strategy: <i>Gain efficiencies from technology and equipment investments.</i></p> <ul style="list-style-type: none"> • Planning/code compliance staff transitioned to a new Accela software permitting system in 2019 and is incorporating a new Bluebeam software system in 2020 for electronic plan review.
<p>Strategy: <i>Identify and focus on the city's core services</i></p> <ul style="list-style-type: none"> • Planning/code compliance staff have been working towards a full cost recovery system for permitting services and nuisance abatement.

Civic Leadership – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement.

<p>Strategy: <i>Attract and develop future leaders.</i></p> <ul style="list-style-type: none"> • The Planning Department works with all of its citizen committees to ensure a safe and respectful environment for engagement and participation. • The Planning Department has solicited youth members for all of its commissions, committees and project advisory committees..

Community Safety and Resiliency – Proactively plan for and responsively maintain a safe and resilient community.

<p>Strategy: <i>Build a community culture of safety.</i></p> <ul style="list-style-type: none"> • In 2019, Code Compliance staff =worked on revising Chapter 8 of the MMC for nuisances and in 2020, Chapter 15 of the MMC for dangerous buildings • Planning staff will work on crime prevention through environmental review standards for public spaces in 2020. • Code Compliance staff will work on accreditation for the program.
<p>Strategy: <i>Develop resiliency targets for critical infrastructure.</i></p> <ul style="list-style-type: none"> • In 2019, Code Enforcement was revamped to create an administrative process that is more streamlined and efficient. • In 2020, Planning staff will identify and develop mitigation plans for natural and man-made hazards relative to development and growth planning.

Engagement and Inclusion – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

<p>Strategy: <i>Improve access by identifying and removing barriers to participation.</i></p> <ul style="list-style-type: none"> • In 2020, Planning and Code Compliance will translate all applications and program brochures into Spanish. .
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Growth & Development Character – Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

Strategy: Define the unique character through a community process that articulates our core principles.

- In 2020, planning staff will be working with the community on updating several Comprehensive Plan chapters and policies.
- In 2020, Planning will work with the Communications Specialist to develop and implement a Public Engagement Charter.
- In 2020, Planning will initiative a key stakeholder survey.

Strategy: Strategically plan for short and long-term growth and development that will create enduring value for the community.

- In 2019, Planning initiated a comprehensive effort to update the community's long range land use plans with a Growing McMinnville Mindfully program. This will continue through 2020 and 2021
- In 2020 and 2021 Planning will start evaluating and planning for City services demands based on growth and development impacts with other city departments and McMinnville Water and Light.
- In 2021, Planning will develop a policy for updating facility plans, ensuring that plans are updated in a timely fashion and flexible enough to respond to emerging trends, technology, etc.

Housing Opportunities – Create diverse housing opportunities that support great neighborhoods.

Strategy: Collaborate to improve the financial feasibility of diverse housing development opportunities.

- In 2019, the City started to work with Representative Suzanne Bonamici's office for a Principal City application with the Community Development Block Grant program.
- In 2020, Planning hosted Oregon Housing and Community Services staff to explore affordable housing funding opportunities.
- In 2020, Planning inventoried financial tools available for housing development.

Housing Opportunities cont. – Create diverse housing opportunities that support great neighborhoods.

Strategy: Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market –driven housing needs.

- In 2019 and 2020, the City completed a Buildable Lands Inventory, Housing Needs Analysis, and Housing Strategy.
- In 2020 and 2021, the Planning Department will work on an assessment of an urban growth boundary adjustment..

Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

In 2019, the City of McMinnville adopted the MAC Town 2032 Economic Development Strategic Plan to support its Economic Prosperity goal. The City collaborates with McMinnville Economic Development Partnership, Visit McMinnville, McMinnville Downtown Association, and the McMinnville Chamber of Commerce to implement the Plan. Below are some highlights that the Planning Department is working on from that plan to support this goal.

- Evaluate existing land use patterns and zoning in the downtown to ensure that land is being used for its highest and best use in the city center.
- In 2018, the City submitted three neighborhoods for the State Of Oregon Opportunity Zone program, one census tract was chosen, encompassing most of the industrial area.
- Improve McMinnville's sense of place through thoughtful design.
- Improve key gateways into and through McMinnville with coordinated design interventions that reflect McMinnville's brand.
- As new infrastructure projects are planned and completed, ensure that the design serves McMinnville's sense of place.
- Vet the findings of McMinnville's most recent Economic Opportunities Analysis to clarify commercial and industrial land capacity; complete supplemental analyses as needed.
- Assess land supply for commercial and industrial uses and document lands available for development.
- Assess the sufficiency of McMinnville's existing design guidelines to protect and enhance valued aspects of the City's building stock and built form.

Future Challenges and Opportunities

- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained resources, the Planning Department will need to continue to be creative and innovative about updating state and federally mandated plans, and undertake the critical strategic planning necessary for McMinnville to continue to grow in the manner that the community would like to see.
- Need to develop an internal electronic filing database for both internal and external efficiencies as current filing systems rely on paper copies that are disparate, not easy to access with limited indexing.
- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s, (comprehensive plan, zoning ordinance and strategic plans) are severely outdated.
- With the approach of the City's Sesquicentennial (150th Birthday) in 2032, the City is in a perfect position to undertake a Comprehensive Plan and Community Visioning process in preparation for MAC's 150.
- Innovative ideas and programs should be supported and accessed by providing adequate training and support for planning staff and volunteers on the department's various.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Develop a code enforcement program that is strategic, community-based and focused on voluntary compliance with a performance metric of 80% voluntary compliance.
- Implementation of the economic development strategy that was developed in 2018-19 and staff the newly formed Economic Vitality Leadership Council.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	173,996	242,500	308,700	66,200
Personnel Services	695,717	948,870	915,239	(33,631)
Materials & Services	296,003	477,889	774,065	296,176
Capital Outlay	-	1,528	-	(1,528)
Total Expenditures	991,721	1,428,287	1,689,304	261,017
Net Expenditures	(817,725)	(1,185,787)	(1,380,604)	194,817

Full-Time Equivalents (FTE)

	2019-20		2020-21
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	8.10		
Planning Director		(0.25)	
Assistant Planner		(1.00)	
Code Compliance Officer II		1.00	
Code Compliance Officer I		(1.00)	
Extra Help - Project Manager		0.34	
FTE Proposed Budget		(0.91)	7.19



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



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 exceed more than 20,000.

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 15th most populated city at over 30,000 people.

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



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

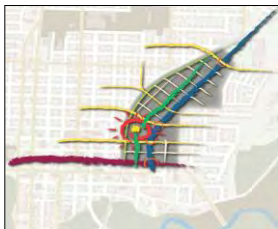


2008 City Council adopts its first comprehensive Sign Ordinance *and* large format “Big Box” commercial design standards.

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



2011 Initiated the 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 update of the 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.

2014 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.

2015 Department begins managing a Community Development Block Grant to assist low income homeowners with critical home repairs.

2015 Assists Council through reviewing and adopting zoning regulations addressing legal marijuana related businesses.



- 2016 Planning Director Heather Richards and new Associate Planner, Chuck Darnell, are hired
- 2017 Building Division moves to the Planning Department to co-locate development services.
- 2018 Code Enforcement moves to the Planning Department.

Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employees</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<u>Planning Director</u>	1	359	122,491		
General Fund					
Planning					
Administration (0.10 FTE)				28	12,249
Current (0.25 FTE)				31	30,623
Long Range (0.30 FTE)				34	36,747
Code Compliance (0.10 FTE)				37	12,249
Building Fund (0.25 FTE)				222	30,623
<u>Senior Planner</u>	2	344	161,246		
General Fund					
Planning					
Current (0.5 FTE)				31	80,623
Long Range (0.50 FTE)				34	80,623
<u>Associate Planner</u>	1	339	72,942		
General Fund					
Planning					
Current (0.5 FTE)				31	36,471
Long Range (0.50 FTE)				34	36,471

Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employee</u>	<u>Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
				<u>Page</u>	<u>Amount</u>
<u>Planning Analyst</u>	1	335	65,393		
General Fund					
Planning					
Administration (0.15 FTE)				28	9,809
Current (0.55 FTE)				31	35,966
Long Range (0.20 FTE)				34	13,079
Code Compliance (0.10 FTE)				37	6,539
<u>Permit Technician</u>	1	329	46,875		
General Fund					
Engineering (0.50 FTE)				21	23,438
Planning					
Current (0.08 FTE)				31	3,750
Code Compliance (0.02 FTE)				37	938
Building Fund (0.40 FTE)				222	18,750

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
<u>LICENSES AND PERMITS</u>							
0	0	0	4210	Business License	0	0	0
28,711	126,896	0	4250-03	Planning Fees - Land Use Fees	0	0	0
0	0	0	4250-20	Planning Fees - Annexation Fees	0	0	0
3,644	15,165	0	4250-25	Planning Fees - Building Permit Review Fees	0	0	0
0	0	0	4250-30	Planning Fees - Election Fees - Annexations	0	0	0
32,355	142,061	0	TOTAL LICENSES AND PERMITS		0	0	0
<u>INTERGOVERNMENTAL</u>							
10,498	1,277	0	4535	Federal NPS CLG Grant	0	0	0
0	0	0	4775-15	ODOT State Grants - Transportation & Growth Mgt(TGM)	0	0	0
0	30,000	0	4778	OR Dept of Land Conservation & Dev (DLCD)	0	0	0
10,498	31,277	0	TOTAL INTERGOVERNMENTAL		0	0	0
<u>FINES AND FORFEITURES</u>							
0	0	0	6115	Code Enforcement	0	0	0
0	0	0	TOTAL FINES AND FORFEITURES		0	0	0
<u>MISCELLANEOUS</u>							
73,650	0	0	6360	Grants	0	0	0
8,502	657	0	6600-99	Other Income - Planning	0	0	0
82,152	657	0	TOTAL MISCELLANEOUS		0	0	0
125,005	173,996	0	TOTAL RESOURCES		0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
-73	4,551	0	7000 Salaries & Wages	0	0	0
283,416	449,090	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
985	2,086	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7000-32 Salaries & Wages - Moving Allowance	0	0	0
-515	3,529	0	7300 Fringe Benefits	0	0	0
17,013	27,152	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
3,979	6,350	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
73,796	93,177	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
42,689	85,039	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
8,950	15,700	0	7300-22 Fringe Benefits - VEBA Plan	0	0	0
358	706	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
1,486	2,533	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
4,548	5,654	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
82	152	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
436,712	695,717	0	<u>TOTAL PERSONNEL SERVICES</u>	0	0	0
<u>MATERIALS AND SERVICES</u>						
0	648	0	7500 Credit Card Fees	0	0	0
4,793	5,002	0	7520 Public Notices & Printing	0	0	0
355	1,362	0	7540 Employee Events	0	0	0
7,391	22,771	0	7550 Travel & Education	0	0	0
148	1,564	0	7590 Fuel - Vehicle & Equipment	0	0	0
3,680	3,783	0	7600 Electric & Natural Gas	0	0	0
2,700	2,900	0	7610-05 Insurance - Liability	0	0	0
1,300	1,100	0	7610-10 Insurance - Property	0	0	0
4,692	7,371	0	7620 Telecommunications	0	0	0
3,015	3,997	0	7650 Janitorial	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
4,590	26,661	0	7660	Materials & Supplies	0	0	0
73,737	915	0	7710	Materials & Supplies - Grants	0	0	0
944	33	0	7720	Repairs & Maintenance	0	0	0
853	6,818	0	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
1,519	1,647	0	7720-10	Repairs & Maintenance - Building Maintenance	0	0	0
109,987	141,646	0	7750	Professional Services	0	0	0
20,909	32,293	0	7750-04	Professional Services - Grants	0	0	0
0	0	0	7750-30	Professional Services - Annexation Elections	0	0	0
5,101	9,219	0	7790-20	Maintenance & Rental Contracts - Community Development Center	0	0	0
3,982	8,112	0	7840	M & S Computer Charges	0	0	0
5,282	18,161	0	7840-15	M & S Computer Charges - Planning	0	0	0
254,977	296,003	0	<u>TOTAL MATERIALS AND SERVICES</u>		0	0	0
<u>CAPITAL OUTLAY</u>							
0	0	0	8750	Capital Outlay Computer Charges	0	0	0
0	0	0	8750-15	Capital Outlay Computer Charges - Planning	0	0	0
0	0	0	<u>TOTAL CAPITAL OUTLAY</u>		0	0	0
691,689	991,721	0	<u>TOTAL REQUIREMENTS</u>		0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>LICENSES AND PERMITS</u>						
0	0	128,500	4210 Business License	0	0	0
0	0	128,500	TOTAL LICENSES AND PERMITS	0	0	0
<u>MISCELLANEOUS</u>						
0	0	0	6600-99 Other Income - Planning	0	0	0
0	0	0	TOTAL MISCELLANEOUS	0	0	0
0	0	128,500	TOTAL RESOURCES	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000	Salaries & Wages	0	0	0
0	0	100,318	7000-05	Salaries & Wages - Regular Full Time Planning Director - 0.10 FTE Planning Analyst - 0.15 FTE	22,058	22,058	22,058
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
0	0	7,134	7300-05	Fringe Benefits - FICA - Social Security	1,367	1,367	1,367
0	0	1,454	7300-06	Fringe Benefits - FICA - Medicare	320	320	320
0	0	33,171	7300-15	Fringe Benefits - PERS - OPSRP - IAP	6,886	6,886	6,886
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	29,406	7300-20	Fringe Benefits - Medical Insurance	4,928	4,928	4,886
0	0	4,395	7300-22	Fringe Benefits - VEBA Plan	750	750	750
0	0	158	7300-25	Fringe Benefits - Life Insurance	26	26	26
0	0	551	7300-30	Fringe Benefits - Long Term Disability	122	122	122
0	0	1,892	7300-35	Fringe Benefits - Workers' Compensation Insurance	419	419	419
0	0	36	7300-37	Fringe Benefits - Workers' Benefit Fund	9	9	9
0	0	178,515	TOTAL PERSONNEL SERVICES		36,885	36,885	36,843

MATERIALS AND SERVICES

0	0	0	7500	Credit Card Fees	0	0	0
0	0	0	7520	Public Notices & Printing	0	0	0
0	0	300	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
0	0	0	7550	Travel & Education	0	0	0
0	0	0	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	4,000	7600	Electric & Natural Gas Department's share of Community Development Center electricity expense.	4,000	4,000	4,000
0	0	7,500	7610-05	Insurance - Liability	7,400	7,400	7,400
0	0	1,800	7610-10	Insurance - Property	1,900	1,900	1,900
0	0	5,000	7620	Telecommunications	5,000	5,000	5,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	4,450	7650	Janitorial		4,300	4,300	4,300
					Department's share of Community Development Center janitorial service and supply costs.			
0	0	3,500	7660	Materials & Supplies		7,500	7,500	7,500
					Office supplies and work station support.			
0	0	0	7710	Materials & Supplies - Grants		0	0	0
0	0	0	7720	Repairs & Maintenance		0	0	0
0	0	3,700	7720-08	Repairs & Maintenance - Building Repairs		3,700	3,700	3,700
					Department's share of Community Development Center's repairs and improvements.			
0	0	4,100	7720-10	Repairs & Maintenance - Building Maintenance		4,200	4,200	4,200
0	0	2,900	7750	Professional Services		2,200	2,200	2,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,100	2,100	
				Section 125	1	100	100	
0	0	0	7750-04	Professional Services - Grants		0	0	0
0	0	8,000	7790-20	Maintenance & Rental Contracts - Community Development Center		0	0	0
0	0	1,639	7840	M & S Computer Charges		1,746	1,746	1,746
0	0	4,400	7840-16	M & S Computer Charges - Planning Administration		240	240	240
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	2	120	240	
0	0	51,289	TOTAL MATERIALS AND SERVICES			42,486	42,486	42,486
			CAPITAL OUTLAY					
0	0	210	8750	Capital Outlay Computer Charges		0	0	0
0	0	210	TOTAL CAPITAL OUTLAY			0	0	0
0	0	230,014	TOTAL REQUIREMENTS			79,371	79,371	79,329

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
0	0	40,000	4250-03 Planning Fees - Land Use Fees Fees for processing land use applications (e.g. variances, conditional use permits, zone changes and plan amendments).	50,000	50,000	50,000
0	0	5,000	4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Division costs associated with the review of building permit applications.	25,000	25,000	25,000
0	0	45,000	TOTAL LICENSES AND PERMITS	75,000	75,000	75,000
0	0	45,000	TOTAL RESOURCES	75,000	75,000	75,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000	Salaries & Wages	0	0	0
0	0	183,626	7000-05	Salaries & Wages - Regular Full Time Planning Director - 0.25 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.55 FTE Permit Technician - Combined Depts - 0.08 FTE	187,433	187,433	187,433
0	0	2,500	7000-20	Salaries & Wages - Overtime	2,500	2,500	2,500
0	0	0	7300	Fringe Benefits	0	0	0
0	0	12,347	7300-05	Fringe Benefits - FICA - Social Security	11,776	11,776	11,776
0	0	2,692	7300-06	Fringe Benefits - FICA - Medicare	2,754	2,754	2,754
0	0	57,205	7300-15	Fringe Benefits - PERS - OPSRP - IAP	58,531	58,531	58,531
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	34,874	7300-20	Fringe Benefits - Medical Insurance	35,240	35,240	34,948
0	0	5,140	7300-22	Fringe Benefits - VEBA Plan	5,140	5,140	5,140
0	0	257	7300-25	Fringe Benefits - Life Insurance	258	258	258
0	0	1,007	7300-30	Fringe Benefits - Long Term Disability	1,026	1,026	1,026
0	0	3,477	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,541	3,541	3,541
0	0	85	7300-37	Fringe Benefits - Workers' Benefit Fund	91	91	91
0	0	303,210	TOTAL PERSONNEL SERVICES		308,290	308,290	307,998

MATERIALS AND SERVICES

0	0	1,200	7500	Credit Card Fees Fees paid to offer credit card payment services - monthly and percentage of overall credit card transactions.	5,000	5,000	5,000
0	0	6,000	7520	Public Notices & Printing Legal notices for public hearings, public open houses, printing brochures, forms and surveys.	8,000	8,000	8,000
0	0	300	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
0	0	8,000	7550	Travel & Education Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissioner training.	6,000	6,000	6,000
0	0	1,200	7590	Fuel - Vehicle & Equipment	500	500	500
0	0	0	7620	Telecommunications	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	7,500	7660	Materials & Supplies		7,500	7,500	7,500
				Office supplies and work station support.				
0	0	3,500	7710	Materials & Supplies - Grants		0	0	0
0	0	20,000	7750	Professional Services		19,000	19,000	19,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Legal Services	1	15,000	15,000	
				Transcriptionist Services - Planning Commission	1	4,000	4,000	
0	0	0	7750-04	Professional Services - Grants		0	0	0
0	0	6,839	7840	M & S Computer Charges		6,536	6,536	6,536
0	0	0	7840-17	M & S Computer Charges - Planning Current		5,280	5,280	5,280
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	2	240	480	
				New scanner	1	900	900	
				AutoCAD shared maintenance	1	575	575	
				ESRI shared maintenance (12.5%)	1	1,075	1,075	
				Desktop replacements	2	1,500	2,250	
0	0	54,539	TOTAL MATERIALS AND SERVICES			58,116	58,116	58,116
			CAPITAL OUTLAY					
0	0	724	8750	Capital Outlay Computer Charges		0	0	0
0	0	724	TOTAL CAPITAL OUTLAY			0	0	0
0	0	358,473	TOTAL REQUIREMENTS			366,406	366,406	366,114

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
0	0	11,500	4535 Federal NPS CLG Grant Federal National Park Service Certified Local Government grant for historic preservation program.	1,200	1,200	1,200
0	0	50,000	4778 OR Dept of Land Conservation & Dev (DLCD) Technical Assistance and Planning grants.	225,000	225,000	225,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			HB 2001 Grant	1	200,000	200,000
			DLCD TA Grant	1	25,000	25,000
0	0	61,500	TOTAL INTERGOVERNMENTAL	226,200	226,200	226,200
0	0	61,500	TOTAL RESOURCES	226,200	226,200	226,200

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000 Salaries & Wages	0	0	0
0	0	159,360	7000-05 Salaries & Wages - Regular Full Time Planning Director - 0.30 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.20 FTE	166,920	166,920	166,920
0	0	0	7000-15 Salaries & Wages - Temporary Extra Help - Project Manager - 0.34 FTE	63,000	63,000	63,000
0	0	2,500	7000-20 Salaries & Wages - Overtime	2,500	2,500	2,500
0	0	0	7300 Fringe Benefits	0	0	0
0	0	10,842	7300-05 Fringe Benefits - FICA - Social Security	14,409	14,409	14,409
0	0	2,340	7300-06 Fringe Benefits - FICA - Medicare	3,371	3,371	3,371
0	0	48,475	7300-15 Fringe Benefits - PERS - OPSRP - IAP	59,114	59,114	59,114
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	26,929	7300-20 Fringe Benefits - Medical Insurance	27,192	27,192	26,968
0	0	3,985	7300-22 Fringe Benefits - VEBA Plan	4,000	4,000	4,000
0	0	215	7300-25 Fringe Benefits - Life Insurance	216	216	216
0	0	875	7300-30 Fringe Benefits - Long Term Disability	914	914	914
0	0	3,047	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,416	4,416	4,416
0	0	75	7300-37 Fringe Benefits - Workers' Benefit Fund	82	82	82
0	0	258,643	TOTAL PERSONNEL SERVICES	346,134	346,134	345,910

MATERIALS AND SERVICES

0	0	2,000	7520 Public Notices & Printing Legal notices for public hearings, public open houses, printing brochures, forms and surveys for long range planning projects	10,000	10,000	10,000
0	0	300	7540 Employee Events Costs shared city-wide for employees training, materials and events.	300	300	300
0	0	6,000	7550 Travel & Education Memberships in professional organizations. Staff training. Planning Commissioner training.	6,000	6,000	6,000
0	0	0	7620 Telecommunications	0	0	0
0	0	7,500	7660 Materials & Supplies Office supplies and work station support.	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	7710	Materials & Supplies - Grants		0	0	0
				CLG Grant Materials and Supplies				
0	0	249,500	7750	Professional Services		355,700	355,700	395,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				UGB Legal Services	1	50,000	50,000	
				CLG Project - Local Grant Match	1	1,200	1,200	
				Natural Resources Study	1	30,000	30,000	
				HNA/EOA/BLI Refresh	1	15,000	15,000	
				Transcriptionist	1	4,500	4,500	
				UGB Alternatives Analysis - DLCD TA Grant Local Contribution	1	150,000	150,000	
				Hazard Mitigation Plan	1	25,000	25,000	
				Consultant Services	1	30,000	30,000	
				HB2001 Compliance - Local Grant Contribution	1	50,000	50,000	
				UGB 2019-20 carryover	1	40,000	40,000	
0	0	61,500	7750-04	Professional Services - Grants		226,200	226,200	226,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Certified Local Government Grant - Historic Preservation	1	1,200	1,200	
				DLCD Technical Assistance Grant	1	25,000	25,000	
				HB 2001 Technical Assistance Grant	1	200,000	200,000	
0	0	2,853	7840	M & S Computer Charges		3,310	3,310	3,310
0	0	0	7840-18	M & S Computer Charges - Planning Long Range		4,380	4,380	4,380
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Desktop replacements	2	1,500	2,250	
				Office 365 licensing	2	240	480	
				AutoCAD shared maintenance	1	575	575	
				ESRI shared maintenance	1	1,075	1,075	
0	0	329,653	TOTAL MATERIALS AND SERVICES			615,890	615,890	655,890
CAPITAL OUTLAY								
0	0	300	8750	Capital Outlay Computer Charges		0	0	0
0	0	300	TOTAL CAPITAL OUTLAY			0	0	0
0	0	588,596	TOTAL REQUIREMENTS			962,024	962,024	1,001,800

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
FINES AND FORFEITURES						
0	0	7,500	6115 Code Enforcement Fines for non-compliance with City ordinances and reimbursement to City for costs for involuntary abatement.	7,500	7,500	7,500
0	0	7,500	TOTAL FINES AND FORFEITURES	7,500	7,500	7,500
0	0	7,500	TOTAL RESOURCES	7,500	7,500	7,500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	0	0	7000 Salaries & Wages	0	0	0
0	0	125,808	7000-05 Salaries & Wages - Regular Full Time Planning Director - 0.10 FTE Planning Analyst - 0.10 FTE Code Compliance Officer II - 1.00 FTE Code Compliance Officer I - 1.00 FTE Permit Technician - Combined Depts - 0.02 FTE	135,896	135,896	135,896
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7300 Fringe Benefits	0	0	0
0	0	5,271	7300-05 Fringe Benefits - FICA - Social Security	8,427	8,427	8,427
0	0	1,839	7300-06 Fringe Benefits - FICA - Medicare	1,972	1,972	1,972
0	0	34,755	7300-15 Fringe Benefits - PERS - OPSRP - IAP	37,114	37,114	37,114
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	32,607	7300-20 Fringe Benefits - Medical Insurance	32,232	32,232	31,986
0	0	4,780	7300-22 Fringe Benefits - VEBA Plan	4,661	4,661	4,661
0	0	244	7300-25 Fringe Benefits - Life Insurance	238	238	238
0	0	691	7300-30 Fringe Benefits - Long Term Disability	748	748	748
0	0	2,400	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,565	2,565	2,565
0	0	107	7300-37 Fringe Benefits - Workers' Benefit Fund	77	77	77
0	0	208,502	TOTAL PERSONNEL SERVICES	223,930	223,930	223,684
MATERIALS AND SERVICES						
0	0	0	7500 Credit Card Fees Transactional fees for paying code enforcement fines with credit card.	100	100	100
0	0	0	7520 Public Notices & Printing Print materials for door hangers, property notices, certified mailings.	4,000	4,000	4,000
0	0	300	7540 Employee Events Costs shared city-wide for employee training, materials and events.	300	300	300
0	0	6,000	7550 Travel & Education Memberships in OCEA, staff training.	6,000	6,000	6,000
0	0	1,200	7590 Fuel - Vehicle & Equipment	1,000	1,000	1,000
0	0	3,000	7620 Telecommunications	4,000	4,000	4,000
0	0	0	7630 Uniforms	600	600	600

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	7,500	7660	Materials & Supplies		10,000	10,000	10,000
				Office supplies, work station support, neighborhood clean-up supplies.				
0	0	0	7660-25	Materials & Supplies - Grants		0	0	0
0	0	22,000	7750	Professional Services		28,000	28,000	28,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Code Enforcement Abatement	1	25,000	25,000	
				Hearings Officer	1	3,000	3,000	
0	0	2,408	7840	M & S Computer Charges		2,793	2,793	2,793
0	0	0	7840-19	M & S Computer Charges - Planning Code Compliance		780	780	780
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Desktop printer	1	300	300	
				Office 365 licensing	2	240	480	
0	0	42,408	TOTAL MATERIALS AND SERVICES			57,573	57,573	57,573
			CAPITAL OUTLAY					
0	0	294	8750	Capital Outlay Computer Charges		0	0	0
0	0	294	TOTAL CAPITAL OUTLAY			0	0	0
0	0	251,204	TOTAL REQUIREMENTS			281,503	281,503	281,257



POLICE DEPARTMENT



<u>Organization Set – Sections</u>	<u>Organization Set #</u>
<ul style="list-style-type: none">• Chief’s Office	01-11-040
<ul style="list-style-type: none">• Field Operations	01-11-043
<ul style="list-style-type: none">• Investigations and Support	01-11-046



Budget Highlights

The McMinnville Police Department is committed to the safety and livability of our community. The 2020-21 proposed budget reflects our best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. This year's budget reflects no new additional personnel or added hours in part time paid staff. Our organization continues to fill vacancies through aggressive and thoughtful hiring practices.



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 and Middle School Resource Officers (SRO's)
- 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 Volunteer Coordination
- 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, Coffee with a Cop, and Senior Citizen Safety and Awareness programs.

Professional Standards

To ensure the highest standards and best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). 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. In the spring of 2019 the Police Department was reaccredited through the OAA, and we will look to renew our state accreditation in 2022. As such, we will continue to follow OAA standards as we prepare for reaccreditation.

2020-2021 Budgeted Organizational Structure

- | | |
|----------------------------|-----------------------------------|
| 1 Chief of Police | 1 Support Services Manager |
| 2 Captain | 3 Records Specialists |
| 1 Administrative Sergeant | 1 Evidence and Property Tech |
| 4 Patrol Sergeants | 1 Office Specialist (PT Evidence) |
| 4 Corporals | 1 Parking Enforcement Officer |
| 22 Police Officers | 1 Clerical Assistant (P/T) |
| 1 Detective Sergeant | 1 Facilities Maintenance (P/T) |
| 6 Detectives | |
| 2 School Resource Officers | |

The Future of MPD and Opportunities for Growth

The Future of MPD

The Police Department continues to provide services to our City and citizens during what I would characterize as both a challenging and progressive time in policing across our nation. The heightened media scrutiny of our profession makes policing more complex than in years past. However with all the complexities and challenges our staff face, MPD welcomes the hyper scrutiny and looks forward to being our best every day. We are empowered with great authority and responsibility in our community, and we stand ready to serve.

Over the last two and a half years we have been fortunate to add 6 sworn positions to our police department which has allowed us to increase our capacity in our detective section, School Resource section, as well as our Evidence section. We appreciate the faith our City and City Council have in us to be there for them. As we bring new officers on board to our department, it is critical that they see their role in community as both role models and leaders within our community. The community deserves the best possible police department that provides services that other cities of comparable size provide. We are uniquely positioned right now to prepare the department to move forward in ways we have never seen. We have a tight knit team, we are hiring employees who fit our organizational culture, and we are moving forward with the vision of making McMinnville the safest place to live, learn, work, and play.

Opportunities for Growth

Without a doubt the biggest strength the police department has are its employees and volunteers. They are intelligent, thoughtful, and dedicated to providing the best service possible to our citizens. Our staff is among the best and brightest in the State of Oregon, and we are continually looking for ways to improve the services we provide. We continue to have a great relationship with our citizens and City Council which is a strength that not all law enforcement agencies have.

As our organization grows older, MPD needs to ensure we are building a bench of future leaders. We have proposed the rank of corporal to our organizational structure to provide formalized leadership opportunities, as well as provide for increased direct supervision of officers as our work and calls for service become more scrutinized and complex. It is imperative that MPD is not caught in a leadership void as our current employees in formal leadership positions inch closer to retirement. NOTE: with the extended contract negotiations with the MPA, this additional level of supervision has not yet been filled by current officers. I am confident that we will have a resolution to contract negotiations soon which will allow us to add leadership capacity.

As always, it is our commitment to the City that we have the best trained and most responsive police department possible. We will remain engaged with both our public and private partners, and search for new ways of being better tomorrow than we were today.

Mac-Town 2032 Strategic Plan Police Department Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. The MPD will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2020-21 the MPD will support plan in the following manner.

City Government Capacity

- Develop and foster local and regional partnerships
 - The police department works with local partners to bring expanded services to our city. These partners included local, state, and federal public safety organizations, such as Oregon State Police, Federal Bureau of Investigation, and Department of Human Services. We will continue to foster these relationships, as well as our inter county partnerships with YCSO, Newberg Dundee PD, Carlton PD and Yamhill PD.

- Invest in the City's Workforce
 - Police staff regularly attend in-service training, training conferences, and other training opportunities to grow their technical skills and reaffirm their core competencies. Each employee is encouraged to seek training opportunities to enrich themselves and bring added value back to the department.
 - As mentioned previously we will be investing in formal leadership roles for MPD employees through the rank police corporal. In addition, we will be bringing in training which focuses on employee wellness. We have identified emotional wellness as essential components of having successful employees, and have stood up a formal Peer Support program in partnership with Responder Life
 - As part of our proposed budget I have requested funding for a voluntary annual mental wellness check for police department employees. This program aligns with the PD's desire to promote positive changes in the general wellness of our employees.

Community Safety & Resiliency

- Build a community culture of safety (consider best practices)
 - Our organization is built upon safety as our number one priority. We continually train, plan, and debrief incidents to ensure we are completing our jobs with safety in the forefront of our minds.
- Provide exceptional police services
 - Our organization is accredited by an independent body known as the Oregon Accreditation Alliance (OAA). In the spring of 2019 we were once again reaccredited by the OAA as proof we are maintaining the highest standards and have shown proof that we are adhering to the OAA's best practice models. We will continue to

follow this best practices, and look forward to our reaccreditation in 2022.

- Lead and Plan for Emergency Preparedness
 - We will continue to train and engage with our local partners in planning for emergency preparedness. We have historically worked with the MSD on active shooter exercises to prepare our employees, and educated MSD staff on how to respond in the event we encountered these types of incidents. In addition, we will look for opportunities to train with the MFD and other city entities to enhance our response to disasters both natural and manmade.

Engagement and Inclusion

- Actively protect people from Discrimination & Harassment
 - MPD will actively seek out and hold those persons responsible who commit biased based crimes.
 - As a part of Oregon's statewide STOP Program, in July of 2019 MPD began reporting to the State of Oregon all officer self-initiated contacts with citizens to ensure that biased based policing is not taking place. This program was implemented by the Oregon State Legislature to ensure policing contacts are taking place for valid reasons and without discrimination or harassment.
- Celebrate diversity of McMinnville
 - MPD engages with the Hispanic community through Spanish speaking staff, and having forms in Spanish. Our ongoing work with Unidos' ALERT team is a model program for law enforcement which seeks to ensure our PD is engaging with the Latino population in a meaningful and purposeful manner. We will continue to seek out opportunities to expand our outreach programs, and engage with the Latino population.

- Grow City's employees and Boards and Commissions to reflect our community.
 - MPD will continue to look to bring in a diverse workforce which reflects our City's demographic make-up. We will seek opportunities for our staff to take part in boards or committees which will open up opportunities to forge new relationships with our diverse city and its citizens.

Economic Prosperity

- **Maintain and enhance our high quality of life**
 - Although one would not think of police department as having a role in economic prosperity, we find ourselves on the frontline of ensuring we maintain our city's high quality of life. MPD will continuously strive to meet the expectations of our citizens and business community by ensuring it is safe and livable. Our crime rate is a direct reflection on the livability of our city, and MPD will ensure that we are proactive and attentive to the needs of our city and citizens so that we may all prosper. I am happy to report that that in 2019 our City's crime rate reduced by just over 10%.


Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	273,462	398,115	276,647	(121,468)
Personnel Services	7,008,472	7,837,262	7,981,542	144,280
Materials & Services	995,565	1,059,416	1,085,394	25,978
Capital Outlay	34,019	435,360	230,926	(204,434)
Debt Service	30,712	65,076	63,794	(1,282)
Total Expenditures	8,068,767	9,397,114	9,361,656	(35,458)
Net Expenditures	(7,795,305)	(8,998,999)	(9,085,009)	86,010

Full-Time Equivalent (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	52.49		
Police Officer - Patrol		1.00	
Police Officer - Narcotics		(1.00)	
Extra Help - Police Reserves		0.01	
Extra Help - Park Ranger		0.19	
Extra Help - Investigations		0.01	
FTE Proposed Budget		0.21	52.70



2014	Police Chief Ron Noble retires in June of 2014 after serving as Chief of 8 years.	2016	Department receives Reaccreditation Award from Oregon Accreditation Alliance		Parks and Recreation Department.
2015	Matt Scales appointed McMinnville's Police Chief	2017	City Council authorizes the Police Department to hire 1 additional Police Officer, and 1 Code Enforcement position.		MPD responds to citizen complaints about behavioral issues in City Parking lots and the Parking Structure. A code of conduct ordinance is adopted by City Council
2015	Police Department continues to expand the Park Ranger program with the assistance of the MDA and Parks and Recreation Dept.	2017	Police Department moves to purchasing Ford Explorer SUV's to provide more room for the officers and their equipment		MPD adds Corporals to their rank structure to add capacity to their leadership, and provide for succession planning.
2015	Police Department reorganizes supervision. Does not promote a sergeant position, and to add capacity to the patrol section.			2019	MPD begins reinforcing employee wellness by beginning to stand up a formal Peer Support Team, and updating our gym through donations.
2016	Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.	2017	MPD and Parks and Rec Department stand up the Downtown Safety Task Force to address downtown behavior issues.		MPD partnered with the City Council, other City Departments, and private partners to roll out a Prohibited Camping Ordinance to deal with chronic behavioral and criminal activity taking place within our City.
2016	City Council authorizes the hiring of 3 additional police officers to enhance police services.	2018	City Council authorizes the hiring of 2 additional police officers to enhance police services.		MPD receives its 2 nd reaccreditation award from the Oregon Accreditation Alliance.
2016	Department continues Latino community outreach through the aLERT program.		MPD takes over the Park Ranger program from the		



**POLICE DEPARTMENT
Chief's Office**



Organization Set – Programs

- Administration
- Records
- IS – Technology
- Community Education

Organization Set #

01-11-040-501
01-11-040-580
01-11-040-589
01-11-040-592

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
LICENSES AND PERMITS							
33,167	39,749	40,000	4490	Licenses & Permits - Misc Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County.	40,000	40,000	40,000
33,167	39,749	40,000	TOTAL LICENSES AND PERMITS		40,000	40,000	40,000
INTERGOVERNMENTAL							
2,683	3,733	3,925	4560	BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	3,000	3,000	3,000
4,571	2,932	5,000	4600	Traffic Safety Grant-DUII	0	0	0
0	4,733	3,000	4605	Traffic Safety Grant-Speed	0	0	0
0	0	2,000	4609	Distracted Driving Enforcement Grant	0	0	0
1,922	1,645	3,000	4610	Traffic Safety Grant-Safety Belt	0	0	0
9,177	13,043	16,925	TOTAL INTERGOVERNMENTAL		3,000	3,000	3,000
CHARGES FOR SERVICES							
6,809	10,031	8,000	5330	Police Fees Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 20 Photocopy per police report	9,500	9,500	9,500
0	950	1,200	5350	Registration Fees Fees received for department hosted trainings	500	500	500
28,981	29,560	30,151	5400-30	Property Rentals - YCOM Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	30,755	30,755	30,755
35,790	40,541	39,351	TOTAL CHARGES FOR SERVICES		40,755	40,755	40,755
MISCELLANEOUS							
3,750	3,300	3,500	6400	Donations - Police	8,600	8,600	8,600
1,457	17,863	0	6600-05	Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job for up to three months after a worker's compensation injury.	0	0	0
0	0	0	6600-22	Other Income - Airshow	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	500	6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	250	250	250
0	6,000	6,000	6600-26 Other Income - Park Rangers McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	0	0	0
30,269	46,401	25,000	6600-95 Other Income - Police Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40. Oregon international air show cost recovery	55,000	55,000	55,000
35,476	73,564	35,000	TOTAL MISCELLANEOUS	63,850	63,850	63,850
113,609	166,897	131,276	TOTAL RESOURCES	147,605	147,605	147,605

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

10,799	7,842	0	7000 Salaries & Wages	0	0	0
201,601	208,855	214,162	7000-05 Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	217,865	217,865	217,865
20,937	20,815	22,322	7000-10 Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE	23,073	23,073	23,073
4,200	4,200	4,200	7000-30 Salaries & Wages - Auto Allowance Police Chief's \$350 per month automobile allowance.	4,200	4,200	4,200
1,200	300	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
59	8,387	0	7300 Fringe Benefits	0	0	0
13,710	13,898	14,348	7300-05 Fringe Benefits - FICA - Social Security	14,775	14,775	14,775
3,206	3,283	3,490	7300-06 Fringe Benefits - FICA - Medicare	3,555	3,555	3,555
63,601	64,605	78,594	7300-15 Fringe Benefits - PERS - OPSRP - IAP	80,021	80,021	80,021
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
23,718	40,070	48,440	7300-20 Fringe Benefits - Medical Insurance	48,857	48,857	48,450
4,000	17,500	7,000	7300-22 Fringe Benefits - VEBA Plan	7,000	7,000	7,000
324	324	324	7300-25 Fringe Benefits - Life Insurance	324	324	324
1,210	1,254	1,278	7300-30 Fringe Benefits - Long Term Disability	1,308	1,308	1,308
5,196	3,738	5,867	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,988	5,988	5,988
68	62	65	7300-37 Fringe Benefits - Workers' Benefit Fund	60	60	60
1	7	50	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
353,829	395,139	400,140	TOTAL PERSONNEL SERVICES	407,076	407,076	406,669

MATERIALS AND SERVICES

0	1,071	0	7500 Credit Card Fees	500	500	500
252	766	1,000	7520 Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	1,000	1,000	1,000
1,462	1,187	2,225	7530 Training	2,200	2,200	2,200
4,219	5,386	5,700	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	6,100	6,100	6,100
6,432	9,294	6,350	7550 Travel & Education Memberships and training for Chief, Support Services Manager and Office Assistant	5,600	5,600	5,600

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,854	633	3,000	7570	Dept Employee Recognition		3,000	3,000	3,000
				Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.				
635	619	750	7590	Fuel - Vehicle & Equipment		1,000	1,000	1,000
109,000	119,000	124,900	7610-05	Insurance - Liability		131,600	131,600	131,600
15,800	13,000	12,900	7610-10	Insurance - Property		18,400	18,400	18,400
9,044	8,507	12,072	7620	Telecommunications		10,460	10,460	10,460
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Telecom - landlines 13	1	7,200	7,200	
				Frontier - lines for fire panel alarms	1	1,200	1,200	
				Annual fee for emergency operations landlines	1	500	500	
				Cell phones- Chief, records, volunteers	1	1,560	1,560	
1,363	974	1,800	7630-05	Uniforms - Employee		1,500	1,500	1,500
				Uniforms for Chief / Support Services Manager/Office Specialist / Volunteers				
12,510	11,179	15,000	7660	Materials & Supplies		12,000	12,000	12,000
0	0	0	7660-25	Materials & Supplies - Grants		0	0	0
3,750	3,300	3,500	7680	Materials & Supplies - Donations		3,500	3,500	3,500
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
4	155	450	7720-14	Repairs & Maintenance - Vehicles		1,000	1,000	1,000
25,722	57,065	42,150	7750	Professional Services		60,674	60,674	60,674
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Homeward Bound Pets kennel rental (3 kennels per day)	12	2,373	28,470	
				Homeward Bound Pets contract to release dogs	12	417	5,004	
				Peer support team responder life contract	1	5,500	5,500	
				Audit fee allocation	1	13,900	13,900	
				Flash alert - language line service - misc	1	1,000	1,000	
				Employee annual wellness check	52	100	5,200	
				Pre-employment services - reserves/officers	2	800	1,600	
0	0	0	7750-04	Professional Services - Grants		0	0	0
0	1,298	0	7750-10	Professional Services - Training		0	0	0
40,524	41,093	39,067	7790	Maintenance & Rental Contracts		41,100	41,100	41,100
0	0	0	7800	M & S Equipment		500	500	500
5,951	9,576	7,850	7820	M & S Equipment - Grants		6,000	6,000	6,000
239,522	284,104	278,714	TOTAL MATERIALS AND SERVICES			306,134	306,134	306,134
593,351	679,243	678,854	TOTAL REQUIREMENTS			713,210	713,210	712,803

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 580 - RECORDS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
150,283	158,807	168,910	7000-05 Salaries & Wages - Regular Full Time Police Records Specialist - 3.00 FTE	179,591	179,591	180,717
665	363	1,213	7000-20 Salaries & Wages - Overtime	1,209	1,209	1,209
9,003	9,540	10,547	7300-05 Fringe Benefits - FICA - Social Security	11,206	11,206	11,276
2,106	2,231	2,467	7300-06 Fringe Benefits - FICA - Medicare	2,621	2,621	2,637
34,171	35,385	45,884	7300-15 Fringe Benefits - PERS - OPSRP - IAP	48,731	48,731	49,032
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
57,377	50,187	52,740	7300-20 Fringe Benefits - Medical Insurance	55,032	55,032	55,032
525	1,238	1,200	7300-22 Fringe Benefits - VEBA Plan	1,200	1,200	1,200
324	324	324	7300-25 Fringe Benefits - Life Insurance	324	324	324
776	825	864	7300-30 Fringe Benefits - Long Term Disability	922	922	928
486	100	283	7300-35 Fringe Benefits - Workers' Compensation Insurance	258	258	260
76	68	75	7300-37 Fringe Benefits - Workers' Benefit Fund	69	69	69
255,791	259,068	284,507	TOTAL PERSONNEL SERVICES	301,163	301,163	302,684
MATERIALS AND SERVICES						
467	659	1,500	7550 Travel & Education	1,500	1,500	1,500
780	661	1,050	7630-05 Uniforms - Employee	1,050	1,050	1,050
4,354	4,293	4,900	7660 Materials & Supplies	5,000	5,000	5,000
113	165	100	7750 Professional Services	0	0	0
0	0	0	7800 M & S Equipment	500	500	500
0	14,049	6,675	8040 Regional Automated Info Network	6,130	6,130	6,130
5,714	19,827	14,225	TOTAL MATERIALS AND SERVICES	14,180	14,180	14,180
261,505	278,895	298,732	TOTAL REQUIREMENTS	315,343	315,343	316,864

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 589 - IS - TECHNOLOGY			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
46,195	54,773	75,181	7840	M & S Computer Charges		86,583	86,583	86,583
				I.S. Fund materials & supplies costs shared city-wide				
71,709	96,078	86,600	7840-20	M & S Computer Charges - Police		86,100	86,100	86,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Desktop replacements	5	1,500	7,500		
			Surface - new	2	2,400	4,800		
			Surface - replacement	1	2,100	2,100		
			Laptop replacements	2	1,600	3,200		
			Projector	1	1,200	1,200		
			MDT Repairs	1	2,000	2,000		
			E-ticketing maintenance - 67% shared with Muni Court	1	8,600	8,600		
			Central Square message switch support	1	3,300	3,300		
			Central Square e-ticketing import	1	1,400	1,400		
			Central Square remote support	1	400	400		
			WebLEDS maintenance	1	1,200	1,200		
			Central Square mobile support	1	8,100	8,100		
			Central Square RMS maintenance	1	9,800	9,800		
			E-ticketing annual hosting fee	1	800	800		
			Netmotion maintenance - 50% shared with Fire, Amb	1	2,500	2,500		
			Evidence OnQ maintenance	1	9,000	9,000		
			GovQA redaction license maintenance	1	1,200	1,200		
			Office 365 licensing	1	9,000	9,000		
			Data 911 hardware maintenance	1	10,000	10,000		
117,903	150,851	161,781	TOTAL MATERIALS AND SERVICES			172,683	172,683	172,683
CAPITAL OUTLAY								
0	0	8,363	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
48,378	34,019	36,900	8750-20	Capital Outlay Computer Charges - Police		46,000	46,000	46,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement MDTs	3	12,000	36,000		
			Surveillance system server update	1	10,000	10,000		
48,378	34,019	45,263	TOTAL CAPITAL OUTLAY			46,000	46,000	46,000
166,281	184,869	207,044	TOTAL REQUIREMENTS			218,683	218,683	218,683

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 592 - COMMUNITY EDUCATION						
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
0	0	600	7520	Public Notices & Printing	500	500
4,625	4,708	5,500	7660	Materials & Supplies	5,500	5,500
4,625	4,708	6,100		TOTAL MATERIALS AND SERVICES	6,000	6,000
4,625	4,708	6,100		TOTAL REQUIREMENTS	6,000	6,000



POLICE DEPARTMENT Field Operations



Organization Set – Programs

- **Administration**
- **Patrol**
- **Traffic**
- **Reserves**
- **Canine**

Organization Set #

01-11-043-501
01-11-043-553
01-11-043-556
01-11-043-562
01-11-043-565

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

113,486	116,269	119,216	7000-05 Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	121,263	121,263	121,263
0	2,820	2,880	7000-30 Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	2,880	2,880
6,815	7,216	7,570	7300-05 Fringe Benefits - FICA - Social Security	7,697	7,697	7,697
1,594	1,688	1,770	7300-06 Fringe Benefits - FICA - Medicare	1,800	1,800	1,800
35,874	37,208	44,797	7300-15 Fringe Benefits - PERS - OPSRP - IAP	45,548	45,548	45,548
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
15,376	19,078	20,634	7300-20 Fringe Benefits - Medical Insurance	20,722	20,722	20,568
3,000	3,000	3,000	7300-22 Fringe Benefits - VEBA Plan	3,000	3,000	3,000
108	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
610	632	646	7300-30 Fringe Benefits - Long Term Disability	658	658	658
4,333	3,282	4,945	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,065	5,065	5,065
25	23	25	7300-37 Fringe Benefits - Workers' Benefit Fund	23	23	23
181,220	191,323	205,591	TOTAL PERSONNEL SERVICES	208,764	208,764	208,610

MATERIALS AND SERVICES

52	349	1,000	7530 Training	1,600	1,600	1,600
1,482	954	2,000	7550 Travel & Education Membership and training	1,000	1,000	1,000
740	0	0	7590 Fuel - Vehicle & Equipment	0	0	0
19,197	17,818	29,540	7620 Telecommunications Includes telecommunications for entire Field Operations Division.	27,229	27,229	27,229
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	12	624	7,488
			Cell phones for field ops	1	19,141	19,141
			Repair-replace damaged cell phone	1	600	600
532	1,102	900	7630-05 Uniforms - Employee	900	900	900
601	749	1,000	7660 Materials & Supplies	1,000	1,000	1,000
16,519	355	50	7750 Professional Services	50	50	50
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administrative fee	1	50	50

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET		Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	200	7800	M & S Equipment	200	200	200
39,122	21,327	34,690		<u>TOTAL MATERIALS AND SERVICES</u>	31,979	31,979	31,979
				<u>CAPITAL OUTLAY</u>			
825	0	0	8850	Vehicles	0	0	0
825	0	0		<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
221,167	212,650	240,281		<u>TOTAL REQUIREMENTS</u>	240,743	240,743	240,589

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>OTHER FINANCING SOURCE</u>						
0	0	153,497	Loan Proceeds	0	0	0
0	0	153,497	TOTAL OTHER FINANCING SOURCE	0	0	0
0	0	153,497	TOTAL RESOURCES	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

2,283,242	2,270,380	2,388,405	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 4.00 FTE Police Corporal - Patrol - 4.00 FTE Police Officer - Patrol - 22.00 FTE*	2,516,909	2,516,909	2,532,724
			*FTE includes officer on military leave, returning January 2021.			
370,110	436,807	373,466	7000-20 Salaries & Wages - Overtime	373,482	373,482	373,482
162,578	164,103	171,231	7300-05 Fringe Benefits - FICA - Social Security	179,199	179,199	180,184
38,370	38,820	40,048	7300-06 Fringe Benefits - FICA - Medicare	41,912	41,912	42,137
724,786	695,196	949,383	7300-15 Fringe Benefits - PERS - OPSRP - IAP	982,905	982,905	988,203
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
569,135	483,002	500,818	7300-20 Fringe Benefits - Medical Insurance	540,632	540,632	540,632
4,950	9,225	9,600	7300-22 Fringe Benefits - VEBA Plan	9,150	9,150	9,150
3,077	3,065	3,078	7300-25 Fringe Benefits - Life Insurance	3,182	3,182	3,182
11,356	11,406	12,114	7300-30 Fringe Benefits - Long Term Disability	12,987	12,987	13,085
95,463	74,426	111,143	7300-35 Fringe Benefits - Workers' Compensation Insurance	117,929	117,929	118,572
842	811	748	7300-37 Fringe Benefits - Workers' Benefit Fund	702	702	702
1,709	19,849	15,000	7300-40 Fringe Benefits - Unemployment	15,002	15,002	15,002
4,265,617	4,207,089	4,575,034	TOTAL PERSONNEL SERVICES	4,793,991	4,793,991	4,817,055

MATERIALS AND SERVICES

7,283	8,739	9,900	7550 Travel & Education	9,000	9,000	9,000
53,575	67,027	60,000	7590 Fuel - Vehicle & Equipment	72,000	72,000	72,000
20,259	29,973	27,000	7630-05 Uniforms - Employee Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol	27,000	27,000	27,000
10,040	12,924	10,875	7660 Materials & Supplies	13,992	13,992	13,992
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Batteries, compact discs, forms and equipment for patrol	1	9,500	9,500
			Trauma kit supplies	1	2,875	2,875
			3 sets of spike strips	3	539	1,617
461	1,840	1,000	7720 Repairs & Maintenance	2,700	2,700	2,700

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
47,193	31,800	47,500	7720-14	Repairs & Maintenance - Vehicles		40,000	40,000	40,000
0	79	1,000	7720-20	Repairs & Maintenance - Vehicle Electronics Video's, DVD's, mobile radios		1,000	1,000	1,000
281	48,566	1,160	7750	Professional Services		1,160	1,160	1,160
17,250	21,588	20,035	7800	M & S Equipment		22,464	22,464	22,464
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			APX 8000 multi band portable radios with programming	1	8,421	8,421		
			AED - Automated external defibrillator	4	1,077	4,308		
			Dash mounted radars	3	2,795	8,385		
			FLIR- forward looking infared rader (night vision)	1	1,350	1,350		
156,342	222,536	178,470	TOTAL MATERIALS AND SERVICES			189,316	189,316	189,316
CAPITAL OUTLAY								
0	0	328,097	8850	Vehicles		184,926	184,926	184,926
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Patrol vehicles	3	43,192	129,576		
			Upfit for new patrol vehicles	3	18,450	55,350		
0	0	328,097	TOTAL CAPITAL OUTLAY			184,926	184,926	184,926
DEBT SERVICE								
30,712	23,918	52,282	9410-05	Vehicle Lease/Purchase - Principal Lease principal payments on patrol vehicles for leases executed in 2017-18 and 2018-19.		55,511	55,511	55,511
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2017-18 lease (lease 1)	1	27,103	27,103		
			2018-19 lease (lease 2)	1	28,408	28,408		
0	6,794	12,794	9410-10	Vehicle Lease/Purchase - Interest		8,283	8,283	8,283
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2017-18 lease (lease 1)	1	3,610	3,610		
			2018-19 lease (lease 2)	1	4,673	4,673		
30,712	30,712	65,076	TOTAL DEBT SERVICE			63,794	63,794	63,794
4,452,672	4,460,338	5,146,677	TOTAL REQUIREMENTS			5,232,027	5,232,027	5,255,091

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 556 - TRAFFIC	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
172	0	0 7590	Fuel - Vehicle & Equipment	0	0	0
172	0	0	<u>TOTAL MATERIALS AND SERVICES</u>	0	0	0
172	0	0	<i>TOTAL REQUIREMENTS</i>	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
1,015	53	1,200	7000-15	Salaries & Wages - Temporary		1,500	1,500	1,500
				Extra Help - Police Reserves - 0.03 FTE				
63	3	74	7300-05	Fringe Benefits - FICA - Social Security		93	93	93
15	1	17	7300-06	Fringe Benefits - FICA - Medicare		22	22	22
108	0	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP		0	0	0
41	2	49	7300-35	Fringe Benefits - Workers' Compensation Insurance		61	61	61
1	0	1	7300-37	Fringe Benefits - Workers' Benefit Fund		1	1	1
0	0	100	7300-40	Fringe Benefits - Unemployment		97	97	97
324	225	500	7400-05	Fringe Benefits - Volunteers - Life Insurance		600	600	600
1,030	883	1,100	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance		1,100	1,100	1,100
2,596	1,167	3,041	TOTAL PERSONNEL SERVICES			3,474	3,474	3,474
MATERIALS AND SERVICES								
0	450	1,680	7550	Travel & Education		400	400	400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon reserve officer association membership dues	5	40	200	
				Training courses	1	200	200	
1,485	1,084	5,590	7630-10	Uniforms - Volunteer		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve uniform maintenance	1	1,000	1,000	
17	0	200	7660	Materials & Supplies		200	200	200
1,502	1,534	7,470	TOTAL MATERIALS AND SERVICES			1,600	1,600	1,600
4,098	2,701	10,511	TOTAL REQUIREMENTS			5,074	5,074	5,074

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
MISCELLANEOUS							
0	0	3,542	6400	Donations - Police	3,542	3,542	3,542
0	0	3,542		TOTAL MISCELLANEOUS	3,542	3,542	3,542
0	0	3,542		TOTAL RESOURCES	3,542	3,542	3,542

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS									
MATERIALS AND SERVICES									
6,630	1,315	6,780	7550	Travel & Education			4,400	4,400	4,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Oregon police canine association fall conference	1	1,800	1,800		
				Oregon police canine association annual dues	1	100	100		
				Oregon police canine association spring conference	1	1,800	1,800		
				Other training	1	700	700		
6,188	3,563	8,925	7660	Materials & Supplies			9,925	9,925	9,925
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Medical care	1	3,800	3,800		
				Dog food	1	3,000	3,000		
				Training aids, leashes, miscellaneous equipment	1	1,000	1,000		
				Boarding	1	2,000	2,000		
				Licenses	1	125	125		
0	0	3,542	7680	Materials & Supplies - Donations			3,542	3,542	3,542
12,818	4,878	19,247	TOTAL MATERIALS AND SERVICES			17,867	17,867	17,867	
12,818	4,878	19,247	TOTAL REQUIREMENTS			17,867	17,867	17,867	



POLICE DEPARTMENT
Investigations & Support Division



Organization Set – Programs

- **Administration**
- **Building Maintenance**
- **Parking Enforcement**
- **Investigations**
- **Narcotics**
- **School Resource**
- **In-Service Training**
- **Evidence**
- **Professional Standards**

Organization Set #

01-11-046-501
01-11-046-550
01-11-046-559
01-11-046-568
01-11-046-571
01-11-046-574
01-11-046-577
01-11-046-583
01-11-046-586

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

115,237	189,993	223,910	7000-05 Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE Police Sergeant - Administration - 1.00 FTE	229,599	229,599	230,204
0	38,207	39,460	7000-15 Salaries & Wages - Temporary Extra Help - Park Ranger - 1.63 FTE	45,220	45,220	45,220
28	3,302	485	7000-20 Salaries & Wages - Overtime	4,000	4,000	4,000
0	2,820	2,880	7000-30 Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	2,880	2,880
6,906	14,186	16,538	7300-05 Fringe Benefits - FICA - Social Security	17,466	17,466	17,503
1,615	3,318	3,867	7300-06 Fringe Benefits - FICA - Medicare	4,085	4,085	4,093
36,429	63,728	88,685	7300-15 Fringe Benefits - PERS - OPSRP - IAP	92,756	92,756	92,979
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
22,840	30,842	38,214	7300-20 Fringe Benefits - Medical Insurance	39,156	39,156	38,982
3,375	3,450	3,450	7300-22 Fringe Benefits - VEBA Plan	3,450	3,450	3,450
108	185	216	7300-25 Fringe Benefits - Life Insurance	216	216	216
599	963	1,126	7300-30 Fringe Benefits - Long Term Disability	1,156	1,156	1,158
4,320	6,906	11,067	7300-35 Fringe Benefits - Workers' Compensation Insurance	11,782	11,782	11,807
24	85	86	7300-37 Fringe Benefits - Workers' Benefit Fund	84	84	84
0	209	0	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
191,481	358,192	429,984	TOTAL PERSONNEL SERVICES	451,850	451,850	452,576

MATERIALS AND SERVICES

1,727	2,214	4,000	7550 Travel & Education	4,000	4,000	4,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	2	600	1,200
			Trainings	2	1,400	2,800
540	0	0	7590 Fuel - Vehicle & Equipment	0	0	0
16,748	17,987	21,526	7620 Telecommunications	18,093	18,093	18,093
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - landlines 16	12	768	9,216
			Evidence facility land line	12	42	504
			Cell phones - 17	12	698	8,373

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
450	1,294	4,000	7630-05	Uniforms - Employee			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Uniforms for captain, administrative sergeant and park rangers	1	3,000	3,000		
1,330	1,024	500	7660	Materials & Supplies			700	700	700
112	0	0	7720-14	Repairs & Maintenance - Vehicles			0	0	0
637	330	3,000	7720-16	Repairs & Maintenance - Radio & Pagers			1,000	1,000	1,000
22,429	22,205	32,050	7750	Professional Services			32,050	32,050	32,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Transcription services	1	17,000	17,000		
				Computer forensics	1	15,000	15,000		
				Section 125 administration fee	1	50	50		
0	330	0	7800	M & S Equipment			0	0	0
3,603	9,863	6,650	7800-06	M & S Equipment - Weapons			10,150	10,150	10,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Glock handguns with tac lights	2	700	1,400		
				Sig Sauer 516 Patrol rifles with tac lights, 2 mags and sling	5	1,750	8,750		
47,577	55,247	71,726	TOTAL MATERIALS AND SERVICES				68,993	68,993	68,993
<u>CAPITAL OUTLAY</u>									
19,690	0	0	8850	Vehicles			0	0	0
19,690	0	0	TOTAL CAPITAL OUTLAY				0	0	0
258,747	413,439	501,710	TOTAL REQUIREMENTS				520,843	520,843	521,569

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

46,637	46,120	45,936	7000-10	Salaries & Wages - Regular Part Time Facilities Maintenance Technician - PD & Civic Hall - 0.80 FTE	46,735	46,735	46,735
169	66	243	7000-20	Salaries & Wages - Overtime	0	0	0
2,902	2,864	2,863	7300-05	Fringe Benefits - FICA - Social Security	2,898	2,898	2,898
679	670	670	7300-06	Fringe Benefits - FICA - Medicare	678	678	678
10,580	10,287	12,414	7300-15	Fringe Benefits - PERS - OPSRP - IAP	12,539	12,539	12,539
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
70	47	48	7300-25	Fringe Benefits - Life Insurance	22	22	22
236	249	246	7300-30	Fringe Benefits - Long Term Disability	252	252	252
1,828	1,278	1,710	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,729	1,729	1,729
25	20	20	7300-37	Fringe Benefits - Workers' Benefit Fund	18	18	18
63,126	61,602	64,150	TOTAL PERSONNEL SERVICES		64,871	64,871	64,871

MATERIALS AND SERVICES

41,372	41,348	48,000	7600	Electric & Natural Gas	45,000	45,000	45,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Electricity	1	34,000	34,000
				Natural Gas	1	11,000	11,000
2,400	2,500	2,600	7610-05	Insurance - Liability	2,700	2,700	2,700
10,400	8,800	9,500	7610-10	Insurance - Property	10,600	10,600	10,600
0	33	100	7630-05	Uniforms - Employee	100	100	100
24,925	31,782	31,785	7650-10	Janitorial - Services	31,785	31,785	31,785
1,907	2,319	3,000	7650-15	Janitorial - Supplies	3,000	3,000	3,000
50,494	56,361	66,183	7720-10	Repairs & Maintenance - Building Maintenance	60,725	60,725	60,725

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Carpet cleaning	1	4,000	4,000		
			Maintenance contracts	1	41,000	41,000		
			Materials, operation and stock	1	6,450	6,450		
			Projects and maintenance	1	8,000	8,000		
			Water softner for car wash	1	225	225		
			Replace deteriorating piping insulation	1	550	550		
			Roofing and gutter repairs	1	500	500		
131,498	143,143	161,168	<u>TOTAL MATERIALS AND SERVICES</u>			153,910	153,910	153,910
			<u>CAPITAL OUTLAY</u>					
0	0	62,000	8710	Equipment		0	0	0
0	0	62,000	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
194,625	204,745	287,318	<u>TOTAL REQUIREMENTS</u>			218,781	218,781	218,781

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>FINES AND FORFEITURES</u>						
-4,019	0	0	6115 Code Enforcement	0	0	0
-4,019	0	0	TOTAL FINES AND FORFEITURES	0	0	0
-4,019	0	0	TOTAL RESOURCES	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

104,546	60,190	62,084	7000-05 Salaries & Wages - Regular Full Time Parking Enforcement Specialist - 1.00 FTE	64,245	64,245	64,662
521	0	485	7000-20 Salaries & Wages - Overtime	233	233	233
6,345	3,621	3,879	7300-05 Fringe Benefits - FICA - Social Security	3,995	3,995	4,021
1,484	847	907	7300-06 Fringe Benefits - FICA - Medicare	935	935	941
23,754	13,407	16,875	7300-15 Fringe Benefits - PERS - OPSRP - IAP	17,345	17,345	17,456
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
37,457	16,729	17,580	7300-20 Fringe Benefits - Medical Insurance	18,344	18,344	18,344
225	450	450	7300-22 Fringe Benefits - VEBA Plan	450	450	450
179	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
527	325	330	7300-30 Fringe Benefits - Long Term Disability	342	342	344
4,035	1,759	2,534	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,630	2,630	2,647
43	22	25	7300-37 Fringe Benefits - Workers' Benefit Fund	23	23	23
1,531	867	1,401	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,100	1,100	1,100
180,646	98,324	106,658	TOTAL PERSONNEL SERVICES	109,750	109,750	110,329

MATERIALS AND SERVICES

1,787	845	1,550	7550 Travel & Education Memberships and training	1,350	1,350	1,350
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code enforcement conference (code and parking)	1	500	500
			Code enforcement of oregon - membership	1	50	50
			Other training	1	800	800
2,094	2,099	2,000	7590 Fuel - Vehicle & Equipment	2,000	2,000	2,000
711	1,010	750	7630-05 Uniforms - Employee	750	750	750
1,115	829	2,000	7660 Materials & Supplies Tow charges, postal charges, tow stickers, parking permits	2,000	2,000	2,000
993	647	1,000	7720-14 Repairs & Maintenance - Vehicles	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
23	83	6,550	7750	Professional Services			6,950	6,950	6,950
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Recreational and abandoned vehicle tows	1	6,500	6,500		
				Section 125 administration fee	1	50	50		
				Department of motor vehicles (DMV) additional inquiries	1	400	400		
6,723	5,513	13,850		<u>TOTAL MATERIALS AND SERVICES</u>			14,050	14,050	14,050
				<u>CAPITAL OUTLAY</u>					
54,264	0	0	8850	Vehicles			0	0	0
54,264	0	0		<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
241,633	103,837	120,508		<u>TOTAL REQUIREMENTS</u>			123,800	123,800	124,379

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

534,487	598,975	632,590	7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Investigations - 1.00 FTE Police Officer - Investigations - 6.00 FTE	639,243	639,243	642,957
8,778	11,162	10,000	7000-15 Salaries & Wages - Temporary Extra Help - Investigations - 0.16 FTE	10,000	10,000	10,000
98,493	86,523	96,002	7000-20 Salaries & Wages - Overtime	74,985	74,985	74,985
2,813	3,150	3,150	7000-35 Salaries & Wages - Clothing Allowance Detectives' \$450 annual clothing allowance.	3,150	3,150	3,150
39,101	42,381	45,987	7300-05 Fringe Benefits - FICA - Social Security	45,099	45,099	45,327
9,237	10,060	10,755	7300-06 Fringe Benefits - FICA - Medicare	10,548	10,548	10,600
179,437	189,781	245,680	7300-15 Fringe Benefits - PERS - OPSRP - IAP	244,686	244,686	245,939
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
143,686	114,272	123,060	7300-20 Fringe Benefits - Medical Insurance	128,408	128,408	128,408
1,500	3,000	3,000	7300-22 Fringe Benefits - VEBA Plan	3,000	3,000	3,000
675	729	756	7300-25 Fringe Benefits - Life Insurance	756	756	756
2,514	2,791	2,956	7300-30 Fringe Benefits - Long Term Disability	3,044	3,044	3,070
22,942	18,661	29,913	7300-35 Fringe Benefits - Workers' Compensation Insurance	29,549	29,549	29,699
187	177	179	7300-37 Fringe Benefits - Workers' Benefit Fund	165	165	165
0	347	0	7300-40 Fringe Benefits - Unemployment	97	97	97
1,043,850	1,082,008	1,204,028	TOTAL PERSONNEL SERVICES	1,192,730	1,192,730	1,198,153

MATERIALS AND SERVICES

8,817	11,356	14,010	7550 Travel & Education	15,200	15,200	15,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Child abuse summit	7	550	3,850
			Homicide conference	7	550	3,850
			Specialist interview course	2	1,000	2,000
			Supervisor training	1	500	500
			Miscellaneous training	1	1,500	1,500
			Forensic trauma interview training	4	875	3,500
7,455	6,595	5,000	7590 Fuel - Vehicle & Equipment	4,500	4,500	4,500
469	2,234	1,000	7630-05 Uniforms - Employee	1,750	1,750	1,750

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
3,101	2,633	4,000	7660	Materials & Supplies			4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Cameras, batteries, CD's, DVD's, other supplies	1	2,000	2,000		
				Investigative funds (evidence processing, informants, etc)	1	2,000	2,000		
7,888	8,000	6,000	7720-14	Repairs & Maintenance - Vehicles			4,000	4,000	4,000
6,384	3,620	1,080	7750	Professional Services			1,080	1,080	1,080
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Comcast internet line	1	480	480		
				The Last One (TLO) fees	1	600	600		
857	2,793	1,100	7800	M & S Equipment			1,700	1,700	1,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Digital recorders	2	150	300		
				Universal serial bag (USB) electronic forensic pouches	2	700	1,400		
34,970	37,231	32,190	<u>TOTAL MATERIALS AND SERVICES</u>				32,230	32,230	32,230
1,078,820	1,119,239	1,236,218	<u>TOTAL REQUIREMENTS</u>				1,224,960	1,224,960	1,230,383

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 571 - NARCOTICS			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
<u>PERSONNEL SERVICES</u>								
0	0	83,667	7000-05	Salaries & Wages - Regular Full Time	0	0	0	0
0	0	6,989	7000-20	Salaries & Wages - Overtime	0	0	0	0
0	0	450	7000-35	Salaries & Wages - Clothing Allowance	0	0	0	0
0	0	5,648	7300-05	Fringe Benefits - FICA - Social Security	0	0	0	0
0	0	1,321	7300-06	Fringe Benefits - FICA - Medicare	0	0	0	0
0	0	29,049	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0	0
0	0	17,580	7300-20	Fringe Benefits - Medical Insurance	0	0	0	0
0	0	150	7300-22	Fringe Benefits - VEBA Plan	0	0	0	0
0	0	108	7300-25	Fringe Benefits - Life Insurance	0	0	0	0
0	0	416	7300-30	Fringe Benefits - Long Term Disability	0	0	0	0
0	0	3,671	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0	0
0	0	25	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0	0
0	0	149,074	<u>TOTAL PERSONNEL SERVICES</u>			0	0	0
<u>MATERIALS AND SERVICES</u>								
0	0	1,000	7550	Travel & Education	0	0	0	0
543	0	1,500	7590	Fuel - Vehicle & Equipment	0	0	0	0
0	57	800	7620	Telecommunications	0	0	0	0
0	0	200	7630-05	Uniforms - Employee	0	0	0	0
5,000	0	5,000	7660	Materials & Supplies	0	0	0	0
0	0	750	7720-14	Repairs & Maintenance - Vehicles	0	0	0	0
0	0	600	7800	M & S Equipment	0	0	0	0
5,543	57	9,850	<u>TOTAL MATERIALS AND SERVICES</u>			0	0	0
5,543	57	158,924	<u>TOTAL REQUIREMENTS</u>			0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
53,948	50,711	52,000	5020-05 McMinnville School Dist #40 - SRO - High School McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	56,000	56,000	56,000
0	47,455	50,000	5020-10 McMinnville School Dist #40 - SRO - Middle School McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	57,000	57,000	57,000
53,948	98,165	102,000	TOTAL INTERGOVERNMENTAL	113,000	113,000	113,000
53,948	98,165	102,000	TOTAL RESOURCES	113,000	113,000	113,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
PERSONNEL SERVICES								
84,684	152,728	162,777	7000-05	Salaries & Wages - Regular Full Time Police Officer - School Resource Officer - 2.00 FTE		184,156	184,156	185,206
6,995	6,066	7,911	7000-20	Salaries & Wages - Overtime		9,489	9,489	9,489
5,606	9,745	10,582	7300-05	Fringe Benefits - FICA - Social Security		12,006	12,006	12,072
1,311	2,279	2,476	7300-06	Fringe Benefits - FICA - Medicare		2,808	2,808	2,824
25,136	42,952	58,259	7300-15	Fringe Benefits - PERS - OPSRP - IAP		61,458	61,458	61,789
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program		0	0	0
24,056	30,729	35,160	7300-20	Fringe Benefits - Medical Insurance		36,688	36,688	36,688
225	963	900	7300-22	Fringe Benefits - VEBA Plan		750	750	750
108	198	216	7300-25	Fringe Benefits - Life Insurance		216	216	216
396	726	822	7300-30	Fringe Benefits - Long Term Disability		860	860	868
3,315	4,492	6,912	7300-35	Fringe Benefits - Workers' Compensation Insurance		7,901	7,901	7,943
27	43	50	7300-37	Fringe Benefits - Workers' Benefit Fund		46	46	46
151,860	250,920	286,065	TOTAL PERSONNEL SERVICES			316,378	316,378	317,891
MATERIALS AND SERVICES								
1,467	1,408	4,100	7550	Travel & Education		5,200	5,200	5,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Basic school resource officer course	2	600	1,200	
				Child abuse summit	2	550	1,100	
				Other training	1	500	500	
				Oregon school resource officer conference	2	800	1,600	
				Oregon child forensic interview training	2	400	800	
599	80	1,800	7660	Materials & Supplies		900	900	900
0	853	1,400	7800	M & S Equipment		0	0	0
2,066	2,341	7,300	TOTAL MATERIALS AND SERVICES			6,100	6,100	6,100
153,926	253,262	293,365	TOTAL REQUIREMENTS			322,478	322,478	323,991

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
8,800	8,400	7,800	5380-02 Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.	12,500	12,500	12,500
8,800	8,400	7,800	TOTAL CHARGES FOR SERVICES	12,500	12,500	12,500
8,800	8,400	7,800	TOTAL RESOURCES	12,500	12,500	12,500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

45	0	0	7550	Travel & Education		0	0	0
				Hazardous materials, first aid and other training materials				
1,785	1,074	3,100	7550-05	Travel & Education - Defensive Tactics		2,550	2,550	2,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ultimate training munitions (UTM) training course	1	500	500	
				Instructor development course	1	500	500	
				Taser recertification course	1	550	550	
				Defensive tactics instructor course	1	1,000	1,000	
0	690	1,500	7550-10	Travel & Education - Driving Training		1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Training costs (lunches)	1	500	500	
				Instructor development courses	1	1,000	1,000	
1,838	979	4,000	7550-20	Travel & Education - Firearms Training		3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Firearms instructor course	1	1,000	1,000	
				Firearms instructor development courses	1	2,000	2,000	
29,313	20,329	31,000	7660	Materials & Supplies		30,502	30,502	30,502
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Training munitions, misc. safety equipment	1	2,000	2,000	
				Sig Sauer 320 conversion kits	2	575	1,150	
				Firearms ammunition - 223 training rounds	1	2,480	2,480	
				Firearms ammunition - 9mm training rounds	1	11,700	11,700	
				Firearms ammunition - 12 gauge training rounds	1	1,025	1,025	
				Firearms ammunition - replacement duty rounds	1	3,042	3,042	
				Firearms ammunition - instructor ammo	1	2,500	2,500	
				Firearms supplies and maintenance	1	3,000	3,000	
				Firearms - training guns (blue guns)	11	55	605	
				Defensive tactics - floor mats	9	300	2,700	
				Defensive tactics - supplies	1	300	300	

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
8,159	5,291	7,435	7720-18	Repairs & Maintenance - Training Facility		15,000	15,000	15,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Road / shooting bays (gravel and labor)	1	6,500	6,500		
			Mowing, weed wacking and spraying (5 times per year)	1	3,500	3,500		
			Tractor maintenance	1	650	650		
			Range construction	1	1,600	1,600		
			Supplies	1	2,250	2,250		
			Chem can rental	1	500	500		
4,188	5,888	5,800	7800	M & S Equipment		5,800	5,800	5,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Taser - unlimited cartridge plan for 48 users	1	5,800	5,800		
45,328	34,251	52,835	<u>TOTAL MATERIALS AND SERVICES</u>			58,352	58,352	58,352
45,328	34,251	52,835	<u>TOTAL REQUIREMENTS</u>			58,352	58,352	58,352

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

58,799	59,656	61,496	7000-05 Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE	63,551	63,551	63,968
0	5,456	17,106	7000-10 Salaries & Wages - Regular Part Time Office Specialist I - 0.48 FTE	17,803	17,803	17,803
653	2,035	1,990	7000-20 Salaries & Wages - Overtime	1,768	1,768	1,768
3,608	4,109	4,997	7300-05 Fringe Benefits - FICA - Social Security	5,162	5,162	5,188
844	961	1,169	7300-06 Fringe Benefits - FICA - Medicare	1,208	1,208	1,214
13,460	13,741	23,544	7300-15 Fringe Benefits - PERS - OPSRP - IAP	22,564	22,564	22,676
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
24,056	16,729	17,580	7300-20 Fringe Benefits - Medical Insurance	18,344	18,344	18,344
225	450	450	7300-22 Fringe Benefits - VEBA Plan	450	450	450
108	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
315	326	330	7300-30 Fringe Benefits - Long Term Disability	342	342	344
181	41	183	7300-35 Fringe Benefits - Workers' Compensation Insurance	161	161	161
25	28	37	7300-37 Fringe Benefits - Workers' Benefit Fund	34	34	34
102,274	103,639	128,990	TOTAL PERSONNEL SERVICES	131,495	131,495	132,058

MATERIALS AND SERVICES

225	113	900	7550 Travel & Education	900	900	900
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Oregon police officer association memberships	2	50	100
			International association of property/evidence membership	2	50	100
			Other training	1	700	700
366	495	400	7590 Fuel - Vehicle & Equipment	400	400	400
381	1,330	1,100	7630-05 Uniforms - Employee	1,000	1,000	1,000
5,454	4,530	4,000	7660 Materials & Supplies	5,700	5,700	5,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Tow charges, postage labels, packaging	1	4,500	4,500
			Crime scene processing equipment	1	600	600
			Camera lenses and equipment	1	600	600

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
43	0	350	7720-14	Repairs & Maintenance - Vehicles	350	350	350
0	0	250	7790	Maintenance & Rental Contracts	250	250	250
0	0	600	7800	M & S Equipment	1,200	1,200	1,200
6,469	6,468	7,600	<u>TOTAL MATERIALS AND SERVICES</u>		9,800	9,800	9,800
108,743	110,107	136,590	TOTAL REQUIREMENTS		141,295	141,295	141,858

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 586 - PROFESSIONAL STANDARDS						
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
1,550	1,550	2,000	7550	Travel & Education	2,000	2,000
0	0	200	7660	Materials & Supplies	200	200
1,550	1,550	2,200		TOTAL MATERIALS AND SERVICES	2,200	2,200
1,550	1,550	2,200		TOTAL REQUIREMENTS	2,200	2,200



MUNICIPAL COURT



Organization Set – Sections

- Court**
- Parking Tickets**

Organization Set #

01-13-060
01-13-063

Budget Highlights

The operations of the McMinnville Municipal Court support the City's mission to deliver high quality service for a prosperous, safe and livable community. The FY2020-21 budget reflects changes in staffing due to a staffing reorganization. Anticipated expenditure categories relative the current budget year.

However, the Municipal Court is estimating revenue losses of almost \$50,000 for the final quarter of the current fiscal year and the same amount again in the first quarter of the FY2020-21 budget year. The actual financial impact of the public health emergency is uncertain, dependent on a variety of factors, some of which are not entirely clear at this point in time, as well as its ultimate duration.

Core Services and Statistical Details

We strive to embrace the City's values in all that we do as responsible stewards of public assets and resources. We take pride in being compassionate and welcoming to all that interact with the court, as we proactively work to reduce barriers to access and participation in the court's programs and services many of which are compliance based rather than punitive.

Court takes place on Wednesdays, with court staff available Monday through Friday at its offices in the City Hall.

2019 Statistics

❖ 679 Misdemeanor and 2561 traffic citations referred to court.
❖ 74 people participated in deferred sentences (alternative treatment).
❖ 29 DUII convictions and 38 DUII diversions were ordered.
❖ 97 defendants were ordered to pay restitution to crime victims.
❖ 99 citizens were able to obtain their driver's license through the court's alternative reinstatement program.
❖ 16 juveniles assigned to the alternative under-age substance abuse class.
❖ 328 people participated in the online driving refresher course.
❖ 362 people used the court's "Fix It" Ticket programs.

Mac-Town 2032 Strategic Plan and the Municipal Court

The work of the court also supports many of the City's strategic priorities, as we endeavor to not only to contribute the community's overall feeling of safety in McMinnville, but also support the public's overall confidence in the City's government.



City Government Capacity

The court has undergone significant change this fiscal year. Structurally, the department is no longer under the legal department but now reports into the finance department. The court team has also been reorganized allowing staff to work more effectively together to achieve its goals. The Full-Time Equivalent table on the next page gives details about the personnel changes.

We have also made significant docketing changes after analyzing the impact the docket flow was having on defendants with the goal of reducing time waiting for appearances and more strategically providing translators. These improvements also align with the court's focus on eventually becoming a paperless court to work more efficiently.

The court has updated our software system to improve our operational efficiencies. In the coming months we also are having personalized training with a software support technician, to better utilize the software system and maximize our work flow efficiency. We have also implemented the cash receipting module of our software system this year, adding efficiency and strengthening cash handling internal controls. We are in the contract phase of providing an online payments option for the convenience of court participants we hope to have available before the end of FY2019-20.

The internal improvements begun this year have served the court well as it quickly adjusted to a largely remote-work staffing model. All staff have lap tops with secure connections to vital software so we may continue to respond to public inquiries via phone, email and web-forms during normal business hours.



Community Safety & Resiliency

The work of the court provides a level of enforcement and accountability for lower level criminal offenses and violations that can have a very direct and negative impact on the quality of life in our community. We strive to not only hold people accountable for anti-social behaviors, but to also provide alternative treatment opportunities to help participants get back on the right track.

In response to the Covid-19 pandemic, the Municipal Court has followed the lead of the Oregon Supreme Court in the measures taken to protect the health and safety of the community and staff. On March 16, 2020, Judge Kaufman Noble issued a Temporary Emergency Order, postponing all appearances for 60 days.

Sensitive to the financial pressures the pandemic and social distancing efforts in effect to reduce the impact of the disease on community health is having, the Emergency Order also extends payment deadlines and suspends delinquent accounts being sent to collections for 60 days.

Court staff and the Judge are now exploring the possibility of remote appearances should the public health emergency conditions extend farther into late spring and summer.



Engagement & Inclusion

The Court is working proactively with local agencies to assist some of the community's most vulnerable offenders. Currently Champion Team, a local peer support nonprofit, has been attending Court to help people connect to benefits and services they are eligible for to address their specific needs. We also work with a representative of the local Veterans Administration to assist defendants who are veterans.

In the current year, the Municipal Court added a bi-lingual staffer to its team. Adding the Spanish language skill set greatly improves our ability to serve the almost 25% of the City's residents who identify as Latino or Hispanic according to US Census estimates for 2018.

Department Cost Summary

	2018-19	2019-20	2020-21	Budget Variance
	Actual	Amended Budget	Proposed Budget	
Revenue	599,814	575,400	522,500	(52,900)
Personnel Services	438,184	507,202	458,918	(48,284)
Materials & Services	74,038	93,471	93,372	(99)
Capital Outlay	-	1,079	-	(1,079)
Total Expenditures	512,222	601,752	552,290	(49,462)
Net Expenditures	87,592	(26,352)	(29,790)	3,438

Full-Time Equivalent (FTE)

	2019-20	2020-21
	Adopted Budget	Proposed Budget
FTE Adopted Budget	4.67	
City Attorney		(0.15)
Finance Director		0.15
Deputy City Attorney		(0.60)
Court Administrator		1.00
Senior Court Clerk		(1.00)
Court Clerk II		(0.50)
Court Clerk I		1.00
Judge		0.10
Interpreter		0.11
FTE Proposed Budget		0.11
		4.78



- | | | |
|--|---|---|
| <p>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.</p> <p>1846 First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.</p> <p>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.</p> <p>1848 First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.</p> | <p>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.</p> <p>1924 Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.</p> <p>1971 First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.</p> <p>1991 Personal computers first used for Municipal Court docket and citation tracking.</p> <p>2004 Municipal Court transitions to windows-based Caselle Software.</p> <p>2006 Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.</p> | <p>2009 Court sessions held in new Civic Hall.</p> <p>2014 Honorable Cynthia Kaufman Noble appointed as Judge.</p> <p>2017 Municipal Court Software upgraded.</p> <p>2020 Municipal Court reorganization, moving from Legal Department to Finance Department and staffing roles re-defined to meet programmatic needs of the court including adding Spanish speaking capacity to the staff.</p> |
|--|---|---|

Position Description

Fund	Department	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
					Page	Amount
	<u>Finance Director</u>	1	361	128,718		
	General Fund					
	Finance (0.85 FTE)				17	109,410
	Municipal Court					
	Court (0.15 FTE)				74	19,308
	<u>Senior Court Clerk</u>	1	328	57,823		
	General Fund					
	Municipal Court					
	Court (0.75 FTE)				74	43,367
	Parking Tickets (0.25 FTE)				78	14,456

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
FINES AND FORFEITURES							
577,291	578,997	550,000	6120	Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	502,500	502,500	502,500
835	622	400	6140	Peer Court Assessment Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.	400	400	400
5,410	2,356	4,500	6150	Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs.	1,000	1,000	1,000
583,536	581,975	554,900	TOTAL FINES AND FORFEITURES		503,900	503,900	503,900
MISCELLANEOUS							
706	435	500	6600-93	Other Income - Municipal Court	600	600	600
706	435	500	TOTAL MISCELLANEOUS		600	600	600
584,242	582,410	555,400	TOTAL RESOURCES		504,500	504,500	504,500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

367	-592	0	7000	Salaries & Wages	0	0	0
218,313	231,637	258,849	7000-05	Salaries & Wages - Regular Full Time Finance Director - 0.15 FTE Court Administrator - 1.00 FTE Senior Court Clerk - 0.75 FTE Court Clerk II - 1.00 FTE Court Clerk I - 1.00 FTE	217,355	217,355	217,355
46,051	41,138	49,910	7000-10	Salaries & Wages - Regular Part Time Judge - 0.30 FTE Municipal Court - Interpreter - 0.16 FTE Municipal Court Security Officer - 0.17 FTE	75,229	75,229	75,229
8,608	8,341	8,800	7000-15	Salaries & Wages - Temporary	0	0	0
48	427	182	7000-20	Salaries & Wages - Overtime	2,000	2,000	2,000
550	500	720	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
202	130	0	7300	Fringe Benefits	0	0	0
16,282	16,816	19,682	7300-05	Fringe Benefits - FICA - Social Security	18,266	18,266	18,266
3,808	3,933	4,619	7300-06	Fringe Benefits - FICA - Medicare	4,272	4,272	4,272
57,645	60,326	81,041	7300-15	Fringe Benefits - PERS - OPSRP - IAP	58,194	58,194	58,194
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
45,161	51,066	56,842	7300-20	Fringe Benefits - Medical Insurance	46,365	46,365	46,002
8,600	8,600	8,750	7300-22	Fringe Benefits - VEBA Plan	6,700	6,700	6,700
417	412	436	7300-25	Fringe Benefits - Life Insurance	422	422	422
1,201	1,236	1,412	7300-30	Fringe Benefits - Long Term Disability	1,186	1,186	1,186
404	239	440	7300-35	Fringe Benefits - Workers' Compensation Insurance	403	403	403
111	97	112	7300-37	Fringe Benefits - Workers' Benefit Fund	104	104	104
0	0	0	7300-40	Fringe Benefits - Unemployment	2,900	2,900	2,900
407,767	424,306	491,795	TOTAL PERSONNEL SERVICES		433,396	433,396	433,033

MATERIALS AND SERVICES

10,086	10,753	9,500	7500	Credit Card Fees Credit card fees for Municipal Court collections.	11,000	11,000	11,000
0	0	0	7510	Service Fees	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,660	1,429	5,000	7520	Public Notices & Printing		1,600	1,600	1,600
380	740	500	7540	Employee Events		600	600	600
				Costs shared city-wide for employee training, materials, and events.				
2,480	1,512	5,000	7550	Travel & Education		7,500	7,500	7,500
				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.				
2,900	3,200	3,300	7610-05	Insurance - Liability		3,600	3,600	3,600
5,739	5,534	6,500	7620	Telecommunications		6,500	6,500	6,500
746	1,657	1,700	7630	Uniforms		2,000	2,000	2,000
				4 FTE, an increase from 3.5				
7,354	7,250	7,500	7660-05	Materials & Supplies - Office Supplies		8,500	8,500	8,500
3,353	3,118	5,000	7660-15	Materials & Supplies - Postage		4,200	4,200	4,200
828	1,206	860	7750	Professional Services		900	900	900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	900	900	
1,781	450	1,000	7750-12	Professional Services - Contract Judge		1,500	1,500	1,500
				Back-up Judge if necessary to cover Judge's absences.				
13,191	9,485	20,000	7750-15	Professional Services - Court Appointed Attorney		12,000	12,000	12,000
				Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees.				
0	7,988	500	7750-18	Professional Services - Contract Prosecutor		0	0	0
				Back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.				
60	60	100	7750-21	Professional Services - Security		100	100	100
				Security contract to provide panic button monitoring.				
835	622	400	7750-22	Professional Services - Peer Court Assessment		500	500	500
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
1,252	774	3,600	7800	M & S Equipment		1,500	1,500	1,500
6,372	7,555	9,701	7840	M & S Computer Charges		11,172	11,172	11,172
				I.S. Fund materials & supplies costs shared city-wide				
8,165	10,336	11,300	7840-25	M & S Computer Charges - Municipal Court		18,600	18,600	18,600

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			E-ticketing maintenance-33% shared with Police	1	4,300	4,300		
			Caselle maintenance	1	4,500	4,500		
			E-ticketing import	1	500	500		
			Office 365 licensing	5	240	1,200		
			Surface - new	2	2,500	5,000		
			Replacement laptop	1	1,600	1,600		
			Printer	1	1,200	1,200		
			Small printer	1	300	300		
1,046	368	2,000	8050 Trial Expense				1,500	1,500
			Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.					1,500
68,227	74,038	93,461	TOTAL MATERIALS AND SERVICES			93,272	93,272	93,272
			CAPITAL OUTLAY					
0	0	1,079	8750 Capital Outlay Computer Charges				0	0
			I.S. Fund capital outlay costs shared city-wide					0
0	0	1,079	TOTAL CAPITAL OUTLAY			0	0	0
475,994	498,344	586,335	TOTAL REQUIREMENTS			526,668	526,668	526,305

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
FINES AND FORFEITURES							
27,445	17,405	20,000	6130	Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue.	18,000	18,000	18,000
27,445	17,405	20,000	TOTAL FINES AND FORFEITURES		18,000	18,000	18,000
27,445	17,405	20,000	TOTAL RESOURCES		18,000	18,000	18,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
8,840	9,529	10,150	7000-05	Salaries & Wages - Regular Full Time Senior Court Clerk - 0.25 FTE	14,456	14,456	14,456
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	18	7000-20	Salaries & Wages - Overtime	0	0	0
485	508	631	7300-05	Fringe Benefits - FICA - Social Security	896	896	896
113	119	147	7300-06	Fringe Benefits - FICA - Medicare	210	210	210
2,000	2,123	2,731	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,878	3,878	3,878
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
1,174	1,313	1,436	7300-20	Fringe Benefits - Medical Insurance	5,202	5,202	5,160
200	200	200	7300-22	Fringe Benefits - VEBA Plan	750	750	750
22	22	22	7300-25	Fringe Benefits - Life Insurance	26	26	26
49	53	56	7300-30	Fringe Benefits - Long Term Disability	78	78	78
29	7	11	7300-35	Fringe Benefits - Workers' Compensation Insurance	20	20	20
5	5	5	7300-37	Fringe Benefits - Workers' Benefit Fund	6	6	6
12,917	13,878	15,407	TOTAL PERSONNEL SERVICES		25,522	25,522	25,480
MATERIALS AND SERVICES							
0	0	0	7510	Service Fees	100	100	100
0	0	10	7750	Professional Services	0	0	0
0	0	10	TOTAL MATERIALS AND SERVICES		100	100	100
12,917	13,878	15,417	TOTAL REQUIREMENTS		25,622	25,622	25,580



FIRE DEPARTMENT



Organization Set – Sections

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

Organization Set #

01-15-070
01-15-073
01-15-079

Ambulance has been moved into the General Fund - Fire Department, as outlined above. 2019-20 Amended Budget and 2020-21 Proposed Budget are in the General Fund – Fire Department.

Actual amounts for Fiscal Years 2018 & 2019 continue to be in the Ambulance Fund (79).

Budget Highlights



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

Develop and Foster local and regional partnerships continues to be the theme with regards to the Fire Department.

- This year we will be completing an eight department consolidation feasibility study. This study will determine the ability for these fire organizations to partner and potentially combine into a larger organization. The City Council will be tasked with determining if consolidation is best for the City residents or another options for funding the long term sustainability of the Fire Department is better. The goal of this plan is to provide a service that is able to reach our critical staffing and response time goals on critical incidents.
- This budget includes funds for developing an implementation plan for the method of consolidation selected by the elected bodies of the partners. This will move the planning for membership in a larger fire district forward if that is the option selected by the elected officials.
- This year we are moving into the second year of an (IGA) intergovernmental agreement with Amity Fire District that will allows the two departments to fund a new Training Officer while the City provides for Administration and Training for the Amity Fire District. This IGA directly applies to the objective of developing and fostering local and regional partnerships.
-

The City of Lafayette has successfully passed their bond for a new Fire Station. An IGA has been drafted to partner with Lafayette providing for co-staffing a station in Lafayette with McMinnville firefighters. This partnership would reduce the need for a north end substation for McMinnville and improving fire response to both communities.

- The FY 20-21 budget reflects the move of the Ambulance budget from an enterprise fund to a revenue fund under the General fund in the Fire Department portion of the budget. This move eliminates a substantial number of accounting requirements on the ambulance fund. The revenue from the ambulance calls helps to pay for firefighters in the McMinnville system. We would not have enough firefighters available to serve the community needs without the revenue from the ambulance calls.
- City Council approved a new ordinance addressing Care Facility Business licenses. This ordinance was repealed by a vote and the revenues have been removed from the upcoming budget. Even though the ordinance was repealed the call volume to care facilities continues to be reduced by 20%.
- The current year has had some increased costs due to COVID-19 responses. We are working to ensure responders are protected during responses while maintaining high levels of service. Some of the costs are for station decontamination, additional PPE purchases and disinfecting equipment. Initial response to COVID - 19 increase call volume/reduced unit availability was the addition of a 24 hour ambulance through overtime. We have since experienced a reduction in call volume and have reduced down to four 24 hour ambulance and no peak unit, reducing the overtime costs. Seventy Fire Percent of these costs will qualify for reimbursement from FEMA due to the emergency declaration.



COMMUNITY SAFETY & RESILIENCY

Proactively plan for & responsively maintain a safe & resilient community.

Develop resiliency targets for critical infrastructure.

- The department completed a seismic survey to determine the risk to the Fire Department and a cost associated with an upgrade to address the deficiencies. The analysis indicated that it would take \$4.7 million dollars to bring the department up to code. It also identified that the brick façade and the bell tower would more than

likely collapse in addition to structural damage making the facility unusable. This seismic cost combined with the facilities assessment figure of \$3.2 million over 30 years combine to create an almost \$8 million project for the fire station just to keep the existing facility at status quo. Given the need for additional substations we will need to work on a station needs assessment for the Fire Department as part of a larger facility discussion.

- *Lead and plan for emergency preparedness*
- This year we distributed 100 home emergency kits to mission essential personnel. This will allow those employees who must work during times of crisis to ensure their families have a minimum of essential supplies while they are away. We will distribute another 100 kits this year.
- We will be evaluating next steps in our continuing efforts to improve our emergency preparedness.
- *Build a community culture of safety*
- The Fire Department will be expanding its Operational Permit Program in an effort to raise awareness of hazardous operations and those that have high life safety concerns.
- High turnover continues to be a challenge for our organization. The materials and service costs have been increased to accommodate for new hire employees and the purchase of their safety equipment and uniforms.

Core Services

Fire Operations

- Respond to Fire and Emergency Medical Services (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

Emergency Medical Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department Emergency Medical Services 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.

Fire & Life Safety

- Ensure the safety of the community through active fire and life safety code enforcement
- Improve permitting process in order to facilitate safer assembly and hazardous operations within our community.
- Maintain or improve partnerships within local and State organizations
- Review plans for new building construction
- Complete 90% of scheduled on-site fire inspections of high and moderate risk properties
- Investigate fires for cause and origin
- Investigate fires involving juvenile fire setters
- Provide for delivery of public fire education courses

ACTUAL INCIDENTS (List last 5 years)	(2016)	(2017)	(2018)	(2019)
Fires (NFIRS 100 codes)	70	126	119	122
Property value exposed to fire	8,497,540	17,774,581	18,044,398	7,739,504
Property value lost to fire	599,715	1,154,825	259,550	1,490,146
Rupture or Explosions (NFIRS 200 codes)	0	3	4	1
EMS & Rescues (NFIRS 300 codes)	6607	6661	6372	6102
Hazardous Conditions (NFIRS 400 codes)	54	80	59	78
Service Calls (NFIRS 500 codes)	178	202	256	251
Good Intent (NFIRS 600 codes)	631	721	722	720
False Alarm/Calls (NFIRS 700 codes)	163	241	194	282
Severe Weather (NFIRS 800 codes)	0	0	0	0
Special Incidents (NFIRS 900 codes)	2	1	6	1
Other	0	3	6	56
Annual Totals:	7704	8038	7739	7614
Ambulance Transports	5156	5234	4902	4792

Future Challenges and Opportunities

- Develop funding strategies to meet service demands.
- 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 take advantage of redundant services.
- Improve ability to provide quality training for emergency personnel
- Identify future staffing needs to accommodate the increasing response volume

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	6,303,202	5,212,302	4,650,894	(561,408)
Personnel Services	6,216,267	7,112,168	7,235,621	123,453
Materials & Services	1,846,418	1,797,023	1,459,057	(337,966)
Capital Outlay	293,967	499,245	458,100	(41,145)
Debt Service	115,291	115,292	115,291	(1)
Total Expenditures	8,471,944	9,523,728	9,268,069	(255,659)
Net Expenditures	(2,168,742)	(4,311,426)	(4,617,175)	305,749

Fire & Ambulance combined for all three columns

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	43.92		
Operations Support Specialist		1.00	
Administrative Specialist II		(1.00)	
Extra Help - Fire		(0.04)	
Extra Help - Clerical		0.34	
FTE Proposed Budget		0.30	44.22



1874	A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.	1952	McMinnville voters pass the "Fire Equipment Millage Levy" on November 4 th @ ½ mill (~\$.25/1,000 assessed value). This levy provided monies for the purchase of fire apparatus and also was a continuing millage levy.	1994	City adds fire inspector position.
1916	McMinnville Fire Department hires first paid Fire Chief.	1967	McMinnville Fire Department hires first paid Fire Marshall.	1996	Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.
1916	McMinnville purchases their first motorized fire engine, a 1916 Laverne.	1974	McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.	1996	New College Intern Program implemented taking the place of Sleeper Program.
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.	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.	2000	Fire Training Tower constructed on City land next to the Water Reclamation Facility.
1948	McMinnville voters pass the "Fireman's Compensation Millage Levy" on May 21 st @ 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.	1988	The new fire station opens at 1 st & Baker in April.	2003	Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.
		1994	McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.	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.	2010	Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department.	2017	Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.
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.	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.	2018	Focus will be on station repairs to address firefighter safety including station alerting and sleep deprivation issues.
2009	City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses.	2012	Budget challenges force the elimination of the Fire Marshal position.	2019	Department Hires Support Services Technician to improve consolidate purchasing, contract management, and administrative responsibilities reducing work load on shift personnel.
2009	Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents.	2014	Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender.	2019	Entered into a contract for Administrative and Training service with the Amity Fire District. Contract improves both organizations by consolidating and partnering.
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	2015	The City takes delivery of the new aerial truck, engine, and refurbished water tender.		
		2016	The Department internally restructured to eliminate the Operations Chief and created a Duty Chief role for the Assistant Chiefs and Battalion Chiefs to improve emergency response incident management.		
		2016	Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.		

Position Description

Fund	Number of	Total	<u>Detailed Summary</u>	
Department	Employees Range	Salary	Page	Amount
<u>Fire Chief</u>	1	364		139,435
General Fund				
Fire				
Administration & Operations (0.75 FTE)			81	104,575
Ambulance (0.25 FTE)			91	34,859
<u>Operations Chief</u>	1	358		111,520
General Fund				
Fire				
Administration & Operations (0.50 FTE)			81	55,760
Ambulance (0.50 FTE)			91	55,760
<u>Training Division Chief</u>	1	352		89,011
General Fund				
Fire				
Administration & Operations (0.75 FTE)			81	66,758
Ambulance (0.25 FTE)			91	22,253
<u>Fire Battalion Chief</u>	3	245		325,047
General Fund				
Fire				
Administration & Operations (1.05 FTE)			81	113,766
Ambulance (1.95 FTE)			91	211,281
<u>Fire Lieutenant</u>	3	235		295,675
General Fund				
Fire				
Administration & Operations (1.05 FTE)			81	103,486
Ambulance (1.95 FTE)			91	192,189

Position Description

Fund	Number of	Total	<u>Detailed Summary</u>	
Department	Employee Range	Salary	Page	Amount
<u>Fire Engineer</u>	3	230		283,641
General Fund				
Fire				
Administration & Operations (1.05 FTE)			81	99,274
Ambulance (1.95 FTE)			91	184,367
<u>Firefighter</u>	25	220		2,036,222
General Fund				
Fire				
Administration & Operations (8.75 FTE)			81	712,678
Ambulance (16.25 FTE)			91	1,323,544
<u>Firefighter / Paramedic</u>	2	220		134,061
General Fund				
Fire				
Administration & Operations (0.56 FTE)			81	46,921
Ambulance (1.04 FTE)			91	87,140
<u>Office Manager</u>	1	332		63,781
General Fund				
Fire				
Administration & Operations (0.75 FTE)			81	47,836
Ambulance (0.25 FTE)			91	15,945
<u>Operations Support Specialist</u>	1	330		56,948
General Fund				
Fire				
Administration & Operations (0.25 FTE)			81	14,237
Ambulance (0.75 FTE)			91	42,711



FIRE ADMINISTRATION & OPERATIONS



Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
LICENSES AND PERMITS						
0	89,300	200,000	4213-15 Specialty Business License - Care Homes Ordinance Overturned	0	0	0
7,850	9,590	6,000	4490 Licenses & Permits - Misc Permit/License/non-violation fees request for public records per Fire Department fee schedule	18,000	18,000	18,000
7,850	98,890	206,000	TOTAL LICENSES AND PERMITS	18,000	18,000	18,000
INTERGOVERNMENTAL						
0	0	171,144	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for ambulance service, as calculated using pre-approved methodology. Only Fee for Service currently reimbursed no CCO reimbursement	55,500	55,500	55,500
123,598	106,498	5,000	4840-05 OR Conflagration Reimbursement - Personnel Personnel Reimbursement due to conflagration deployment this last year.	10,000	10,000	10,000
113,109	71,159	5,000	4840-10 OR Conflagration Reimbursement - Equipment Reimbursement for vehicles deployed to conflagrations this last year.	5,000	5,000	5,000
0	0	65,000	5030 McMinnville Rural Fire District	0	0	0
364,681	375,617	386,886	5030-05 McMinnville Rural Fire District - Contract Fire Protection McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2020-2021 proposed budget assumes 3% increase in contract.	398,492	398,492	398,492
0	0	0	5035-05 Amity Fire District - Paramedic Ambulance	0	0	0
0	0	91,000	5035-10 Amity Fire District - Admin/Training Svcs Contract Combined Administrative /Training Agreement with Ambulance agreement	91,000	91,000	91,000
0	0	0	5036 City of Dundee IGA with City of Dundee for Administration /Management of their department	0	0	0
601,388	553,274	724,030	TOTAL INTERGOVERNMENTAL	559,992	559,992	559,992
CHARGES FOR SERVICES						
2,852	2,417	2,000	5340 Fire Department Service Fees Non-resident motor vehicle incident charges for Fire Department required services.	15,000	15,000	15,000
0	34,500	27,000	5400 Property Rentals Verizon lease of cell tower on Fire Department property	27,000	27,000	27,000
2,852	36,917	29,000	TOTAL CHARGES FOR SERVICES	42,000	42,000	42,000
FINES AND FORFEITURES						
450	1,100	1,000	6115 Code Enforcement Code enforcement fees per Fire Department fee schedule.	10,000	10,000	10,000
450	1,100	1,000	TOTAL FINES AND FORFEITURES	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>MISCELLANEOUS</u>						
19,696	19,305	17,370	6310-07 Interest - LOSAP Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	15,200	15,200	15,200
10,765	1,978	1,000	6410 Donations - Fire Donations received to help support the Fire Department.	1,000	1,000	1,000
1,303	9,425	45,000	6600 Other Income Air Show	50,000	50,000	50,000
538	2,633	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
-152	7,000	7,652	6600-07 Other Income - LOSAP Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	7,652	7,652	7,652
0	0	0	6600-22 Other Income - Airshow	35,550	35,550	35,550
32,150	40,341	71,022	<u>TOTAL MISCELLANEOUS</u>	109,402	109,402	109,402
644,690	730,522	1,031,052	<u>TOTAL RESOURCES</u>	739,394	739,394	739,394

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
3,368	6,464	0	7000 Salaries & Wages	0	0	0
1,018,755	1,107,849	1,304,699	7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.75 FTE Operations Chief - 0.50 FTE Training Division Chief - 0.75 FTE Fire Battalion Chief - 1.05 FTE Fire Lieutenant - 1.05 FTE Fire Engineer - 1.05 FTE Firefighter - 8.75 FTE Office Manager - 0.75 FTE Support Services Technician - 1.00 FTE Operations Support Specialist - 0.25 FTE	1,377,831	1,377,831	1,377,831
41,733	33,259	35,240	7000-10 Salaries & Wages - Regular Part Time Firefighter / Paramedic - 0.56 FTE	46,921	46,921	46,921
7,536	8,584	10,000	7000-15 Salaries & Wages - Temporary Extra Help - Clerical - 0.34 FTE Extra Help - Fire - 0.28 FTE	20,000	20,000	20,000
27,685	29,755	45,000	7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	45,000	45,000	45,000
217,734	218,322	161,202	7000-20 Salaries & Wages - Overtime	160,003	160,003	160,003
343	125	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
835	5,394	0	7300 Fringe Benefits	0	0	0
78,772	83,952	96,294	7300-05 Fringe Benefits - FICA - Social Security	102,190	102,190	102,190
18,624	19,747	22,565	7300-06 Fringe Benefits - FICA - Medicare	23,919	23,919	23,919
341,822	350,127	502,689	7300-15 Fringe Benefits - PERS - OPSRP - IAP	527,138	527,138	527,138
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
178,828	213,571	275,628	7300-20 Fringe Benefits - Medical Insurance	269,367	269,367	267,801
43,894	49,844	56,250	7300-22 Fringe Benefits - VEBA Plan	53,775	53,775	53,775
1,454	1,533	1,754	7300-25 Fringe Benefits - Life Insurance	1,800	1,800	1,800
5,352	5,656	6,816	7300-30 Fringe Benefits - Long Term Disability	7,206	7,206	7,206
39,436	31,116	53,495	7300-35 Fringe Benefits - Workers' Compensation Insurance	56,295	56,295	56,295
525	512	527	7300-37 Fringe Benefits - Workers' Benefit Fund	540	540	540
214	83	999	7300-40 Fringe Benefits - Unemployment	1,001	1,001	1,001

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,269	2,520	3,000	7400-05	Fringe Benefits - Volunteers - Life Insurance		2,800	2,800	2,800
14,171	15,221	13,999	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance		13,999	13,999	13,999
86,451	22,587	90,000	7400-15	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current Length of Service Award Program (LOSAP) is retirement plan for volunteer firefighters. When volunteer reaches entitlement age, City either purchases annuity or pays monthly benefit to volunteer directly from plan assets.		90,000	90,000	90,000
7,284	7,909	8,000	7400-21	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.		8,000	8,000	8,000
7,475	7,475	7,500	7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance		7,500	7,500	7,500
2,144,559	2,221,607	2,695,657	TOTAL PERSONNEL SERVICES			2,815,285	2,815,285	2,813,719
<u>MATERIALS AND SERVICES</u>								
0	0	500	7530	Training		500	500	500
1,320	2,104	1,700	7540	Employee Events Costs shared city-wide for employee training, materials, and events.		2,000	2,000	2,000
19,502	24,371	36,000	7550	Travel & Education Funds for annual employee training		36,000	36,000	36,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon Fire Chiefs Meetings and Conference	6	1,000	6,000	
				OR Office Admin Conference	2	500	1,000	
				Executice Development	3	1,500	4,500	
				Metro Fire Officer	1	1,000	1,000	
				SCBA Maintenance Training	3	800	2,400	
				National Fire Academy	3	500	1,500	
				Supervisors Training	5	1,000	5,000	
				Records Management Training	2	2,500	5,000	
				SDAO	2	1,000	2,000	
				OFDDA	2	1,500	3,000	
				Nation conferences	2	2,300	4,600	
28,665	27,399	30,000	7590	Fuel - Vehicle & Equipment		30,000	30,000	30,000
16,885	16,389	16,000	7600	Electric & Natural Gas		16,000	16,000	16,000
21,500	22,200	23,000	7610-05	Insurance - Liability		24,300	24,300	24,300
30,400	28,300	27,300	7610-10	Insurance - Property		31,300	31,300	31,300
22,738	22,376	23,000	7620	Telecommunications 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	24,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
9,404	11,335	14,000	7630-05 Uniforms - Employee Career, part-time, and volunteer fire uniforms increase due to number of new employees and volunteers.	15,050	15,050	15,050
40,134	55,876	50,000	7630-15 Uniforms - Protective Clothing Safety clothing for firefighting and OSHA compliance. National Fire Protection Association (NFPA) requires replacement of all turnouts over 10 years old. Increase is due to required replacement of wildland gear.	60,000	60,000	60,000
6,715	8,554	8,554	7650 Janitorial Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.	9,000	9,000	9,000
21,420	26,515	25,000	7660 Materials & Supplies Supplies for fire operations, fire prevention, administration.	25,000	25,000	25,000
10,765	1,978	1,000	7680 Materials & Supplies - Donations	1,000	1,000	1,000
2,463	0	3,000	7700 Hazardous Materials	3,000	3,000	3,000
0	0	0	7710 Materials & Supplies - Grants	0	0	0
5,310	4,524	6,000	7720 Repairs & Maintenance	6,000	6,000	6,000
10,683	6,919	7,000	7720-06 Repairs & Maintenance - Equipment	7,000	7,000	7,000
26,524	51,149	41,250	7720-08 Repairs & Maintenance - Building Repairs FY 20 high due to covid 19 disinfecting	41,250	41,250	41,250
71,383	104,572	55,000	7720-14 Repairs & Maintenance - Vehicles Account used for Fleet maintenance both PM and unscheduled maintenance.	55,000	55,000	55,000
7,019	4,392	15,000	7720-16 Repairs & Maintenance - Radio & Pagers Increase represents amount needed to reprogram 3 of our 800mhz radios to be digital.	15,000	15,000	15,000
8,162	6,923	7,500	7720-22 Repairs & Maintenance - Breathing Apparatus Repairs and Maintenance of SCBA's	6,000	6,000	6,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
39,363	79,306	107,450	7750	Professional Services		107,650	107,650	107,650
				Includes \$30,000 for Consolidation Consultant. and Survey work				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Labor Negotiations arbitrator	1	750	750	
				NFPA Physicals	65	700	45,500	
				Section 125 admin fee	1	260	260	
				Audit Fee allocation	1	5,900	5,900	
				New Employee Physicals	6	750	4,500	
				New Hire Psychology Exams	6	450	2,700	
				National Testing Network	1	175	175	
				Chaplain Program 35%/65%	1	840	840	
				Peer Support Contract 35%/65%	1	1,050	1,050	
				MSDS Online 75%/25%	1	975	975	
				Consolidation Consultant Plan	1	12,000	12,000	
				Consolidation Survey	1	20,000	20,000	
				Lexipol Policy Program 50%/50%	1	5,000	5,000	
				LOSAP Actuarial	1	8,000	8,000	
2,226	2,124	28,393	7790	Maintenance & Rental Contracts			28,693	28,693
				Annual facility and vehicle maintenance contracts				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				MTS Storage 75%/25%	1	6,543	6,543	
				HVAC Maintenance 75%/25%	1	6,750	6,750	
				Extinguisher Maintenance	1	400	400	
				Fire Sprinkler System	1	1,350	1,350	
				Fire Alarm System	1	750	750	
				NFPA Vehicle Inspections	6	1,350	8,100	
				Breathing Apparatus annual Bench Testing	1	2,500	2,500	
				Copier Contract	1	2,300	2,300	
10,666	12,908	7,500	7800	M & S Equipment			6,000	6,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Body Armor	16	375	6,000	
8,654	12,797	5,000	7800-09	M & S Equipment - Radios			5,000	5,000
2,109	0	10,000	7800-30	M & S Equipment - Breathing Apparatus			10,000	10,000
				50 SCBA units and 90 masks are 9 years old and starting to require more parts and maintenance.				
0	0	0	7820	M & S Equipment - Grants			0	0
19,115	19,832	27,890	7840	M & S Computer Charges			32,119	32,119
				I.S. Fund materials & supplies costs shared city-wide				
21,044	37,778	48,700	7840-30	M & S Computer Charges - Fire			35,800	35,800

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Amity surface, docks, screens, license	1	6,000	6,000		
			Cradlepoint wifi routers	5	1,300	6,500		
			ESO - 100% RMS maint, 50% split with Amb for personnel module	1	8,000	8,000		
			Netmotion MDT maintenance-25% shared with Amb, Police	1	1,200	1,200		
			Central Square mobile/switch maintenance - 65%, shared with Amb	1	5,600	5,600		
			Target Training SW-50% shared with Amb	1	3,000	3,000		
			Fire inspection software maintenance	1	2,500	2,500		
			Office 365 licensing	1	3,000	3,000		
60,959	63,284	61,000	8090 Hydrant Rental & Maintenance				64,000	64,000
			Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.					
15,519	8,316	15,000	8110 Hoses, Nozzles, & Adapters				15,000	15,000
			Fire hose, nozzles, and adapters with values under \$5,000.					
4,370	4,766	6,000	8120 Hose & Ladder Testing				5,000	5,000
			Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards. Increase is to add annual SCBA testing to the account.					
545,017	666,987	707,737	TOTAL MATERIALS AND SERVICES			716,662	716,662	716,662
			CAPITAL OUTLAY					
0	0	0	8710 Equipment				80,000	80,000
			Capital Equipment being purchased with loan/transfer from Wastewater Capital Fund.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Breathing Air Compressor	1	80,000	80,000		
0	0	3,103	8750 Capital Outlay Computer Charges				0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	0	8750-30 Capital Outlay Computer Charges - Fire				16,100	16,100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement MDTs (5)	1	16,100	16,100		
0	12,612	103,125	8800 Building Improvements				0	0
0	42,199	130,000	8850 Vehicles				45,000	45,000
			Replacing 1997 Ford Explorer with loan/transfer from Wastewater Capital Fund.					
0	54,811	236,228	TOTAL CAPITAL OUTLAY			141,100	141,100	244,100
			DEBT SERVICE					
80,321	82,831	85,419	9442-05 2014 Fire Vehicle Financing - Principal				88,086	88,086
			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

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
34,970	32,461	29,874	9442-10	2014 Fire Vehicle Financing - Interest Interest payment for loan	27,205	27,205	27,205
115,291	115,291	115,293	<u>TOTAL DEBT SERVICE</u>		115,291	115,291	115,291
2,804,867	3,058,696	3,754,915	<u>TOTAL REQUIREMENTS</u>		3,788,338	3,788,338	3,889,772



FIRE PREVENTION & LIFE SAFETY



Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

184,341	201,234	206,179	7000-05 Salaries & Wages - Regular Full Time Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE	210,240	210,240	210,240
1,195	1,155	1,500	7000-17 Salaries & Wages - Volunteer Reimbursement	1,500	1,500	1,500
7,269	26,502	9,998	7000-20 Salaries & Wages - Overtime	14,998	14,998	14,998
11,514	13,780	13,497	7300-05 Fringe Benefits - FICA - Social Security	14,057	14,057	14,057
2,693	3,223	3,157	7300-06 Fringe Benefits - FICA - Medicare	3,287	3,287	3,287
57,268	67,192	74,720	7300-15 Fringe Benefits - PERS - OPSRP - IAP	77,939	77,939	77,939
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
34,292	37,508	40,438	7300-20 Fringe Benefits - Medical Insurance	40,788	40,788	40,496
7,500	7,500	7,500	7300-22 Fringe Benefits - VEBA Plan	7,500	7,500	7,500
216	216	216	7300-25 Fringe Benefits - Life Insurance	216	216	216
1,026	1,059	1,112	7300-30 Fringe Benefits - Long Term Disability	1,136	1,136	1,136
7,097	5,735	8,215	7300-35 Fringe Benefits - Workers' Compensation Insurance	8,559	8,559	8,559
52	52	50	7300-37 Fringe Benefits - Workers' Benefit Fund	46	46	46
15,344	0	100	7300-40 Fringe Benefits - Unemployment	97	97	97
85	59	120	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	201	201	201
329,892	365,215	366,802	TOTAL PERSONNEL SERVICES	380,564	380,564	380,272

MATERIALS AND SERVICES

180	457	300	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
7,065	6,059	7,000	7550 Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided. Increase due to addition of Deputy Fire Marshal	7,500	7,500	7,500
0	0	0	7680 Materials & Supplies - Donations	0	0	0
45	1,540	1,595	7750 Professional Services	1,700	1,700	1,700
7,479	7,795	12,000	8080 Fire Prevention Education This increase is due to a return to the School program identified in the strategic plan. Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures.	10,000	10,000	10,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
14,770	15,851	20,895	TOTAL MATERIALS AND SERVICES	19,500	19,500	19,500
344,661	381,066	387,697	TOTAL REQUIREMENTS	400,064	400,064	399,772



AMBULANCE



Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
0	0	0	4549-05 US Dept of Health & Human Services - CARES Act Provider Relief Fund	0	0	0
0	0	383,250	4555 Ground Emergency Medical Transport (GEMT) Reimbursement Federal funds passed through State to City. Reimbursement to City for 50% of difference between amount paid by Medicaid and cost for service, as calculated using pre-approved methodology. Only Fee for service accounts reimbursed not CCO accounts	166,500	166,500	166,500
0	0	15,000	4840-05 OR Conflagration Reimbursement - Personnel Reimbursement for personnel costs due to conflagration deployment during the last year.	15,000	15,000	15,000
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
0	0	91,000	5035-10 Amity Fire District - Admin/Training Svcs Contract Admin contract with Ambulance contract combined split with Fire	91,000	91,000	91,000
0	0	0	5036 City of Dundee IGA with City of Dundee for Administration /Management of their department	0	0	0
0	0	489,250	TOTAL INTERGOVERNMENTAL	272,500	272,500	272,500
CHARGES FOR SERVICES						
0	0	3,500,000	5700 Transport Fees 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. Estimate includes a 1.75% CPI increase.	3,480,000	3,480,000	3,480,000
0	0	135,000	5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider. This year the City is partnering with Life Flight to manage the program.	110,000	110,000	110,000
0	0	3,635,000	TOTAL CHARGES FOR SERVICES	3,590,000	3,590,000	3,590,000
MISCELLANEOUS						
0	0	0	6460 Donations - Ambulance Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	0	0	0
0	0	32,000	6600 Other Income	0	0	0
0	0	0	6600-22 Other Income - Airshow	22,000	22,000	22,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	25,000	6610 Collections - EMS Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.	27,000	27,000	27,000
0	0	57,000	TOTAL MISCELLANEOUS	49,000	49,000	49,000
0	0	4,181,250	TOTAL RESOURCES	3,911,500	3,911,500	3,911,500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

0	0	0	7000	Salaries & Wages	0	0	0
0	0	2,078,876	7000-05	Salaries & Wages - Regular Full Time Fire Chief - 0.25 FTE Operations Chief - 0.50 FTE Training Division Chief - 0.25 FTE Fire Battalion Chief - 1.95 FTE Fire Lieutenant - 1.95 FTE Fire Engineer - 1.95 FTE Firefighter - 16.25 FTE Office Manager - 0.25 FTE Operations Support Specialist - 0.75 FTE	2,092,661	2,092,661	2,092,661
0	0	65,447	7000-10	Salaries & Wages - Regular Part Time Firefighter / Paramedic - 1.04 FTE Staffing for Peak Unit Amity.	87,140	87,140	87,140
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	270,800	7000-20	Salaries & Wages - Overtime	270,800	270,800	270,800
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
0	0	149,666	7300-05	Fringe Benefits - FICA - Social Security	151,924	151,924	151,924
0	0	35,022	7300-06	Fringe Benefits - FICA - Medicare	35,537	35,537	35,537
0	0	808,062	7300-15	Fringe Benefits - PERS - OPSRP - IAP	812,761	812,761	812,761
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	429,870	7300-20	Fringe Benefits - Medical Insurance	393,914	393,914	391,931
0	0	92,750	7300-22	Fringe Benefits - VEBA Plan	84,725	84,725	84,725
0	0	2,782	7300-25	Fringe Benefits - Life Insurance	2,736	2,736	2,736
0	0	10,756	7300-30	Fringe Benefits - Long Term Disability	10,826	10,826	10,826
0	0	89,800	7300-35	Fringe Benefits - Workers' Compensation Insurance	90,949	90,949	90,949
0	0	878	7300-37	Fringe Benefits - Workers' Benefit Fund	800	800	800
0	0	15,000	7300-40	Fringe Benefits - Unemployment	4,999	4,999	4,999
0	0	4,049,709	TOTAL PERSONNEL SERVICES		4,039,772	4,039,772	4,037,789

MATERIALS AND SERVICES

0	0	5,000	7500	Credit Card Fees	5,000	5,000	5,000
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Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	2,900	7540	Employee Events		3,100	3,100	3,100
					Costs shared city-wide for employee training, materials, and events.			
0	0	30,200	7550	Travel & Education		25,200	25,200	25,200
					Increases due to number of new staff and to assist with leadership and supervisory training			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Billing	2	2,000	4,000	
				EMS LEadership	2	2,000	4,000	
				National Conference	1	2,000	2,000	
				Oregon EMS Conference	8	1,000	8,000	
				PALS/ACLS	36	200	7,200	
0	0	30,000	7590	Fuel - Vehicle & Equipment		36,000	36,000	36,000
0	0	6,500	7600	Electric & Natural Gas		6,000	6,000	6,000
0	0	25,900	7610-05	Insurance - Liability		27,800	27,800	27,800
0	0	13,700	7610-10	Insurance - Property		17,000	17,000	17,000
0	0	25,000	7620	Telecommunications		25,000	25,000	25,000
					This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.			
0	0	23,000	7630-05	Uniforms - Employee		25,000	25,000	25,000
					Career and volunteer fire uniforms. Increase to cover increasing new hire levels.			
0	0	500	7640	Laundry		500	500	500
0	0	3,600	7650	Janitorial		4,000	4,000	4,000
					Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.			
0	0	32,000	7660	Materials & Supplies		32,000	32,000	32,000
0	0	8,000	7660-15	Materials & Supplies - Postage		8,000	8,000	8,000
0	0	118,000	7660-45	Materials & Supplies - Medical Equipment & Supplies		115,000	115,000	115,000
					Supplies used by EMS system			
0	0	1,800	7660-55	Materials & Supplies - Oxygen		2,000	2,000	2,000
0	0	12,500	7720-06	Repairs & Maintenance - Equipment		6,500	6,500	6,500
0	0	13,750	7720-08	Repairs & Maintenance - Building Repairs		13,750	13,750	13,750
0	0	60,000	7720-14	Repairs & Maintenance - Vehicles		50,000	50,000	50,000
					Major maintenance is done by outside mechanics . Fleet is aging.			
0	0	15,000	7720-16	Repairs & Maintenance - Radio & Pagers		15,000	15,000	15,000
					amount continues to be increased due to required reprogramming 800 MHz radios to digital.			
0	0	26,000	7735	Rental Property		26,000	26,000	26,000
					Substation rental property; includes rent and utilities and direct costs associated with that location.			
0	0	148,500	7750	Professional Services		177,290	177,290	177,290

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET	
Ambulance billing was outsourced in 2019-20. Professional services includes \$120,000 for contracting with billing company.									
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Audit Fee Allocation	1	7,300	7,300			
			Medical Director Contract	1	12,000	12,000			
			Peer Support	1	2,600	2,600			
			Labor Negotiations Arbitrator	1	1,350	1,350			
			Section 125 Administration Fee	1	490	490			
			National Testing Network	1	225	225			
			OHA Licensing	40	200	8,000			
			MSDS Online	1	325	325			
			SDW Ambulance Billing	1	120,000	120,000			
			Lexipol Policy System	1	5,000	5,000			
			GEMT Grant Writer	1	10,000	10,000			
			Grantwriter	1	10,000	10,000			
0	0	18,351	7790 Maintenance & Rental Contracts				15,000	15,000	15,000
Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts.									
0	0	15,000	7800 M & S Equipment				15,000	15,000	15,000
0	0	5,000	7800-09 M & S Equipment - Radios				5,000	5,000	5,000
0	0	32,740	7840 M & S Computer Charges				37,705	37,705	37,705
I.S. Fund materials & supplies costs shared city-wide									
0	0	40,450	7840-95 M & S Computer Charges - Ambulance				30,050	30,050	30,050
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Central Square maintenance-35%, shared with Fire	1	3,000	3,000			
			ESO Chart software maintenance	1	12,500	12,500			
			Netmotion software-shared with Police, Fire	1	1,200	1,200			
			ESO personnel maintenance-50% shared with Fire	1	1,350	1,350			
			Lafayette desktop, printer/scanner	1	5,000	5,000			
			Office 365 licensing	1	3,000	3,000			
			R12 peripherals	1	1,000	1,000			
			Target software maintenance-50% shared with Fire	1	3,000	3,000			
0	0	8,000	8070 FireMed Promotion				0	0	0
0	0	347,000	8270 Revenue Adjustments				0	0	0
0	0	1,068,391	TOTAL MATERIALS AND SERVICES			722,895	722,895	722,895	
CAPITAL OUTLAY									
0	0	40,000	8710 Equipment				0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	8710-22	Equipment - EMS Defibrillators		310,000	310,000	310,000
				Current Defibrillators are no longer supported by the manufacturer. Defibrillators are being purchased with loan/transfer from Wastewater Capital Fund.				
0	0	3,642	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	15,000	8750-95	Capital Outlay Computer Charges - Ambulance		7,000	7,000	7,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs (3)	1	7,000	7,000	
0	0	34,375	8800	Building Improvements		0	0	34,375
0	0	170,000	8850	Vehicles		0	0	0
0	0	263,017	<u>TOTAL CAPITAL OUTLAY</u>			317,000	317,000	351,375
0	0	5,381,117	<u>TOTAL REQUIREMENTS</u>			5,079,667	5,079,667	5,112,059



PARKS & RECREATION



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



PARKS & RECREATION Administration



Budget Highlights

Parks and Recreation Administration provides management, oversight and leadership for all of McMinnville's Parks and Rec programs in the following organization budget sets:

- Senior Center
- Kids on the Block
- Community Center
- Rec Sports
- Aquatic Center
- Park Development

Together these programs offer diverse recreational opportunities through year-round events and programs for all of McMinnville's residents.

- The Jay Pearson Neighborhood Park opened on October 5, 2019. This is McMinnville's first barrier free park and is a dynamic and welcoming park for all.
- The first phase of the Recreation Building Master Plan and Feasibility Study was completed and resulted in a report recommending next steps. Those next steps included expanding the planning to include Library facilities, Fire Department Administration as well as City Hall space planning.
- In partnership with the Library, and in alignment with MacTown 2032, a new recruiting process brought together a diverse advisory committee which named themselves the MacPac. MacPac is slated to meet monthly for 18 months to discuss programming, facilities and finances for this project.

Core Services

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

The Future of Parks and Recreation - Challenges and Opportunities

The Parks and Recreation Department provides valuable enrichment services to our Community. The continued challenges from years of deferred maintenance on two of our facilities continues to be a drain on resources. We are working hard to address that through the MacPac process and facilities planning, however the hard work of having a difficult conversation about finances related to a new facility is on the horizon. That conversation will provide us insight into what residents are willing to support financially in terms of parks and rec programming and facilities.

In addition to our indoor spaces, the 1999 Park, Recreation and Open Space Master Plan, needs to be updated through an inclusive master planning process that looks specifically at outdoor spaces.

Additional opportunities include inclusion planning and engagement, volunteer coordination, and communication planning.

The 2000 voter approved \$9.1 million parks bond is slated to come off the tax rolls next year. There is no other revenue source currently identified, other than Parks SDC's or potential grants, to facilitate additional improvements, upgrades or new construction to McMinnville's park system.

As of the writing of this budget summary three weeks into dealing with Covid-19 and a global pandemic, revenue estimates for FY 2019-20 and long term impacts on revenue for FY 2020-21 have more uncertainty than ever before. With the Executive Orders and social distancing guidelines, FY 2019-20 revenues are estimated to be down anywhere from approximately \$90,000-450,000 depending on how long closures and orders remain in effect. Parks and Recreation fee supported services have traditionally been approximately 50% cost recovery through fees so when programs are cancelled, fees are refunded or not collected. That does not necessarily equate to a 50% reduction in expenses, given the overhead and administrative support built into our organizations. It does provide some relief in part time/seasonal staff costs.

This budget and the numbers contained here for FY 2020-21 were prepared prior to the pandemic, and we are proceeding ahead as though facilities and programs will be back up and operational at the same level July 1, 2020 as prior to the pandemic, even though uncertainties still exist.

Mac-Town 2032 Parks & Recreation

The adoption of the City's Strategic Plan, Mac-Town 2032 provides an opportunity for all 6 programs within the department to prioritize, focus and implement the vision, mission, values, strategic priorities, goals, objectives and priority actions.

City Government Capacity

Core Service Focus – Parks and Recreation is having several discussions to help define our core services including a strategic dialogue with the school district and community related to the findings in the KOB program assessment. Additionally, the facilities master plan with MacPac will continue to incorporate meaningful public input on core services that Parks and Recreation provides.

Civic Leadership

Parks and Recreation programs provide structure and instruction for our youth, families and all patrons to work in teams, engage in lifelong learning, develop social supports and networks and contribute to our community.

Community Safety & Resiliency

Recently, the Parks and Recreation Department has increased focus on keeping our patrons and staff safe in our facilities and programs by building a culture of safety. This has been done through developing safety protocols, codes of conduct, small physical improvements at each facility, implementing the principles of CPTED (Crime Prevention Through Environmental

Design) where feasible, implementing staffing strategies and new training opportunities. The safety of our participants is in the forefront of our manager's daily operations and we will continue to build knowledge, skills and abilities through the implementation of the strategic plan.

Engagement & Inclusion

Parks and Recreation programs historically have had inclusion and participation as a core component of all programs and there is still work to be done to remove barriers in McMinnville's programs.

- The Jay Pearson Neighborhood Park is McMinnville's first inclusive and barrier free park and is the future of all parks.
- Increasing our Spanish language information and services through recent hires has been very valuable.
- Physical barriers exist in our building and thinking about the future of our programs and buildings and removing real and perceived barriers will be necessary for us to serve our whole community.
- Additional training opportunities through the National Recreation and Parks Association (NRPA) and the Oregon Recreation Parks Association (ORPA) exist and managers have begun rolling training out to line level staff.

Growth & Development Character

Parks and open space play a critical component in development and the fabric of our community. Planning projects that are underway, or on the horizon related to indoor and outdoor facilities will shape our vision of recreational amenities for future generations.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	11,431	7,500	9,000	1,500
Personnel Services	159,746	170,633	173,655	3,022
Materials & Services	95,636	194,513	210,836	16,323
Capital Outlay	-	135	-	(135)
Total Expenditures	255,382	365,281	384,491	19,210
Net Expenditures	(243,951)	(357,781)	(375,491)	17,710

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	1.00		
No change		-	
FTE Proposed Budget			1.00



- | | | |
|---|---|--|
| <p>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.</p> <p>1968 First Director of Parks and Recreation, Galen McBee is hired.</p> <p>1968 Recreation Commission abolished.</p> <p>1969 City hires first Swimming Pool Manager.</p> <p>1977 City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a short-term position.</p> <p>1981 Community Center opens and Parks & Recreation Department headquarters move from City Hall to the new Center</p> <p>1985 City hires first full-time Youth/Adult Sports Coordinator.</p> | <p>1986 New Aquatic Center opens.</p> <p>1990 Part-time Volunteer Coordinator for the new Kids on the Block Program is hired.</p> <p>1995 McMinnville Senior Center opens in October 1995.</p> <p>1997 Long-time Park & Rec. Director, Galen McBee retires. Asst. Director Jay Pearson is appointed Director.</p> <p>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.</p> | <p>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.</p> <p>2017 Long-time Park & Recreation Director Jay Pearson retires, Susan Muir is selected as Director.</p> |
|---|---|--|

Position Description

Fund	Department	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
					Page	Amount
	<u>Recreation Program Coordinator II</u>	1	327	54,027		
General Fund						
	Parks & Rec - Community Center (0.20 FTE)				111	10,805
	Parks & Rec - Senior Center (0.80 FTE)				139	43,222

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
MISCELLANEOUS							
2,155	1,514	1,500	6420	Donations - Parks & Recreation Donations to support Parks and Recreation including summer concerts.	3,000	3,000	3,000
9,880	9,917	6,000	6600	Other Income Miscellaneous Income including large event permits.	6,000	6,000	6,000
6,000	0	0	6600-26	Other Income - Park Rangers Moved to Police Department in 18/19	0	0	0
18,035	11,431	7,500	TOTAL MISCELLANEOUS		9,000	9,000	9,000
18,035	11,431	7,500	TOTAL RESOURCES		9,000	9,000	9,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
-1,873	70	0	7000	Salaries & Wages	0	0	0
103,385	111,687	114,562	7000-05	Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	116,557	116,557	116,557
45,387	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
389	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
1,200	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	1,200	1,200
233	171	0	7300	Fringe Benefits	0	0	0
9,320	6,999	7,177	7300-05	Fringe Benefits - FICA - Social Security	7,301	7,301	7,301
2,180	1,637	1,679	7300-06	Fringe Benefits - FICA - Medicare	1,707	1,707	1,707
34,195	35,271	42,474	7300-15	Fringe Benefits - PERS - OPSRP - IAP	43,204	43,204	43,204
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
99	108	108	7300-25	Fringe Benefits - Life Insurance	108	108	108
593	617	630	7300-30	Fringe Benefits - Long Term Disability	642	642	642
3,854	1,489	2,177	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,214	2,214	2,214
73	24	25	7300-37	Fringe Benefits - Workers' Benefit Fund	23	23	23
601	475	601	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	699	699	699
199,635	159,746	170,633	TOTAL PERSONNEL SERVICES		173,655	173,655	173,655
MATERIALS AND SERVICES							
4,586	50	0	7520	Public Notices & Printing Moved to 7520-15, Public Notice & Printing - Brochure	0	0	0
14,503	29,117	33,000	7520-15	Public Notices & Printing - Brochure Production and publication of Parks and Recreation Program brochures and other communications.	37,000	37,000	37,000
88	523	400	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	400	400	400
2,240	3,282	8,000	7550	Travel & Education Professional development conferences and workshop fees including membership fees for State and National Park and Recreation Association.	10,000	10,000	10,000
1,100	1,200	800	7610-05	Insurance - Liability	800	800	800
200	200	0	7610-10	Insurance - Property	0	0	0
638	700	0	7620	Telecommunications	700	700	700

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET																				
1,237	402	1,000	7660	Materials & Supplies Park Ranger supplies, moved with the staffing resources to the Police budget.	0	0	0																				
0	0	0	7680	Materials & Supplies - Donations	0	0	0																				
6,275	45,288	134,900	7750	Professional Services This includes funding for a phase II recreational facilities planning project that will build on the work funded in 2018-19. This includes carry over of approximately \$50,000 of work that will happen in late summer 2020 as well as an additional \$50,000 for polling and other project work.	136,500	136,500	225,704																				
				<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Audit fee allocation</td> <td>1</td> <td>500</td> <td>500</td> </tr> <tr> <td>MacPac Phase II carryover</td> <td>1</td> <td>86,000</td> <td>86,000</td> </tr> <tr> <td>MacPac Phase III</td> <td>1</td> <td>50,000</td> <td>50,000</td> </tr> <tr> <td>MacPac, 2019-20 carryover</td> <td>1</td> <td>89,204</td> <td>89,204</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Audit fee allocation	1	500	500	MacPac Phase II carryover	1	86,000	86,000	MacPac Phase III	1	50,000	50,000	MacPac, 2019-20 carryover	1	89,204	89,204			
Description	Units	Amt/Unit	Total																								
Audit fee allocation	1	500	500																								
MacPac Phase II carryover	1	86,000	86,000																								
MacPac Phase III	1	50,000	50,000																								
MacPac, 2019-20 carryover	1	89,204	89,204																								
1,593	944	1,213	7840	M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide	1,396	1,396	1,396																				
3,192	1,200	1,200	7840-35	M & S Computer Charges - Parks & Rec Administration	2,040	2,040	2,040																				
				<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Activenet annual maintenance</td> <td>1</td> <td>1,200</td> <td>1,200</td> </tr> <tr> <td>Office 365 licensing</td> <td>1</td> <td>240</td> <td>240</td> </tr> <tr> <td>WhenToWork software</td> <td>1</td> <td>600</td> <td>600</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Activenet annual maintenance	1	1,200	1,200	Office 365 licensing	1	240	240	WhenToWork software	1	600	600							
Description	Units	Amt/Unit	Total																								
Activenet annual maintenance	1	1,200	1,200																								
Office 365 licensing	1	240	240																								
WhenToWork software	1	600	600																								
13,049	12,729	14,000	8140	Summer Concerts Unexpected expenses related to moving the concerts to Lower City Park include stage rental costs that were not anticipated in 19. New budget numbers reflect anticipated cost. This is one of P&R free events open to everyone.	22,000	22,000	22,000																				
48,700	95,636	194,513	TOTAL MATERIALS AND SERVICES		210,836	210,836	300,040																				
CAPITAL OUTLAY																											
0	0	135	8750	Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	0	0	0																				
0	0	135	TOTAL CAPITAL OUTLAY		0	0	0																				
248,335	255,382	365,281	TOTAL REQUIREMENTS		384,491	384,491	473,695																				



**PARKS & RECREATION
Aquatic Center**



Organization Set – Programs

- **Administration**
- **Swim Lessons**
- **Fitness Programs**
- **Pro Shop**
- **Classes & Programs**

Organization Set #

01-17-087-501
01-17-087-621
01-17-087-626
01-17-087-632
01-17-087-635



Budget Highlights

- In FY 2020-21, the Aquatic Center (AC) will serve the public with over 80 operational hours per week (Monday through Saturday) including 29 hours of Lap Swim, 10+hours of Public Swim (17 hours in the summer), 9 hours of Family Swim, 23 weekly Fitness Classes & 44+ Swimming Lessons per week. Annual attendance is approximately 125,000+ visits.
- Both of the AC pools are budgeted for re-painting in 2020. In addition, the pool deck and locker rooms will be re-painted in order to refresh the safety texture that helps eliminate slipping.

Mac-Town 2032: Aquatic Center

City Government Capacity

- The AC has significant partnerships with McMinnville School District #40, McMinnville Swim Club, Chemeketa Community College and Willamette Valley Medical Center. We strive to maintain and further develop these important relationships in order to deliver and enhance the AC core services.

Civic Leadership

- Internal staff succession planning focuses on development of potential future leaders (lead & head lifeguards) who may continue to serve in the P&R Department or eventually take these skills into the greater workforce.

Community Safety & Resiliency

- Learning to swim is a core P&R Department program. Accidental drowning is a leading cause of death for children of any age and therefore an important community safety issue.

Economic Prosperity

- The P&R Department, including the AC, is a significant employer of part-time workers. P&R programs and facilities may be attractive destination location services that enhance local tourism.

Engagement & Inclusion

- The Aquatic Center, along with the other programs in Parks and Rec, are looking for continued ways we can be welcoming and inviting for patrons of all abilities and cultures.

Core Services

- Family, public & lap swimming; general aquatic programming
- Learn to swim program; survival swim program
- Water exercise classes & master's swim program
- McMinnville Swim Club, high school swim team & regional/district swim meets
- Variety of private school, church & party rentals
- Lifeguard training and safety management

Future Challenges and Opportunities

- McMinnville Parks and Recreation Department has a desire and need to increase expertise, knowledge and offerings around inclusive and adaptive recreation services. Motivated by this goal the AC will attempt to re-establish a once held relationship with School District #40 and Willamette Education Service District to provide swimming opportunities for disabled youth.
- The Facilities Master Plan process will continue to address the building conditions and future maintenance or construction decisions.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	428,139	430,175	421,575	(8,600)
Personnel Services	577,858	634,775	656,886	22,111
Materials & Services	278,263	293,038	288,747	(4,291)
Capital Outlay	-	674	-	(674)
Total Expenditures	856,121	928,487	945,633	17,146
Net Expenditures	(427,982)	(498,312)	(524,058)	25,746

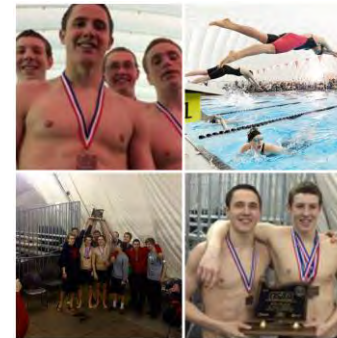
Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	11.54		
Extra Help - Aquatics I, II, III (Lifeguard)		0.05	
Extra Help - Aquatics I, II, III (Fitness Classes)		(0.02)	
FTE Proposed Budget		0.03	11.57



Ron Kam Survival Swimming Program Partnership Program for over 35 Years!

Over 35 years ago, a youngster tragically drowned in a Perrydale farm pond. Each year since, McMinnville 3rd graders learn an important life skill: how to swim on their backs with clothes on. They spend a week at the pool learning to swim to safety in the event of a water accident. All six elementary schools bring students to the pool for hour-long swim & safety lessons originally developed by past Aquatic Manager, Ron Kam. For some students, it's a first exposure to water. For others, it's a chance to practice skills and enjoy the pool. The program is conducted by School District and pool staff.



Mac High Swim Team (Grizzlies) Partner Program for over 50 Years!



Chemeketa Community College Partner Program for 7 Years! Partners for a "More Fit Tomorrow".



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.

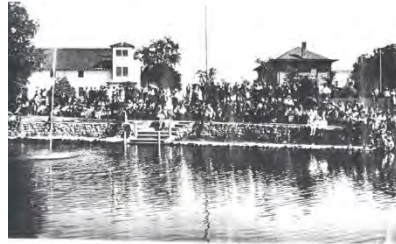
1908 McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

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



1910 to 1927

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

1927 to 1950's



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



1975 The facility is remodeled.

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

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 was dedicated by the McMinnville Art Commission and placed in the entry to the Aquatic Center.



2016 The Aquatic Center partners in new Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.

2016 For the first time, the Aquatic Center introduces a “day pass” which includes unlimited access, and daily readmission, to any pool class or program. Access to any fitness class or program is added to all pool memberships, as well.

2017 After years of deferred maintenance, a study shows the Aquatic Center roof has serious issues, including ongoing leaks and continued damage that will need to be addressed as part of the city's overall facilities work.



2019 The Aquatic Center water fitness program surpasses 25,000 annual attendance for the 1st time. The swim lessons program exceeds 2,100 registrations for the 1st time, as well.

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
41,365	40,755	42,500	5360-05 Admissions - Child/Student Aquatic Center daily child/student admission fees.	42,000	42,000	42,000
51,886	48,700	52,500	5360-10 Admissions - Adult/Seniors Aquatic Center daily adult/senior admission fees.	49,500	49,500	49,500
85,126	80,272	92,000	5370-05 Memberships - Family Aquatic Center 12, 6, and 3-month family memberships.	85,000	85,000	85,000
103,329	113,967	110,000	5370-10 Memberships - Individual Aquatic Center 12, 6 and 3-month individual memberships.	110,000	110,000	110,000
9,217	16,263	15,000	5380-05 Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations.	12,000	12,000	12,000
13,625	12,753	10,000	5380-10 Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.	10,000	10,000	10,000
Budget Note: In addition, the MSC families purchase approximately \$25,000 in family and single memberships.						
2,382	3,175	3,000	5380-15 Facility Rentals - Lockers & Equipment	3,000	3,000	3,000
306,930	315,884	325,000	TOTAL CHARGES FOR SERVICES	311,500	311,500	311,500
MISCELLANEOUS						
0	0	0	6420 Donations - Parks & Recreation	0	0	0
1,021	1,072	500	6420-05 Donations - Parks & Recreation - Scholarships Donations that fund expenditure account 7680, Materials & Supplies-Donations. Donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	295	295	295
500	0	975	6420-10 Donations - Parks & Recreation - Equipment Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. Donations used to purchase Aquatic Center equipment.	580	580	580
1,104	0	200	6600 Other Income	200	200	200
2,625	1,073	1,675	TOTAL MISCELLANEOUS	1,075	1,075	1,075
309,555	316,956	326,675	TOTAL RESOURCES	312,575	312,575	312,575

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

929	257	0	7000 Salaries & Wages	0	0	0
173,743	182,061	189,675	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Administrative Specialist II - 1.00 FTE	195,377	195,377	195,377
27,096	26,787	28,296	7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator II - 0.60 FTE	29,761	29,761	29,761
138,357	150,613	162,000	7000-15 Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - Lifeguard - 5.67 FTE Extra Help - Aquatics I, II, III - Office - 0.89 FTE	173,508	173,508	173,508
385	549	250	7000-20 Salaries & Wages - Overtime	250	250	250
362	444	0	7300 Fringe Benefits	0	0	0
20,463	21,820	23,573	7300-05 Fringe Benefits - FICA - Social Security	24,732	24,732	24,732
4,786	5,103	5,512	7300-06 Fringe Benefits - FICA - Medicare	5,785	5,785	5,785
82,589	80,766	101,806	7300-15 Fringe Benefits - PERS - OPSRP - IAP	105,686	105,686	105,686
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
45,509	49,974	55,612	7300-20 Fringe Benefits - Medical Insurance	50,342	50,342	49,944
8,000	8,000	8,000	7300-22 Fringe Benefits - VEBA Plan	7,000	7,000	7,000
432	432	432	7300-25 Fringe Benefits - Life Insurance	432	432	432
1,057	1,114	1,142	7300-30 Fringe Benefits - Long Term Disability	1,186	1,186	1,186
14,032	10,326	14,072	7300-35 Fringe Benefits - Workers' Compensation Insurance	14,761	14,761	14,761
275	256	277	7300-37 Fringe Benefits - Workers' Benefit Fund	234	234	234
0	102	100	7300-40 Fringe Benefits - Unemployment	97	97	97
3	0	9	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
518,019	538,602	590,756	TOTAL PERSONNEL SERVICES	609,201	609,201	608,803

MATERIALS AND SERVICES

8,152	8,839	8,320	7500 Credit Card Fees	8,500	8,500	8,500
2,937	0	0	7520-15 Public Notices & Printing - Brochure	0	0	0
0	0	100	7530 Training 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

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
316	497	400	7540	Employee Events		500	500	500
				Costs shared city-wide for employee training, materials, and events.				
520	1,059	1,000	7550	Travel & Education		1,000	1,000	1,000
				Primarily re-certification training for Aquatic Center lifeguards. May also include limited registration fees and other expenses associated with professional development workshop.				
77,978	100,170	85,000	7600	Electric & Natural Gas		105,000	105,000	105,000
3,900	4,100	4,200	7610-05	Insurance - Liability		4,400	4,400	4,400
7,900	6,700	7,300	7610-10	Insurance - Property		8,600	8,600	8,600
3,801	3,963	4,000	7620	Telecommunications		4,250	4,250	4,250
24,539	32,745	34,680	7650-10	Janitorial - Services		35,720	35,720	35,720
3,719	4,130	5,250	7650-15	Janitorial - Supplies		5,500	5,500	5,500
1,634	1,514	1,750	7660-05	Materials & Supplies - Office Supplies		1,750	1,750	1,750
0	0	500	7680	Materials & Supplies - Donations		295	295	295
				Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).				
13,299	13,571	13,500	7690	Chemicals		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.				
42,822	70,141	83,000	7720	Repairs & Maintenance		60,000	60,000	60,000
				General day to day repairs and maintenance of the AC building including hvac, electrical, plumbing and mechanical systems.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				General Maintenance and Repairs	1	60,000	60,000	
584	1,021	1,050	7750	Professional Services		1,300	1,300	1,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,300	1,300	
13,096	13,782	15,000	7790	Maintenance & Rental Contracts		15,500	15,500	15,500
4,351	0	0	7800	M & S Equipment		0	0	0
0	105	500	7800-03	M & S Equipment - Office		500	500	500
				Miscellaneous office equipment such as tables, chairs and advertising screens.				
0	0	5,000	7800-36	M & S Equipment - Weight Room		0	0	0
0	0	975	7810	M & S Equipment - Donations		580	580	580
				Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.				
4,779	4,722	6,063	7840	M & S Computer Charges		6,982	6,982	6,982
				I.S. Fund materials & supplies costs shared city-wide				
3,448	5,442	4,900	7840-40	M & S Computer Charges - Aquatic Center		4,420	4,420	4,420

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Activenet annual maintenance	1	1,200	1,200		
			Office 365 licensing	3	240	720		
			Replacement workstation	1	1,500	1,500		
			Activenet peripherals	1	1,000	1,000		
3,417	2,178	4,200	8130 Recreation Program Expenses Purchase of general recreation program supplies.				4,000	4,000
221,192	274,676	286,688	<u>TOTAL MATERIALS AND SERVICES</u>			281,897	281,897	281,897
			<u>CAPITAL OUTLAY</u>					
0	0	0	8710 Equipment				0	0
0	0	674	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide				0	0
0	0	0	8800 Building Improvements				0	0
0	0	674	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
739,211	813,279	878,118	<u>TOTAL REQUIREMENTS</u>			891,098	891,098	890,700

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
93,422	100,461	94,500	5350 Registration Fees Aquatic Center - Swim Lessons	100,000	100,000	100,000
93,422	100,461	94,500	TOTAL CHARGES FOR SERVICES	100,000	100,000	100,000
93,422	100,461	94,500	TOTAL RESOURCES	100,000	100,000	100,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
21,719	22,643	24,005	7000-15	Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 1.00 FTE	25,496	25,496	25,496
1,347	1,404	1,490	7300-05	Fringe Benefits - FICA - Social Security	1,584	1,584	1,584
315	328	348	7300-06	Fringe Benefits - FICA - Medicare	369	369	369
3,551	1,466	3,224	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,376	3,376	3,376
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	887	7300-35	Fringe Benefits - Workers' Compensation Insurance	943	943	943
29	27	25	7300-37	Fringe Benefits - Workers' Benefit Fund	21	21	21
26,960	25,868	29,979	TOTAL PERSONNEL SERVICES		31,789	31,789	31,789
MATERIALS AND SERVICES							
376	695	850	8130	Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	850	850	850
376	695	850	TOTAL MATERIALS AND SERVICES		850	850	850
27,335	26,563	30,829	TOTAL REQUIREMENTS		32,639	32,639	32,639

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
3,911	2,426	0	5350 Registration Fees New drop-in "day pass" fees as well as membership fees now include participation in fitness classes. As a result, fitness class fees are now deposited in AC Administration revenue accounts. Annual fitness class revenue is estimated to be ~\$60,000.	0	0	0
3,911	2,426	0	TOTAL CHARGES FOR SERVICES	0	0	0
3,911	2,426	0	TOTAL RESOURCES	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
7,540	11,234	10,987	7000-15	Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 0.40 FTE	12,492	12,492	12,492
467	697	681	7300-05	Fringe Benefits - FICA - Social Security	773	773	773
109	163	160	7300-06	Fringe Benefits - FICA - Medicare	182	182	182
936	1,283	1,473	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,657	1,657	1,657
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	407	7300-35	Fringe Benefits - Workers' Compensation Insurance	463	463	463
9	12	11	7300-37	Fringe Benefits - Workers' Benefit Fund	11	11	11
9,063	13,388	13,719	TOTAL PERSONNEL SERVICES		15,578	15,578	15,578
MATERIALS AND SERVICES							
686	775	1,500	8130	Recreation Program Expenses Fitness program supplies (i.e. exercise belts & hand weights).	1,500	1,500	1,500
686	775	1,500	TOTAL MATERIALS AND SERVICES		1,500	1,500	1,500
9,748	14,163	15,219	TOTAL REQUIREMENTS		17,078	17,078	17,078

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
7,106	7,175	7,500	5410 Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	8,000	8,000	8,000
7,106	7,175	7,500	TOTAL CHARGES FOR SERVICES	8,000	8,000	8,000
7,106	7,175	7,500	TOTAL RESOURCES	8,000	8,000	8,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
3,405	1,881	3,750	7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop.	4,000	4,000	4,000
3,405	1,881	3,750	TOTAL MATERIALS AND SERVICES	4,000	4,000	4,000
3,405	1,881	3,750	TOTAL REQUIREMENTS	4,000	4,000	4,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
1,872	1,120	1,500	5350 Registration Fees Aquatic Center - Classes & Programs (Lifeguard Training)	1,000	1,000	1,000
1,872	1,120	1,500	TOTAL CHARGES FOR SERVICES	1,000	1,000	1,000
1,872	1,120	1,500	TOTAL RESOURCES	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
0	0	257	7000-15	Salaries & Wages - Temporary Extra Help - Aquatics I, II, III - 0.01 FTE	254	254	254
0	0	15	7300-05	Fringe Benefits - FICA - Social Security	15	15	15
0	0	4	7300-06	Fringe Benefits - FICA - Medicare	4	4	4
0	0	35	7300-15	Fringe Benefits - PERS - OPSRP - IAP	35	35	35
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	10	7300-35	Fringe Benefits - Workers' Compensation Insurance	10	10	10
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	321	TOTAL PERSONNEL SERVICES		318	318	318
MATERIALS AND SERVICES							
234	236	250	8130	Recreation Program Expenses Lifeguard Training Class materials.	500	500	500
234	236	250	TOTAL MATERIALS AND SERVICES		500	500	500
234	236	571	TOTAL REQUIREMENTS		818	818	818



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



Organization Set – Programs

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

Organization Set #

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

Budget Highlights

The McMinnville Community Center's goal is to provide recreation activities and programs to all ages. The 2020-21 proposed budget reflects our best efforts to provide good customer service, to enrich McMinnville's quality of life, and to reinforce our alignment with the Mac-Town 2032 Strategic Plan as well as the Parks and Recreation Facilities Master Plan. This year's budget reflects additional hours on Mondays with additional programming and additional weeks for STARS Day Camp.

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

The Future of the Community Center and Opportunities for Growth

- Our staff continually tries to expand our recreation programming and identifies the gaps in our programming. Our goal for the next year is to make our programming more inclusive by increasing staff training, providing options for sensory-sensitive patrons, and working with community partners to implement these programs.
- This year we will increase our hours at the Community Center to include programming and drop-in programs on Monday nights.
- This past year we have increased our adult programming and we intend on expanding on these options including more fitness classes, pickleball hours, and enrichment classes for adults.

- Through the Parks and Recreation Facilities Master Plan, the Community identified the need for more pre-k, family, and teen programming as well as more programming for Latinx community members. Current programs and new programs will go through a lens to evaluate how we are addressing these needs.
- Over the past 5 years the City of McMinnville has provided showers to people in our community who don't have access to clean and safe showers. Some funds have been received from the County and Give a Little Foundation to offset the reduced \$2.00 fee for showers. In calendar year 2019, the Community Center provided over 2,337 of these showers which was a decrease of 23%. This program is a valuable service to our community but it does have an impact on the core services provided by the Community Center.
- In addition to the specialty summer camps offered by the Community Center, STARS Day Camp will expand to 9 weeks during the summer (versus 7 weeks).



Mac-Town 2032 Strategic Plan Community Center Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. The McMinnville Community Center will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2020-21 the Community Center will support the plan in the following manner.

Engagement and Inclusion

- Grow City's employees, Boards, and Commissions to reflect our community
 - The Community Center will actively hire bilingual staff for the front desk staff to assist customers and provide translated items to the public.
- Celebrate diversity of McMinnville
 - McMinnville Community Center engages with the Latinx community through Spanish speaking staff, and having promotional materials in Spanish. Through continued work through our master plan, staff intends to offer programs/events that highlight and welcome diverse populations.
 - While working with community partners, staff will develop improved planning processes and program implementation for those with sensory sensitivity, developmental, or physical disabilities. Our goal is to improve the usability of our registration processes for all people.



Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	349,955	361,280	385,250	23,970
Personnel Services	325,809	431,575	445,434	13,859
Materials & Services	254,386	308,326	318,170	9,844
Capital Outlay	-	270	1,750	1,480
Total Expenditures	580,195	740,171	765,354	25,183
Net Expenditures	(230,240)	(378,891)	(380,104)	1,213

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	8.35		
Extra Help - Community Center			0.15
Classes & Programs Labor			0.21
Recreation Program Manager - KOB			(0.25)
Extra Help - Management Assistant - STARS			0.03
Site Director - STARS			(0.05)
Assistant Site Director - STARS			0.35
Recreation Leadership - STARS			0.14
FTE Proposed Budget		0.58	8.93

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



1908 to 1922

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

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

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

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

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

1981 Senior Citizen's Inc. move into Community Center to provide recreation programs for older adults. Old city-owned community building on 1st and Galloway Streets, where seniors had been meeting, was demolished 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

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
40,951	40,691	40,000	5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	40,000	40,000	40,000
22,768	23,762	18,000	5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	20,000	20,000	20,000
3,624	2,165	3,200	5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	3,000	3,000	3,000
11,860	10,999	10,000	5380-35 Facility Rentals - Athletic Facilities Community Center athletic membership fees for locker room, track, racquetball, basketball, pickleball, and table tennis.	11,000	11,000	11,000
10,637	12,137	9,000	5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours.	10,000	10,000	10,000
24	246	200	5380-42 Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	200	200
89,864	90,000	80,400	TOTAL CHARGES FOR SERVICES	84,200	84,200	84,200
MISCELLANEOUS						
0	250	2,000	6420 Donations - Parks & Recreation	2,000	2,000	2,000
599	1,803	1,500	6600 Other Income Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	1,800	1,800	1,800
0	5,862	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
599	7,915	3,500	TOTAL MISCELLANEOUS	3,800	3,800	3,800
90,463	97,915	83,900	TOTAL RESOURCES	88,000	88,000	88,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

3,242	1,041	0	7000 Salaries & Wages	0	0	0
54,049	73,653	110,092	7000-05 Salaries & Wages - Regular Full Time Community Center Manager - 1.00 FTE Recreation Program Coordinator II - 0.20 FTE Recreation Specialist - 1.00 FTE	117,659	117,659	117,659
34,991	49,504	63,863	7000-15 Salaries & Wages - Temporary Extra Help - Community Center - 2.86 FTE	72,123	72,123	72,123
395	1,301	0	7000-20 Salaries & Wages - Overtime	0	0	0
-8	0	0	7000-37 Salaries & Wages - Medical Opt Out Incentive	0	0	0
595	486	0	7300 Fringe Benefits	0	0	0
5,454	7,577	10,786	7300-05 Fringe Benefits - FICA - Social Security	11,767	11,767	11,767
1,276	1,772	2,523	7300-06 Fringe Benefits - FICA - Medicare	2,752	2,752	2,752
15,320	18,179	41,860	7300-15 Fringe Benefits - PERS - OPSRP - IAP	41,123	41,123	41,123
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
7,575	13,967	31,932	7300-20 Fringe Benefits - Medical Insurance	26,405	26,405	26,216
1,550	2,933	4,600	7300-22 Fringe Benefits - VEBA Plan	3,600	3,600	3,600
118	157	238	7300-25 Fringe Benefits - Life Insurance	238	238	238
301	421	606	7300-30 Fringe Benefits - Long Term Disability	648	648	648
1,330	1,338	2,188	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,382	2,382	2,382
77	110	148	7300-37 Fringe Benefits - Workers' Benefit Fund	140	140	140
3,796	4,428	100	7300-40 Fringe Benefits - Unemployment	503	503	503
56	45	61	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	101	101	101
130,115	176,912	268,997	TOTAL PERSONNEL SERVICES	279,441	279,441	279,252

MATERIALS AND SERVICES

10,487	10,263	10,906	7500 Credit Card Fees	10,500	10,500	10,500
2,937	0	0	7520-15 Public Notices & Printing - Brochure	0	0	0
176	324	300	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
0	144	300	7550 Travel & Education Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.	300	300	300

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
56,786	68,381	60,000	7600	Electric & Natural Gas		70,000	70,000	70,000
4,700	4,900	5,000	7610-05	Insurance - Liability		5,600	5,600	5,600
18,700	15,800	17,100	7610-10	Insurance - Property		20,000	20,000	20,000
4,097	4,653	5,000	7620	Telecommunications		5,000	5,000	5,000
39,493	46,666	51,715	7650-10	Janitorial - Services		53,266	53,266	53,266
3,898	4,250	3,500	7650-15	Janitorial - Supplies		3,700	3,700	3,700
4,554	6,114	5,000	7660	Materials & Supplies		5,000	5,000	5,000
0	0	2,000	7680	Materials & Supplies - Donations		2,000	2,000	2,000
37,231	27,558	65,180	7720	Repairs & Maintenance		53,491	53,491	53,491
				Routine annual maintenance and special projects.				
438	767	750	7750	Professional Services		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,000	1,000	
16,828	12,608	17,000	7790	Maintenance & Rental Contracts		18,000	18,000	18,000
2,851	0	5,000	7800	M & S Equipment		3,000	3,000	3,000
				Misc. equipment replacement				
3,186	2,833	2,425	7840	M & S Computer Charges		2,793	2,793	2,793
				I.S. Fund materials & supplies costs shared city-wide				
1,945	2,072	1,200	7840-45	M & S Computer Charges - Community Center		6,220	6,220	6,220
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	2	1,500	3,000	
				Extra RAM	1	100	100	
				Datacard printer	1	1,200	1,200	
				Activenet annual maintenance	1	1,200	1,200	
				Office 365 licensing	3	240	720	
0	0	200	8130-50	Recreation Program Expenses - Contract Event Security		0	0	0
				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.				
208,307	207,332	252,576	TOTAL MATERIALS AND SERVICES			260,170	260,170	260,170
CAPITAL OUTLAY								
0	0	0	8710	Equipment		1,750	1,750	1,750
0	0	270	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	270	TOTAL CAPITAL OUTLAY			1,750	1,750	1,750

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
338,422	384,244	521,843	TOTAL REQUIREMENTS	541,361	541,361	541,172

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
175,132	160,319	170,000	5350 Registration Fees Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth.	180,000	180,000	180,000
47	-29	0	5350-12 Registration Fees - Piano Known as Kids in Koncert, the piano program provides lessons for a few low-income children. If determined that family can pay portion of music lesson cost, fee is collected by the Parks & Rec department and passed on to the lesson provider.	0	0	0
175,179	160,290	170,000	<u>TOTAL CHARGES FOR SERVICES</u>	180,000	180,000	180,000
<u>MISCELLANEOUS</u>						
679	0	2,000	6420-27 Donations - Parks & Recreation - Piano The Kids in Koncert piano program receives the majority of its funding from annual Koncert for Kids ticket sales and individual donations made via Yamhill County Cultural Coalition. Donations cover all direct expenses not covered by registration fees.	0	0	0
679	0	2,000	<u>TOTAL MISCELLANEOUS</u>	0	0	0
175,858	160,290	172,000	<u>TOTAL RESOURCES</u>	180,000	180,000	180,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
61,910	59,233	60,828	7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 1.93 FTE	68,596	68,596	68,596
3,839	3,672	3,771	7300-05 Fringe Benefits - FICA - Social Security	4,253	4,253	4,253
898	859	882	7300-06 Fringe Benefits - FICA - Medicare	995	995	995
11,299	10,874	16,321	7300-15 Fringe Benefits - PERS - OPSRP - IAP	18,405	18,405	18,405
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
2,821	2,035	2,871	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,238	3,238	3,238
49	24	43	7300-37 Fringe Benefits - Workers' Benefit Fund	44	44	44
80,816	76,697	84,716	TOTAL PERSONNEL SERVICES	95,531	95,531	95,531
MATERIALS AND SERVICES						
33,082	29,123	36,000	8130 Recreation Program Expenses Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors.	38,000	38,000	38,000
662	0	0	8130-33 Recreation Program Expenses - Piano Piano lesson fees charged by music instructors, piano tuning, Koncert for Kids refreshments & program printing.	0	0	0
33,744	29,123	36,000	TOTAL MATERIALS AND SERVICES	38,000	38,000	38,000
114,561	105,820	120,716	TOTAL REQUIREMENTS	133,531	133,531	133,531

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
7,458	6,914	7,250	5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	7,250	7,250	7,250
7,458	6,914	7,250	TOTAL CHARGES FOR SERVICES	7,250	7,250	7,250
7,458	6,914	7,250	TOTAL RESOURCES	7,250	7,250	7,250

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS					
REQUIREMENTS					
<u>MATERIALS AND SERVICES</u>					
582	942	1,000	8130	1,000	1,000
Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark.					
582	942	1,000	<u>TOTAL MATERIALS AND SERVICES</u>		1,000
582	942	1,000	TOTAL REQUIREMENTS		1,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
9,624	679	9,000	5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, Alien Abduction Dash, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	11,000	11,000	11,000
9,624	679	9,000	TOTAL CHARGES FOR SERVICES	11,000	11,000	11,000
9,624	679	9,000	TOTAL RESOURCES	11,000	11,000	11,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
6,734	5,780	7,500	8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, and other department-sponsored special events including Alien Abduction Dash.	6,000	6,000	6,000
6,734	5,780	7,500	TOTAL MATERIALS AND SERVICES	6,000	6,000	6,000
6,734	5,780	7,500	TOTAL REQUIREMENTS	6,000	6,000	6,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 644 - SUMMER STARS		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
CHARGES FOR SERVICES							
73,000	84,157	89,130	5350	Registration Fees Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children.	99,000	99,000	99,000
73,000	84,157	89,130	TOTAL CHARGES FOR SERVICES		99,000	99,000	99,000
MISCELLANEOUS							
0	0	0	6420-50	Donations - Parks & Recreation - STARS	0	0	0
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0	0	TOTAL MISCELLANEOUS		0	0	0
73,000	84,157	89,130	TOTAL RESOURCES		99,000	99,000	99,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 644 - SUMMER STARS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
0	18,578	19,050	7000-05 Salaries & Wages - Regular Full Time	0	0	0
28,322	38,286	39,578	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.19 FTE Site Director - 0.22 FTE Assistant Site Director - 0.35 FTE Recreation Leadership - 1.18 FTE	55,977	55,977	55,977
13	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,757	3,511	3,636	7300-05 Fringe Benefits - FICA - Social Security	3,471	3,471	3,471
411	821	849	7300-06 Fringe Benefits - FICA - Medicare	812	812	812
3,091	7,607	10,423	7300-15 Fringe Benefits - PERS - OPSRP - IAP	7,417	7,417	7,417
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	1,641	1,794	7300-20 Fringe Benefits - Medical Insurance	0	0	0
0	250	250	7300-22 Fringe Benefits - VEBA Plan	0	0	0
0	27	28	7300-25 Fringe Benefits - Life Insurance	0	0	0
0	101	104	7300-30 Fringe Benefits - Long Term Disability	0	0	0
1,059	1,326	2,107	7300-35 Fringe Benefits - Workers' Compensation Insurance	2,643	2,643	2,643
34	51	43	7300-37 Fringe Benefits - Workers' Benefit Fund	45	45	45
0	0	0	7300-40 Fringe Benefits - Unemployment	97	97	97
34,686	72,199	77,862	TOTAL PERSONNEL SERVICES	70,462	70,462	70,462
MATERIALS AND SERVICES						
0	0	0	7680 Materials & Supplies - Donations STARS Donations funded through revenue account 6420-50,	0	0	0
10,605	11,209	11,250	8130 Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	13,000	13,000	13,000
10,605	11,209	11,250	TOTAL MATERIALS AND SERVICES	13,000	13,000	13,000
45,291	83,409	89,112	TOTAL REQUIREMENTS	83,462	83,462	83,462



PARKS & RECREATION
Kids on the Block



Budget Highlights

- In alignment with the KOB-TAC and City Council discussions, this year many changes were made to KOB including:
 - Increased the number of days KOB is offered to align more closely with the School District calendar.
 - Opened the program to kindergartners
 - Quantified the scholarship program (distribution and amounts) in partnership with school principals
 - Provided scholarship and other information at the beginning of the year in both Spanish and English
 - Increased the fees pursuant to the 2018 assessment.
 - Began the conversation with the City of Lafayette for services at Wascher.
- KOB offers more than 400 program hours of activities and special enrichment experiences including STEM activities, music, creative writing, cooking, group problem-solving games, and service projects. The curricula also includes special enrichment visitors throughout the school year, including educators from OMSI, Oregon Zoo, Newport Aquarium, and other regional museums. KOB provides a safe, fun, enriching environment that focuses on developing kids who are happy, healthy, helpful, and kind.
- The KOB program went through a comprehensive assessment with OregonASK in 2018. A Parks and Recreation Department Advisory Committee (KOB-TAC) convened to make recommendations to the Parks and Recreation Director on the purpose and mission of KOB which were then brought to City Council in early 2019. The City Council has requested a joint meeting with the School Board to discuss this and other issues.
- In the past, we have thought of the KOB budget as being highly self-supporting. In 2016-17, the program was 92.4% self-supporting, requiring \$40,000 in general funds. However, this level of self-support is only possible with nearly \$200,000 in funds from donors via the Mayor's Ball. The Mayor's Ball proceeds have decreased over the past decade, and the event has not been offered since 2016. Current reserve funds from previous Mayor's Balls will last approximately 2 years longer with the 2019 individual donations contributing unanticipated revenue to KOB, Inc.
- The KOB program employs more than 60 part-time employees as Recreation Leaders and Site Directors.
- KOB staffing levels have increased overall to accommodate the additional program dates as recommended by the KOB-TAC to extend the KOB calendar to more closely align with the School District. Additional Site Director resources were added to accommodate transport time for supplies back and forth to each site, previously dealt with during the hours of the program leaving the sites without a Site Director, and slight changes to schedule part time staff in 15 minute increments rather than 5 minute increments to help make scheduling and shifts easier to track. In addition, the manager and assistant manager previously assigned to STARS for a portion of their time have been reassigned back to KOB. In total this adds up to almost 2.00 FTE that will be partially offset by the increase in fees and is also supported through the generous KOB Inc. funding.
- In alignment with the 2018 KOB Assessment, fees were increased from \$625/year to \$775/year for the 2019-20 school year and this budget reflects another increase to \$1,700/year.
- Next steps from the KOB-TAC and City Council include further discussion with the McMinnville School District to determine whether service providers might have a more sustainable funding model and if those would be a good fit for McMinnville.

Core Services

- Provide a safe, fun, affordable after-school enrichment and recreation program for K – 5th grade students attending school at Buel, Columbus, Grandhaven, Memorial, Newby, and Wascher.

Future Challenges and Opportunities

- One of the biggest challenges (and frustrations) for families who need child care for grade school kids is the lack of available after school child care services in McMinnville. KOB serves 300 kids and continues to have long waiting lists. There are not enough providers in town and the frustration from families is clear. Part of the discussion with the School District will hopefully address that shortfall in our community and how the community can address that.
- KOB continues to be a challenge to staff. The limited yet consistent hours (3/day) work great for some employees, and yet provides challenges for others. The City continues to see a turnover rate in these positions that makes operations a challenge. While there are more applicants for these positions now, likely due to the City's new software program Neo-gov, there is still turnover which results in more administrative time in hiring and training requirements.
- Long term sustainable funding continues to be a challenge and while the City is increasing fees to try and address this, there will continue to be challenges both for the operations and for families to afford the program.

Mac-Town 2032 Strategic Plan KOB Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. The KOB program will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind.

Engagement and Inclusion

- Grow City's employees, Boards, and Commissions to reflect our community
 - KOB will actively hire bilingual staff.
- Celebrate diversity of McMinnville
 - KOB engages with the Latinx community through Spanish speaking staff, and having promotional materials in Spanish. Through continued work through our master plan, staff intends to offer programs/events that highlight and welcome diverse populations.
 - KOB plans to reach out more consistently in different ways to participating families to evaluate barriers to participation and ways we can remove barriers to equity in the program.

Core Services

For a couple of years the City has been looking at KOB through this lens. Very few cities in Oregon provide after school programs in the manner that KOB operates, yet one of its strengths is the history and the unique partnerships this program has. For these reasons, having this discussion will be challenging. There is no doubt that City leaders believe quality after school programs are an essential part of livability and economic development in any community and that must be the message throughout the conversation. The conversation is not whether quality after school programs are essential but rather how and who provides it as we move through the conversation of core services.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	295,276	431,688	574,337	142,649
Personnel Services	248,101	365,993	507,978	141,985
Materials & Services	88,931	105,425	105,358	(67)
Capital Outlay	-	270	-	(270)
Total Expenditures	337,032	471,688	613,336	141,648
Net Expenditures	(41,756)	(40,000)	(38,999)	(1,001)

FTE Adopted Budget

9.49

Recreation Program Manager	0.25
Extra Help - Management Assistant	0.08
Site Director II	(1.74)
Site Director	2.32
Assistant Site Director	0.55
Recreation Leadership	0.54

FTE Proposed Budget

2.00

11.49



1989 Kids On The Block (KOB) After-School Program begins three days a week at three schools.

1990 KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program.

1990 First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.

1990 Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week.

1992 KOB expands to five days per week.

2000 10th Annual Mayor's Charity Ball raised ~\$72,000 for KOB.

2013 The 2013-2014 fiscal year marks the city's 25th anniversary of operating the KOB program.

2017 The Mayor's Ball, a primary source of funding for the KOB program, is discontinued. KOB Inc. has approximately 3 years of reserve funds to continue the program as it currently operates.

2018 The Parks & Recreation Department is conducting an in-depth program and financial sustainability assessment of Kids on the Block. Results of the study will inform the FY2020 budget and the future of the program after KOB Inc. reserve funds are exhausted.

2019 Findings and recommendations from the financial sustainability assessment were reported to City Council in March. A Parks & Recreation technical advisory group is set to meet to plan next steps.



Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
0	40,000	40,000	5020-17 McMinnville School Dist #40 - 21st Century Grant KOB will receive \$40k as a sub grantee from MSD #40's 21st CCLC grant. FY19 is Year 1 of 3. FY20 is Year 2 of 3.	40,000	40,000	40,000
0	40,000	40,000	TOTAL INTERGOVERNMENTAL	40,000	40,000	40,000
CHARGES FOR SERVICES						
188,123	158,568	229,400	5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees.	450,000	450,000	450,000
188,123	158,568	229,400	TOTAL CHARGES FOR SERVICES	450,000	450,000	450,000
MISCELLANEOUS						
0	0	0	6420 Donations - Parks & Recreation Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	0	0	0
0	0	0	6420-05 Donations - Parks & Recreation - Scholarships	0	0	0
98,287	33,844	133,588	6420-15 Donations - Parks & Recreation - KOB, Inc. - Elementary Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	55,737	55,737	55,737
15,295	19,674	24,000	6420-20 Donations - Parks & Recreation - KOB, Inc. - Enrichment Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	24,000	24,000	24,000
4,086	43,118	4,500	6420-25 Donations - Parks & Recreation - KOB, Inc. - Misc Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	4,500	4,500	4,500
349	73	200	6600 Other Income Missed Payment fees	100	100	100
118,016	96,708	162,288	TOTAL MISCELLANEOUS	84,337	84,337	84,337
306,140	295,276	431,688	TOTAL RESOURCES	574,337	574,337	574,337

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
-1,315	34	0	7000	Salaries & Wages	0	0	0
71,788	55,733	57,150	7000-05	Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	66,154	66,154	66,154
156,489	147,356	229,820	7000-15	Salaries & Wages - Temporary Extra Help - Management Assistant - 0.56 FTE Site Director - 2.32 FTE Assistant Site Director - 1.90 FTE Recreation Leadership - 5.71 FTE	303,125	303,125	303,125
10	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
-290	169	0	7300	Fringe Benefits	0	0	0
14,084	12,548	17,792	7300-05	Fringe Benefits - FICA - Social Security	22,896	22,896	22,896
3,294	2,935	4,162	7300-06	Fringe Benefits - FICA - Medicare	5,354	5,354	5,354
29,410	21,183	46,173	7300-15	Fringe Benefits - PERS - OPSRP - IAP	64,436	64,436	64,436
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
5,868	4,923	5,380	7300-20	Fringe Benefits - Medical Insurance	20,812	20,812	20,638
1,000	750	750	7300-22	Fringe Benefits - VEBA Plan	3,000	3,000	3,000
108	81	80	7300-25	Fringe Benefits - Life Insurance	108	108	108
391	304	310	7300-30	Fringe Benefits - Long Term Disability	364	364	364
3,150	1,909	3,587	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,616	4,616	4,616
215	175	238	7300-37	Fringe Benefits - Workers' Benefit Fund	265	265	265
96	0	501	7300-40	Fringe Benefits - Unemployment	16,798	16,798	16,798
5	0	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
284,302	248,101	365,993	TOTAL PERSONNEL SERVICES		507,978	507,978	507,804
MATERIALS AND SERVICES							
6,394	6,457	10,400	7500	Credit Card Fees	8,000	8,000	8,000
2,937	0	0	7520-15	Public Notices & Printing - Brochure	0	0	0
88	213	200	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
700	800	600	7610-05	Insurance - Liability	600	600	600
685	563	550	7620	Telecommunications	575	575	575

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
23	99	50	7660-05	Materials & Supplies - Office Supplies		50	50	50
0	0	0	7680	Materials & Supplies - Donations		0	0	0
315	40,253	500	7750	Professional Services		700	700	700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Audit fee allocation	1	700	700		
1,593	1,889	2,425	7840	M & S Computer Charges		2,793	2,793	2,793
			I.S. Fund materials & supplies costs shared city-wide					
1,200	1,435	1,200	7840-50	M & S Computer Charges - Kids on the Block		4,440	4,440	4,440
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Activenet annual maintenance	1	1,200	1,200		
			Office 365 licensing	1	240	240		
			Replacement workstations	2	1,500	3,000		
9,477	8,868	10,000	8130	Recreation Program Expenses		10,000	10,000	10,000
			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.					
15,295	19,674	24,000	8130-35	Recreation Program Expenses - Enrichment Programs		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.					
4,186	3,118	45,000	8130-40	Recreation Program Expenses - Miscellaneous		50,000	50,000	50,000
			Kids on the Block expenses for miscellaneous program costs and scholarships.					
9,046	5,564	10,500	8130-45	Recreation Program Expenses - Workstudy		5,000	5,000	5,000
			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 this joint program with Linfield College.					
51,937	88,931	105,425	TOTAL MATERIALS AND SERVICES			106,358	106,358	106,358
			CAPITAL OUTLAY					
0	0	270	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	270	TOTAL CAPITAL OUTLAY			0	0	0
336,240	337,032	471,688	TOTAL REQUIREMENTS			614,336	614,336	614,162



**PARKS & RECREATION
Recreational Sports**



Organization Set – Programs

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

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

Budget Highlights

McMinnville Parks and Recreation Youth and Adult Sports is committed to providing athletic opportunities, facilities, and activities to our community. The 2020-21 proposed budget reflects our best effort to offer varied and affordable programs for McMinnville residents. This year's budget maintains prior levels of service and staffing.

Core Services

Youth and Adult sports programs

- Youth leagues in soccer, basketball, softball, and baseball focused on player development, fun, and positive experiences
- Adult leagues in volleyball, basketball, and softball
- Youth development clinics with partners at McMinnville High School, Linfield University, and community volunteers
- Adult drop-in programs for basketball, volleyball, ultimate disc

Volunteer/employee training and supervision

- Recruit and train over 200 volunteer coaches for youth sports
- Recruit and train nearly 100 on-site supervisors and game officials (predominately high school and college students)

Intra- and inter-departmental planning and coordination

- Recreation Programming
- Facility maintenance – field preparation,

Scheduling and coordinating community facilities

- McMinnville High School and Linfield University use of Joe Dancer Park for cross country
- Parks and Recreation Youth Basketball use of McMinnville School District facilities.
- Coordinating and assisting independent community programs
 - Local youth sports clubs (JBO, MSC, rugby) use of City of McMinnville facilities for games and practices

Resource development; sponsorships and donations

- Cultivate relationships with local businesses to support youth sports programs as sponsors
- Coordinate fundraisers to support youth sports programs and general Parks and Recreation scholarship program.

Future Challenges and Opportunities

- Maximize public use of facilities while protecting facilities from over-use and damage. Continue working with Public Works to provide safe, well maintained sports fields.
- Recruiting and maintaining appropriate staffing levels required to offer successful programs. This includes administrative assistance, on-site supervisory staff, and on-field officials.
- With some increases in staffing, there is the opportunity to diversify, or expand current, recreation sports offerings (lacrosse, disc golf, rugby, pickleball, Ultimate disc, etc.). Futsal (small scale court soccer played on a tennis size court) is another area Parks and Recreation could explore, but would require new courts or repurposing unused, or underused, park facilities.
- Administer scholarship program for youth sports programs in conjunction with other Parks and Recreation programs.



Mac-Town 2032 Strategic Plan

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. Recreation Sports supports the strategic plan in the following ways:

- There are 3,500 registered participants in the 20 youth and adult sports programs offered annually. This translates to nearly 100,000 participant hours each year. (Strategic Plan- City Government Capacity, Civic Leadership, Engagement & Inclusion, Community Safety & Resiliency)
- Approximately 1,900 youth and adult recreation sports league games or matches are scheduled each year at City of McMinnville and McMinnville School District facilities. (Strategic Plan- Civic Leadership, City Government Capacity)
- Youth sports programs rely on volunteers for their success. Annually, there are over 200 volunteer head coaches and many more volunteers who support those coaches. (Strategic Plan- City Government Capacity, Civic Leadership)
- Each year, the youth sports program employs nearly 100 young adults as referees, umpires, field supervisors, and gym supervisors. Most of these officials are high school and college students, many of whom participated in McMinnville Parks and Recreation programs as elementary students. (Strategic Plan, City Government Capacity, Civic Leadership)



- About 120 youth and adult sport games/matches (field rentals) are also scheduled at Dancer Park for independent teams annually. (Strategic Plan- City Government Capacity)
- The community livability value of these programs and opportunities for both youth and adults remains significant. (Strategic Plan, Economic Prosperity and Community Safety and Resiliency)
- Welcoming players of all abilities and skill levels is one of the fundamental goals in the youth sports programs. To facilitate that goal, starting with the fall 2018 soccer season, we have partnered with Creating Opportunities to provide education, support, and resources to our volunteer youth coaches on working with players who have differing abilities and challenges (Creating Opportunities is a non-profit that offers free training, consultations, and encouragement to businesses interested in supporting children and youth with disabilities in living their lives to the fullest in the community). (Strategic Plan- Engagement & Inclusion)

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	207,000	213,050	208,550	(4,500)
Personnel Services	189,225	233,930	242,586	8,656
Materials & Services	85,765	94,795	96,733	1,938
Capital Outlay	-	270	-	(270)
Total Expenditures	274,990	328,995	339,319	10,324
Net Expenditures	(67,990)	(115,945)	(130,769)	14,824

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	4.14		
No change		-	
FTE Proposed Budget		-	4.14



Late fall youth soccer game at Joe Dancer Park, 2019.



- | | | | | | |
|------|---|------|---|------|---|
| 1968 | First Director of Parks and Recreation hired. Helps organize men's and women's softball programs. | 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. | 1990 | Dancer Park Phase II expands irrigation systems and completes new soccer field areas. |
| 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 girls' softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers. | 1985 | City hires first full-time Youth/Adult Sports Coordinator. | 1991 | At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball. |
| 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. | 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. | 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. |
| 1982 | Fall season Youth Soccer Program begins. | 1986 | Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee's. | 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.	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.	2017	Major renovation/repair project on the soccer fields at Joe Dancer Park was completed in June and July of 2017. After extremely wet winters in 2016 and 2017, and some deferred maintenance, the soccer fields were compacted and not draining as they should. Some fields were unplayable and had to be relocated to softball outfields. The renovation is working and all fields are playable for the 2018 spring soccer season. Youth soccer fees were raised \$4/player to help cover annual aeration and top-dressing of Joe Dancer Park soccer and baseball/softball fields.
2005	Major skate park renovation at Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4 th , 2005.	2015	The batting cages at Joe Dancer Park were renovated using only donations from local groups. Structural repairs and improvements increased the security and safety of the facility.		
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.				

2018 Public Works and Pacific Sports Turf completed an improvement project on baseball and softball fields at Joe Dancer Park that eliminated the buildup of infield material that had created lips that caused unpredictable bounces for participants. This project also included leveling and reseeding the infield of Field #6, which will help with player safety and reduced maintenance, and added soil amendments for other infields to help drainage and combat fungal growth caused by poor drainage.

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
1,600	2,490	3,000	5380-60 Facility Rentals - Field Rentals Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs.	2,500	2,500	2,500
1,600	2,490	3,000	TOTAL CHARGES FOR SERVICES	2,500	2,500	2,500
1,600	2,490	3,000	TOTAL RESOURCES	2,500	2,500	2,500

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

172	-1	0	7000 Salaries & Wages	0	0	0
75,143	77,754	79,707	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	81,102	81,102	81,102
6,950	9,136	22,975	7000-15 Salaries & Wages - Temporary Extra Help - Management Assistant - 0.40 FTE Program Assistant - 0.44 FTE	24,452	24,452	24,452
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
2	190	0	7300 Fringe Benefits	0	0	0
4,888	5,212	6,366	7300-05 Fringe Benefits - FICA - Social Security	6,544	6,544	6,544
1,143	1,219	1,489	7300-06 Fringe Benefits - FICA - Medicare	1,531	1,531	1,531
23,719	23,564	32,327	7300-15 Fringe Benefits - PERS - OPSRP - IAP	32,996	32,996	32,996
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
12,202	13,660	14,938	7300-20 Fringe Benefits - Medical Insurance	15,064	15,064	14,958
2,000	2,000	2,000	7300-22 Fringe Benefits - VEBA Plan	2,000	2,000	2,000
108	108	108	7300-25 Fringe Benefits - Life Insurance	108	108	108
391	405	414	7300-30 Fringe Benefits - Long Term Disability	422	422	422
2,923	2,267	1,171	7300-35 Fringe Benefits - Workers' Compensation Insurance	1,203	1,203	1,203
33	33	46	7300-37 Fringe Benefits - Workers' Benefit Fund	42	42	42
111	43	301	7300-40 Fringe Benefits - Unemployment	206	206	206
2,757	3,262	3,400	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,401	3,401	3,401
132,542	138,850	165,242	TOTAL PERSONNEL SERVICES	169,071	169,071	168,965

MATERIALS AND SERVICES

3,976	3,868	5,200	7500 Credit Card Fees	5,200	5,200	5,200
2,937	0	0	7520-15 Public Notices & Printing - Brochure	0	0	0
88	225	200	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
0	134	300	7550 Travel & Education Professional memberships and miscellaneous workshops.	300	300	300
191	549	300	7590 Fuel - Vehicle & Equipment	300	300	300
1,000	1,100	1,100	7610-05 Insurance - Liability	1,200	1,200	1,200

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
200	200	200	7610-10	Insurance - Property		200	200	200
1,706	1,950	1,800	7620	Telecommunications		1,800	1,800	1,800
15	29	20	7660-05	Materials & Supplies - Office Supplies		50	50	50
270	452	450	7750	Professional Services		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	500	500	
0	0	0	7800	M & S Equipment		0	0	0
1,593	1,889	2,425	7840	M & S Computer Charges		2,793	2,793	2,793
				I.S. Fund materials & supplies costs shared city-wide				
1,489	2,358	1,200	7840-55	M & S Computer Charges - Recreational Sports		3,640	3,640	3,640
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Surface - new	1	2,200	2,200	
				Activenet annual maintenance	1	1,200	1,200	
				Office 365 licensing	1	240	240	
0	0	0	8130-15	Recreation Program Expenses - Concessions		0	0	0
13,465	12,754	13,195	<u>TOTAL MATERIALS AND SERVICES</u>			16,183	16,183	16,183
			<u>CAPITAL OUTLAY</u>					
0	0	270	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	270	<u>TOTAL CAPITAL OUTLAY</u>			0	0	0
146,007	151,604	178,707	<u>TOTAL REQUIREMENTS</u>			185,254	185,254	185,148

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
10,408	18,489	17,000	5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	17,000	17,000	17,000
10,408	18,489	17,000	TOTAL CHARGES FOR SERVICES	17,000	17,000	17,000
10,408	18,489	17,000	TOTAL RESOURCES	17,000	17,000	17,000

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
3,602	4,610	4,999	7000-15	Salaries & Wages - Temporary Program Assistant - 0.20 FTE	5,399	5,399	5,399
223	286	310	7300-05	Fringe Benefits - FICA - Social Security	334	334	334
52	67	72	7300-06	Fringe Benefits - FICA - Medicare	78	78	78
22	207	671	7300-15	Fringe Benefits - PERS - OPSRP - IAP	716	716	716
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	57	7300-35	Fringe Benefits - Workers' Compensation Insurance	61	61	61
5	5	5	7300-37	Fringe Benefits - Workers' Benefit Fund	5	5	5
3,904	5,175	6,114	TOTAL PERSONNEL SERVICES		6,593	6,593	6,593
MATERIALS AND SERVICES							
8,456	9,897	12,000	8130	Recreation Program Expenses Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program.	12,000	12,000	12,000
8,456	9,897	12,000	TOTAL MATERIALS AND SERVICES		12,000	12,000	12,000
12,360	15,073	18,114	TOTAL REQUIREMENTS		18,593	18,593	18,593

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
96,819	88,520	98,000	5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. \$7000 goes to needed soccer field maintenance improvements (matched by park maintenance).	94,000	94,000	94,000
0	158	300	5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City.	300	300	300
96,819	88,678	98,300	TOTAL CHARGES FOR SERVICES	94,300	94,300	94,300
96,819	88,678	98,300	TOTAL RESOURCES	94,300	94,300	94,300

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
18,762	18,083	22,298	7000-15	Salaries & Wages - Temporary Program Assistant - 0.24 FTE Recreation Program Labor - 0.70 FTE Increase reflects minimum wage increases.	23,867	23,867	23,867
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
1,163	1,121	1,383	7300-05	Fringe Benefits - FICA - Social Security	1,480	1,480	1,480
272	262	323	7300-06	Fringe Benefits - FICA - Medicare	346	346	346
306	252	2,992	7300-15	Fringe Benefits - PERS - OPSRP - IAP	3,162	3,162	3,162
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	838	7300-35	Fringe Benefits - Workers' Compensation Insurance	897	897	897
26	22	23	7300-37	Fringe Benefits - Workers' Benefit Fund	21	21	21
20,530	19,741	27,857	TOTAL PERSONNEL SERVICES		29,773	29,773	29,773
MATERIALS AND SERVICES							
29,117	28,244	31,000	8130	Recreation Program Expenses Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7000 to cover additional field maintenance.	30,000	30,000	30,000
29,117	28,244	31,000	TOTAL MATERIALS AND SERVICES		30,000	30,000	30,000
49,647	47,984	58,857	TOTAL REQUIREMENTS		59,773	59,773	59,773

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
17,747	17,547	20,000	5350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball.	20,000	20,000	20,000
17,747	17,547	20,000	TOTAL CHARGES FOR SERVICES	20,000	20,000	20,000
17,747	17,547	20,000	TOTAL RESOURCES	20,000	20,000	20,000

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
7,996	7,188	10,402	7000-15	Salaries & Wages - Temporary Program Assistant - 0.17 FTE Recreation Program Labor - 0.26 FTE	11,149	11,149	11,149
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
496	446	644	7300-05	Fringe Benefits - FICA - Social Security	691	691	691
116	104	151	7300-06	Fringe Benefits - FICA - Medicare	161	161	161
253	511	1,395	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,477	1,477	1,477
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	341	7300-35	Fringe Benefits - Workers' Compensation Insurance	365	365	365
11	9	11	7300-37	Fringe Benefits - Workers' Benefit Fund	10	10	10
8,871	8,257	12,944	TOTAL PERSONNEL SERVICES		13,853	13,853	13,853
MATERIALS AND SERVICES							
2,414	2,356	3,650	8130	Recreation Program Expenses T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program.	3,000	3,000	3,000
2,414	2,356	3,650	TOTAL MATERIALS AND SERVICES		3,000	3,000	3,000
11,285	10,613	16,594	TOTAL REQUIREMENTS		16,853	16,853	16,853

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
51,822	56,914	55,000	5350 Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs.	55,000	55,000	55,000
150	575	500	5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City.	500	500	500
51,972	57,489	55,500	TOTAL CHARGES FOR SERVICES	55,500	55,500	55,500
<u>MISCELLANEOUS</u>						
15,140	15,577	15,500	6420-35 Donations - Parks & Recreation - Base/Softball Sponsorships Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8.	15,500	15,500	15,500
5,938	6,149	3,000	6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser.	3,000	3,000	3,000
21,078	21,727	18,500	TOTAL MISCELLANEOUS	18,500	18,500	18,500
73,050	79,216	74,000	TOTAL RESOURCES	74,000	74,000	74,000

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
12,193	15,356	17,453	7000-15 Salaries & Wages - Temporary Program Assistant - 0.29 FTE Recreation Program Labor - 0.43 FTE	18,703	18,703	18,703
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
756	952	1,082	7300-05 Fringe Benefits - FICA - Social Security	1,160	1,160	1,160
177	223	253	7300-06 Fringe Benefits - FICA - Medicare	272	272	272
364	653	2,341	7300-15 Fringe Benefits - PERS - OPSRP - IAP	2,477	2,477	2,477
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	564	7300-35 Fringe Benefits - Workers' Compensation Insurance	607	607	607
17	18	18	7300-37 Fringe Benefits - Workers' Benefit Fund	16	16	16
13,506	17,202	21,711	TOTAL PERSONNEL SERVICES	23,235	23,235	23,235
MATERIALS AND SERVICES						
15,140	15,577	15,500	7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships.	15,500	15,500	15,500
15,676	16,937	19,400	8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years.	20,000	20,000	20,000
30,816	32,514	34,900	TOTAL MATERIALS AND SERVICES	35,500	35,500	35,500
44,322	49,716	56,611	TOTAL REQUIREMENTS	58,735	58,735	58,735

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
709	580	750	5350 Registration Fees Recreational Sports registration fees for several summer skill development youth sports camps and classes.	750	750	750
709	580	750	TOTAL CHARGES FOR SERVICES	750	750	750
709	580	750	TOTAL RESOURCES	750	750	750

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
0	0	49	7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.01 FTE	49	49	49
0	0	3	7300-05 Fringe Benefits - FICA - Social Security	3	3	3
0	0	1	7300-06 Fringe Benefits - FICA - Medicare	1	1	1
0	0	7	7300-15 Fringe Benefits - PERS - OPSRP - IAP	6	6	6
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	2	7300-35 Fringe Benefits - Workers' Compensation Insurance	2	2	2
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	62	<u>TOTAL PERSONNEL SERVICES</u>	61	61	61
<u>MATERIALS AND SERVICES</u>						
0	0	50	8130 Recreation Program Expenses Incidental equipment or supplies to support youth sports camps and classes as needed.	50	50	50
0	0	50	<u>TOTAL MATERIALS AND SERVICES</u>	50	50	50
0	0	112	<u>TOTAL REQUIREMENTS</u>	111	111	111



**PARKS & RECREATION
Senior Center**



Organization Set – Programs

- **Administration**
- **Classes and Programs**
- **Special Events**
- **Day Tours**
- **Overnight Tours**
- **Wortman Park Café**

Organization Set #

01-17-099-501
01-17-099-635
01-17-099-641
01-17-099-665
01-17-099-668
01-17-099-670



Budget Highlights

The Senior Center strives to serve all older adults through a variety of efforts related to support services, nutrition, and socialization, mental and physical health. The Senior Center will celebrate 25 years in October 2020. Operations and services have changed markedly during this time. Over the past couple of years the nutrition program has seen significant retooling, registration for programs has evolved to an online platform, and program initiatives are ever evolving to better serve the older adult population. Senior Center staff is always working to find creative solutions to addressing barriers faced by those in our community and ensure all feel welcome, appreciated, supported and honored.

Core Services

Administration

- Facility rentals
- Donations
- Wortman Park Art Gallery
- Monthly newsletter
- Budget, accounts payable, payroll, accounts receivable
- Facility maintenance and repairs
- Volunteer coordination

Classes & Programs

- Special interest, fitness, computer, wellness and enrichment
- Social engagement
- Personal support and services

Day Tours

- Monthly day trips to regional attractions, events and destinations

Wortman Park Café

- Twice weekly café serving full salad bar, fresh baked bread, cookie and hot soup during a two hour period for \$5

Future Challenges and Opportunities

Maximizing facility use through continued program focus that serves public interests and generates revenues to support growing operational expenses.

Continue to assess program effectiveness while also addressing changing adult interests and needs within McMinnville in conjunction with older adult population growth.



9,050 guests participated in 1,880 hours of scheduled classes and programs.

Mac-Town 2032 Strategic Plan

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for approximately the next 10-12 years. The Senior Center supports this plan by ensuring decisions we make are done so with strategic priorities in mind.

City Government Capacity

- Develop and foster local and regional partnerships
 - The Senior Center continues to work closely with the Friends of the McMinnville Senior Center to address funding constraints, facility repairs and maintenance, and addressing the needs of our community

- Invest in the City's workforce
 - Special training segments have been added to monthly Senior Center staff meetings that provide opportunities for professional growth and increased aptitude for job proficiency

Engagement & Inclusion

- Actively protect people from discrimination and harassment
 - Staff training sessions dedicated to implicit bias and awareness; diversity, equity and inclusion.
 - Establishing a reporting mechanism of witnessed negative interactions among patrons
- Improve access by identifying and removing barriers to participation
 - Team strategizing and problem solving the challenges faced at the Senior Center to aide in the delivery of services



Over 44 volunteers contributed 4,049 hours of time working the front desk, teaching classes and running social groups.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	164,187	137,076	125,600	(11,476)
Personnel Services	199,138	224,774	246,780	22,006
Materials & Services	227,807	178,869	155,909	(22,960)
Capital Outlay	-	405	23,000	22,595
Total Expenditures	426,945	404,048	425,689	21,641
Net Expenditures	(262,758)	(266,972)	(300,089)	33,117

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	2.83		
Program Assistant		0.06	
Extra Help - Senior Center		0.38	
Classes & Programs Labor		(0.01)	
Extra Help - Senior Center Day Tours		(0.01)	
FTE Proposed Budget		0.42	3.25



Wortman Park Café served 6,892 guests in 97 days and celebrated its 4th year in operation.



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.



8,875 participants in special interest recreation classes

1995 In October, new McMinnville Senior Center opens with great fanfare. Seniors move from the Community Center to the new facility. The Mid-Willamette Valley Senior Services Agency also moves their meal site to the Senior Center and provides meals five days a week including Meals On Wheels to home bound seniors.

1995 From 1995 – 2005, Senior Programs continue to expand at the Senior Center. Senior Citizens, Inc. proves to be an outstanding partner in supporting the Senior Center by providing continued cash donations and thousands of volunteer hours annually to support operations.

2005 10th anniversary of Senior Center was held in October 2005. Senior Programs continue as do general facility rentals for receptions and community events at the Senior Center.

2006 Quilt Relief Project continues at the Senior Center. This group of hard working quilters uses donations of fabrics received from community members and makes quilts and lap blankets and in turn donates them to community agencies such as Habitat for Humanity, Juliette's House, and the Yamhill County Health Start program.

2016 The "Wortman Park Café" began operating the Tuesday and Thursday lunch program. The Café offers a fresh salad bar, fresh baked bread, soup and fresh baked cookies. There were 5,816 visits in 2016. The new collaborative with the Northwest Senior and Disabled Services replaced the long standing daily meals program on these days. Home delivered meals continue to operate Monday through Thursday.

2018 Senior Center gets a new roof thanks in large part to a generous donation of \$10,000+ from the Friends of the McMinnville Senior Center (FMSC) as well as various other estate gifts and personal donations.

2019 Northwest Senior & Disability Services moves to a new location after nearly 24 years.



Grape Stompers clogging group continues to spread cheer throughout the community with their energetic and fun demos



Guests enjoy a delicious lunch at the Wortman Park Café

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
10,886	11,609	13,500	5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals.	13,000	13,000	13,000
785	303	400	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	0	0	0
5,891	5,102	5,500	5380-40 Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	5,000	5,000	5,000
8,865	8,594	10,500	5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals.	8,500	8,500	8,500
4,400	3,600	0	5380-50 Facility Rentals - Meal Site Northwest Senior & Disabled Services moved to a new location March 28, 2019	0	0	0
33,472	0	0	5410-05 Sales - Wortman Park Cafe Moved Wortman Park Café accounts to new program 01-17-099-670	0	0	0
950	730	650	5420 Newsletter Senior Program subscription fees for monthly senior newsletter.	300	300	300
65,250	29,938	30,550	<u>TOTAL CHARGES FOR SERVICES</u>	26,800	26,800	26,800
<u>MISCELLANEOUS</u>						
2,923	2,162	9,000	6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities.	5,000	5,000	5,000
1,226	5,876	5,876	6420-46 Donations - Parks & Recreation - SC-Fry Family Irrevocable Trust Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.	0	0	0
0	37,729	0	6420-60 Donations - Parks & Recreation - Building Improvements Donations received to fund various building improvements such as a roof replacement in August 2018	0	0	0
1,535	982	750	6600 Other Income Senior Center equipment rental fees and other incidental revenues.	300	300	300
1,632	1,780	1,800	6600-35 Other Income - Wortman Gallery Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	2,000	2,000	2,000
7,315	48,530	17,426	<u>TOTAL MISCELLANEOUS</u>	7,300	7,300	7,300
72,565	78,468	47,976	<u>TOTAL RESOURCES</u>	34,100	34,100	34,100

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

276	579	0	7000 Salaries & Wages	0	0	0
88,068	111,620	119,263	7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Coordinator II - 0.80 FTE	123,424	123,424	123,424
16,533	0	0	7000-10 Salaries & Wages - Regular Part Time	0	0	0
15,257	17,352	19,400	7000-15 Salaries & Wages - Temporary Extra Help - Senior Center - 1.20 FTE	30,000	30,000	30,000
0	998	0	7000-20 Salaries & Wages - Overtime	0	0	0
1,688	1,200	1,200	7000-37 Salaries & Wages - Medical Opt Out Incentive	1,200	1,200	1,200
373	337	0	7300 Fringe Benefits	0	0	0
7,455	7,965	8,671	7300-05 Fringe Benefits - FICA - Social Security	9,587	9,587	9,587
1,744	1,863	2,028	7300-06 Fringe Benefits - FICA - Medicare	2,242	2,242	2,242
33,440	33,596	42,810	7300-15 Fringe Benefits - PERS - OPSRP - IAP	45,439	45,439	45,439
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
6,830	15,110	16,508	7300-20 Fringe Benefits - Medical Insurance	16,650	16,650	16,512
2,200	2,400	2,400	7300-22 Fringe Benefits - VEBA Plan	2,400	2,400	2,400
206	194	194	7300-25 Fringe Benefits - Life Insurance	194	194	194
587	608	636	7300-30 Fringe Benefits - Long Term Disability	660	660	660
3,055	2,302	3,452	7300-35 Fringe Benefits - Workers' Compensation Insurance	3,820	3,820	3,820
67	65	66	7300-37 Fringe Benefits - Workers' Benefit Fund	68	68	68
0	0	100	7300-40 Fringe Benefits - Unemployment	97	97	97
779	870	1,001	7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance	999	999	999
178,559	197,059	217,729	TOTAL PERSONNEL SERVICES	236,780	236,780	236,642

MATERIALS AND SERVICES

1,422	942	1,000	7500 Credit Card Fees	1,800	1,800	1,800
2,937	0	0	7520-15 Public Notices & Printing - Brochure	0	0	0
158	415	200	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,052	1,328	2,000	7550	Travel & Education		1,000	1,000	1,000
				Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.				
8,362	10,145	11,000	7600	Electric & Natural Gas		12,000	12,000	12,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Water & Light	1	8,500	8,500	
				NW Natural	1	3,500	3,500	
1,700	2,500	1,900	7610-05	Insurance - Liability		2,000	2,000	2,000
3,100	2,700	2,900	7610-10	Insurance - Property		3,400	3,400	3,400
4,825	4,877	4,700	7620	Telecommunications		6,100	6,100	6,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Online NW	1	1,150	1,150	
				Frontier 503-472-7005	1	525	525	
				Frontier 503-435-0507	1	675	675	
				Telecom	1	3,750	3,750	
10,938	19,752	14,000	7650-10	Janitorial - Services		20,500	20,500	20,500
110	1,767	700	7650-15	Janitorial - Supplies		2,200	2,200	2,200
1,979	1,904	2,200	7660	Materials & Supplies		1,700	1,700	1,700
28,482	0	0	7660-37	Materials & Supplies - Wortman Park Cafe		0	0	0
				Moved Wortman Park Cafe accounts to new program 01-17-099-670				
1,861	342	1,000	7680	Materials & Supplies - Donations		1,000	1,000	1,000
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
17,447	48,956	35,555	7720	Repairs & Maintenance		18,000	18,000	18,000
				Routine maintenance & repairs				
1,226	45,425	12,876	7720-24	Repairs & Maintenance - Donations - Seniors		2,000	2,000	2,000
				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.				
225	425	500	7750	Professional Services		600	600	600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	600	600	
9,756	12,005	11,000	7790	Maintenance & Rental Contracts		8,500	8,500	8,500
0	89	1,000	7800	M & S Equipment		500	500	500
1,062	0	1,000	7810	M & S Equipment - Donations		2,000	2,000	2,000
				Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
2,389	2,833	3,638	7840	M & S Computer Charges		4,189	4,189	4,189

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,200	1,613	6,600	I.S. Fund materials & supplies costs shared city-wide					
		7840-60	M & S Computer Charges - Senior Center			3,420	3,420	3,420
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	3	240	720		
			Activenet annual maintenance	1	1,200	1,200		
			Replacement workstation	1	1,500	1,500		
256	331	500	8130-05 Recreation Program Expenses - Newsletter			200	200	200
			Production and mailing senior newsletter, a monthly publication mailed to approx. 100 seniors; expenses recovered through subscription fees in revenue account 5420, Newsletter.					
1,653	1,182	1,000	8135 Wortman Gallery Expenses			2,000	2,000	2,000
			Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.					
103,138	159,531	115,269	<u>TOTAL MATERIALS AND SERVICES</u>			93,409	93,409	93,409
<u>CAPITAL OUTLAY</u>								
0	0	405	8750 Capital Outlay Computer Charges			0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	0	8800 Building Improvements			23,000	23,000	23,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Sprinkler head replacements	1	23,000	23,000		
0	0	405	<u>TOTAL CAPITAL OUTLAY</u>			23,000	23,000	23,000
281,697	356,591	333,403	<u>TOTAL REQUIREMENTS</u>			353,189	353,189	353,051

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01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
39,438	37,489	37,000	5350 Registration Fees Senior Center fees for recreational and special interest classes and programs.	42,000	42,000	42,000
39,438	37,489	37,000	TOTAL CHARGES FOR SERVICES	42,000	42,000	42,000
39,438	37,489	37,000	TOTAL RESOURCES	42,000	42,000	42,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
<u>PERSONNEL SERVICES</u>							
0	0	100	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	6	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	13	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	2	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	122	<u>TOTAL PERSONNEL SERVICES</u>		0	0	0
<u>MATERIALS AND SERVICES</u>							
22,251	20,251	20,000	8130	Recreation Program Expenses Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	20,000	20,000	20,000
22,251	20,251	20,000	<u>TOTAL MATERIALS AND SERVICES</u>		20,000	20,000	20,000
22,251	20,251	20,122	<u>TOTAL REQUIREMENTS</u>		20,000	20,000	20,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
500	0	1,000	5350 Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	1,000	1,000	1,000
500	0	1,000	TOTAL CHARGES FOR SERVICES	1,000	1,000	1,000
500	0	1,000	TOTAL RESOURCES	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
126	0	500	8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs.	500	500	500
126	0	500	<u>TOTAL MATERIALS AND SERVICES</u>	500	500	500
126	0	500	TOTAL REQUIREMENTS	500	500	500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
10,114	10,680	12,000	5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees	13,500	13,500	13,500
10,114	10,680	12,000	TOTAL CHARGES FOR SERVICES	13,500	13,500	13,500
10,114	10,680	12,000	TOTAL RESOURCES	13,500	13,500	13,500

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
<u>PERSONNEL SERVICES</u>							
0	0	100	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	6	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	13	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	2	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	122	<u>TOTAL PERSONNEL SERVICES</u>		0	0	0
<u>MATERIALS AND SERVICES</u>							
10,945	13,157	11,000	8130	Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	12,000	12,000	12,000
10,945	13,157	11,000	<u>TOTAL MATERIALS AND SERVICES</u>		12,000	12,000	12,000
10,945	13,157	11,122	<u>TOTAL REQUIREMENTS</u>		12,000	12,000	12,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 668 - OVERNIGHT TOURS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
1,574	183	100	5350 Registration Fees Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning	0	0	0
1,574	183	100	TOTAL CHARGES FOR SERVICES	0	0	0
1,574	183	100	TOTAL RESOURCES	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 668 - OVERNIGHT TOURS	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
248	0	100	8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions.	0	0	0
248	0	100	TOTAL MATERIALS AND SERVICES	0	0	0
248	0	100	TOTAL REQUIREMENTS	0	0	0

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
CHARGES FOR SERVICES						
0	37,367	39,000	5410-05 Sales - Wortman Park Cafe Revenues from the popular "Wortman Park Café", the Tues./Thurs. fresh salad, soup, bread and dessert lunch at the Senior Center. The Café averages 70 daily attendees.	35,000	35,000	35,000
0	37,367	39,000	TOTAL CHARGES FOR SERVICES	35,000	35,000	35,000
0	37,367	39,000	TOTAL RESOURCES	35,000	35,000	35,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS							
PERSONNEL SERVICES							
0	1,896	5,500	7000-15	Salaries & Wages - Temporary Program Assistant - 0.25 FTE	8,100	8,100	8,100
				Due to Northwest Senior & Disability Services no longer staffing the kitchen side of the program.			
0	118	341	7300-05	Fringe Benefits - FICA - Social Security	502	502	502
0	28	80	7300-06	Fringe Benefits - FICA - Medicare	117	117	117
0	0	738	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,073	1,073	1,073
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	35	137	7300-35	Fringe Benefits - Workers' Compensation Insurance	202	202	202
0	2	5	7300-37	Fringe Benefits - Workers' Benefit Fund	6	6	6
0	2,079	6,801	TOTAL PERSONNEL SERVICES		10,000	10,000	10,000
MATERIALS AND SERVICES							
0	34,868	32,000	7660-37	Materials & Supplies - Wortman Park Cafe Food and supply associated with operating the Wortman Park Café	30,000	30,000	30,000
0	34,868	32,000	TOTAL MATERIALS AND SERVICES		30,000	30,000	30,000
0	36,947	38,801	TOTAL REQUIREMENTS		40,000	40,000	40,000



PARK MAINTENANCE





Budget Highlights

- The coronavirus (COVID-19) outbreak has significantly increased the uncertainty of the City's revenue projections for the General Fund. Given the uncertainty of the impacts on the revenue stream, staff will be carefully monitoring revenues and will be making adjustments to Park Maintenance spending as the situation requires. Thus some of the highlights discussed below will be revenue dependent; i.e. if revenues are down then some of these expenditures will be reduced or not implemented. This approach is consistent with the Government Capacity priority in the City's Strategic Plan, with a focus on strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.
- COVID-19 has impacted staffing levels this spring. Staggered shifts and placing seasonal staff hires on hold are both COVID related staffing strategies to improve safety, but they result in temporarily reduced staffing levels. These strategies are tied to the Community Safety & Resiliency priority to proactively plan for responsibly maintain a safe and resilient community. However this has impacted the Division's efforts towards restoring park maintenance service levels. As revenue impacts are evaluated, every effort will be made to make changes that have the least impact on those efforts. However, there is no excess capacity in the Park Maintenance budget, so reductions in operating line items may result in service level impacts. The Division will be taking on the new Jay Pearson Park full time, as well as a planned extension of the BPA Pedestrian pathway. It will be difficult to continue to move down the path of restoring our service levels and taking on new facilities should operational expenditures need to be adjusted due to revenue concerns.
- Highlights of the 2020-21 budget include resources to help address increasing maintenance demands related to aging facilities and negative behaviors as well as backlogged maintenance items.
- The 2020-21 proposal includes capital funding for the first phase of a project to renovate the Discovery Meadows play area. This work includes replacing several play elements and replacing the poured in place fall attenuation material. Opened in 2005, Discovery Meadows is one the larger playgrounds in the park system and is heavily used. This project will be held until a mid-year budget review verifies adequate revenues to fund it. The project ties to the Strategic Plan value of Stewardship, and our responsibility to be caretakers of our public assets.
- The 2020-21 budget request also includes capital funds to replace a 2006 zero turn mower and a 1991 light utility pickup truck. It also includes funds to replace restroom partitions in City Park, as well as funds to update and standardize park rule signage throughout the system. These expenditures will be held until a mid-year budget review verifies adequate revenues to fund them.
- Staff will continue to partner with key volunteer and inmate work groups. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community." 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), dog park maintenance projects (Duniway Middle School) and riparian area vegetation management (Greater Yamhill Watershed Council). Materials, staff support, and supervisory oversight for these projects are typically provided by the City in cooperative efforts with these groups.
- Some maintenance needs will continue to be addressed through the use of independent contractors. This work can require 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 overall budget, and about 27% of the Materials and Services budget.

- A key component in McMinnville's livability lies in the City's ability to develop and maintain quality open spaces throughout the community. This concept aligns with the vision statement in Mactown 2032 for "a collaborative and caring city inspiring an exceptional quality of life". These spaces are diverse; from formal landscapes to undeveloped natural areas. Each meets the needs of our residents in its own fashion. In order to continue the invitation to our residents to come and enjoy the benefits of these spaces, quality maintenance is essential. Fiscal constraints, new facilities and competing priorities have resulted in reduced maintenance resources in recent years; thus that invitation has not been as attractive as it might be. The 2020-21 budget continues to be reflective of the City's efforts towards continuing to address service levels, maintenance backlogs and equipment needs.

Core Services

The Division' core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's park asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on core services. This work is accomplished in parks, public facilities, landscaped City owned parking lots, and beautification areas, with a total of 41 sites comprising over 278 acres. The primary objective of this mission is to provide quality maintenance services that protect user safety as well as the City's assets. The overarching goal is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

Park Services

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year round. As resources allow this core service will continue to be modified to allow for increased staff visits ("rounds") to various facilities.

Turf/Landscape Maintenance

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. As resources allow this core service will continue to be modified to add back irrigation and mowing services to various facilities where turf has been allowed to go brown as part of previous service level changes.
- 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 was eliminated at some facilities, and cycles extended as a result of service changes in 2013-14. Staff has begun to re-implement this program system wide, and will continue as resources allow.
- Annual flowers are typically planted in the spring at various City facilities.
- 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.
- Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park Maintenance staff has been tasked with landscape and irrigation maintenance for downtown parking facilities.

Sports Turf Maintenance

- This work is primarily performed in Dancer Park in support of City recreation programs. This internal partnership is again reflective of the Strategic Plan mission to deliver high quality services in collaboration with partners for a prosperous, safe and livable community. Sports turf is irrigated, fertilized, over-seeded,

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 stand, improves user safety and supports the City's recreational sports programs.

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.

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 will be modified to allow for increased tree replacements as resources allow. Storm damaged trees will be replaced as necessary. This core service is a contributing element in the City's requirement to provide \$2 per capita of tree related expenditures to achieve “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 as resources allow, 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.

Community Event/Volunteer support

- Prepare facilities for special community events.



Andy McCune (11 years) at Columbus Elementary touch-a-truck event

Emergency Response

- Park Maintenance staff members are a key element in the City's response to various incidents, and work alongside Street Maintenance and Conveyance System field staff in this role. This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to “provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works”. Activities include responding to vehicle accidents 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.



Kristine Reed, right, Parks Maintenance (17 years), clearing storm drains.

Future Challenges and Opportunities

Maintenance planning

- As with any asset, as the park system ages, maintenance demands and related costs continue to increase. The park system has grown since 2005 with West Hills, Kiwanis improvements, Chegwyn Farms, Riverside Dog Park, BPA linear park extensions, and Jay Pearson Park all being added in that time period. As noted earlier, a BPA extension north of Baker Creek Road is planned for 2020-21. In 2013-14, service level changes included closing restrooms, reducing park service visits, reducing mowing costs by allowing neighborhood parks to go brown, reducing athletic turf maintenance at Dancer Park, reducing annual flower plantings, reducing tree replacements, reducing maintenance cycles on various building and play equipment structures, and continued deferred maintenance in the system overall. Over the intervening years these changes have resulted in a lower quality of aesthetics than the typical McMinnville standard, and have had other impacts. A simple example would be that when various unused irrigation systems are put back on line, there will be costs related to restoring those moth-balled systems. The current budget request includes funding to continue to restore some of these reduced service levels, but as noted above COVID-19 related revenue impacts may interrupt these efforts in the short term.

- The 2020-21 budget proposal continues to attempt to provide resources that improve the Division's capacity to begin to address backlogged maintenance items, but it does not close this gap. Examples of backlogged items include replacing aging elements in the water feature, restoring shrub/plant beds system wide, monument sign maintenance, pavement maintenance (parking lots, paths), replacing picnic tables, replacing restroom partitions, changing stations and fixtures, sports turf maintenance projects, and irrigation repairs system wide.
- The 2020-21 budget continues a staffing model that features Utility Worker I positions for parks services and similar tasks, freeing up Utility Worker II staff for higher level functions. However it is important to note that there remains a gap in the City's capacity to maintain existing park assets. Thus without additional resources there is no latent maintenance capacity within this work group to take on additional new facilities, and as they are added there is a negative impact on the Division's capacity to maintain existing assets.
- Staff will continue the use of a computerized maintenance management system (CMMS) 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. As a note, funds have been allocated in the budget proposal to begin upgrading the City's CMMS software.

Capital Planning

- As the park system overall continues to age, planning for and funding capital improvements continues to be a critical element of the City's asset management strategy relative to parks. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment all will continue to age, and will eventually need to be replaced or removed. Adding new facilities or elements to the system only increases this need. At this time, there is not a comprehensive funding strategy or available resources to address capital replacement needs within the park system. The needs range from replacing aging play structures such as the Recreation Station in upper City Park to

replacing a 50+ year old shelter in Wortman Park. Vehicle and equipment needs include addressing aging mowing equipment as well as an aging fleet. Overall, the challenge will continue to be to identify those capital needs, develop fundable replacement strategies, and begin to plan for those replacements in a manner that fits the City's resources and priorities.

Continue to develop strategies to provide acceptable maintenance levels

- o Continue to 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.
- o 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.

Develop and implement water conservation strategies

- o 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

- o Evaluate and address ADA issues within the park system; identify opportunities to remedy problems as projects are scoped and developed.
- o Ensure that new facilities meet ADA requirements



Guy Smith, Parks Maintenance (16 years), mowing at Chegwyn Farms Park.

242	Acres of developed parks
178	Benches
9	Group picnic areas
131	Acres of mowed grass
112	Picnic Tables
168	Trash cans
28	Drinking fountains
14	Play structures
41	Pet waste station
6	Restroom facilities
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)

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	11,403	11,300	5,300	(6,000)
Personnel Services	829,383	1,007,932	1,021,212	13,280
Materials & Services	314,412	381,870	380,346	(1,524)
Capital Outlay	74,091	5,540	5,000	(540)
Total Expenditures	1,217,886	1,395,342	1,406,558	11,216
Net Expenditures	(1,206,483)	(1,384,042)	(1,401,258)	17,216

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	10.55		
Extra Help - Park Maintenance		0.04	
FTE Proposed Budget		0.04	10.59



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

2008	Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.	2012	Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to insure constant compliance with Oregon Health Division rules.	process to restore park maintenance service levels.
2010	Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.	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.	2018 City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.
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.	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.	2019 Utility Worker I position added.
2010	Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.	2016	As part of succession planning, Senior Utility Worker position implemented.	2019 Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.
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.	2017	Lower City Park upgraded with new small shelter and bridge.	
		2018	Utility Worker I position added as part of a two year phased	

General Fund - Park Maintenance

2020-2021 Proposed Budget --- Personnel Services Summary Salaries Paid From More Than One Source

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<u>Public Works Superintendent</u>	1	352	107,546		
General Fund					
Park Maintenance (0.50 FTE)				312	53,773
Street Fund (0.50 FTE)				379	53,773
<u>Park Maintenance Supervisor</u>	1	342	81,364		
General Fund					
Park Maintenance (0.95 FTE)				312	77,295
Street Fund (0.05 FTE)				379	4,068
<u>Street Maintenance Supervisor</u>	1	342	85,069		
General Fund					
Park Maintenance (0.05 FTE)				312	4,253
Street Fund (0.95 FTE)				379	80,816
<u>Mechanic - Public Works</u>	1	330	59,853		
General Fund					
Park Maintenance (0.45 FTE)				312	26,934
Street Fund (0.45 FTE)				379	26,934
Wastewater Services Fund					
Administration (0.10 FTE)				456	5,985
<u>Operations Support Specialist</u>	1	330	59,854		
General Fund					
Park Maintenance (0.50 FTE)				312	29,927
Street Fund (0.50 FTE)				379	29,927

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>CHARGES FOR SERVICES</u>						
11,332	10,538	11,000	5390 Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	5,200	5,200	5,200
11,332	10,538	11,000	<u>TOTAL CHARGES FOR SERVICES</u>	5,200	5,200	5,200
<u>MISCELLANEOUS</u>						
1,022	45	300	6600 Other Income	100	100	100
0	820	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
1,022	865	300	<u>TOTAL MISCELLANEOUS</u>	100	100	100
12,354	11,403	11,300	<u>TOTAL RESOURCES</u>	5,300	5,300	5,300

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

266	1,201	0	7000	Salaries & Wages	0	0	0
453,787	497,385	571,075	7000-05	Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Senior Utility Worker - Park Maintenance - 1.00 FTE Utility Worker II - Public Works - 4.00 FTE Utility Worker I - Public Works - 2.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE	579,692	579,692	579,692
34,759	30,172	31,060	7000-15	Salaries & Wages - Temporary Extra Help - Park Maintenance - 1.14 FTE	34,096	34,096	34,096
7,691	4,788	5,500	7000-20	Salaries & Wages - Overtime	5,650	5,650	5,650
2,300	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	2,400	2,400
-296	1,707	0	7300	Fringe Benefits	0	0	0
29,992	32,330	37,822	7300-05	Fringe Benefits - FICA - Social Security	38,551	38,551	38,551
7,014	7,561	8,846	7300-06	Fringe Benefits - FICA - Medicare	9,017	9,017	9,017
125,728	129,106	188,889	7300-15	Fringe Benefits - PERS - OPSRP - IAP	187,914	187,914	187,914
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
67,723	82,279	110,077	7300-20	Fringe Benefits - Medical Insurance	110,986	110,986	110,080
11,958	14,917	16,000	7300-22	Fringe Benefits - VEBA Plan	16,000	16,000	16,000
804	881	1,020	7300-25	Fringe Benefits - Life Insurance	1,020	1,020	1,020
2,475	2,731	3,100	7300-30	Fringe Benefits - Long Term Disability	3,148	3,148	3,148
24,166	19,064	30,879	7300-35	Fringe Benefits - Workers' Compensation Insurance	31,470	31,470	31,470
222	211	265	7300-37	Fringe Benefits - Workers' Benefit Fund	267	267	267
0	2,648	999	7300-40	Fringe Benefits - Unemployment	1,001	1,001	1,001
768,589	829,383	1,007,932	TOTAL PERSONNEL SERVICES		1,021,212	1,021,212	1,020,306

MATERIALS AND SERVICES

536	1,007	650	7530	Training	750	750	750
668	877	900	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	1,100	1,100	1,100

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
4,701	3,456	4,500	7550	Travel & Education		4,500	4,500	4,500
				Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.				
13,850	12,998	14,500	7590	Fuel - Vehicle & Equipment		16,500	16,500	16,500
21,152	23,187	26,500	7600	Electric & Natural Gas		27,750	27,750	27,750
10,900	10,800	12,600	7610-05	Insurance - Liability		13,800	13,800	13,800
13,500	12,100	13,000	7610-10	Insurance - Property		15,500	15,500	15,500
5,532	5,105	7,700	7620	Telecommunications		10,000	10,000	10,000
1,303	2,079	2,100	7650	Janitorial		2,500	2,500	2,500
14,917	20,779	17,500	7660	Materials & Supplies		18,000	18,000	18,000
1,239	1,375	14,000	7720-10	Repairs & Maintenance - Building Maintenance		7,500	7,500	7,500
				Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.				
22,556	20,405	21,500	7720-14	Repairs & Maintenance - Vehicles		22,000	22,000	22,000
79,833	80,853	98,000	7720-26	Repairs & Maintenance - Park Maintenance		100,000	100,000	100,000
				Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenity repairs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation parts, play equipment parts, landscape bark, fall attenuation material, dog park surfacing and trail surfacing material.				
3,481	4,434	4,000	7720-27	Repairs & Maintenance - Park Vandalism		4,000	4,000	4,000
				Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.				
1,070	1,717	1,820	7750	Professional Services		2,100	2,100	2,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	2,100	2,100	
18,579	9,425	26,800	7780-07	Contract Services - Downtown		10,700	10,700	10,700
				Downtown & Alpine Avenue litter patrol and solid waste disposal				
93,871	91,544	100,000	7780-15	Contract Services - Park Maintenance		102,500	102,500	102,500
				Contract services augment staff capacity to address systems needs relative to building maintenance, electrical, plumbing, light construction, irrigation repairs, play equipment repairs, tree planting/pruning/removal, turf/landscape maintenance projects, herbicide/pesticide applications and water feature maintenance.				
358	1,932	3,000	7800-39	M & S Equipment - Parks		3,700	3,700	3,700
				Miscellaneous small equipment for operations and maintenance				
2,034	497	750	7800-42	M & S Equipment - Shop		3,000	3,000	3,000
				Miscellaneous small equipment and tools for shop operations and maintenance				
3,584	4,250	4,850	7840	M & S Computer Charges		5,586	5,586	5,586
				I.S. Fund materials & supplies costs shared city-wide				
6,076	5,591	7,200	7840-65	M & S Computer Charges - Park Maintenance		8,860	8,860	8,860

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement workstations	3	750	2,250		
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			Office 365 licensing	4	240	960		
319,741	314,412	381,870	TOTAL MATERIALS AND SERVICES			380,346	380,346	380,346
			<u>CAPITAL OUTLAY</u>					
0	0	540	8750 Capital Outlay Computer Charges				0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	5,000	8750-65 Capital Outlay Computer Charges - Park Maintenance				5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000		
49,900	0	0	8800 Building Improvements				0	0
0	74,091	0	8850 Vehicles				0	0
0	0	0	8920 Land Improvements				0	0
0	0	0	9300-05 Park Improvements - Play Equipment				0	0
49,900	74,091	5,540	TOTAL CAPITAL OUTLAY			5,000	5,000	5,000
1,138,230	1,217,886	1,395,342	TOTAL REQUIREMENTS			1,406,558	1,406,558	1,405,652



LIBRARY DEPARTMENT





Budget Highlights

The McMinnville Public Library is an essential partner in creating authentic and meaningful connections between individuals, ideas, and the community. The primary focus of the library in 2020-21 is Engagement & Inclusion. The annual budget is an opportunity to show how dollars are used to support the vision of an organization. The Library budget supports many of the Mac-Town 2032 goals and objectives. Many Library activities are ongoing engagement with the community, and others are specific to this particular budget year.

City Government Capacity

- Develop and foster local and regional partnerships
 - The Library works with local partners to bring services to the community– Kiwanis, Easter Seals, Beyond Backpacks, Oregon Folk life Network, McMinnville School District, Soroptimists, SMART, YCCO, YES, CCRLS, and YCAP are just some of those partners.
 - The fiscal year 2020 Library budget reflects **\$52,950** in grants and donations. The goal is to bring in another **\$25,000** in grants and donations.
 - Thanks to **\$90,750** in grants and donations in FY 2018/19 the Library Children’s Room remodel created a more inviting and safe space.
- Invest in the City’s workforce
 - Library staff regularly attend conferences and training opportunities to grow their skills, talent, knowledge, and leadership.

Civic Leadership

- Attract and develop future leaders
 - The Library recognizes that leadership can start at a very early age. We offer story times for babies, toddlers, and preschool age children, and a story time in Spanish. These story times engage a child’s mind, which can lead to greater social skills and success in school. These activities are also opportunities for parents of young children, which makes McMinnville a more attractive place for young leaders with families.

- Older children can participate in Library activities that help them build social, entrepreneurial, fiscal, and STEAM skills through Book Buddies, the Children’s Craft Fair, Science Mania, Art Explosion, and more.

Community Safety & Resiliency

- Build a community culture of safety
 - This budget includes an update to the Library smoke detection system.

Economic Prosperity

- Improve systems for economic mobility and inclusion
 - Continue to offer resume and skill building software for use by all.
 - Offer a safe and comfortable space where all are welcome, which can lead to greater confidence and resourcefulness.

Engagement & Inclusion

- Celebrate diversity of McMinnville
 - The Library engages with the Hispanic community through Spanish speaking staff, materials in Spanish, and programming such as Cuentos en español (stories in Spanish), Book Buddies, and El día de los niños.
- Cultivate cultural competency and fluency throughout the community
 - The Library is a welcoming and safe place for everyone in our community, and programs and materials reflect that through a focus on various cultures, religions, economic status, gender orientation, and more.
- Grow City’s employees and Boards and Commissions to reflect our community
 - In the last few years the Library has been very focused on making sure the staff reflects the bilingual and bicultural nature of our community and has worked to create the same on the Friends of the Library and Library Foundation Board. Staff are encouraged to be part of focus groups, committees, and boards outside of the Library.

Budget Highlights

Mac-Town 2032 Strategic Plan Library Focus

Engagement & Inclusion continued

- Improve access by identifying and improving barriers to participation
 - We are working to have all Library materials in English and Spanish, and regularly ask ourselves how we can remove barriers to service for all.
 - Thanks to a budget increase in FY 2019 the Library is now open **50 hours** per week. In six months **31,238 more people** visited the Library due to the additional hours.

Growth & Development Character

- Strategically plan for short and long-term growth and development that will create enduring value for the community
 - A Library needs assessment is planned to better understand the needs of the community

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

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

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	248,672	259,225	304,230	45,005
Personnel Services	1,292,164	1,414,124	1,486,342	72,218
Materials & Services	340,369	393,923	416,693	22,770
Capital Outlay	230	57,958	-	(57,958)
Total Expenditures	1,632,762	1,866,005	1,903,035	37,030
Net Expenditures	(1,384,090)	(1,606,780)	(1,598,805)	(7,975)

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	16.81		
Librarian I - Childrens		0.73	
Library Tech Assistant - Childrens		(0.83)	
Library Tech Assistant - Circulation		(0.10)	
Library Assistant - Childrens		0.33	
Library Assistant - Circulation		0.03	
Library Page		0.20	
Extra Help - Library Assistant		0.02	
Program Assistant		0.01	
FTE Proposed Budget		0.39	17.20



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).

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.

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

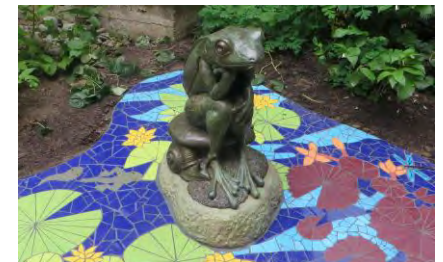
2012 Library celebrates 100 years serving the community and receives the McMinnville Downtown Association Manager's Award for the festivities.



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



2015 Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.



2016 Library completes plaza enhancement and receives the McMinnville Downtown Association Main Street Award for the project.

2017 All CCRLS library materials are "tagged" with Radio Frequency Identification (RFID) to assist in borrowing and inventory processes.

2018 Library Children's Room remodel funded primarily with grants and donations from Friends of the Library, Kiwanis, Ford Family and Oregon Community Foundations.



Before Remodel



After Remodel

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
INTERGOVERNMENTAL						
4,321	5,570	5,000	4780 OR State Aid Grant - Library Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55, Books & Materials-State Grant Materials.	6,000	6,000	6,000
166,025	170,094	175,075	5050 CCRLS - Library Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	185,230	185,230	185,230
170,346	175,663	180,075	TOTAL INTERGOVERNMENTAL	191,230	191,230	191,230
CHARGES FOR SERVICES						
1,200	1,243	1,000	5430 Outside City User Fee \$60 per household per year as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.	500	500	500
1,200	1,243	1,000	TOTAL CHARGES FOR SERVICES	500	500	500
FINES AND FORFEITURES						
30,869	27,687	25,000	6160 Fines & Lost Books Overdue Fines --- Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item. Lost Materials --- \$5 processing fee added to lost material cost.	11,000	11,000	11,000
30,869	27,687	25,000	TOTAL FINES AND FORFEITURES	11,000	11,000	11,000
MISCELLANEOUS						
3,736	5,191	400	6440 Donations - Library General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through account 8160, Donations-Library.	500	500	500
0	1,249	250	6440-05 Donations - Library - Bookmobile Donations received from the public and local service groups for bookmobile materials and expended through account 8160-05, Donations-Library-Bookmobile Books.	0	0	0
13,534	20,122	30,000	6440-10 Donations - Library - Library Foundation The Library Foundation raises money for the Book Buddies bookmobile program. These funds are expended through account 01-21.7680-11, Donations - Library Foundation and 7000-10 and 7000-15, Regular Part Time and Temporary Salaries and Wages.	30,000	30,000	30,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1	0	8,000	6440-15	Donations - Library - Friends of the Library The Friends of the Library support the purchase of \$8000 of materials for borrowing. These funds are expensed through account 01-21.7680-16, Donations - Friends of the Library.	48,000	48,000	8,000
0	0	0	6440-20	Donations - Library - Adult Programs	0	0	0
4,945	7,681	8,500	6440-25	Donations - Library - Children's Programs Donations received from the public, granting agencies, and local service groups, such as the Kiwanis. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	5,000	5,000	5,000
0	0	0	6440-35	Donations - Library - Kiwanis	12,000	12,000	12,000
6,805	9,837	6,000	6600-98	Other Income - Library Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	6,000	6,000	6,000
29,021	44,079	53,150	TOTAL MISCELLANEOUS		101,500	101,500	61,500
231,436	248,672	259,225	TOTAL RESOURCES		304,230	304,230	264,230

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
-647	2,159	0	7000 Salaries & Wages	0	0	0
508,203	516,843	538,154	7000-05 Salaries & Wages - Regular Full Time Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Circulation - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Children's Services - 2.00 FTE Library Technical Assistant - Technical Services -1.00 FTE	600,739	600,739	600,739
288,143	351,242	378,808	7000-10 Salaries & Wages - Regular Part Time Librarian II - Reference - 1.23 FTE Librarian I - Children's - 0.48 FTE Library Technical Assistant - Circulation -2.61 FTE Library Technical Assistant - Technical Services -0.70 FTE Library Assistant - Children's - 1.18 FTE Library Assistant - Circulation - 1.03 FTE Library Page - 0.83 FTE	345,810	345,810	325,422
3,754	2,765	2,615	7000-15 Salaries & Wages - Temporary Extra Help - Library Assistant - 0.02 FTE Program Assistant - 0.12 FTE Summer Reading Program assistance	3,880	3,880	3,880
55	33	0	7000-20 Salaries & Wages - Overtime	0	0	0
3,480	4,900	4,175	7000-37 Salaries & Wages - Medical Opt Out Incentive	3,600	3,600	3,600
-337	3,097	0	7300 Fringe Benefits	0	0	0
48,541	53,092	57,273	7300-05 Fringe Benefits - FICA - Social Security	59,148	59,148	57,884
11,352	12,417	13,393	7300-06 Fringe Benefits - FICA - Medicare	13,836	13,836	13,540
206,834	222,252	279,005	7300-15 Fringe Benefits - PERS - OPSRP - IAP	287,167	287,167	279,687
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
88,329	99,957	115,332	7300-20 Fringe Benefits - Medical Insurance	143,878	143,878	142,696
15,000	15,417	17,000	7300-22 Fringe Benefits - VEBA Plan	20,000	20,000	20,000
1,593	1,782	1,738	7300-25 Fringe Benefits - Life Insurance	1,728	1,728	1,728
3,875	4,374	4,396	7300-30 Fringe Benefits - Long Term Disability	4,498	4,498	4,498

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,588	592	1,012	7300-35	Fringe Benefits - Workers' Compensation Insurance	859	859	841
418	413	422	7300-37	Fringe Benefits - Workers' Benefit Fund	396	396	385
0	547	501	7300-40	Fringe Benefits - Unemployment	503	503	503
173	284	300	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	300	300	300
1,181,353	1,292,164	1,414,124	TOTAL PERSONNEL SERVICES		1,486,342	1,486,342	1,455,703

MATERIALS AND SERVICES

1,315	908	1,000	7500	Credit Card Fees Charges for credit card payment at circulation desk for overdue fines, lost items and out of area library card fees.	700	700	700
1,348	2,241	2,000	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	2,200	2,200	2,200
5,315	9,774	7,500	7550	Travel & Education Membership in professional organizations, registration and travel to workshops, conferences and seminars.	10,000	10,000	10,000
1,822	2,324	2,500	7580	Volunteer Recognition Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	2,500	2,500	2,500
819	181	1,000	7590	Fuel - Vehicle & Equipment Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares.	600	600	600
22,473	21,255	30,000	7600	Electric & Natural Gas	25,000	25,000	25,000
11,900	13,600	14,100	7610-05	Insurance - Liability	15,700	15,700	15,700
11,200	9,400	9,700	7610-10	Insurance - Property	11,300	11,300	11,300
14,728	13,499	16,000	7620	Telecommunications Staff telephone service, elevator and alarm phones.	16,000	16,000	16,000
25,734	28,060	30,000	7650	Janitorial Contract janitorial services and supplies and litter patrol.	30,000	30,000	30,000
490	600	650	7660	Materials & Supplies General library and staff room supplies.	650	650	650
399	649	650	7660-15	Materials & Supplies - Postage Inter-library loan books returned by mail and other library mailing costs.	650	650	650
5,770	3,889	4,000	7660-20	Materials & Supplies - Public Services Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall.	3,500	3,500	3,500
45	836	2,000	7660-30	Materials & Supplies - Public Information Library yellow pages listing, bookmarks with hours and contact information, brochures.	2,500	2,500	2,500
2,204	1,549	1,000	7660-60	Materials & Supplies - Administration Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET								
3,400	2,756	2,000	7660-63	Materials & Supplies - Library Circulation		2,000	2,000	2,000								
				Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.												
4,753	4,760	6,000	7660-64	Materials & Supplies - Library Technical Services		6,000	6,000	6,000								
				Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.												
1,696	2,490	2,500	7660-65	Materials & Supplies - Children's Programs		2,500	2,500	2,500								
				Craft supplies, paper and miscellaneous costs for children's programming.												
0	0	0	7680-10	Materials & Supplies - Donations - Adult Programs		0	0	0								
8,442	8,836	10,000	7680-11	Materials & Supplies - Donations - Library Foundation		12,000	12,000	12,000								
				Book Buddies bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-10 includes funds to reimburse this line as well as part-time personnel costs for Book Buddies.												
4,945	7,681	8,500	7680-15	Materials & Supplies - Donations - Children's Programs		5,000	5,000	5,000								
				Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.												
0	0	8,000	7680-16	Materials & Supplies - Donations - Friends of the Library		8,000	8,000	8,000								
10,821	15,323	15,000	7720-08	Repairs & Maintenance - Building Repairs		18,000	18,000	18,000								
22,712	27,573	25,000	7720-10	Repairs & Maintenance - Building Maintenance		25,000	25,000	25,000								
				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.												
1,922	254	600	7720-14	Repairs & Maintenance - Vehicles		400	400	400								
				Repairs, maintenance and supplies for the library bookmobile.												
1,349	2,249	8,330	7750	Professional Services		2,700	2,700	2,700								
				<table border="0"> <thead> <tr> <th><u>Description</u></th> <th><u>Units</u></th> <th><u>Amt/Unit</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Audit fee allocation</td> <td>1</td> <td>2,700</td> <td>2,700</td> </tr> </tbody> </table>		<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Audit fee allocation	1	2,700	2,700			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>													
Audit fee allocation	1	2,700	2,700													
8,470	9,609	10,000	7790	Maintenance & Rental Contracts		10,000	10,000	10,000								
				Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.												
6,790	5,750	6,000	7800	M & S Equipment		5,000	5,000	5,000								
				Furniture and other items have previously been budgeted in Materials & Supplies. These items will now be tracked here.												
0	0	0	7810-05	M & S Equipment - Donations - Library Foundation		0	0	0								
51,770	57,606	71,543	7840	M & S Computer Charges		82,393	82,393	82,393								
				I.S. Fund materials & supplies costs shared city-wide												

Budget Document Report


01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
4,730	13,133	23,200	7840-70	M & S Computer Charges - Library		27,700	27,700	27,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	4,000	4,000	
				Replacement workstations	10	1,500	15,000	
				Replacement laptop	1	1,600	1,600	
				Surfaces - new	2	2,800	5,600	
				Workroom printer	1	1,200	1,200	
				Receipt printer	1	300	300	
19,949	19,831	21,000	8150-05	Books & Materials - Adult Books		22,000	22,000	22,000
				Fiction and non-fiction print and electronic books for adult collections.				
3,563	2,323	1,500	8150-15	Books & Materials - Reference Online Database		1,500	1,500	1,500
				Online subscriptions for public use: Cypress Resume and HeritageQuest.				
13,921	13,964	15,500	8150-20	Books & Materials - Children's Books		15,500	15,500	15,500
				Library books, audio visual, and other materials for children ages 0 - 12.				
4,821	4,445	4,500	8150-25	Books & Materials - Young Adult Books		4,500	4,500	4,500
				Library materials for young adults ages 12 - 17.				
3,929	4,021	5,000	8150-30	Books & Materials - Large Print Books		5,500	5,500	5,500
				Large print books for visually impaired adults.				
1,878	1,646	2,000	8150-35	Books & Materials - Spanish Language Materials		2,000	2,000	2,000
				Books, media, magazines and newspapers in Spanish.				
0	0	0	8150-40	Books & Materials - Bookmobile		0	0	0
5,042	5,025	4,500	8150-45	Books & Materials - Periodicals		4,500	4,500	4,500
				Newspaper and magazine subscriptions, including Spanish language titles.				
6,015	5,998	8,000	8150-50	Books & Materials - Audio Visuals-DVD		8,500	8,500	8,500
				Adult nonfiction and entertainment DVDs.				
5,243	5,039	5,500	8150-51	Books & Materials - Audio Visuals-CD Books		5,500	5,500	5,500
				Fiction and nonfiction books on CD.				
0	0	2,000	8150-53	Books & Materials - Audio & Ebooks		2,500	2,500	2,500
4,321	4,853	5,000	8150-55	Books & Materials - State Grant Materials		6,000	6,000	6,000
				State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.				
0	0	0	8150-60	Books & Materials - Emerging Collections		2,000	2,000	2,000
				New trends in public library service emerge regularly to offer unique items for borrowing, such as cake pans, outdoor games, and other exciting new library collections. This budget is used to purchase such items for library patrons to borrow.				
3,736	5,191	400	8160	Donations - Library		500	500	500
				Various library purchases and materials funded through revenue account 6440, Donations-Library.				
0	1,249	250	8160-05	Donations - Library - Bookmobile Books		0	0	0
				Books and materials for children's outreach (day cares, preschool, etc.) funded through revenue account 6440-05, Donations-Library-Bookmobile.				

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	8160-35	Donations - Library - Kiwanis	7,200	7,200	7,200
309,781	340,369	393,923	TOTAL MATERIALS AND SERVICES		416,693	416,693	416,693
<u>CAPITAL OUTLAY</u>							
0	0	7,958	8750	Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	0	0	0
74,931	230	50,000	8800	Building Improvements Fire Alarm System	0	0	50,000
74,931	230	57,958	TOTAL CAPITAL OUTLAY		0	0	50,000
1,566,065	1,632,762	1,866,005	TOTAL REQUIREMENTS		1,903,035	1,903,035	1,922,396



**GENERAL FUND
NON-DEPARTMENTAL**





Budget Highlights

Revenues

Property Taxes - Current

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

- The 2020-21 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2019-20 AV. The AV increase in 2019-20 was approximately 5.3% compared to the prior year.
- The City assumes 7.5% on property taxes levied will not be collected, this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for this figure, property tax revenues are estimated at \$14.5 million for current receipts in fiscal year 2020-21 with an additional \$400,000 budgeted for prior year taxes.
- The Covid-19 emergency are not anticipated to impact the AV calculations for next year but collections rates of current year property tax in May 2020 and next November 2020 may decline with jurisdictions seeing a higher proportion of property tax receivables in the next year or more. At this time, longer term impacts on this revenue source are unknown though potentially could be significant if businesses and property owners experience sustained negative economic consequences.

Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2020-21 is projected to be similar to estimated payments for 2019-20.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be relatively consistent with prior year levels.

Intergovernmental

- State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette

taxes are projected to be flat relative the prior year. However, the City's allocation of State shared revenue, which is a distribution of the State's liquor and marijuana receipts, is expected to increase slightly compared to the prior year.

- State and local marijuana taxes – Taxes collected for both State and local marijuana taxes are trending slightly positive relative prior year and are budgeted \$167,000 and \$185,000, respectively.
- The stay at home emergency orders have resulted in reported upticks in liquor and marijuana sales. The City is not revising its state shared revenue budgets due to the uncertainty inherent in the situation and its unknown duration.

Urban Renewal

- In 2016-17 the City executed a bank loan for approximately \$2.0 million to fund street improvements for the portion of Alpine Avenue within the urban renewal district. Loan proceeds were receipted into the General Fund and then transferred to the Urban Renewal Fund. Debt Service payments for the bank loan, which will be paid with urban renewal tax increment dollars transferred from the Urban Renewal Debt Service Fund, are included in the 2020-21 Proposed Budget.

PERS Transition Liability

In 2016-17 the City also executed a bank loan for approximately \$3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2020-21 Proposed Budget will be paid from general operating funds of the City.

Transfers In

- Reimbursement from other funds for Administration, Finance, Engineering, Planning, and Parks and Recreation Administration personnel services support - \$1,491,295
- Reimbursement from other funds for Engineering Materials and Services costs - \$81,282

- Transient Lodging Tax - Represents 30% of the net Tax collected – \$338,800 and reimbursement of \$11,800 for Finance, \$4,500 for Planning, and \$17,900 for Administration General Fund costs to administer the tax.

Transient Tax estimates have been revised down by 30% in Q4FY2019-20 and Q1FY2020-21.

- Urban Renewal – Tax increment revenues received in Urban Renewal Debt service are transferred to reimburse the General Fund for debt service on urban renewal debt - \$187,300; personnel services support in Planning \$46,800 and in Finance and Admin \$21,700.
- Insurance Services – Distribution of surplus reserve to the General Fund of \$427,800. Over the last several years, the reserve in the Insurance Services Fund has grown, due to actual premium costs and claims expense being less than budgeted. The Insurance Services fund transfers funds to the General Fund for staffing and administering these activities \$51,000 and is also continuing to support the Human Resource Manager position in the General Fund - \$120,500.

Expenditures

Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$863,700. The increased amount is due to an assumed 3% increase in the City’s contribution to YCOM.
- Transfer to Ambulance Fund – General Fund support of the Ambulance Fund is eliminated with the change of moving Ambulance activities to the Fire Department mid-year in FY2019-20.
- Transfer to Information Systems - Reimburses the Information Systems and Services (IS) Fund for personnel services support.

Future Challenges and Opportunities

- The City’s tax base grew rapidly between 2004 and 2009, resulting in significant increases in assessed property values. However, due to local economic conditions and corresponding lack of building activity, the increase in assessed values slowed significantly between 2009 and 2012. In the last several years, assessed values are showing a slow but steady trend upward. We anticipate this sustainable growth in assessed values will continue.

The City’s general property tax revenue is directly related to changes in assessed values. Therefore, new construction and a healthy housing market have a significant impact on property tax revenue and the City’s ability to fund services to the public. Conversely, should major tax payers experience significant and/or sustained difficulties due to the Covid-19 pandemic with its associated negative economic consequences, the City’s tax base could also contract.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	20,477,742	21,461,837	23,454,819	1,992,982
Debt Service	487,995	543,952	556,541	12,589
Transfers Out	2,060,907	2,680,195	1,407,989	(1,272,206)
Total Expenditures	2,548,902	3,224,147	1,964,530	(1,259,617)
Net Expenditures	17,928,840	18,237,690	21,490,289	(3,252,599)



1916	Voters establish original operating property tax base.	1996	November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.	2002	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
1980	First library operations 3-year serial levy passed - \$45,000 per year.			2003	Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.
1985	Second library operations 3-year serial levy passed - \$65,000 per year.	1997	January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.	2005	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.
1986	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.			2006	Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
1988	March election passed library operations 1-year serial levy - \$80,000 per year.	1997	May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.		
1988	November 1988 general election, “Life McMinnville Style” new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.	1997	City’s permanent rate is established at \$5.02.		
1990	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.	2000	First year City levies entire \$5.02 per thousand assessed value permanent rate.		

- 2006 McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in 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.
- 2016 Executed a bank loan to refinance the City’s PERS transition liability and to fund the Urban Renewal Alpine Avenue project.

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
PROPERTY TAXES						
12,255,445	13,080,836	13,097,707	4100-05 Property Taxes - Current Permanent operating property tax levy is \$5.02 per \$1,000	14,500,000	14,500,000	14,500,000
370,302	618,473	450,000	4100-10 Property Taxes - Prior Collection of delinquent property taxes due from prior year permanent rate property tax levies.	400,000	400,000	400,000
12,625,747	13,699,308	13,547,707	TOTAL PROPERTY TAXES	14,900,000	14,900,000	14,900,000
LICENSES AND PERMITS						
1,849,122	1,868,128	1,925,000	4205-05 Franchise Fees - McMinnville Water & Light McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users. 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.	1,825,000	1,825,000	1,825,000
6,521	4,522	3,500	4205-06 Franchise Fees - Miscellaneous-Telecommunications 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.	3,500	3,500	3,500
34,134	33,969	36,000	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	32,000	32,000	32,000
33,311	35,527	35,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	32,500	32,500	32,500
172,035	167,097	177,000	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	159,000	159,000	159,000
284,169	366,438	355,000	4205-20 Franchise Fees - Recology Western Oregon Recology - Western Oregon franchise fee was increased from 3% to 4% effective October 2017 and from 4% to 5% effective July 2018	382,500	382,500	382,500
162,511	213,094	215,000	4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 5%.	215,000	215,000	215,000
0	0	0	4205-30 Franchise Fees - McMinnville Wastewater Services Wastewater Services franchise fee is 5%.	512,000	512,000	512,000
129,866	156,674	150,000	4215 Marijuana Tax - Local Local City tax is based on 3% of marijuana sales	185,000	185,000	185,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET					
3,746	4,222	3,600	4490	Licenses & Permits - Misc		4,250	4,250	4,250					
			Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.										
2,675,414	2,849,671	2,900,100	TOTAL LICENSES AND PERMITS			3,350,750	3,350,750	3,350,750					
INTERGOVERNMENTAL													
0	0	0	4545	Federal FEMA Grant		0	0	0					
0	0	0	4548	Coronavirus Relief Fund (CRF)		0	0	0					
41,374	38,796	42,000	4720	OR State Cigarette Taxes		38,500	38,500	38,500					
			State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.										
358,603	373,624	369,000	4730	OR State Revenue Sharing		396,000	396,000	396,000					
			State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.										
535,098	562,361	550,000	4750	OR State Liquor Taxes		585,000	585,000	585,000					
			State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.										
179,606	119,481	112,000	4755	OR State Marijuana Taxes		167,000	167,000	167,000					
			State shared revenue - statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis										
1,114,681	1,094,262	1,073,000	TOTAL INTERGOVERNMENTAL			1,186,500	1,186,500	1,186,500					
MISCELLANEOUS													
109,211	151,605	187,300	6310	Interest		158,000	158,000	158,000					
			Estimated interest income earned on investments										
1,462	0	0	6600	Other Income		22,000	22,000	22,000					
			<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Affordable housing revenue</td> <td style="text-align: center;">1</td> <td style="text-align: center;">22,000</td> <td style="text-align: center;">22,000</td> </tr> </tbody> </table>			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Affordable housing revenue	1	22,000	22,000
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>										
Affordable housing revenue	1	22,000	22,000										
332,745	344,496	356,664	6600-03	Other Income - PERS Transition Liability Reimb		369,248	369,248	369,248					
			City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll.										
443,418	496,101	543,964	TOTAL MISCELLANEOUS			549,248	549,248	549,248					
TRANSFERS IN													
6,337	6,540	8,057	6900-05	Transfers In - Special Assessments		6,982	6,982	6,977					
			<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Administration and Finance personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">6,977</td> <td style="text-align: center;">6,977</td> </tr> </tbody> </table>			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Administration and Finance personnel services support.	1	6,977	6,977
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>										
Administration and Finance personnel services support.	1	6,977	6,977										

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
295,882	392,821	402,001	6900-07	Transfers In - Transient Lodging Tax			372,956	372,956	339,929
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Admin & Finance personnel services support.	1	34,125	34,125		
				Transfer 30% of transient lodging taxes collected	1	305,804	305,804		
238,144	249,418	273,322	6900-20	Transfers In - Street			306,763	306,763	305,591
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Street Fund support of Engineering operations.	1	23,168	23,168		
				Engineering, Admin, & Finance personnel services support.	1	282,423	282,423		
123,902	125,619	143,258	6900-25	Transfers In - Airport			98,560	98,560	98,190
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Airport Fund support of Engineering operations.	1	7,439	7,439		
				Engineering, Admin, & Finance personnel services support.	1	90,751	90,751		
165,846	173,824	191,705	6900-45	Transfers In - Transportation			144,825	144,825	144,253
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Transportation Fund support of Engineering operations.	1	10,402	10,402		
				Engineering, Admin, & Finance personnel services support.	1	133,851	133,851		
58,359	54,723	59,009	6900-50	Transfers In - Park Development			58,131	58,131	58,119
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	58,119	58,119		
25,026	44,031	66,231	6900-58	Transfers In - Urban Renewal			68,452	68,452	68,396
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Planning & Finance personnel services support	1	68,396	68,396		
235,595	320,137	539,119	6900-59	Transfers In - Urban Renewal Debt Service			0	0	0
75,788	69,875	77,873	6900-70	Transfers In - Building			17,346	17,346	17,331
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	17,331	17,331		
287,543	304,257	831,187	6900-75	Transfers In - Wastewater Services			360,460	360,460	359,141
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Services Fund support of Engineering operations.	1	25,359	25,359		
				Engineering, Admin, & Finance personnel services support.	1	333,782	333,782		

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
221,294	228,203	249,194	6900-77	Transfers In - Wastewater Capital		169,099	169,099	168,476
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Wastewater Capital Fund support of Engineering operations.	1	11,804	11,804		
			Engineering, Admin, & Finance personnel services support.	1	156,672	156,672		
191,973	228,605	174,483	6900-79	Transfers In - Ambulance		0	0	0
			Closing the Ambulance Fund and moving remaining balance to the General Fund.					
45,768	140,347	552,923	6900-85	Transfers In - Insurance Services		599,372	599,372	599,331
			Insurance Services Fund distribution is to fund salaries and fringe benefits for Human Resources manager in General Fund Administration Department.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Administration and Finance personnel services support.	1	50,955	50,955		
			HR-Insurance Service Fund distribution	1	120,516	120,516		
			Insurance Services Fund distribution	1	427,860	427,860		
0	0	0	6901-59	Transfers In - Interfund Debt - Urban Renewal Debt Service		187,293	187,293	187,293
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Bank loan payment - Principal	1	149,060	149,060		
			Bank loan payment - Interest	1	38,233	38,233		
0	0	236,600	6901-77	Transfers In - Interfund Debt - Wastewater Capital		619,800	619,800	619,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2021 loan for Police vehicles	1	184,800	184,800		
			2021 loan for Fire vehicle & Breathing Compressor	1	125,000	125,000		
			2021 loan for Ambulance defibrillators	1	310,000	310,000		
1,971,457	2,338,400	3,804,962	TOTAL TRANSFERS IN			3,010,039	3,010,039	2,972,827
18,830,717	20,477,742	21,869,733	TOTAL RESOURCES			22,996,537	22,996,537	22,959,325

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
DEBT SERVICE								
213,420	255,780	275,060	9417-05	PERS Transition Liability - Principal		295,290	295,290	295,290
				In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.				
119,325	88,716	81,604	9417-10	PERS Transition Liability - Interest		73,958	73,958	73,958
				In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.				
35,000	100,000	146,060	9540-05	Alpine Avenue-Urban Renewal - Principal		149,060	149,060	149,060
				Payment of principal on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave				
56,028	43,499	41,228	9540-10	Alpine Avenue-Urban Renewal - Interest		38,233	38,233	38,233
				Payment of interest on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave				
423,773	487,995	543,952	TOTAL DEBT SERVICE			556,541	556,541	556,541
TRANSFERS OUT								
707,700	728,100	893,670	9700-15	Transfers Out - Emergency Communications		900,872	900,872	900,872
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				General Fund support for YCOM dispatching service-Police	1	734,100	734,100	
				General Fund support for Emergency Comm equipment debt pmt	1	37,172	37,172	
				General Fund support for YCOM dispatching services-Fire	1	45,400	45,400	
				General Fund support for YCOM dispatching services-Ambulance	1	84,200	84,200	
116,952	182,630	288,831	9700-58	Transfers Out - Urban Renewal		0	0	0
800,000	800,000	0	9700-79	Transfers Out - Ambulance		0	0	0
324,966	350,177	434,883	9700-80	Transfers Out - Information Systems		456,555	456,555	456,187
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	456,187	456,187	
0	0	0	9701-77	Transfers Out - Interfund Debt - Wastewater Capital		50,562	50,562	50,562
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Payment on 2020 loan to Police for 3 vehicles	1	37,312	37,312	
				Payment on 2020 loan for Police AV replacement	1	13,250	13,250	
1,949,618	2,060,907	1,617,384	TOTAL TRANSFERS OUT			1,407,989	1,407,989	1,407,621
CONTINGENCIES								
0	0	1,200,000	9800	Contingencies		1,900,000	1,900,000	1,900,000

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	1,200,000	TOTAL CONTINGENCIES	1,900,000	1,900,000	1,900,000
ENDING FUND BALANCE						
606,790	655,396	578,800	9901-07 Designated End FB - General Fd - LOSAP Designated carryover from proposed budget year to subsequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	508,258	508,258	508,258
6,189,458	5,847,768	1,455,518	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.	110,456	110,456	111,112
6,796,248	6,503,164	2,034,318	TOTAL ENDING FUND BALANCE	618,714	618,714	619,370
9,169,639	9,052,066	5,395,654	TOTAL REQUIREMENTS	4,483,244	4,483,244	4,483,532

Budget Document Report

01 - GENERAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
29,319,734	30,857,036	36,632,152	TOTAL RESOURCES	35,339,808	35,339,808	35,747,934
29,319,734	30,857,036	36,457,669	TOTAL REQUIREMENTS	35,339,808	35,339,808	35,747,934



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 purpose of the special assessment in the downtown area is to promote business activity by coordinating the efforts of all property owners.

DEID assessments that are collected by the City are passed through to the McMinnville Downtown Association (MDA).

DEID assessments for 2020 through 2022 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 3rd Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2nd Street and 4th Street. These are the same rates that were in effect for 2013 through 2019.

The current assessment cycle duration is from August 1, 2019 through July 31, 2022. City Council reviews the DEID ordinance at the end of the assessment cycle and determines if the DEID will be renewed and whether the rates will be increased.

The fund also is used for some grants. In FY2019-20 a Community Development Block Grant (CDBG) program federal grant was awarded and will continue into the current fiscal year.

Core Services

The Special Assessment Fund is a special revenue fund and is currently used to account for DEID assessments, which are committed by ordinance for a specific purpose.

Mac-Town 2032 Strategic Plan

- Use of the DEID assessments is particularly relevant to one of the goals of the Strategic Plan:

Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. The MDA is a key

partner with the City and businesses within the District. The MDA coordinates activities, organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

Future Challenges and Opportunities

Interest is charged to property owners who do not pay their DEID 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.

In the context of Covid-19's cascading economic impacts, this assessment vehicle will be evaluated regarding how it can be best leveraged to support the small business within the assessment boundaries.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	56,712	576,900	513,450	(63,450)
Materials & Services	53,718	573,000	510,000	(63,000)
Transfers Out	6,540	8,057	6,982	(1,075)
Total Expenditures	60,258	581,057	516,982	(64,075)
Net Expenditures	(3,546)	(4,157)	(3,532)	(625)



1976	City Council establishes Villard Street Local Improvement District.	1992	City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000.	2004	City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.
1986	City Council establishes Cleveland Avenue Local Improvement District - \$77,500.	1993	City Council establishes Pacific Avenue Local Improvement District - \$30,000.	2007	City Council re-establishes DEID – 8th three-year assessment district.
1986	City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA).	1995	City Council re-establishes DEID – 4th three-year assessment district ~\$42,000.	2010	City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.
1987	City Council establishes Michelbook Lane Local Improvement District - \$71,500.	1998	City Council establishes Burnette Road Local Improvement District - \$361,500.	2013	City Council re-established DEID – 10 th three-year assessment district. DEID assessments collected are passed through to MDA.
1989	City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA.	1998	City Council re-establishes DEID – 5th three-year assessment district ~\$44,500.	2015	City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.
1991	City Council establishes NE Hembree Street Local Improvement District - \$130,000.	1999	City Council establishes Newby Sidewalk Local Improvement District - \$23,000.	2019	City is awarded a \$500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.
1991	City Council establishes NE Newby Street Local Improvement District - \$98,000.	2001	City Council re-establishes DEID – 6th three-year assessment district ~\$47,000.		

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
150,083	148,632	145,527	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	140,779	140,779	140,779
150,083	148,632	145,527	TOTAL BEGINNING FUND BALANCE	140,779	140,779	140,779
INTERGOVERNMENTAL						
0	0	500,000	4520-15 Community Development Block Grnt - 2015 Housing Rehabilitation	0	0	0
0	0	0	4520-19 Community Development Block Grnt - 2019 Housing Rehabilitation	450,000	450,000	450,000
0	0	500,000	TOTAL INTERGOVERNMENTAL	450,000	450,000	450,000
SPECIAL ASSESSMENTS						
59,565	53,718	73,000	6250 Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance.	60,000	60,000	60,000
Budget Note: The three-year DEID Assessment District's duration is from August 1, 2019 to July 31, 2022.						
59,565	53,718	73,000	TOTAL SPECIAL ASSESSMENTS	60,000	60,000	60,000
MISCELLANEOUS						
2,091	2,939	3,900	6310 Interest	3,400	3,400	3,400
2,795	55	0	6310-25 Interest - Assessments Interest collected on past due assessment accounts.	50	50	50
4,886	2,994	3,900	TOTAL MISCELLANEOUS	3,450	3,450	3,450
TRANSFERS IN						
0	0	0	6900-85 Transfers In - Insurance Services	0	0	0
0	0	0	TOTAL TRANSFERS IN	0	0	0
214,534	205,344	722,427	TOTAL RESOURCES	654,229	654,229	654,229

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
59,565	53,718	73,000	8020 McMinnville Downtown Association Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	60,000	60,000	60,000
0	0	500,000	8220-15 Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant	0	0	0
0	0	0	8220-19 Yamhill Co Affordable Housing - 2019 Community Dev Block Grant	450,000	450,000	450,000
59,565	53,718	573,000	<u>TOTAL MATERIALS AND SERVICES</u>	510,000	510,000	510,000
<u>TRANSFERS OUT</u>						
6,337	6,540	8,057	9700-01 Transfers Out - General Fund	6,982	6,982	6,977
			<u>Description</u> Administration and Finance personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 6,977	<u>Total</u> 6,977
6,337	6,540	8,057	<u>TOTAL TRANSFERS OUT</u>	6,982	6,982	6,977
<u>CONTINGENCIES</u>						
0	0	20,000	9800 Contingencies	35,000	35,000	35,000
0	0	20,000	<u>TOTAL CONTINGENCIES</u>	35,000	35,000	35,000
<u>ENDING FUND BALANCE</u>						
148,632	145,086	121,370	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	102,247	102,247	102,252
148,632	145,086	121,370	<u>TOTAL ENDING FUND BALANCE</u>	102,247	102,247	102,252
214,534	205,344	722,427	<u>TOTAL REQUIREMENTS</u>	654,229	654,229	654,229

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
214,534	205,344	722,427	TOTAL RESOURCES	654,229	654,229	654,229
214,534	205,344	722,427	TOTAL REQUIREMENTS	654,229	654,229	654,229



TRANSIENT LODGING TAX FUND





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, bed & breakfasts, and other temporary lodgings. In 2013, the City Council adopted a TLT ordinance that assessed 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.
- Effective August 1, 2017, the transient lodging tax rate was increased 10 percent and, effective January 1, 2018, RV parks and campgrounds were included in the definition of transient lodging tax providers.
- 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 2020-21 proposed budget includes a transfer of those discretionary funds to the General Fund.
- Among the revenue streams we anticipate to be most impacted by the Covid-19 pandemic is TLT. The FY2020-21 budget is assuming a 30% decline in revenue in Q4FY20 and Q1FY21.

Core Services

- Visit McMinnville, a stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2020-21 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long term vision and connection of our Downtown, Granary, and Alpine districts.

Mac-Town 2032 Strategic Plan

- The transient lodging tax program is particularly relevant to two of the goals identified in the Strategic Plan:

Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. Visit McMinnville's marketing efforts positively impact retailers, food service and lodging providers, and the wine industry by significantly increasing tourism in McMinnville.

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Discretionary funds transferred to the General Fund help support administrative, public safety, and cultural services provided by the City.

Future Challenges and Opportunities

- The uncertainty with tourism generally and TLT revenues specifically is high at this early stage of the Covid-19 pandemic. When stay at home orders are eventually lifted, we believe that McMinnville is well positioned to be a destination of choice for day trips and weekend getaways by previously home-bound people living on the I-5 corridor who have disposable economic resources to use for tourist activities.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	1,277,396	1,281,166	1,164,600	(116,566)
Materials & Services	830,840	860,033	791,644	(68,389)
Transfers Out	392,821	402,001	372,956	(29,045)
Total Expenditures	1,223,661	1,262,034	1,164,600	(97,434)
Net Expenditures	53,735	19,132	-	19,132

- 2013 Transient Lodging Tax Ordinance No. 4974 adopted by City Council assessing an 8% tax on the rent charged by a transient lodging provider.
- 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. Visit McMinnville, to market McMinnville as a tourist destination.
- 2017 Transient Lodging Tax Ordinance No. 5026 adopted by City Council. TLT rate was increased from 8% to 10% effective August 1, 2017. This Ordinance also included RV parks and campgrounds in the definition of transient lodging tax providers effective January 1, 2018.
- 2020 March 2020, Governor's Emergency Order closes restaurants and bars for dine-in patronage as well as museums, theaters and recreation facilities

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
152,278	208,750	229,100	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	0	0	0
152,278	208,750	229,100	<u>TOTAL BEGINNING FUND BALANCE</u>	0	0	0
<u>LICENSES AND PERMITS</u>						
947,467	1,274,661	1,277,666	4220 Transient Lodging Tax Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax	1,160,000	1,160,000	1,050,000
947,467	1,274,661	1,277,666	<u>TOTAL LICENSES AND PERMITS</u>	1,160,000	1,160,000	1,050,000
<u>MISCELLANEOUS</u>						
799	810	1,500	6310 Interest Interest on past due transient lodging tax payments	2,600	2,600	2,600
2,356	1,925	2,000	6600 Other Income Penalties on past due transient lodging tax payments	2,000	2,000	2,000
3,155	2,735	3,500	<u>TOTAL MISCELLANEOUS</u>	4,600	4,600	4,600
<u>TRANSFERS IN</u>						
0	0	0	6900-85 Transfers In - Insurance Services	0	0	0
0	0	0	<u>TOTAL TRANSFERS IN</u>	0	0	0
1,102,901	1,486,147	1,510,266	<u>TOTAL RESOURCES</u>	1,164,600	1,164,600	1,054,600

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
<u>MATERIALS AND SERVICES</u>								
0	0	0	7660	Materials & Supplies		0	0	0
1,110	569	900	7750	Professional Services		1,100	1,100	1,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,100	1,100	
597,158	830,271	859,133	8017	Tourism Promotion & Programs		790,544	790,544	713,571
				Transient Lodging Taxes paid to Visit McMinnville. FY20 will have 5 payments to Visit McMinnville in order to match the accrued Q4 revenue to an accrued Q4 payment.. FY21 will have the standard 4 quarterly payments.				
598,268	830,840	860,033	<u>TOTAL MATERIALS AND SERVICES</u>			791,644	791,644	714,671
<u>TRANSFERS OUT</u>								
295,882	392,821	402,001	9700-01	Transfers Out - General Fund		372,956	372,956	339,929
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer 30% of transient lodging taxes collected	1	305,804	305,804	
				Admin & Finance personnel services support.	1	34,125	34,125	
295,882	392,821	402,001	<u>TOTAL TRANSFERS OUT</u>			372,956	372,956	339,929
<u>CONTINGENCIES</u>								
0	0	248,232	9800	Contingencies		0	0	0
0	0	248,232	<u>TOTAL CONTINGENCIES</u>			0	0	0
<u>ENDING FUND BALANCE</u>								
208,750	262,486	0	9999	Unappropriated Ending Fd Balance		0	0	0
				Excess of revenue over expenditures that is carried over to subsequent year is budgeted as contingency. This allows all available dollars to be spent during the fiscal year, if appropriate.				
208,750	262,486	0	<u>TOTAL ENDING FUND BALANCE</u>			0	0	0
1,102,900	1,486,147	1,510,266	<u>TOTAL REQUIREMENTS</u>			1,164,600	1,164,600	1,054,600

Budget Document Report

07 - TRANSIENT LODGING TAX FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,102,901	1,486,147	1,510,266	TOTAL RESOURCES	1,164,600	1,164,600	1,054,600
1,102,900	1,486,147	1,510,266	TOTAL REQUIREMENTS	1,164,600	1,164,600	1,054,600



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 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

- Cable franchise fees have had a range of actual annual variances from -2.9% to 4.0% with three of the last five years running negative for Comcast, the larger revenue source. Because its last two years are showing a negative trend, Comcast has been budgeted to go down again in FY2020-21 while Frontier franchise revenue is estimated to be slightly higher in the upcoming budget year.

- The revenue impact near term due to Covid-19 is difficult to determine. It has been reported that cable services may be on the increase with more people stay home from work and school but longer term the affordability of cable plans may become problematic for households with reduced incomes. The budget

Mac-Town 2032 Strategic Plan

- The City's financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan goals: Engagement and Inclusion – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. The City's contribution of telecommunications franchise fee revenue to MCM promotes diversity in community access, assuring that programming serves under-served populations and reflects a broad range of community interests.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	247,736	257,100	244,350	(12,750)
Materials & Services	247,700	257,000	244,250	(12,750)
Total Expenditures	247,700	257,000	244,250	(12,750)
Net Expenditures	36	100	100	-



1982	Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.	2001	City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.	2003	January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
1999	Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.	2001	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.	2005	MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
2001	New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.	2006	January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings.	2007	Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
2001	New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.	2008	City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.	2009	MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
2001	New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.	2002	April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.		

Budget Document Report

10 - TELECOMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
1,825	1,850	1,949	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	1,986	1,986	1,986
1,825	1,850	1,949	TOTAL BEGINNING FUND BALANCE	1,986	1,986	1,986
LICENSES AND PERMITS						
27,928	27,793	29,000	4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	27,000	27,000	27,000
140,756	136,716	144,000	4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	135,000	135,000	135,000
12,311	11,382	14,000	4275-07 Subscriber Fees - PEG - Frontier-Cable \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	10,250	10,250	10,250
68,216	71,809	70,000	4275-15 Subscriber Fees - PEG - Comcast-Cable \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	72,000	72,000	72,000
249,210	247,700	257,000	TOTAL LICENSES AND PERMITS	244,250	244,250	244,250
MISCELLANEOUS						
25	36	100	6310 Interest	100	100	100
25	36	100	TOTAL MISCELLANEOUS	100	100	100
251,060	249,586	259,049	TOTAL RESOURCES	246,336	246,336	246,336

Budget Document Report

10 - TELECOMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>MATERIALS AND SERVICES</u>						
140,756	136,716	144,000	8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	135,000	135,000	135,000
27,928	27,793	29,000	8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	27,000	27,000	27,000
68,216	71,809	70,000	8170-15 McMinnville Community Media - PEG Access Support-Comcast City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	72,000	72,000	72,000
12,311	11,382	14,000	8170-17 McMinnville Community Media - PEG Access Support-Frontier City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	10,250	10,250	10,250
249,210	247,700	257,000	<u>TOTAL MATERIALS AND SERVICES</u>	244,250	244,250	244,250
<u>CONTINGENCIES</u>						
0	0	1,500	9800 Contingencies	1,500	1,500	1,500
0	0	1,500	<u>TOTAL CONTINGENCIES</u>	1,500	1,500	1,500
<u>ENDING FUND BALANCE</u>						
1,850	1,886	549	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	586	586	586
1,850	1,886	549	<u>TOTAL ENDING FUND BALANCE</u>	586	586	586
251,060	249,586	259,049	<u>TOTAL REQUIREMENTS</u>	246,336	246,336	246,336

10 - TELECOMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
251,060	249,586	259,049	<i>TOTAL RESOURCES</i>	246,336	246,336	246,336
251,060	249,586	259,049	<i>TOTAL REQUIREMENTS</i>	246,336	246,336	246,336



EMERGENCY COMMUNICATIONS FUND





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 the 911 emergency communications system.
- **Transfers From Other Funds** - Transfers from the General Fund equal \$900,872, reflecting an assumed 5% increase in the City’s contribution to Yamhill Communications Agency (YCOM) for dispatch services.

The proposed 2020-21 budget also includes transfers of \$37,172 from the General Fund to make debt service payments on emergency communications equipment acquired from Motorola in 2018-19. This transfer will occur for seven years, until the debt is paid off.

Transfers for both dispatch services and payments on the communications equipment are allocated as follows:

- 85% Police
- 5% Fire
- 10% Ambulance (now part of the General Fund – Fire Department)
- **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. The City is collecting system user fees from McMinnville School District and Linfield, which partially pays 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 – 43%. The next largest member contribution is paid by Yamhill County – 37%.
- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

Mac-Town 2032 Strategic Plan

The City’s paying for the cost of dispatch services and maintenance of emergency communications equipment is particularly relevant to one of the Strategic Plan goals:

Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Emergency communications equipment acquired in 2018-19 and partially funded with reserves from this fund will support exceptional police, fire, and emergency medical services provided to the community.

Future Challenges and Opportunities

- Identifying funding sources for maintaining and improving the public safety radio system.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	1,099,765	1,177,209	951,852	(225,357)
Materials & Services	854,579	1,137,216	930,551	(206,665)
Capital Outlay	-	68,549	-	(68,549)
Debt Service	-	38,269	37,173	(1,096)
Total Expenditures	854,579	1,244,034	967,724	(276,310)
Net Expenditures	245,186	(66,825)	(15,872)	(50,953)



- 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>
2010 – 2011	621,600
2011 – 2012	649,400
2012 – 2013	666,500
2013 – 2014	684,900
2014 – 2015	721,600
2015 – 2016	742,300
2016 - 2017	770,900
2017 - 2018	793,200
2018 - 2019	814,400
2019 - 2020	855,400
2020 - 2021	863,700

2006 YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.

2008 YCOM prepares to move into the City of McMinnville’s new Public Safety Building.

2012 McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.

2018 The City receives information that the current subscriber units (mobile and portables) are no longer serviceable. The City looks to update the Police Department’s mobile radios and portables.

2019 Emergency Communication system upgrade switches analog system to digital P25 radio system, allowing interoperability with other jurisdictions.

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
136,238	156,197	164,470	4090 Beginning Fund Balance Estimated July 1 carryover from the prior year	109,310	109,310	109,310
136,238	156,197	164,470	TOTAL BEGINNING FUND BALANCE	109,310	109,310	109,310
LICENSES AND PERMITS						
4,891	3,392	2,000	4205-06 Franchise Fees - Miscellaneous-Telecommunications 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.	3,000	3,000	3,000
24,986	26,648	26,000	4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	24,000	24,000	24,000
29,877	30,041	28,000	TOTAL LICENSES AND PERMITS	27,000	27,000	27,000
INTERGOVERNMENTAL						
7,500	7,500	7,500	5040-05 Yamhill Communications Agency - Radio System City funds for radio equipment reserve held by Yamhill County	7,500	7,500	7,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			YCOM radio equipment reserves held by Yamhill County	1	7,500	7,500
7,500	7,500	7,500	TOTAL INTERGOVERNMENTAL	7,500	7,500	7,500
CHARGES FOR SERVICES						
15,990	15,990	15,990	5325 System Access Fees Fees charged for access to City's radio system.	15,480	15,480	15,480
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Fees charged to City communication users	1	15,480	15,480
15,990	15,990	15,990	TOTAL CHARGES FOR SERVICES	15,480	15,480	15,480
MISCELLANEOUS						
1,723	2,485	3,600	6310 Interest	1,000	1,000	1,000
1,723	2,485	3,600	TOTAL MISCELLANEOUS	1,000	1,000	1,000
OTHER FINANCING SOURCE						
0	226,649	228,449	6830 Loan Proceeds	0	0	0

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	226,649	228,449	TOTAL OTHER FINANCING SOURCE			0	0	0
TRANSFERS IN								
707,700	728,100	796,303	6900-01	Transfers In - General Fund		900,872	900,872	900,872
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			General Fund support for Emergency Comm equipment debt payment	1	37,172	37,172		
			General Fund support for YCOM dispatching services- Police	1	734,100	734,100		
			General Fund support for YCOM dispatching services- Fire	1	45,400	45,400		
			General Fund support for YCOM dispatching services- Ambulance	1	84,200	84,200		
86,500	89,000	97,367	6900-79	Transfers In - Ambulance		0	0	0
794,200	817,100	893,670	TOTAL TRANSFERS IN			900,872	900,872	900,872
985,527	1,255,962	1,341,679	TOTAL RESOURCES			1,061,162	1,061,162	1,061,162

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
503	3,956	10,000	7720-06	Repairs & Maintenance - Equipment		11,320	11,320	11,320
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Comcast IP address for remote access	12	110	1,320	
				Repairs for communications equipment not covered under contract	1	10,000	10,000	
35,639	36,178	36,916	7750	Professional Services		45,781	45,781	45,781
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Day Wireless annual maintenance agreement	12	3,673	44,081	
				Audit fee allocation	1	1,700	1,700	
0	0	1,800	7750-63	Professional Services - Financing Issuance Cost		0	0	0
0	0	233,100	7800	M & S Equipment		9,750	9,750	9,750
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Field repair for comparator card and fan module	1	2,450	2,450	
				All band console for radio dispatch console	1	7,300	7,300	
793,188	814,445	855,400	8180-05	YCOM - Other Governmental Services		863,700	863,700	863,700
				City's support for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).				
829,331	854,579	1,137,216	TOTAL MATERIALS AND SERVICES			930,551	930,551	930,551
CAPITAL OUTLAY								
0	0	68,549	8710	Equipment		0	0	0
0	0	68,549	TOTAL CAPITAL OUTLAY			0	0	0
DEBT SERVICE								
0	0	33,269	9520-05	Equipment-Lease Purchase - Principal		29,125	29,125	29,125
				Principal payment for lease authorized in 2019-20. Payment due on September 15, 2020. Lease used to purchase new mobile and portable radios for the Police Department, as well as convert MPD's primary radio channel from analog to digital and encrypt the frequency.				
0	0	5,000	9520-10	Equipment-Lease Purchase - Interest		8,048	8,048	8,048
				Interest payment on lease due September 15, 2020.				
0	0	38,269	TOTAL DEBT SERVICE			37,173	37,173	37,173
CONTINGENCIES								
0	0	35,000	9800	Contingencies		45,000	45,000	45,000
0	0	35,000	TOTAL CONTINGENCIES			45,000	45,000	45,000

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>ENDING FUND BALANCE</u>						
156,197	401,382	62,645	9999 Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations	48,438	48,438	48,438
156,197	401,382	62,645	<u>TOTAL ENDING FUND BALANCE</u>	48,438	48,438	48,438
985,528	1,255,961	1,341,679	<i>TOTAL REQUIREMENTS</i>	1,061,162	1,061,162	1,061,162

Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
985,527	1,255,962	1,341,679	TOTAL RESOURCES	1,061,162	1,061,162	1,061,162
985,528	1,255,962	1,341,679	TOTAL REQUIREMENTS	1,061,162	1,061,162	1,061,162



STREET FUND





Budget Highlights

- The recent outbreak of the coronavirus (COVID-19) has significantly increased the uncertainty of the City's revenue projections for the Street Fund. For the remainder of the current fiscal year staff has reduced the final three months revenue projection by 40%. However, given the uncertainty relative to the length of time the situation will impact these revenues, staff has chosen not to program any significant reduction in revenue projections for fiscal year 2020-21. Given the uncertainty of the revenue stream, staff will be carefully monitoring revenues, and will be making adjustments to spending as the situation requires. Thus, some of the highlights discussed below will be revenue dependent; i.e. if revenues are down, these expenditures will be reduced or not implemented. This approach is consistent with the Government Capacity priority in the City's recent Strategic Plan, with a focus on the strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.
- The 2020-21 budget proposal continues funding to address increased maintenance requirements related to newly constructed as well as planned transportation facilities. The budget request includes additional funding to increase seasonal labor hours over the next two budget cycles. The intent is to provide additional labor hours to support landscape/storm water facility maintenance activities as well as to staff less skilled positions on crack sealing and pavement patching crews. This will in turn free up full time staff for more skilled work.
- The budget request includes funding to replace a 1994 rotary mower. The unit is used in mowing right of way turf and rough areas that Street Maintenance is tasked with maintaining.
- The resources for additional labor and equipment replacement are consistent with the division's commitment to the Strategic Plan value of stewardship, and represent an effort to be responsible caretakers of our shared public assets and resources.

- The proposed budget continues to provide resources to put a high priority on localized pavement repair work. Additionally, as with past practice, funds have been transferred to the Transportation Fund to support major pavement preservation projections. For fiscal year 2020-21, a preservation project on Lafayette Avenue from Hwy 99 south to 9th Avenue is planned.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Staff utilizes condition rating systems for sign retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the fourth phase of a five year program to upgrade residential street signage to the new federal standards. Staff will continue a program to install shared lane markings as per the adopted Transportation System plan in various locations around the community as well.
- Maintenance of storm water facilities continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal continues to carry over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville. With the Hill Road improvements coming on line, planned improvements for Old Sheridan Road and the recently completed Alpine project, the City is maintaining new storm water quality



Street Crew Training Session

facilities. These include storm planters, infiltration swales, and detention ponds. Unlike existing facilities, these new facilities will need to be cared for on a proactive schedule in order to maintain their effectiveness, which is a requirement of the environmental permits for these projects.

- The budget continues funding for street lighting. In 2015 the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED lighting fixtures as standard. LED upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. This includes lighting improvements on 2nd Street, Alpine Avenue and Hill Road. Street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

Core Services

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's ongoing efforts to identify and focus on core services. The Street Maintenance staff's primary mission is maintaining the City's transportation system. This includes approximately 113 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, alleys, and storm water conveyance, detention and treatment facilities. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

Pavement Maintenance

- Preservation projects include pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repair activities include partial and full depth localized repairs, skin patches, pot hole filling and temporary cold mix repairs in inclement weather. This work is conducted with both in-house and contract forces. This work is done in response to

pavement failures, as well as in advance of planned repair or preventive maintenance work.

- Crack sealing remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and applies approximately 15,000 pounds of material each year on candidate streets.

Pedestrian Facilities

- The City utilizes the Public Right of Way Accessibility Guidelines (PROWAG) as a standard in the right of way.
- Curb, gutter and sidewalk repairs: In the downtown area, sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage, and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install PROWAG compliant curb ramps at street intersections where needed.
- City staff installs and maintains accessible parking spaces adjacent to private residences upon an approved request.
- City staff installs and maintains on-street ADA parking spaces in the downtown core.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.

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

- Storm water quality facility maintenance.
- 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 60 vehicles and 157 various pieces of equipment at the Riverside Drive facility.

Right-of-Way (ROW) maintenance

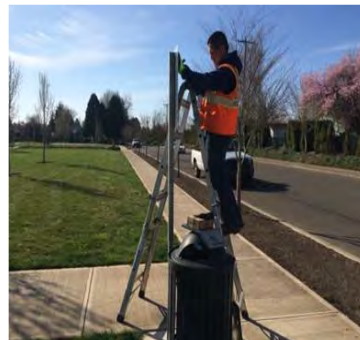
- City-owned areas are maintained on scheduled basis with a combination of City personnel, contract labor, and inmate labor.

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.

Traffic Operations

- 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 the Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition based



Carlos Ochoa – New signage installation

basis.

- Roadway striping is performed with contract forces on an annual basis.
- Curb painting is performed on a three year cycle, with school zones and downtown areas painted annually.
- Staff reviews various traffic signage and parking requests and provides recommendations to Engineering.

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.
- Staff waters and prunes City owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Storm damaged trees in the right of way are removed and replaced as appropriate. This work is typically done via contract.

Emergency Response

- This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority’s objective to “provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works”. Activities are typically related to inclement weather, accidents, and hazardous materials spill responses. Tasks include anti-icing/deicing, sanding, plowing, 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.

Future Challenges and Opportunities

Newberg/Dundee By-Pass Local Funding

- A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan. Payments began in 2017.

Maintenance Planning

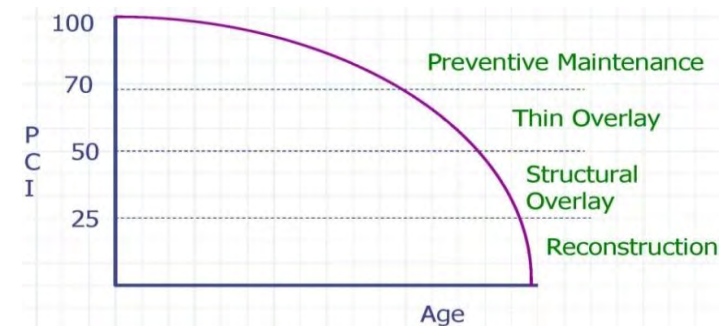
- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts. There is funding in fiscal year 2020-21 to upgrade this software.
- Continuous Improvement: As part of an on-going effort, 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.
- Plan for and implement storm water facility maintenance programs: these types of facilities will require a more proactive, planned maintenance effort as compared to existing facilities.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community."

Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on

reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater.

- The City's current overall system PCI stands at 69. At this point, about 63% of the City's network meets that "very good" condition threshold.



To maintain that level will require an annual investment of approximately \$1.33 million dollars. Prior to the 2014 Transportation Bond measure, resource availability limited the City's annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment and street lighting negatively impact that amount. While the 2014 Transportation Bond provided an infusion of approximately \$5.3 million dollars, over time, without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to increased preservation costs. Additionally, the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue and 2nd Street (west of Adams), as well as other collectors, will need pavement preservation work in the very near future using Street Fund resources. House Bill 2017 will provide additional resources; however it is clear that without increasing the annual investment in the pavement network, pavement conditions will decline. As a note, House Bill 2017 requires that all cities report pavement conditions to ODOT every two years in order to receive funding. The City completed and submitted the first round of reporting in January of 2019.

Storm Water Management

- As noted above there currently is no direct funding source for storm water related work. 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. Thus there is no funding for system improvements or to address deficiencies within the system. The City recently constructed storm water planters for the Alpine project, the Hill Road project includes similar elements as does the planned Old Sheridan Road project. Absent another funding source, maintenance costs for those facilities will be funded by the Street Fund, further impacting available resources for pavement maintenance work or other street system demands. At this point, the City is not under a storm water quality mandate. Should this change in the future, it may be necessary to consider a dedicated funding source to address both water quality mandates as well as conveyance needs and system improvements.

Aging Fleet

- The Street Maintenance Division's powered rolling stock includes 25 units with an estimated replacement value of \$1.7 million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	20 years
Utility trucks and vans (12)	21 years
Dump trucks (5)	27 years
Construction / maintenance equip (7) **	22 years**

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

- Staff will continue to use a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).

- The use of repurposed units, as well as the acquisition of surplus units from other agencies (McMinnville Water and Light) has proven to be a useful strategy for the Street Fund. Over the past several years the Division has purchased and re-purposed units from other City departments as well as McMinnville Water and Light. This is good public fleet practice, and provides a value to the public in that units that are no longer useful in one role can be repurposed to another.
- However, as the fleet continues to age, the challenge will be to regularly assess reliability, repair costs and functionality for various fleet units, including those used in emergency operations, and assess the most effective manner to fund their replacement. This results in another pressing demand for resources that impacts available funding for pavement preservation investments. Thus, developing a funding strategy within the available resources to continue to update the fleet continues to be a priority.



Jeff York – National Public Works Week

Accessibility

- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work to identifying pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	2,526,627	2,722,506	2,748,639	26,133
Personnel Services	803,302	981,806	982,178	372
Materials & Services	739,059	1,027,983	1,072,602	44,619
Capital Outlay	164,029	5,674	60,000	54,326
Transfers Out	828,694	983,450	917,392	(66,058)
Total Expenditures	2,535,084	2,998,913	3,032,172	33,259
Net Expenditures	(8,457)	(276,407)	(283,533)	7,126

Full-Time Equivalents (FTE)

	2019-20		2020-21
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	9.76		
Extra Help - Streets		0.17	
FTE Proposed Budget		0.17	9.93



1962	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	1997	Public Works Superintendent assumes managerial responsibility over parks maintenance.	2007	Computerized maintenance management program implemented, including a work order system and an asset management system.
1976	Downtown core area tree planting completed.	1997	City of McMinnville awarded "Tree CityUSA".	2007	Decorative antique street lights installed along 3 rd Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
1986	Crack Sealing Program begins on city streets to prolong street life.	2003	Retrofitted 19 Americans with Disability Act (ADA) approved wheel chair ramps in school zones.		
1987	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	2004	Street Department maintains 97 miles of streets.	2007	City awarded "Tree City USA" designation for the 10 th consecutive year.
1990	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	2005	Street Department maintains 100 miles of streets.	2008	Public Works crews responded to a 40-year snow & ice event in December.
1990	City maintains 64 miles of paved streets.	2005	200 new street signs were installed.	2008	First slurry seal project on city streets to prolong street life.
1994	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	2006	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 th storm event.	2009	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
1994	Street sweeping function partially contracted.				
1996	Seal Coating Program on city streets initiated to prolong street life.				

2010	In 20 th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.	2012	Pedestrian crossing at 15 th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.	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.
2010	Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.	2012	2 nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks	2016	As part of succession planning, Senior Utility Worker position implemented.
2010	Implemented the use of liquid deicer on streets as a tool during snow and ice events.	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.	2017	City awarded "Tree City USA" designation for the 20 th consecutive year.
2011	City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2 nd to Wallace Road.			2019	Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.
2011	8 th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.	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.	2019	Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.
2012	2 nd & 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.				

Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employee:Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
			<u>Page</u>	<u>Amount</u>
<u>Public Works Superintendent</u>	1	352	107,546	
General Fund				
Park Maintenance (0.50 FTE)			153	53,773
Street Fund (0.50 FTE)			185	53,773
<u>Park Maintenance Supervisor</u>	1	342	81,364	
General Fund				
Park Maintenance (0.95 FTE)			153	77,296
Street Fund (0.05 FTE)			185	4,068
<u>Street Maintenance Supervisor</u>	1	342	85,069	
General Fund				
Park Maintenance (0.05 FTE)			153	4,253
Street Fund (0.95 FTE)			185	80,816
<u>SS & SD Maintenance Supervisor</u>	1	342	82,263	
Street Fund (0.10 FTE)			185	8,226
Wastewater Services Fund				
Conveyance Systems				
Sanitary (0.90 FTE)			237	74,037
<u>Senior Utility Worker - WWS</u>	1	333	66,496	
Street Fund (0.10 FTE)			185	6,650
Wastewater Services Fund				
Conveyance Systems				
Sanitary (0.90 FTE)			237	59,846

Position Description

<u>Fund</u> <u>Department</u>	<u>Number of</u> <u>Employee:Range</u>	<u>Total</u> <u>Salary</u>	<u>Detailed Summary</u>	
			<u>Page</u>	<u>Amount</u>
<u>Mechanic - Public Works</u>	1	330	59,853	
General Fund				
Park Maintenance (0.45 FTE)			153	26,934
Street Fund (0.45 FTE)			185	26,934
Wastewater Services Fund				
Administration (0.10 FTE)			227	5,985
<u>Utility Worker II - WWS</u>	4	329	223,412	
Street Fund (0.40 FTE)			185	22,341
Wastewater Services Fund				
Conveyance Systems				
Sanitary (3.60 FTE)			237	201,071
<u>Operations Support Specialist</u>	1	330	59,854	
General Fund				
Park Maintenance (0.50 FTE)			153	29,927
Street Fund (0.50 FTE)			185	29,927

Budget Document Report

20 - STREET FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES								
BEGINNING FUND BALANCE								
1,980,548	2,097,924	1,941,264	4090	Beginning Fund Balance		1,483,117	1,483,117	1,520,117
				Estimated July 1 undesignated carryover from prior year				
1,980,548	2,097,924	1,941,264	TOTAL BEGINNING FUND BALANCE			1,483,117	1,483,117	1,520,117
LICENSES AND PERMITS								
27	16	50	4300	Bicycle Fees		50	50	50
27	16	50	TOTAL LICENSES AND PERMITS			50	50	50
INTERGOVERNMENTAL								
0	0	0	4548	Coronavirus Relief Fund (CRF)		0	0	0
2,164,426	2,474,381	2,650,000	4740	OR State Gas Taxes		2,675,000	2,675,000	2,675,000
				State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.				
2,164,426	2,474,381	2,650,000	TOTAL INTERGOVERNMENTAL			2,675,000	2,675,000	2,675,000
MISCELLANEOUS								
24,731	38,005	50,300	6310	Interest		45,700	45,700	45,700
5,710	8,888	1,000	6600	Other Income		5,000	5,000	5,000
30,441	46,893	51,300	TOTAL MISCELLANEOUS			50,700	50,700	50,700
TRANSFERS IN								
0	5,337	21,156	6900-85	Transfers In - Insurance Services		22,889	22,889	22,889
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	5,739	5,739	
				Insurance Services Fund distribution	1	17,150	17,150	
0	5,337	21,156	TOTAL TRANSFERS IN			22,889	22,889	22,889
4,175,442	4,624,551	4,663,770	TOTAL RESOURCES			4,231,756	4,231,756	4,268,756

Budget Document Report

20 - STREET FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

506	1,446	0	7000	Salaries & Wages	0	0	0
434,923	445,650	499,460	7000-05	Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Street Maintenance - 0.95 FTE Supervisor - Park Maintenance - 0.05 FTE Supervisor - SS & SD Maintenance - 0.10 FTE Mechanic - Public Works - 0.45 FTE Senior Utility Worker - Street - 1.00 FTE Senior Utility Worker - WWS - 0.10 FTE Utility Worker II - Street - 3.00 FTE Utility Worker II - WWS - 0.40 FTE Utility Worker I - Street - 1.00 FTE Operations Support Specialist - Public Works - 0.50 FTE	511,766	511,766	511,766
36,639	42,449	48,310	7000-15	Salaries & Wages - Temporary Extra Help - Streets - 1.88 FTE	56,140	56,140	56,140
7,608	7,902	7,200	7000-20	Salaries & Wages - Overtime	8,100	8,100	8,100
120	320	120	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,320	1,320	1,320
-16	1,381	0	7300	Fringe Benefits	0	0	0
28,299	29,581	34,413	7300-05	Fringe Benefits - FICA - Social Security	35,791	35,791	35,791
6,619	6,918	8,047	7300-06	Fringe Benefits - FICA - Medicare	8,371	8,371	8,371
112,587	113,110	167,077	7300-15	Fringe Benefits - PERS - OPSRP - IAP	163,141	163,141	163,141
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
96,717	104,692	145,018	7300-20	Fringe Benefits - Medical Insurance	127,321	127,321	126,292
17,383	18,308	21,300	7300-22	Fringe Benefits - VEBA Plan	17,525	17,525	17,525
760	755	864	7300-25	Fringe Benefits - Life Insurance	864	864	864
2,358	2,409	2,706	7300-30	Fringe Benefits - Long Term Disability	2,770	2,770	2,770
37,524	28,068	46,044	7300-35	Fringe Benefits - Workers' Compensation Insurance	47,841	47,841	47,841
220	205	248	7300-37	Fringe Benefits - Workers' Benefit Fund	227	227	227
1,611	109	999	7300-40	Fringe Benefits - Unemployment	1,001	1,001	1,001
783,859	803,302	981,806	TOTAL PERSONNEL SERVICES		982,178	982,178	981,149

MATERIALS AND SERVICES

717	1,602	1,000	7530	Training	1,500	1,500	1,500
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Budget Document Report

20 - STREET FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
620	1,012	800	7540	Employee Events		1,000	1,000	1,000
				Costs shared city-wide for employee training, materials, and events.				
3,597	3,839	4,500	7550	Travel & Education		5,700	5,700	5,700
18,783	20,857	21,000	7590	Fuel - Vehicle & Equipment		22,000	22,000	22,000
12,285	13,384	12,500	7600	Electric & Natural Gas		15,000	15,000	15,000
57,400	59,700	63,200	7610-05	Insurance - Liability		65,500	65,500	65,500
8,800	7,700	8,300	7610-10	Insurance - Property		9,600	9,600	9,600
5,772	5,891	16,500	7620	Telecommunications		11,600	11,600	11,600
1,303	2,079	2,100	7650	Janitorial		2,400	2,400	2,400
15,969	15,492	17,000	7660	Materials & Supplies		17,000	17,000	17,000
67,525	47,025	80,000	7720	Repairs & Maintenance		80,000	80,000	80,000
				Materials and supplies for street maintenance activities				
0	0	0	7720-05	Repairs & Maintenance - Inventory-InterDept Projects		0	0	0
25,490	17,109	26,500	7720-06	Repairs & Maintenance - Equipment		27,500	27,500	27,500
0	0	0	7720-07	Repairs & Maintenance - Inventory-Equipment		0	0	0
1,239	1,392	14,000	7720-10	Repairs & Maintenance - Building Maintenance		7,500	7,500	7,500
				Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.				
2,734	0	0	7720-14	Repairs & Maintenance - Vehicles		0	0	0
1,503	4,734	6,500	7720-28	Repairs & Maintenance - Right of Way		7,500	7,500	7,500
				Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.				
9,295	19,190	40,000	7720-30	Repairs & Maintenance - Sidewalks		40,000	40,000	40,000
				Repair and construction of city sidewalks and wheelchair ramps.				
7,828	7,515	10,000	7720-32	Repairs & Maintenance - Traffic Signal		10,000	10,000	10,000
				Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.				
1,920	0	0	7720-34	Repairs & Maintenance - Parking Structure & Lots		0	0	0
5,796	0	100,000	7720-35	Repairs & Maintenance - Storm Drains		100,000	100,000	100,000
				Repair of the storm drainage system within the public right-of-way.				
9,367	4,576	18,470	7750	Professional Services		18,900	18,900	18,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Audit fee allocation	1	2,900		2,900
				Miscellaneous professional services	1	10,000		10,000
				Pavement rating services	1	6,000		6,000
117,360	212,826	279,600	7780-12	Contract Services - Street Maintenance		269,600	269,600	269,600

Budget Document Report

20 - STREET FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET																																
			Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.																																			
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Downtown Sweeping</td> <td>1</td> <td>20,000</td> <td>20,000</td> </tr> <tr> <td>Citywide sweeping</td> <td>1</td> <td>115,000</td> <td>115,000</td> </tr> <tr> <td>Inmate work crew</td> <td>1</td> <td>3,600</td> <td>3,600</td> </tr> <tr> <td>Striping</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>Snow removal services</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Pavement repairs</td> <td>1</td> <td>100,000</td> <td>100,000</td> </tr> <tr> <td>Backflow testing</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Downtown Sweeping	1	20,000	20,000	Citywide sweeping	1	115,000	115,000	Inmate work crew	1	3,600	3,600	Striping	1	25,000	25,000	Snow removal services	1	5,000	5,000	Pavement repairs	1	100,000	100,000	Backflow testing	1	1,000	1,000			
Description	Units	Amt/Unit	Total																																			
Downtown Sweeping	1	20,000	20,000																																			
Citywide sweeping	1	115,000	115,000																																			
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Pavement repairs	1	100,000	100,000																																			
Backflow testing	1	1,000	1,000																																			
3,654	1,727	3,000	7800 M & S Equipment	3,700	3,700	3,700																																
			Miscellaneous small equipment for operations and maintenance																																			
391	497	750	7800-42 M & S Equipment - Shop	3,000	3,000	3,000																																
			Miscellaneous small equipment and tools for shop operations and maintenance																																			
4,381	5,194	6,063	7840 M & S Computer Charges	6,982	6,982	6,982																																
			I.S. Fund materials & supplies costs shared city-wide																																			
9,576	9,090	12,200	7840-75 M & S Computer Charges - Street	12,120	12,120	12,120																																
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Replacement workstations</td> <td>2</td> <td>1,500</td> <td>2,250</td> </tr> <tr> <td>ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS</td> <td>1</td> <td>2,150</td> <td>2,150</td> </tr> <tr> <td>Hansen sewer database 25%-shared with Street,Park Maint,WWS</td> <td>1</td> <td>3,500</td> <td>3,500</td> </tr> <tr> <td>Street Saver maintenance/subscription</td> <td>1</td> <td>3,500</td> <td>3,500</td> </tr> <tr> <td>Office 365 licensing</td> <td>3</td> <td>240</td> <td>720</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Replacement workstations	2	1,500	2,250	ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150	Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500	Street Saver maintenance/subscription	1	3,500	3,500	Office 365 licensing	3	240	720											
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Street Saver maintenance/subscription	1	3,500	3,500																																			
Office 365 licensing	3	240	720																																			
16,303	23,979	22,000	8190 Signs	34,500	34,500	34,500																																
			Street signing materials and supplies, along with replacement of downtown parking signage.																																			
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Sign maintenance materials</td> <td>1</td> <td>22,000</td> <td>22,000</td> </tr> <tr> <td>Solar pole mounted radar sign assemblies</td> <td>2</td> <td>6,250</td> <td>12,500</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Sign maintenance materials	1	22,000	22,000	Solar pole mounted radar sign assemblies	2	6,250	12,500																							
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Sign maintenance materials	1	22,000	22,000																																			
Solar pole mounted radar sign assemblies	2	6,250	12,500																																			
234,892	252,648	250,000	8200 Street & Parking Lot Lighting	285,000	285,000	285,000																																
			McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.																																			
2,418	0	12,000	8210 Street Tree Program	15,000	15,000	15,000																																
			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.																																			
646,917	739,059	1,027,983	TOTAL MATERIALS AND SERVICES	1,072,602	1,072,602	1,072,602																																

Budget Document Report

20 - STREET FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>								
0	164,029	0	8710	Equipment		55,000	55,000	55,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Rotary mower (replaces 1994 unit)	1	55,000	55,000	
0	0	674	8750	Capital Outlay Computer Charges		0	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	5,000	8750-75	Capital Outlay Computer Charges - Street		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade	1	5,000	5,000	
0	164,029	5,674	<u>TOTAL CAPITAL OUTLAY</u>			60,000	60,000	60,000
<u>TRANSFERS OUT</u>								
238,144	249,418	273,322	9700-01	Transfers Out - General Fund		306,763	306,763	305,591
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	23,168	23,168	
				Engineering, Admin, & Finance personnel services support.	1	282,423	282,423	
400,000	570,000	700,000	9700-45	Transfers Out - Transportation		600,000	600,000	600,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas tax revenues used to fund Transportation Fund expenses.	1	600,000	600,000	
8,597	9,276	10,128	9700-80	Transfers Out - Information Systems		10,629	10,629	10,621
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	10,621	10,621	
646,741	828,694	983,450	<u>TOTAL TRANSFERS OUT</u>			917,392	917,392	916,212
<u>CONTINGENCIES</u>								
0	0	250,000	9800	Contingencies		500,000	500,000	500,000
0	0	250,000	<u>TOTAL CONTINGENCIES</u>			500,000	500,000	500,000
<u>ENDING FUND BALANCE</u>								
2,097,924	2,089,468	1,414,857	9999	Unappropriated Ending Fd Balance		699,584	699,584	738,793
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
2,097,924	2,089,468	1,414,857	<u>TOTAL ENDING FUND BALANCE</u>			699,584	699,584	738,793
4,175,441	4,624,552	4,663,770	<u>TOTAL REQUIREMENTS</u>			4,231,756	4,231,756	4,268,756

Budget Document Report

20 - STREET FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
4,175,442	4,624,551	4,663,770	TOTAL RESOURCES	4,231,756	4,231,756	4,268,756
4,175,441	4,624,551	4,663,770	TOTAL REQUIREMENTS	4,231,756	4,231,756	4,268,756



AIRPORT MAINTENANCE FUND



- **Airport Layout Map**



Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a temporary office.
- The 2020-21 budget includes funding to complete the replacement of the Jet A fuel tank.
- The 2020-21 includes funding to continue managing and removing potential and known obstructions in the runway approach slopes.
- New budget line items have added for repairs and maintenance of the fuel farm.
- These projects will help meet Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$18.1 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.



There are 121 based aircraft at the McMinnville Municipal Airport.

- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports 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 FBO building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, maintenance hangars, and hanger taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; the successful procurement of a ConnectOregon V grant in 2014 which funded the City's required 10% match for the runway 4-22 project; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grant). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility and is currently operation out of a temporary facility.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	1,001,335	492,059	504,000	11,941
Materials & Services	422,092	328,278	268,150	(60,128)
Capital Outlay	302,280	95,000	155,000	60,000
Transfers Out	125,619	164,938	98,560	(66,378)
Total Expenditures	849,991	588,216	521,710	(66,506)
Net Expenditures	151,345	(96,157)	(17,710)	(78,447)



Photo: Washington Dept. Fish & Wildlife

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

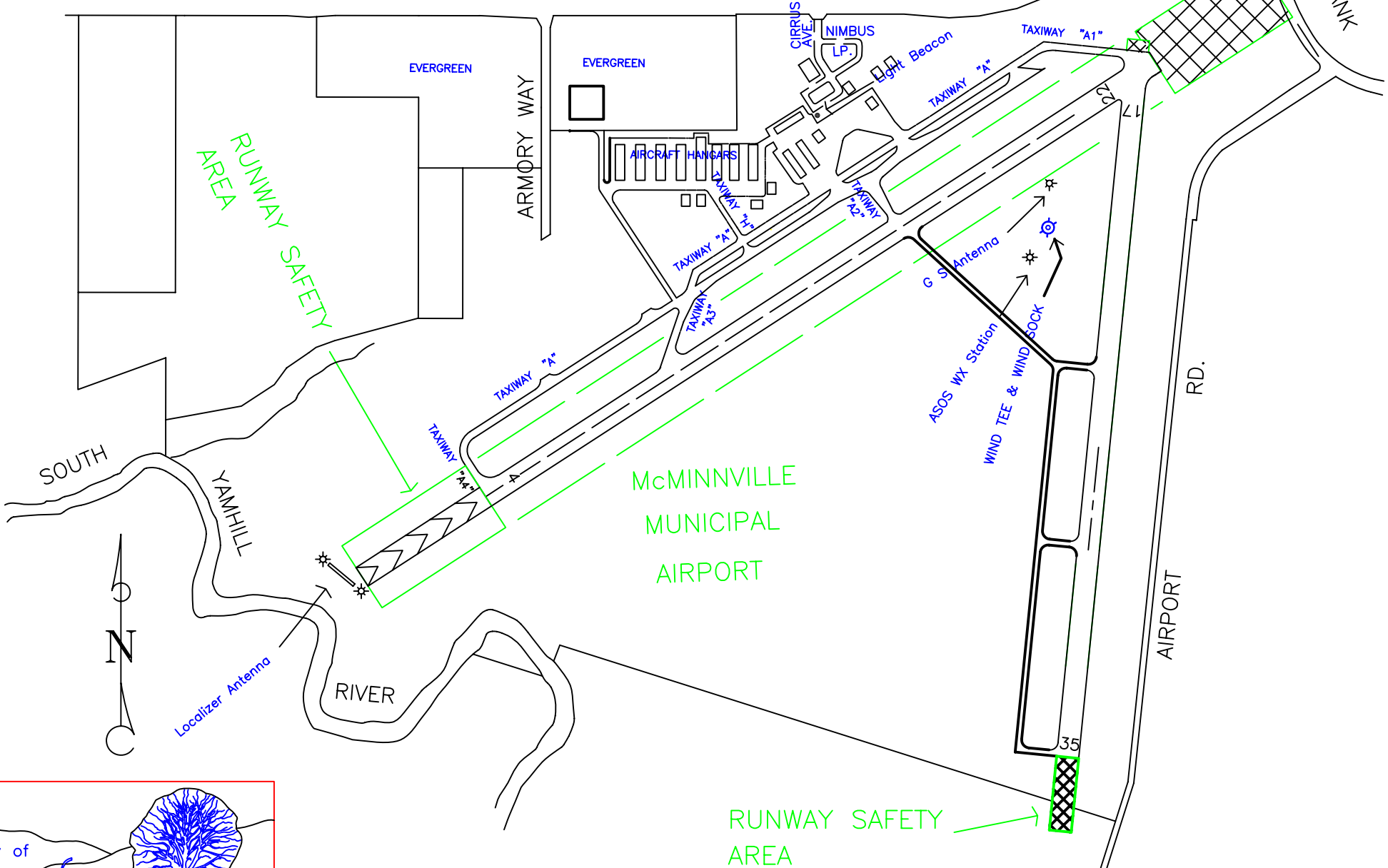


1942	McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.	2001	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	2007	Environmental and design work begin for major airport improvements.
1957	East Hangar is constructed.	2003	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.	2008	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
1973	Airport Layout Plan (ALP) and Master Plan is written.	2004	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.	2008	New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
1982	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	2005	Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.	2009	Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.
1987	Annual \$60,000 Transfer to Debt Service Fund eliminated.	2006	FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.	2010	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
1992	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	2006	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	2014	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.
1999	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.			2016	Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

- 2017 Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
- 2018 Primary Runway 4/22 reconstructed at a cost of \$8.4M – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP). 10% Matching funds paid by ConnectOregon V Grant.
- 2019 The Oregon International Airshow hosts a successful three day airshow at MMV, featuring the RAF Red Arrows.

(SALMON RIVER HWY. NO. 39)

CRUCKSHANK RD.



RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

RUNWAY SAFETY AREA

SOUTH

YAMHILL RIVER

RIVER



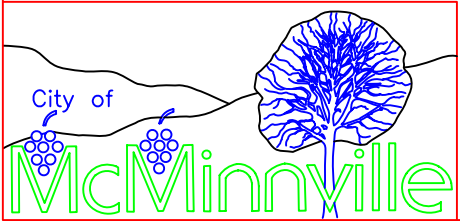
Localizer Antenna

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

AIRPORT RD.



AIRPORT 2011

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
0	0	0	4025-02 Designated Begin FB-Airport Fd - Capital Replacement Reserve	0	0	0
100,000	0	0	4025-15 Designated Begin FB-Airport Fd - Facility Improvements	0	0	0
535,409	-185,124	724,631	4090 Beginning Fund Balance Estimated July 1 carryover from prior year	502,357	502,357	502,357
635,409	-185,124	724,631	<u>TOTAL BEGINNING FUND BALANCE</u>	502,357	502,357	502,357
<u>INTERGOVERNMENTAL</u>						
4,415,630	582,822	134,865	4580 FAA Grant FAA grants for Airport Improvement Projects; City match is 10%.	13,500	13,500	13,500
590,416	72,883	0	4775-10 ODOT State Grants - Connect Oregon	0	0	0
0	4,152	14,394	4790 OR Aviation Department Grant Critical Oregon Airport Relief (COAR) Program grant funds used for 10% match which is required with FAA grants. The state collects these funds via a tax on aviation fuel sales.	0	0	0
5,006,047	659,857	149,259	<u>TOTAL INTERGOVERNMENTAL</u>	13,500	13,500	13,500
<u>CHARGES FOR SERVICES</u>						
62,481	67,039	68,900	5400-05 Property Rentals - Crop Share & USDA	66,500	66,500	66,500
67,915	63,595	65,000	5400-10 Property Rentals - Land Leases	60,600	60,600	60,600
131,563	134,864	137,700	5400-15 Property Rentals - OSP Building	137,600	137,600	137,600
3,957	8,728	9,500	5400-20 Property Rentals - Fixed Base Operator Lease	10,300	10,300	10,300
43,012	53,600	50,900	5400-25 Property Rentals - City Hangar	47,100	47,100	47,100
308,928	327,826	332,000	<u>TOTAL CHARGES FOR SERVICES</u>	322,100	322,100	322,100
<u>MISCELLANEOUS</u>						
2,458	1,669	800	6310 Interest	400	400	400
4,752	4,197	0	6600 Other Income	0	0	0
0	7,788	10,000	6600-40 Other Income - Fuel Flowage Fees	13,000	13,000	13,000
7,210	13,653	10,800	<u>TOTAL MISCELLANEOUS</u>	13,400	13,400	13,400
<u>TRANSFERS IN</u>						
0	0	0	6900-85 Transfers In - Insurance Services	0	0	0

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	6901-77	Transfers In - Interfund Debt - Wastewater Capital		155,000	155,000	155,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2021 loan to Airport for Jet A fuel system replacement	1	155,000	155,000		
0	0	0	<u>TOTAL TRANSFERS IN</u>			155,000	155,000	155,000
5,957,594	816,211	1,216,690	<u>TOTAL RESOURCES</u>			1,006,357	1,006,357	1,006,357

25 - AIRPORT MAINTENANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

1,125	12,375	6,700	7610-05	Insurance - Liability		8,500	8,500	8,500	
5,600	4,800	5,200	7610-10	Insurance - Property		11,900	11,900	11,900	
4,835	469	4,000	7660	Materials & Supplies		4,150	4,150	4,150	
				Airport restroom, janitorial and office supplies, miscellaneous permits.					
30,275	69,787	63,300	7720-40	Repairs & Maintenance - Runway/Taxiway		70,000	70,000	70,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Airport grounds mowing	1	30,000	30,000		
				Miscellaneous repairs - minor paving, painting, etc	1	20,000	20,000		
				Airport obstruction removal	1	20,000	20,000		
18,197	10,802	13,650	7740-05	Rental Property Repair & Maint - Building		18,000	18,000	18,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Insurance - Liability	1	3,000	3,000		
				Miscellaneous repairs, maintenance, landscaping, etc	1	15,000	15,000		
31,382	58,241	25,000	7740-10	Rental Property Repair & Maint - OSP		77,500	77,500	77,500	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Insurance - Liability	1	700	700		
				Insurance - Property	1	3,200	3,200		
				10 ton heat pump replacement - squad room	1	25,000	25,000		
				Parking lot sealcoat and striping	1	11,000	11,000		
				Front walkway, driveway, and trash enclosure modifications	1	20,000	20,000		
				Miscellaneous building repairs, landscaping, etc	1	17,600	17,600		
0	15,849	10,000	7740-15	Rental Property Repair & Maint - Fuel Tanks		10,000	10,000	10,000	
22,692	49,054	41,800	7750	Professional Services		41,600	41,600	41,600	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Audit fee allocation	1	600	600		
				Miscellaneous professional services	1	5,000	5,000		
				Contract airport management	1	36,000	36,000		
337,234	99,608	0	7760-45	Professional Svcs - Plan/Study - Environmental Design & Const Svc		0	0	0	
13,695	93,292	147,628	7770-53	Professional Services - Projects - Apron Rehabilitation		15,000	15,000	15,000	
				Apron rehabilitation/reconstruction project construction services					
3,728	7,815	11,000	8215	Airport Lighting		11,500	11,500	11,500	
				Runway, beacon, street, and parking area lighting maintenance and power costs.					

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
468,764	422,092	328,278	TOTAL MATERIALS AND SERVICES			268,150	268,150	268,150
<u>CAPITAL OUTLAY</u>								
0	133,155	95,000	8920	Land Improvements		155,000	155,000	155,000
				JetA fuel tank replacement				
5,550,052	129,885	0	8920-10	Land Improvements - FAA - Runway & Taxiway Const		0	0	0
0	39,240	0	8920-15	Land Improvements - Leasee Improvements		0	0	0
5,550,052	302,280	95,000	TOTAL CAPITAL OUTLAY			155,000	155,000	155,000
<u>TRANSFERS OUT</u>								
123,902	125,619	143,258	9700-01	Transfers Out - General Fund		98,560	98,560	98,190
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Airport Fund support of Engineering operations.	1	7,439	7,439	
				Engineering, Admin, & Finance personnel services support.	1	90,751	90,751	
0	0	21,680	9700-77	Transfers Out - Wastewater Capital		0	0	0
0	0	0	9701-77	Transfers Out - Interfund Debt - Wastewater Capital		0	0	0
123,902	125,619	164,938	TOTAL TRANSFERS OUT			98,560	98,560	98,190
<u>CONTINGENCIES</u>								
0	0	300,000	9800	Contingencies		300,000	300,000	300,000
0	0	300,000	TOTAL CONTINGENCIES			300,000	300,000	300,000
<u>ENDING FUND BALANCE</u>								
0	0	0	9925-02	Designated End FB - Airport Fd - Capital Replacement Reserve		0	0	0
-185,124	-33,780	328,474	9999	Unappropriated Ending Fd Balance		184,647	184,647	185,017
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
-185,124	-33,780	328,474	TOTAL ENDING FUND BALANCE			184,647	184,647	185,017
5,957,594	816,211	1,216,690	TOTAL REQUIREMENTS			1,006,357	1,006,357	1,006,357

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
5,957,594	816,211	1,216,690	TOTAL RESOURCES	1,006,357	1,006,357	1,006,357
5,957,594	816,211	1,216,690	TOTAL REQUIREMENTS	1,006,357	1,006,357	1,006,357



**PUBLIC SAFETY FACILITIES
CONSTRUCTION FUND**





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 was paying for debt service on the 2006 bonds. Approximately \$115,000 was paid to the Internal Revenue Service (IRS) for the rebatable arbitrage liability.
- The final rebatable arbitrage liability calculation for the bonds was completed in 2017 and no additional payments to the IRS were required.
- Remaining bond proceeds of approximately \$3,000 were transferred to the Debt Service Fund in 2017-18 and the fund has been closed.



Future Challenges and Opportunities

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

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	-	-	-	-
Materials & Services	-	-	-	-
Transfer Out	2,919	-	-	-
Total Expenditures	2,919	-	-	-
Net Expenditures	(2,919)	-	-	-



- 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 2nd St / Adams St, commences.
- 2008 The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.
- 2009 The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.

- 2011 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.
- 2012 Projects are complete. 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.

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
2,880	0	0 4090	Beginning Fund Balance	0	0	0
2,880	0	0	TOTAL BEGINNING FUND BALANCE	0	0	0
<u>MISCELLANEOUS</u>						
39	0	0 6310	Interest	0	0	0
39	0	0	TOTAL MISCELLANEOUS	0	0	0
2,919	0	0	TOTAL RESOURCES	0	0	0

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>TRANSFERS OUT</u>						
2,919	0	0	9700-60 Transfers Out - Debt Service	0	0	0
2,919	0	0	<u>TOTAL TRANSFERS OUT</u>	0	0	0
<u>ENDING FUND BALANCE</u>						
0	0	0	9999 Unappropriated Ending Fd Balance	0	0	0
0	0	0	<u>TOTAL ENDING FUND BALANCE</u>	0	0	0
2,919	0	0	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
2,919	0	0	TOTAL RESOURCES	0	0	0
2,919	0	0	TOTAL REQUIREMENTS	0	0	0



TRANSPORTATION FUND





Budget Highlights

- Planned capital improvements during fiscal year 2019-20 include:
 - \$3,500,000 for completing the construction of the Old Sheridan Road corridor improvements project (Transportation Bond); and
 - \$1,500,000 for repaving of Lafayette Avenue (fund exchange monies and gas tax revenues).
- The 2020-21 proposed budget includes a transfer of \$600,000 from the Street Fund to help fund the Lafayette Avenue Overlay Project.
- Also included in the 2020-21 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg – Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

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.



In 2019, the \$8.9-million Hill Road corridor project was completed, improving pedestrian, bicycle, and vehicle safety between 2nd Street and Baker Creek Road. These improvements are part of the transportation bond measure approved by the voters in 2014.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	1,627,032	1,354,848	2,310,648	955,800
Materials & Services	467,931	476,200	157,900	(318,300)
Capital Outlay	5,455,486	4,813,000	5,060,000	247,000
Debt Service	201,248	201,248	201,249	1
Transfers Out	173,824	191,705	144,825	(46,880)
Total Expenditures	6,298,488	5,682,153	5,563,974	(118,179)
Net Expenditures	(4,671,456)	(4,327,305)	(3,253,326)	(1,073,979)



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

2014 Street Improvements & Repair Bond Projects

Capital Improvement Projects

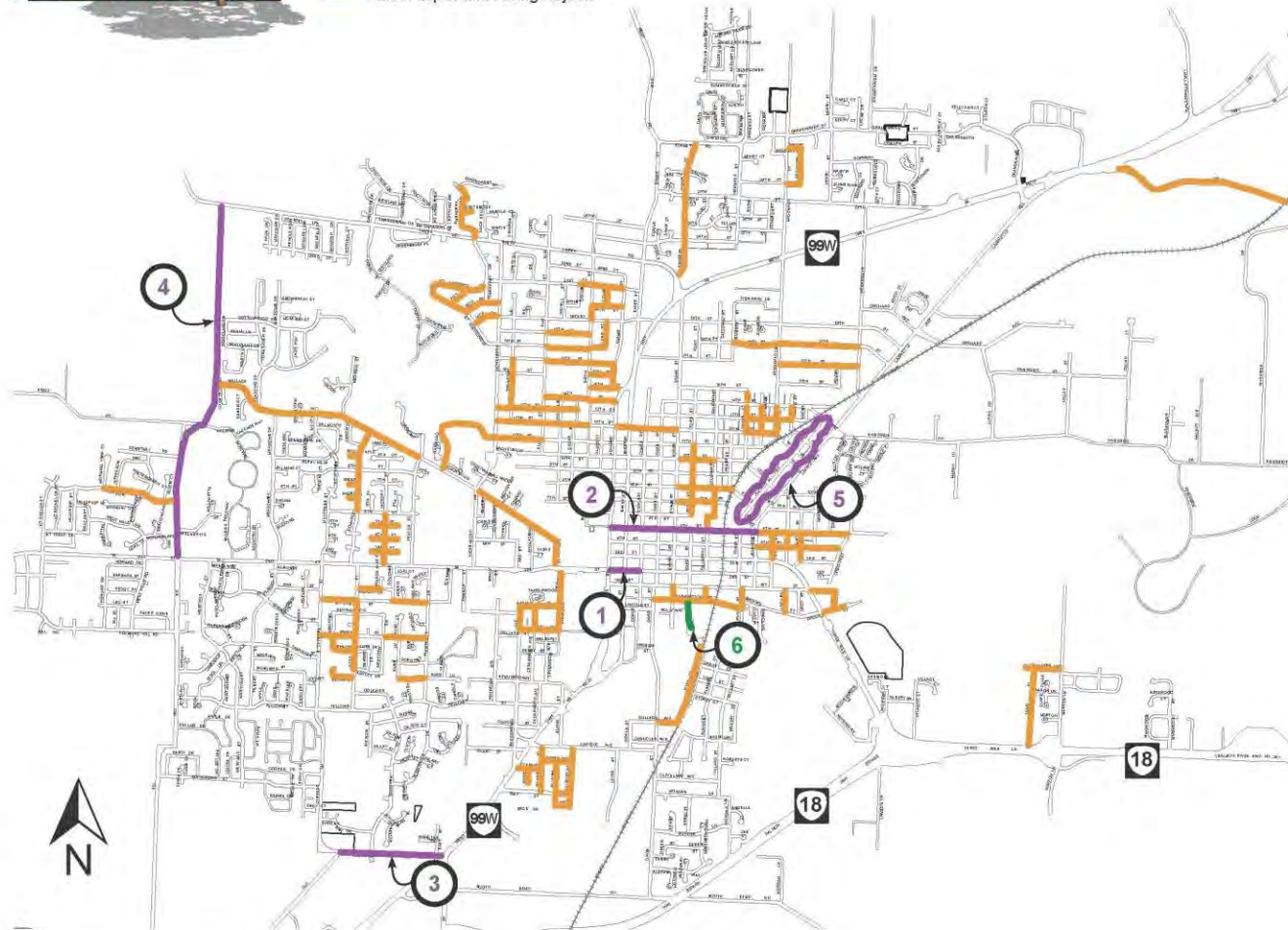
- 1** **Improvements to NE 2nd Street between Adams Street and Cows Street** to address traffic congestion, including installing an additional left turn lane; a westbound right turn lane; upgraded traffic signals, bike lanes; and pedestrian improvements
- 2** **Upgrades to NE 5th Street between Lafayette 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





1856	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 st Street / Evans Street / 5 th Street.	1983	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	Transportation Fund implemented to account for SDCs and street capital projects.
1900	In the early 1900's, many of the downtown area streets constructed.	1986	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	1996	McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
1950	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 th Street - both east and west of Adams / Baker Streets.	1990	Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.	1997	West 2 nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
1970	Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	1994	City adopts "Transportation Master Plan."	1997	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.
1975	Voters pass 5-year roadway serial levy - \$120,000 per year.	1995	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.	1999	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.
1980	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	1995	City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.		

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.

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

2017 The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed \$1.2-million of work to sidewalks and crosswalks in many areas of the community, including:

- Adding sidewalk along Ford Street south of 1st Street;
- Upgrades to the Fellows Street / Agee Street crossing;
- Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
- Upgrades to the Michelbook Lane / Ash Street crossing;
- Upgrades to the Galloway Street / 15th Street crossing;
- Completion of the Star Mill Way - Wallace Road sidewalk; and
- Sidewalk improvements along Grandhaven Street (Lucas Drive to Grandhaven Drive)



Budget Document Report

45 - TRANSPORTATION FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
2,643,395	2,243,937	2,315,208	4045-05 Designated Begin FB-Transport Fd - Transportation SDC Estimated system development charge (SDC) designated carryover at July 1 from prior year; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.	2,834,865	2,834,865	2,834,865
9,150,486	8,300,612	2,983,162	4045-15 Designated Begin FB-Transport Fd - Bond Proceeds Proceeds carried forward from GO bonds designated for projects, as defined in November 2014 ballot measure	2,281,360	2,281,360	2,281,360
-216,896	-174,077	33,052	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	393,438	393,438	393,438
11,576,986	10,370,473	5,331,422	TOTAL BEGINNING FUND BALANCE	5,509,663	5,509,663	5,509,663
INTERGOVERNMENTAL						
343,626	0	0	4777 OR Department of Transportation ODOT's contribution to the 2nd Street transportation bond project per IGA #30520	0	0	0
201,248	201,248	201,248	4810 OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. Without the fund exchange, the federal dollars would need to be spent on a federal aid project. For FY21, the amount includes fund exchange to cover the principal/interest on the ODOT loan for the City's share of the Newberg/Dundee Bypass (\$201,428), and fund exchange for the Lafayette Avenue Overlay project (\$1,000,000).	1,201,248	1,201,248	1,201,248
544,874	201,248	201,248	TOTAL INTERGOVERNMENTAL	1,201,248	1,201,248	1,201,248
CHARGES FOR SERVICES						
325,256	664,848	400,000	5500 System Development Charges Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	400,000	400,000	400,000
325,256	664,848	400,000	TOTAL CHARGES FOR SERVICES	400,000	400,000	400,000
MISCELLANEOUS						
28,387	41,092	38,200	6310 Interest	79,600	79,600	79,600
154,271	149,844	15,400	6310-30 Interest - Bond	29,800	29,800	29,800
0	0	0	6600 Other Income	0	0	0
182,658	190,936	53,600	TOTAL MISCELLANEOUS	109,400	109,400	109,400
OTHER FINANCING SOURCE						
7,915,000	0	0	6820-05 Bond Proceeds - Par Amount	0	0	0

Budget Document Report

45 - TRANSPORTATION FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
289,575	0	0	6820-10	Bond Proceeds - Premium		0	0	0
8,204,575	0	0	TOTAL OTHER FINANCING SOURCE			0	0	0
TRANSFERS IN								
400,000	570,000	700,000	6900-20	Transfers In - Street		600,000	600,000	600,000
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Gas tax revenues used to fund Transportation Fund expenses.		1	600,000	600,000	
0	0	0	6900-85	Transfers In - Insurance Services		0	0	0
400,000	570,000	700,000	TOTAL TRANSFERS IN			600,000	600,000	600,000
21,234,348	11,997,505	6,686,270	TOTAL RESOURCES			7,820,311	7,820,311	7,820,311

Budget Document Report

45 - TRANSPORTATION FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	7750	Description	Units	Amt/Unit	Total	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
37,416	69,797	53,200	7750	Professional Services				52,900	52,900	52,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Audit fee allocation	1	9,900	9,900			
				Yamhill Parkway Committee support	1	18,000	18,000			
				Miscellaneous consulting services	1	25,000	25,000			
0	0	3,500	7750-57	Professional Services - Financing Administration				0	0	0
171,806	0	0	7750-63	Professional Services - Financing Issuance Cost				0	0	0
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement				0	0	0
64,067	4,263	0	7770-67	Professional Services - Projects - Street Resurfacing				0	0	0
67,884	10,189	0	7770-70	Professional Services - Projects - 2nd Street Improvements				0	0	0
162	0	0	7770-71	Professional Services - Projects - 5th Street Improvements				0	0	0
56,235	0	0	7770-72	Professional Services - Projects - Alpine Avenue				0	0	0
76,143	47,492	0	7770-73	Professional Services - Projects - Hill Road Improvements				0	0	0
280,813	336,190	419,500	7770-74	Professional Services - Projects - Old Sheridan Road				105,000	105,000	105,000
				Consulting services related to Old Sheridan Road improvements project (bond measure)						
33,416	0	0	7770-75	Professional Services - Projects - Ford Street Sidewalk				0	0	0
206,581	0	0	7770-76	Professional Services - Projects - 1st & 2nd Pedestrian Improvement				0	0	0
15,685	0	0	7770-77	Professional Services - Projects - Pedestrian & Safety Improvements				0	0	0
1,010,206	467,931	476,200		TOTAL MATERIALS AND SERVICES				157,900	157,900	157,900

CAPITAL OUTLAY

86,057	93,692	116,000	9020-05	Street Resurfacing - Seal Coating				0	0	0
				Slurry seal application on various City streets, primarily using fund exchange resources.						
1,265	0	0	9020-10	Street Resurfacing - Contract Overlays				1,500,000	1,500,000	1,500,000
				Pavement overlay of various City streets, primarily using fund exchange resources.						
1,092,701	800,252	647,000	9020-20	Street Resurfacing - Bond Measure				60,000	60,000	60,000
				Street repair and repaving projects						
1,220,536	22,798	0	9030-05	Street Improvements - 2nd Street				0	0	0
0	14,769	0	9030-06	Street Improvements - 5th Street				0	0	0
1,056,177	0	0	9030-07	Street Improvements - Alpine Avenue				0	0	0

Budget Document Report

45 - TRANSPORTATION FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
5,040,408	2,598,287	0	9030-08	Street Improvements - Hill Road North		0	0	0
0	0	4,050,000	9030-09	Street Improvements - Old Sheridan Road Old Sheridan Road corridor improvements (bond measure)		3,500,000	3,500,000	3,500,000
396,458	0	0	9030-10	Street Improvements - Ford Street Sidewalk		0	0	0
200	1,890,937	0	9030-11	Street Improvements - 1st & 2nd Street Pedestrian		0	0	0
592,773	34,750	0	9030-12	Street Improvements - Pedestrian & Safety		0	0	0
0	0	0	9150-05	Developer Reimbursement - Storm Drainage 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
9,486,575	5,455,486	4,813,000	TOTAL CAPITAL OUTLAY			5,060,000	5,060,000	5,060,000
DEBT SERVICE								
150,997	154,409	157,899	9472-05	ODOT Loan - Newberg/Dundee Bypass - Principal Payment on ODOT loan for Phase I of project		161,468	161,468	161,468
50,251	46,839	43,349	9472-10	ODOT Loan - Newberg/Dundee Bypass - Interest Interest payment for City's loan balance		39,781	39,781	39,781
201,248	201,248	201,248	TOTAL DEBT SERVICE			201,249	201,249	201,249
TRANSFERS OUT								
165,846	173,824	191,705	9700-01	Transfers Out - General Fund		144,825	144,825	144,253
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Transportation Fund support of Engineering operations.	1	10,402	10,402		
			Engineering, Admin, & Finance personnel services support.	1	133,851	133,851		
165,846	173,824	191,705	TOTAL TRANSFERS OUT			144,825	144,825	144,253
CONTINGENCIES								
0	0	300,000	9800	Contingencies		750,000	750,000	750,000
0	0	300,000	TOTAL CONTINGENCIES			750,000	750,000	750,000
ENDING FUND BALANCE								
2,243,937	2,533,096	546,382	9945-05	Designated End FB - Transport Fd - Transportation SDC Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.		1,200,924	1,200,924	1,200,924
8,300,612	3,112,267	85,050	9945-15	Designated End FB - Transport Fd - Bond Proceeds It is anticipated that all bond proceeds will be spent in 2018-19		0	0	0

Budget Document Report

45 - TRANSPORTATION FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
-174,076	53,652	72,685	9999 Unappropriated Ending Fd Balance It is anticipated that all bond proceeds will be spent by the end of fiscal year 2019-20	305,413	305,413	305,985
10,370,473	5,699,016	704,117	TOTAL ENDING FUND BALANCE	1,506,337	1,506,337	1,506,909
21,234,349	11,997,504	6,686,270	TOTAL REQUIREMENTS	7,820,311	7,820,311	7,820,311

Budget Document Report

45 - TRANSPORTATION FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
21,234,348	11,997,505	6,686,270	TOTAL RESOURCES	7,820,311	7,820,311	7,820,311
21,234,349	11,997,505	6,686,270	TOTAL REQUIREMENTS	7,820,311	7,820,311	7,820,311



PARK DEVELOPMENT FUND





Budget Highlights

- The Park Development Fund’s main funding source has been the voter approved \$9.1 million parks bond measure from 2000. That funding source is slated to be paid off in 2021. Other sources of revenue for this fund include potential grants and Parks SDC’s.
- The opening of the new Jay Pearson Neighborhood park project in 2019 marked the first barrier free park in McMinnville.

Future Challenges and Opportunities

- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. After almost 20 years, it needs to be updated to create a vision for the next 20 years of park development in McMinnville. The Planning Commission work plan tentatively has this planning effort occurring around 2023 within existing resources. This timeframe could be accelerated if additional funding or grants are obtained.
- Through the master planning process, new or improved funding sources for park acquisition, development and maintenance should be determined. In addition, the Parks SDC methodology should be reviewed along with potentially expanding who pays Parks SDC’s. Currently residential permits pay Parks SDC’s but commercial and industrial permits do not.
- The community has an expectation that parks will continue to develop, that unfinished park projects will be completed, and that deteriorating or deferred projects will be funded and completed.
- The buildable lands analysis and future conversations related to the urban growth boundary continue to be a challenge for providing open spaces in McMinnville. The community set a standard of 14 acres of open space per thousand population back in 1999 and we have not achieved that, and given the lack of available land that community standard remains at risk.

Mac-Town 2032 Strategic Plan in Park Development

- Continuing on the path of ensuring there are barrier free parks and recreational amenities for people of all abilities should be at the forefront of future park development (Engagement and Inclusion).
- Open spaces and natural areas contribute significantly to economic prosperity and quality of life. As cities grow, it is essential to provide open space amenities in walking distance to housing. A successful plan for open space will look at networks, connectors, natural areas, active and passive recreation spaces as well as ensuring equitable and inclusive access to well maintained and diverse outdoor spaces (economic prosperity, housing, equity and inclusion).

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	831,038	560,580	422,508	(138,072)
Materials & Services	83,775	22,400	2,500	(19,900)
Capital Outlay	512,264	866,652	500,000	(366,652)
Transfers Out	54,723	59,009	58,131	(878)
Total Expenditures	650,762	948,061	560,631	(387,430)
Net Expenditures	180,276	(387,481)	(138,123)	(249,358)



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|--|---|---|
| <p>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.</p> | <p>1960 Wortman Park acquisition completed - Wortman/ Koch family donations.</p> | <p>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.</p> |
| <p>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.</p> | <p>1968 Quarry Park Site on West Second Street acquired from State of Oregon.</p> | <p>1985 From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.</p> |
| <p>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.</p> | <p>1977 Airport Park completed.</p> | <p>1988 From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.</p> |
| <p>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.</p> | <p>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.</p> | <p>1990 Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.</p> |
| <p>1956 McMinnville Aquatic Center constructed.</p> | <p>1979 Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.</p> | <p>1991 City Council adopts a park system development charge (SDC) of \$300 per residential unit.</p> |
| | <p>1979 From 1979 – 1981, old National Guard Armory at 6th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.</p> | |

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.

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|------|--|------|---|------|--|
| 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. | 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. | 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. |
| 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. | 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. | 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. |
| 2004 | In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005. | 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. | 2009 | A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall. |
| 2005 | SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005. | 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. | 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. |
| 2005 | Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005. | | | | |

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|------|---|------|--|
| 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. | 2011 | “Chegwyn Farms Neighborhood Park” McMinnville’s new 4-acre, “farm-themed” park on Hembree Street in NE McMinnville is completed in April. |
| 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. | 2014 | The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville. |
| 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. | 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. |
| | | 2019 | The Jay Pearson Neighborhood Park is constructed. This is McMinnville’s first barrier free park and is the future of all parks. |

Budget Document Report

50 - PARK DEVELOPMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
1,009,534	993,921	1,067,049	4050-05 Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds	0	0	0
16,000	16,000	16,000	4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow July 1 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.	16,000	16,000	16,000
19,086	25,623	16,486	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,233,209	1,233,209	1,233,209
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.						
1,044,620	1,035,544	1,099,535	<u>TOTAL BEGINNING FUND BALANCE</u>	1,249,209	1,249,209	1,249,209
<u>INTERGOVERNMENTAL</u>						
0	0	0	4540 Federal LWCF Grant Land and Water Conservation Fund (LWCF) Grant funds to support the 2017 City Park project design and renovation expenditures from the fire.	0	0	0
21,259	107,670	67,000	4770-27 OR State Park & Recreation Grant - NW Neighborhood Park	0	0	0
21,259	107,670	67,000	<u>TOTAL INTERGOVERNMENTAL</u>	0	0	0
<u>CHARGES FOR SERVICES</u>						
204,412	690,880	250,000	5500 System Development Charges Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth.	400,000	400,000	400,000
Budget Note: Current Park SDC is \$2,469 per residential unit.						
204,412	690,880	250,000	<u>TOTAL CHARGES FOR SERVICES</u>	400,000	400,000	400,000
<u>MISCELLANEOUS</u>						
7,669	16,053	21,300	6310 Interest Interest earned on SDC, grant, intergovernmental, etc balances	17,200	17,200	17,200
11,881	16,435	3,400	6310-30 Interest - Bond Interest earned on unspent Park System Improvement Bond proceeds.	5,000	5,000	5,000
0	0	60,000	6360-16 Grants - The Collins Foundation The Collins Foundation awarded the City \$60,000 to support the playground at the Jay Pearson Neighborhood Park. It was spent during construction of the park.	0	0	0

Budget Document Report

50 - PARK DEVELOPMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	25,000	6360-18	Grants - Ford Family Foundation The Ford Family Foundation awarded the City \$25,000 to support the playground at the Jay Pearson Neighborhood Park. It was spent during construction of the park.	0	0	0
0	0	0	6450	Donations - Park Development Misc. Donations carried over from 18/19 (\$308 is for Dog Park.) Other donations for general or specified park improvements are sometimes received within this account.)	308	308	308
0	0	133,880	6450-21	Donations - Park Development - NW Neighborhood Park	0	0	0
0	0	0	6600	Other Income	0	0	0
19,550	32,488	243,580	<u>TOTAL MISCELLANEOUS</u>		22,508	22,508	22,508
<u>TRANSFERS IN</u>							
0	0	0	6900-85	Transfers In - Insurance Services	0	0	0
0	0	0	<u>TOTAL TRANSFERS IN</u>		0	0	0
1,289,840	1,866,582	1,660,115	<u>TOTAL RESOURCES</u>		1,671,717	1,671,717	1,671,717

50 - PARK DEVELOPMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

MATERIALS AND SERVICES

0	0	0	7680	Materials & Supplies - Donations	0	0	0
1,888	2,847	2,400	7750	Professional Services	2,000	2,000	2,000
				Audit fee allocation			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit fee allocation	1	2,000	2,000
500	500	0	7750-57	Professional Services - Financing Administration	500	500	500
92,408	80,427	20,000	7770-27	Professional Services - Projects - NW Neighborhood Park	0	0	0
94,796	83,775	22,400		TOTAL MATERIALS AND SERVICES	2,500	2,500	2,500

CAPITAL OUTLAY

0	0	218,880	8725-05	Equipment - Donations - NW Park Playground	0	0	0
				Funds expended in this account come from specified donations and grants as shown in revenue line-items 6360-16, 6360-18, and 6450.			
0	0	0	9250	Park Construction	500,000	500,000	500,000
				Unanticipated park development either as grant match or to provide partnership opportunities for projects in the Parks Master Plan that qualify for SDC funding.			
1,141	512,264	647,772	9250-25	Park Construction - NW Neighborhood Park	0	0	0
				Construction completed in FY 20.			
0	0	0	9300-25	Park Improvements - Heather Hollow City Park	0	0	0
				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.			
1,141	512,264	866,652		TOTAL CAPITAL OUTLAY	500,000	500,000	500,000

TRANSFERS OUT

58,359	54,723	59,009	9700-01	Transfers Out - General Fund	58,131	58,131	58,119
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	58,119	58,119
100,000	0	0	9700-60	Transfers Out - Debt Service	0	0	0
				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.			
				Proposed 2021-22 does not include transfer of SDC revenue to Debt Service Fund.			

Budget Document Report

50 - PARK DEVELOPMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
158,359	54,723	59,009	TOTAL TRANSFERS OUT			58,131	58,131	58,119
CONTINGENCIES								
0	0	660,390	9800	Contingencies		500,000	500,000	500,000
0	0	660,390	TOTAL CONTINGENCIES			500,000	500,000	500,000
ENDING FUND BALANCE								
993,921	1,159,097	0	9950-05	Designated End FB - Park Dev Fd - Park Development Bond Proceeds		0	0	0
16,000	16,000	16,000	9950-25	Designated End FB - Park Dev Fd - Heather Hollow		16,000	16,000	16,000
25,623	40,723	35,664	9999	Unappropriated Ending Fd Balance		595,086	595,086	595,098
All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent								
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Reserved for Update of Parks Master Plan	1	595,086	595,086		
1,035,544	1,215,820	51,664	TOTAL ENDING FUND BALANCE			611,086	611,086	611,098
1,289,840	1,866,582	1,660,115	TOTAL REQUIREMENTS			1,671,717	1,671,717	1,671,717

Budget Document Report

50 - PARK DEVELOPMENT FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,289,840	1,866,582	1,660,115	TOTAL RESOURCES	1,671,717	1,671,717	1,671,717
1,289,840	1,866,582	1,660,115	TOTAL REQUIREMENTS	1,671,717	1,671,717	1,671,717



DEBT SERVICE FUND





Budget Highlights

Debt Service – Current Property Taxes

- In fiscal year 2020-21, the City will levy \$3,791,459 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.2646 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.2891 in 2019-20.
- The decrease in the rate of the tax levy is due to lower total debt service due in FY2020-21 compared to the prior year combined with a growing assessed value.
- When calculating the tax levy for debt service, the City takes into account that approximately 7.5% 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.
- **2011 Park Improvement Refunding Bonds** – In 2011, GO bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The 2011 Refunding Bonds will be fully paid in FY2020-21.
- **2015 Transportation Bonds** - In April 2015 the City issued \$16,085,000 in GO 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 GO refunding bonds, with proceeds of the bonds used to 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.

- **2018 Transportation Bonds** – In February 2018, the City issued \$7,915,000 in GO bonds for completion of transportation projects. This issuance was the second series of the \$24 million in GO bonds approved by the voters in 2014. The first series of transportation bonds was issued in 2015. The bonds are 15-year bonds and will be fully paid in 2033.

Designated Ending Fund Balance (DEFB)

- DEFB's are used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City can be funded with either general operating revenues or by the issuance of debt.
- The City issued general obligation bonds to fund the Police Station, Civic Hall, Park System improvements, and Transportation improvement projects.
- Because property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters and are exempt from property tax limitations.

Mac-Town 2032 Strategic Plan

- Modern, functional facilities and equipment are particularly relevant to two of the Strategic Plan goals:
City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus
Community Safety & Resilience – Proactively plan for and responsibly maintain a safe and resilient community

- o Facilities and equipment are critical components in delivering services to citizens and maintaining a safe community. In the future, issuing general obligation bonded debt will continue to be a useful tool for funding major capital projects and providing resources for updating and/or replacement of major City assets.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	3,937,992	3,549,600	3,626,800	77,200
Debt Service	3,731,138	3,740,450	3,734,950	(5,500)
Total Expenditures	3,731,138	3,740,450	3,734,950	(5,500)
Net Expenditures	206,855	(190,850)	(108,150)	(82,700)



1969	Voters approve \$710,000 six-year sewage disposal general obligation bond issue.	1986	September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.	2006	Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.
1975	City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.	1989	Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.	2011	2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
1978	March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.	1995	Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.	2012	Projects in Public Safety Facilities Construction Fund completed.
1978	November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.	1996	Bonds issued for advance refunding of 1989 bonds.	2014	November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements
1980	February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.	1996	Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.	2015	Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
1982	May 1982, voters approve a seven-year property tax serial levy to construct airport office building.	1997	Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.	2015	First series of GO bonds approved in 2014 are issued
1982	August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.	2002	November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.	2016	Second series of GO bonds approved in 2014 are issued
1984	Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.			2021	Park System Improvement bonds retired.

Budget Document Report

60 - DEBT SERVICE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
BEGINNING FUND BALANCE						
158,650	148,900	135,500	4060-27 Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 July 1 designated carryover from prior year to pay Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	121,500	121,500	121,500
555,000	570,000	580,000	4060-32 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1 designated carryover from prior year to pay 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes	600,000	600,000	600,000
41,250	35,700	30,000	4060-33 Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1 designated carryover from prior year to pay 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	21,300	21,300	21,300
308,925	290,925	273,425	4060-35 Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 July 1 designated carryover from prior year to pay Transportation Bond Interest due August 1, which is prior to the receipt of proposed budget year property taxes	255,125	255,125	255,125
0	0	118,150	4060-36 Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	111,550	111,550	111,550
164,475	222,260	210,572	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	180,822	180,822	180,822
1,228,300	1,267,785	1,347,647	TOTAL BEGINNING FUND BALANCE	1,290,297	1,290,297	1,290,297
PROPERTY TAXES						
3,263,670	3,782,431	3,437,400	4100-05 Property Taxes - Current \$3,791,4598 2020-2021 debt service property tax levy (\$284,359) Less uncollected taxes - 7.5% \$3,507,100 2020-2021 Current property taxes Debt Service property tax rate estimated at \$1.2646 per \$1,000 of assessed value compared to \$1.2891 in 2019-2020	3,507,100	3,507,100	3,507,100
71,558	125,702	60,000	4100-10 Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	75,000	75,000	75,000
3,335,228	3,908,133	3,497,400	TOTAL PROPERTY TAXES	3,582,100	3,582,100	3,582,100
MISCELLANEOUS						
18,439	29,860	52,200	6310 Interest	44,700	44,700	44,700
18,439	29,860	52,200	TOTAL MISCELLANEOUS	44,700	44,700	44,700

Budget Document Report

60 - DEBT SERVICE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>TRANSFERS IN</u>						
2,919	0	0	6900-40 Transfers In - Public Safety Facilities Const All remaining funds from Public Safety Facilities Fund were transferred to Debt Service Fund in 2017-18	0	0	0
100,000	0	0	6900-50 Transfers In - Park Development In previous years, funds were transferred from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service. Proposed 2020-21 does not include transfer in of SDC revenue from Park Development Fund.	0	0	0
102,919	0	0	<u>TOTAL TRANSFERS IN</u>	0	0	0
4,684,885	5,205,778	4,897,247	<u>TOTAL RESOURCES</u>	4,917,097	4,917,097	4,917,097

Budget Document Report

60 - DEBT SERVICE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
DEBT SERVICE						
650,000	670,000	700,000	9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 2015 Public Safety Building Bond Refunding principal payment due February 1, 2018.	725,000	725,000	725,000
158,650	148,900	135,500	9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 2015 Public Safety Building Bond Refunding interest payment due February 1, 2018.	121,500	121,500	121,500
158,650	148,900	135,500	9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 2015 Public Safety Building Bond Refunding principal payment due August 1, 2017.	121,500	121,500	121,500
1,200,000	875,000	915,000	9475-05 2015 Transportation Bond - Principal - Feb 1 2015 Transportation Bond principal payment due February 1, 2018	950,000	950,000	950,000
308,925	290,925	273,425	9475-10 2015 Transportation Bond - Interest - Feb 1 2015 Transportation Bond interest payment due February 1, 2018	255,125	255,125	255,125
308,925	290,925	273,425	9475-15 2015 Transportation Bond - Interest - Aug 1 2015 Transportation Bond interest payment due August 1, 2017	255,125	255,125	255,125
0	440,000	440,000	9476-05 2018 Transportation Bond - Principal - Feb 1	450,000	450,000	450,000
0	230,788	118,150	9476-10 2018 Transportation Bond - Interest - Feb 1	111,550	111,550	111,550
0	0	118,150	9476-15 2018 Transportation Bond - Interest - Aug 1	111,550	111,550	111,550
555,000	570,000	580,000	9485-05 2011 Park Bond Refunding - Principal - Aug 1 2011 Park Refunding Bond principal payment due August 1, 2017	600,000	600,000	600,000
35,700	30,000	21,300	9485-10 2011 Park Bond Refunding - Interest - Feb 1 2011 Park Refunding Bond interest payment due February 1, 2018	12,300	12,300	12,300
41,250	35,700	30,000	9485-15 2011 Park Bond Refunding - Interest - Aug 1 2011 Park Refunding Bond interest payment due August 1, 2017	21,300	21,300	21,300
0	0	0	9490 Bond Refunding	0	0	0
3,417,100	3,731,138	3,740,450	TOTAL DEBT SERVICE	3,734,950	3,734,950	3,734,950
ENDING FUND BALANCE						
148,900	135,500	121,500	9960-27 Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1 July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	110,625	110,625	110,625
570,000	580,000	600,000	9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug July 1 designated carryover from proposed budget year to subsequent year for payment of the 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes	615,000	615,000	615,000

Budget Document Report

60 - DEBT SERVICE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
35,700	30,000	21,300	9960-33 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug July 1 designated carryover from prior year to subsequent year for payment of the 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	12,300	12,300	12,300
290,925	273,425	255,125	9960-35 Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1 July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	240,875	240,875	240,875
0	118,150	111,550	9960-36 Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1 July 1 designated carryover from proposed budget year to subsequent year for payment of 2018 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes	104,800	104,800	104,800
222,260	337,565	47,322	9999 Unappropriated Ending Fd Balance Undesignated carryover to July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	98,547	98,547	98,547
1,267,785	1,474,640	1,156,797	<u>TOTAL ENDING FUND BALANCE</u>	1,182,147	1,182,147	1,182,147
4,684,885	5,205,778	4,897,247	<u>TOTAL REQUIREMENTS</u>	4,917,097	4,917,097	4,917,097

Budget Document Report

60 - DEBT SERVICE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
4,684,885	5,205,778	4,897,247	TOTAL RESOURCES	4,917,097	4,917,097	4,917,097
4,684,885	5,205,778	4,897,247	TOTAL REQUIREMENTS	4,917,097	4,917,097	4,917,097



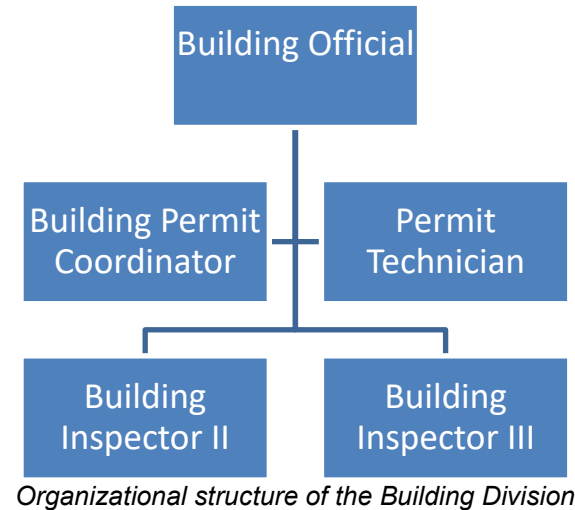
BUILDING FUND





Budget Highlights

- In 2017-18, management of the Building Division moved from the Community Development Department to the Planning Department as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement.
- In 2018-2019, the Building Division successfully transitioned to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software improved customer service efficiencies at the permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 budget also reflected a staff restructuring in the Planning and Building divisions to provide greater efficiencies and customer service by restructuring the two full-time permit technicians to one full-time permit technician that serves the permit counter and one full-time building permit coordinator that focuses on plan review and permit efficiencies to ensure timely customer service. The 2018-19 proposed budget also added 1.5 Building Inspector FTE. This addition freed up the Building Official's time to focus on plan review and administration, and allowed the City to reduce the Building Official position to a part-time position.
- In 2019-20 the Building division revamped its fee schedule to align with state protocols and continued to focus on program efficiencies and customer service.
- The 2020-21 budget is a status quo budget, anticipating a reduction in building permit activity due to developable land constraints within the City of McMinnville. One part-time inspector position was eliminated. Staff will be encouraged to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



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.

2019 Accomplishments

PERMITS ISSUED			
RESIDENTIAL - \$41,764,523		COMMERCIAL - \$10,843,171	
168 Single Family Dwelling Units	233 Multi-Family Units	4 New Commercial Buildings (\$5,747,301)	35 New Commercial Additions (\$5,095,870)

The 2019 construction season in McMinnville saw a return of housing development after 12 years of significant housing development shortages. Several new subdivisions were platted and built out and with a city-led focus on affordable and workforce housing several different apartment complexes were permitted in 2019. In addition the new Gymnasium at the McMinnville High School was completed capping off a three-year, multi-school construction bond project.



Picture of the new McMinnville High School Gym – Go Grizzlies!

Future Challenges and Opportunities

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.
- Transitioning to electronic plan review.

Mac-Town 2032 Strategic Plan Building Division Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan which will guide the City for the next decade or so. The Building Division supports this strategic plan by ensuring decision which we make are made with the strategic plan principles, values and strategies in mind. For fiscal year 2020-21 the Building Division will support the Plan in the following manner:

Values – Stewardship, Equity, Courage and Accountability:

- The Building Division incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, leading the Development Services program into electronic plan review for future sustainability and holding ourselves accountable by establishing a Development Services Advisory Council in 2020-21.

City Government Capacity – develop and foster local and regional partnerships:

- Strategically participate in local and regional partnerships.

The Building Division partners with Yamhill County Building Division to provide electrical plan review, permitting and inspection services thereby consolidating the need for specialized inspection services.

City Government Capacity – gain efficiencies from technology and equipment investments:

- Identify and improve service delivery through process improvement training and technology upgrades.

In 2019, the Building Division updated its Accela permitting software to allow for e-permitting and better coordination of permit plan reviews, inspections and completions. In 2020, the Building Division will incorporate Bluebeam electronic plan review software into its customer service program to move towards an electronic plan review platform. Both softwares are free from the State of Oregon Building Codes Division.

City Government Capacity – identify and focus on the city's core services:

- Identify the true costs of services.

In 2019, the Building Division conducted a comprehensive fee study to update its fee schedule in order to operate with full cost recovery and manage a reserve to sustain the program. The Building Division continually evaluates its fee schedule to ensure that it is achieving the right balance of fees and program delivery for the division's customers.

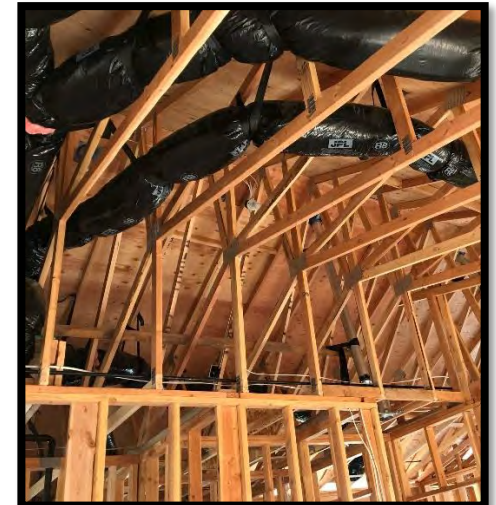
Community Safety and Resiliency – build a community culture of safety:

- Revise local dangerous building ordinance..

In 2020, the Building Division will partner with the Fire Department and the Code Compliance team to update Chapter 15 of the McMinnville Municipal Code – the dangerous building ordinance.



Rendering of new Single Family Dwelling Unit and ADU



Inspection Photos

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	752,470	579,528	634,469	54,941
Personnel Services	518,068	634,670	606,362	(28,308)
Materials & Services	141,909	114,045	122,006	7,961
Capital Outlay	21,594	2,056	1,000	(1,056)
Transfers Out	79,151	88,001	27,975	(60,026)
Total Expenditures	760,722	838,772	757,343	(81,429)
Net Expenditures	(8,251)	(259,244)	(122,874)	(136,370)

Full-Time Equivalent (FTE)

	2019-20		2020-21
	Adopted Budget	Change	Proposed Budget
FTE Adopted Budget	5.00		
Planning Director		0.25	
Building Official		(0.25)	
Building Inspector III		(0.60)	
FTE Proposed Budget		(0.60)	4.40



McMinnville High School Engineering Program – Tiny Homes



1969	State of Oregon adopts 1968 edition of National Electrical Code.	2000	Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.	2012	General Fund transfer of \$50,000 to support Building Division activities.
1970s	Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.	2002	City Council increases building permit fees increasing revenues to self-supporting level in Building Division.	2012	Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support of one Permit Technician was also eliminated making General Fund support unnecessary.
1988	City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.	2005	Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.	2012	Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.
1991	Building Division Advisory Board created from various stakeholders in the building community.	2006	An additional inspector position filled.	2018	Restructured staffing added 1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.
1994	Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.	2007	Division moved to new Community Development Center.	2019	Transitioned to a new epermitting software program.
1995	Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.	2009	Downturn in construction industry, eliminated one inspector position upon staff retirement.	2020	Transitioned to a new electronic plan review software program.
1997	Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.	2010	Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.		
1997	Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development center.				

Position Description

Fund	Number of		Total	<u>Detailed Summary</u>	
Department	Employees	Range	Salary	Page	Amount
<u>Planning Director</u>	1	359	122,491		
General Fund					
Planning					
Administration (0.10 FTE)				28	12,249
Current (0.25 FTE)				31	30,623
Long Range (0.30 FTE)				34	36,747
Code Enforcement (0.10 FTE)				37	12,249
Building Fund (0.25 FTE)				222	30,623
<u>Permit Technician</u>	1	329	46,875		
General Fund					
Engineering (0.50 FTE)				21	23,438
Planning					
Current (0.08 FTE)				31	3,750
Code Enforcement (0.02 FTE)				37	938
Building Fund (0.40 FTE)				222	18,750

Budget Document Report

70 - BUILDING FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES								
<u>BEGINNING FUND BALANCE</u>								
968,233	1,280,798	1,030,370	4090	Beginning Fund Balance		1,244,962	1,244,962	1,245,112
				Estimated July 1 carryover from prior year				
968,233	1,280,798	1,030,370	<u>TOTAL BEGINNING FUND BALANCE</u>			1,244,962	1,244,962	1,245,112
<u>LICENSES AND PERMITS</u>								
677,071	534,232	435,000	4400-05	Building Fees - Building Permit Fees		410,000	410,000	410,000
				Building plan review and permit fees; fire and life safety plan review fees.				
86,777	89,825	40,000	4400-10	Building Fees - Mechanical Permit Fees		90,000	90,000	90,000
				Mechanical plan review and permit fees.				
64,654	93,634	55,000	4400-15	Building Fees - Plumbing Permit Fees		80,000	80,000	80,000
				Plumbing plan review and permit fees.				
1,075	860	1,500	4400-20	Building Fees - Mobile Home Permit Fees		1,500	1,500	1,500
				Manufactured home setup permit fees including mobile home park plan review and permit fees.				
0	17	500	4400-25	Building Fees - Miscellaneous Permit Fees		500	500	500
				Miscellaneous Building Division charges including re-inspection fees.				
829,577	718,569	532,000	<u>TOTAL LICENSES AND PERMITS</u>			582,000	582,000	582,000
<u>INTERGOVERNMENTAL</u>								
0	0	0	4548	Coronavirus Relief Fund (CRF)		0	0	0
0	0	0	<u>TOTAL INTERGOVERNMENTAL</u>			0	0	0
<u>MISCELLANEOUS</u>								
15,644	24,364	31,600	6310	Interest		32,500	32,500	32,500
2,433	6,870	5,000	6600-97	Other Income - Building		5,000	5,000	5,000
				Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.				
18,077	31,234	36,600	<u>TOTAL MISCELLANEOUS</u>			37,500	37,500	37,500
<u>TRANSFERS IN</u>								
0	2,668	10,928	6900-85	Transfers In - Insurance Services		14,969	14,969	14,969
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	2,869	2,869	
				Insurance Services Fund distribution	1	12,100	12,100	
0	2,668	10,928	<u>TOTAL TRANSFERS IN</u>			14,969	14,969	14,969

Budget Document Report

70 - BUILDING FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,815,888	2,033,269	1,609,898	TOTAL RESOURCES	1,879,431	1,879,431	1,879,581

Budget Document Report

70 - BUILDING FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

3,581	1,317	0	7000	Salaries & Wages	0	0	0
156,566	180,433	330,133	7000-05	Salaries & Wages - Regular Full Time Planning Director - 0.25 FTE Building Inspector III - 1.00 FTE Building Inspector II - 1.00 FTE Building Permit Coordinator - 1.00 FTE Permit Technician - Combined Depts - 0.40 FTE	268,619	268,619	268,619
3,916	44,881	47,287	7000-10	Salaries & Wages - Regular Part Time	0	0	0
83,711	118,951	0	7000-15	Salaries & Wages - Temporary Extra Help - Building Official - 0.75 FTE	101,400	101,400	101,400
1,297	6,154	7,500	7000-20	Salaries & Wages - Overtime	7,500	7,500	7,500
120	720	720	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
1,688	-77	0	7300	Fringe Benefits	0	0	0
14,652	21,342	23,909	7300-05	Fringe Benefits - FICA - Social Security	23,407	23,407	23,407
3,427	4,991	5,592	7300-06	Fringe Benefits - FICA - Medicare	5,474	5,474	5,474
24,339	85,249	120,420	7300-15	Fringe Benefits - PERS - OPSRP - IAP	118,667	118,667	118,667
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
37,642	42,200	79,330	7300-20	Fringe Benefits - Medical Insurance	63,740	63,740	63,254
7,958	6,250	11,200	7300-22	Fringe Benefits - VEBA Plan	8,950	8,950	8,950
297	410	584	7300-25	Fringe Benefits - Life Insurance	396	396	396
947	1,258	2,048	7300-30	Fringe Benefits - Long Term Disability	1,468	1,468	1,468
3,931	3,868	5,822	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,616	5,616	5,616
89	121	125	7300-37	Fringe Benefits - Workers' Benefit Fund	124	124	124
0	0	0	7300-40	Fringe Benefits - Unemployment	1,001	1,001	1,001
344,161	518,068	634,670	TOTAL PERSONNEL SERVICES		606,362	606,362	605,876

MATERIALS AND SERVICES

0	3,065	20,000	7500	Credit Card Fees	9,000	9,000	9,000
238	246	500	7520	Public Notices & Printing Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information.	500	500	500

Budget Document Report

70 - BUILDING FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
449	722	500	7540	Employee Events		600	600	600
				Costs shared city-wide for employee training, materials, and events.				
9,599	7,994	9,500	7550	Travel & Education		9,500	9,500	9,500
				Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.				
1,018	1,679	2,500	7590	Fuel - Vehicle & Equipment		1,500	1,500	1,500
2,487	2,556	2,700	7600	Electric & Natural Gas		2,700	2,700	2,700
				Division's share of Community Development Center's electricity expense, ~25%.				
3,200	4,100	5,400	7610-05	Insurance - Liability		6,000	6,000	6,000
1,200	1,200	1,700	7610-10	Insurance - Property		2,000	2,000	2,000
6,610	7,857	7,500	7620	Telecommunications		9,000	9,000	9,000
2,037	2,701	3,000	7650	Janitorial		2,900	2,900	2,900
				Division's share of Community Development Center janitorial service and supplies cost, ~25%.				
5,363	20,507	9,000	7660	Materials & Supplies		9,000	9,000	9,000
				Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.				
282	74	1,000	7720	Repairs & Maintenance		1,000	1,000	1,000
				Repairs and maintenance of vehicles and office equipment.				
576	4,607	2,500	7720-08	Repairs & Maintenance - Building Repairs		2,500	2,500	2,500
				Division's share of Community Development Center's repairs and improvements, ~25%.				
1,026	1,140	2,750	7720-10	Repairs & Maintenance - Building Maintenance		2,800	2,800	2,800
				Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%.				
1,335	7,851	1,050	7750	Professional Services		1,300	1,300	1,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	1,200	1,200	
				Section 125	1	100	100	
34,479	24,395	15,000	7750-33	Professional Services - Contract Inspections		35,000	35,000	35,000
				Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.				
0	22,971	10,000	7750-36	Professional Services - Contract Plan Review		8,000	8,000	8,000
				Contract plan reviews and engineering services on commercial projects.				
1,480	1,550	2,650	7790-20	Maintenance & Rental Contracts - Community Development Center		2,900	2,900	2,900
				Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.				
0	0	0	7800	M & S Equipment		0	0	0
3,242	6,214	9,495	7840	M & S Computer Charges		10,976	10,976	10,976
				I.S. Fund materials & supplies costs shared city-wide				

Budget Document Report

70 - BUILDING FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
13,779	20,482	7,300	7840-80	M & S Computer Charges - Building		4,830	4,830	4,830
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			Office 365 licensing	7	240	1,680		
			Accela peripherals	1	1,000	1,000		
88,399	141,909	114,045	<u>TOTAL MATERIALS AND SERVICES</u>			122,006	122,006	122,006
<u>CAPITAL OUTLAY</u>								
0	0	0	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	1,825	1,056	8750-80	Capital Outlay Computer Charges - Building		0	0	0
18,144	19,770	1,000	8850	Vehicles		1,000	1,000	1,000
			Vehicle for new inspector position					
18,144	21,594	2,056	<u>TOTAL CAPITAL OUTLAY</u>			1,000	1,000	1,000
<u>TRANSFERS OUT</u>								
75,788	69,875	77,873	9700-01	Transfers Out - General Fund		17,346	17,346	17,331
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineer, Plan, Admin, & Finance personnel services support.	1	17,331	17,331		
8,597	9,276	10,128	9700-80	Transfers Out - Information Systems		10,629	10,629	10,621
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	10,621	10,621		
84,385	79,151	88,001	<u>TOTAL TRANSFERS OUT</u>			27,975	27,975	27,952
<u>CONTINGENCIES</u>								
0	0	75,000	9800	Contingencies		75,000	75,000	75,000
0	0	75,000	<u>TOTAL CONTINGENCIES</u>			75,000	75,000	75,000
<u>ENDING FUND BALANCE</u>								
1,280,798	1,272,547	696,126	9999	Unappropriated Ending Fd Balance		1,047,088	1,047,088	1,047,747
			Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations					
1,280,798	1,272,547	696,126	<u>TOTAL ENDING FUND BALANCE</u>			1,047,088	1,047,088	1,047,747
1,815,887	2,033,269	1,609,898	<u>TOTAL REQUIREMENTS</u>			1,879,431	1,879,431	1,879,581

Budget Document Report

70 - BUILDING FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,815,888	2,033,269	1,609,898	TOTAL RESOURCES	1,879,431	1,879,431	1,879,581
1,815,887	2,033,269	1,609,898	TOTAL REQUIREMENTS	1,879,431	1,879,431	1,879,581



WASTEWATER SERVICES



<u>Organization Set – Departments</u>	<u>Organization Set #</u>
• Administration	75-01
• Plant	75-72
• Environmental Services	75-74
• Conveyance Systems	75-78
• Non-Departmental	75-99



Budget Highlights

- The 2020-21 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 25th 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.
- Per the approved 2017 Wastewater Services Financial Plan, the 2020-21 proposed budget includes a \$6,177,497 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.

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 Pollutant Discharge Elimination System (NPDES) permit requirements and protect the environment.



Roy Carter, Mechanic, works on the tertiary chemical distribution system.

- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- 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, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair 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.
- Reduce inflow and infiltration (I&I) through rehabilitation of manholes.
- 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 I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

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 TMDL process with DEQ.

- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Replace existing Programmable Logic Controllers (PLC-5) with Control Logix processors.

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 preventive maintenance and corrosion abatement on the aging WRF equipment and processes.



An updated and expanded ultraviolet (UV) system, which uses ultraviolet light to disinfect the treated water and returns it to the receiving stream (South Yamhill River).

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 EPA quality assurance program by continuing to score 100% on all test parameters.



To ensure that the City remains in compliance with EPA and DEQ regulations, the laboratory staff performs more than 6,000 analyses annually, testing for ammonia, phosphorous, E. Coli, and many other parameters.

– pictured Rachel Cole, Lab Tech

- 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.
- 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 and providing tours and career fair participation at local high schools.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease intercepters.
- 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.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- 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.



Conveyance System crew members performs a sewer line repair.

– pictured from left, Joe Hernandez, Taylor Senn, Chad Cummins, Matt Bernards, and Robert Paola.

Storm Water Management

- 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 US EPA has issued a Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. Once the TMDL is finalized, the City will be developing a plan to address the TMDL. The proposed 2020-21 includes professional services resources to hire a consultant to assist with the development of an implementation plan, which will include stormwater control measures to address reduction of mercury in municipal stormwater discharges.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	10,364,786	10,808,645	10,427,404	(381,241)
Personnel Services	1,948,094	2,248,183	2,296,466	48,283
Materials & Services	1,362,238	1,610,009	2,371,410	761,401
Capital Outlay	77,166	204,563	197,500	(7,063)
Transfers Out	6,780,115	6,635,373	6,591,613	(43,760)
Total Expenditures	10,167,613	10,698,128	11,456,989	758,861
Net Expenditures	197,173	110,517	(1,029,585)	1,140,102

Full-Time Equivalents (FTE)

	2019-20 Adopted Budget	Change	2020-21 Proposed Budget
FTE Adopted Budget	21.34		
Senior Operator		0.50	
Operator II		(1.00)	
Operator I		1.00	
Extra Help - Wastewater Services		0.01	
FTE Proposed Budget		0.51	21.85



- 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.



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.

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.

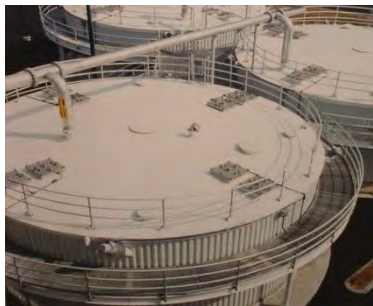
2013 Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

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.

2015 Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.



The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects."

2017 Completion of the 3 Mile Lane #3 Pump Station.

Cook School sewer rehabilitation project completion.

Oregon DEQ performed an audit on the Pretreatment Program.

Design and engineering for UV and tertiary projects.

Converted monthly discharge monitoring report to electronic submission as required by new US EPA standard.

2018 Completed design and started construction of the Tertiary / UV upgrade project.

Started work on NW 12th Street sewer rehabilitation project.

2019 Completed construction of the Tertiary / UV upgrade project.

Started Design for the Biosolids solids handling expansion.

Position Description

Fund	Department	Number of		Total	<u>Detailed Summary</u>	
	Section	Employees	Range	Salary	Page	Amount
	<u>SS & SD Maintenance Supervisor</u>	1	342	82,263		
	Street Fund (0.10 FTE)				185	8,226
	Wastewater Services Fund					
	Conveyance Systems					
	Sanitary (0.90 FTE)				237	74,037
	<u>Senior Utility Worker - WWS</u>	1	333	66,496		
	Street Fund (0.10 FTE)				185	6,650
	Wastewater Services Fund					
	Conveyance Systems					
	Sanitary (0.90 FTE)				237	59,846
	<u>Mechanic - Public Works</u>	1	330	59,853		
	General Fund					
	Park Maintenance (0.45 FTE)				153	26,934
	Street Fund (0.45 FTE)				185	26,934
	Wastewater Services Fund					
	Administration (0.10 FTE)				227	5,985
	<u>Utility Worker II - WWS</u>	4	329	223,412		
	Street Fund (0.40 FTE)				185	22,341
	Wastewater Services Fund					
	Conveyance Systems					
	Sanitary (3.60 FTE)				237	201,071

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
1,000,000	1,000,000	1,000,000	4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	1,000,000	1,000,000	1,000,000
1,250,624	1,725,631	1,227,417	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	2,271,490	2,271,490	2,301,490
2,250,624	2,725,631	2,227,417	<u>TOTAL BEGINNING FUND BALANCE</u>	3,271,490	3,271,490	3,301,490
2,250,624	2,725,631	2,227,417	TOTAL RESOURCES	3,271,490	3,271,490	3,301,490



ADMINISTRATION



Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
142	-301	0	7000 Salaries & Wages	0	0	0
152,597	161,462	162,521	7000-05 Salaries & Wages - Regular Full Time Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	152,131	152,131	152,131
260	135	499	7000-20 Salaries & Wages - Overtime	499	499	499
25	59	0	7300 Fringe Benefits	0	0	0
9,094	9,679	10,107	7300-05 Fringe Benefits - FICA - Social Security	9,464	9,464	9,464
2,127	2,264	2,364	7300-06 Fringe Benefits - FICA - Medicare	2,213	2,213	2,213
47,753	49,966	59,237	7300-15 Fringe Benefits - PERS - OPSRP - IAP	55,412	55,412	55,412
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
30,308	30,373	37,068	7300-20 Fringe Benefits - Medical Insurance	31,638	31,638	31,416
5,200	5,200	5,200	7300-22 Fringe Benefits - VEBA Plan	4,200	4,200	4,200
227	218	228	7300-25 Fringe Benefits - Life Insurance	228	228	228
822	772	870	7300-30 Fringe Benefits - Long Term Disability	814	814	814
4,693	3,408	4,937	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,478	4,478	4,478
53	48	53	7300-37 Fringe Benefits - Workers' Benefit Fund	48	48	48
-85	318	999	7300-40 Fringe Benefits - Unemployment	1,001	1,001	1,001
253,217	263,602	284,083	TOTAL PERSONNEL SERVICES	262,126	262,126	261,904
MATERIALS AND SERVICES						
988	1,300	1,190	7530 Training Safety meetings, training films, posters, and handouts, etc.	1,237	1,237	1,237
1,799	3,226	2,200	7540 Employee Events Costs shared city-wide for employee training, materials, and events.	2,400	2,400	2,400

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
11,760	15,077	17,000	7550	Travel & Education	Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	17,500	17,500	17,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Professional memberships	1	1,100	1,100	
				Training/conferences	1	13,700	13,700	
				Certification/LME licenses renewal and exams	1	2,700	2,700	
61,700	64,800	67,200	7610-05	Insurance - Liability			69,700	69,700
80,000	68,900	73,300	7610-10	Insurance - Property			82,700	82,700
19,368	20,591	23,000	7620	Telecommunications	Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.		31,000	31,000
9,148	11,899	12,000	7650	Janitorial	WRF Administration and Headworks building janitorial charges.		13,000	13,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contract	1	12,200	12,200	
				Janitorial supplies	1	800	800	
23,789	26,232	30,000	7660	Materials & Supplies	Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.		30,000	30,000
3,494	7,922	9,500	7740-05	Rental Property Repair & Maint - Building			8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance - Liability	1	200	200	
				Insurance - Property	1	700	700	
				Property taxes	1	3,100	3,100	
				Misc maintenance, repair, etc	1	4,000	4,000	
22,050	41,973	83,000	7750	Professional Services	Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.		240,300	240,300

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	50	50
			Audit fee allocation	1	5,900	5,900
			Wastewater rate brochure	1	2,000	2,000
			Water & Light annual sewer billing fee	1	600	600
			Environmental legal assistance	1	5,000	5,000
			Miscellaneous wastewater facilities consulting fee	1	20,000	20,000
			Northwest Biosolids Association dues	1	750	750
			ACWA membership/program fees	1	4,000	4,000
			Rental agreement	1	2,000	2,000
			Mercury TMDL implementation plan development	1	200,000	200,000
23,940	21,323	30,000	7790 Maintenance & Rental Contracts			
			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	21,000	21,000
			Elevator maintenance contract	1	2,300	2,300
			Fire alarm system inspection contract and monitoring	1	2,000	2,000
			Fire extinguisher and backflow preventer certification	1	3,700	3,700
			Landscaping contract additions	1	1,000	1,000
15,133	17,943	23,039	7840 M & S Computer Charges			
			I.S. Fund materials & supplies costs shared city-wide			
27,590	23,953	29,500	7840-85 M & S Computer Charges - WWS			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstations	4	1,500	6,000
			Swift Comply software	1	4,900	4,900
			Surface - new	1	2,100	2,100
			Arcview license	1	1,800	1,800
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500
			WWS-MP2 Maint Management Software	1	2,800	2,800
			Rockwell Control Software	1	5,500	5,500
			Wonderware Software	1	5,500	5,500
			Hach WIMS software	1	2,500	2,500
			Win 911 software	1	500	500
			Office 365 licensing	10	240	2,400
0	0	0	8229 Customers Helping Customers matching funds			
41,697	43,848	46,100	8260 Permit & Basin Council Fees			
			State and federal agency fees and permits.			

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			DEQ National Pollutant Discharge Elim (NPDES)	1	28,000	28,000		
			Federal USGS monitoring site fee - Yamhill	1	15,200	15,200		
			DEQ certification program fee	1	1,900	1,900		
			DEQ stormwater program fee	1	1,200	1,200		
			Oregon Hazardous substance fee	1	400	400		
			Electrical inspection	1	300	300		
342,455	368,987	447,029	<u>TOTAL MATERIALS AND SERVICES</u>			639,020	639,020	639,020
			<u>CAPITAL OUTLAY</u>					
0	0	2,563	8750	Capital Outlay Computer Charges		0	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	5,000	8750-85	Capital Outlay Computer Charges - Wastewater Services		5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000		
0	0	0	8800	Building Improvements		0	0	0
0	0	12,000	8850	Vehicles		0	0	0
0	0	19,563	<u>TOTAL CAPITAL OUTLAY</u>			5,000	5,000	5,000
595,672	632,589	750,675	<u>TOTAL REQUIREMENTS</u>			906,146	906,146	905,924



PLANT



75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONNEL SERVICES</u>						
593	-1,201	0	7000 Salaries & Wages	0	0	0
532,629	529,459	576,507	7000-05 Salaries & Wages - Regular Full Time Operations Superintendent - 1.00 FTE Senior Operator - 1.00 FTE Operator II - 2.00 FTE Operator I - 2.00 FTE Senior Mechanic/SCADA Technician - 1.00 FTE Mechanic - 2.00 FTE	556,671	556,671	556,671
0	0	0	7000-10 Salaries & Wages - Regular Part Time Senior Operator - 0.50 FTE	33,868	33,868	33,868
6,381	8,974	12,597	7000-15 Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.46 FTE	13,777	13,777	13,777
9,498	10,645	14,999	7000-20 Salaries & Wages - Overtime	14,999	14,999	14,999
80	151	0	7300 Fringe Benefits	0	0	0
32,114	32,487	37,455	7300-05 Fringe Benefits - FICA - Social Security	38,398	38,398	38,398
7,510	7,598	8,759	7300-06 Fringe Benefits - FICA - Medicare	8,979	8,979	8,979
140,792	136,635	183,069	7300-15 Fringe Benefits - PERS - OPSRP - IAP	180,378	180,378	180,378
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
115,925	123,148	141,718	7300-20 Fringe Benefits - Medical Insurance	172,499	172,499	171,148
20,000	20,000	20,000	7300-22 Fringe Benefits - VEBA Plan	25,000	25,000	25,000
972	936	972	7300-25 Fringe Benefits - Life Insurance	1,080	1,080	1,080
2,926	2,913	3,148	7300-30 Fringe Benefits - Long Term Disability	3,236	3,236	3,236
20,725	15,503	24,407	7300-35 Fringe Benefits - Workers' Compensation Insurance	25,021	25,021	25,021
231	210	237	7300-37 Fringe Benefits - Workers' Benefit Fund	230	230	230
890,375	887,457	1,023,868	<u>TOTAL PERSONNEL SERVICES</u>	1,074,136	1,074,136	1,072,785
<u>MATERIALS AND SERVICES</u>						
0	0	0	7550 Travel & Education	0	0	0
3,826	3,780	5,500	7590 Fuel - Vehicle & Equipment Gas and diesel - vehicles, rolling stock and generators.	5,500	5,500	5,500

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
383,737	396,309	420,000	7600	Electric & Natural Gas		420,000	420,000	420,000
				Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electricity	1	397,000	397,000	
				Natural gas	1	23,000	23,000	
0	0	0	7660	Materials & Supplies		0	0	0
86,415	109,763	110,000	7690	Chemicals		120,000	120,000	120,000
				Various chemicals used at the Water Reclamation Facility.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aluminum compounds	1	70,000	70,000	
				Polymers	1	20,000	20,000	
				Sodium Hypochlorite	1	5,000	5,000	
				Alkalinity products	1	20,000	20,000	
				Miscellaneous plant chemicals	1	5,000	5,000	
32,294	30,365	34,000	7720-04	Repairs & Maintenance - Supplies		34,000	34,000	34,000
				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	2,000	2,000	
				Landscape-barkdust, irrigation, etc	1	4,000	4,000	
				Operations lab supplies	1	3,000	3,000	
				Fasteners, belts, seals, filters, etc	1	11,000	11,000	
				Lubricants	1	5,000	5,000	
				Materials for equipment rehabilitation	1	5,000	5,000	
				Pump parts and accessories	1	1,000	1,000	
				Electrical components	1	1,500	1,500	
				Grit/garbage service	1	1,500	1,500	

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
120,859	141,563	207,000	7720-06 Repairs & Maintenance - Equipment	205,000	205,000	205,000
			Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Instrumentation and controls	1	10,000	10,000
			Rental Equipment	1	3,000	3,000
			Building and structure repairs	1	25,000	25,000
			Electrical systems	1	12,000	12,000
			HVAC systems	1	10,000	10,000
			Mechanical equipment repairs	1	115,000	115,000
			Landscape and irrigation	1	5,000	5,000
			Chemical delivery systems	1	5,000	5,000
			Pump station SCADA systems	1	10,000	10,000
			Switchgear service	1	10,000	10,000
4,580	2,780	8,000	7720-14 Repairs & Maintenance - Vehicles	8,000	8,000	8,000
			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	1,500	1,500
			Mechanical repairs	1	5,500	5,500
			Preventative maintenance	1	1,000	1,000
349	338	380	7750 Professional Services	330	330	330
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 administration fee	1	330	330
116,283	135,378	140,000	7780-25 Contract Services - Biosolids	180,000	180,000	180,000
			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	177,800	177,800
			Site management	1	2,200	2,200
3,933	1,937	5,000	7800 M & S Equipment	5,000	5,000	5,000
			Equipment necessary for plant and pump station operations and maintenance.			
752,276	822,212	929,880	TOTAL MATERIALS AND SERVICES	977,830	977,830	977,830
CAPITAL OUTLAY						
18,711	0	0	8710 Equipment	15,000	15,000	15,000
			Plant equipment replacement			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			UV monorail hoist replacement	1	15,000	15,000
0	0	0	8800 Building Improvements	0	0	0

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	8850	Department : 72 - PLANT Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
24,899	0	0		Vehicles	0	0	0
43,610	0	0		TOTAL CAPITAL OUTLAY	15,000	15,000	15,000
1,686,261	1,709,669	1,953,748		TOTAL REQUIREMENTS	2,066,966	2,066,966	2,065,615



ENVIRONMENTAL SERVICES



75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

-1,042	1,198	0	7000	Salaries & Wages	0	0	0
246,594	215,032	258,033	7000-05	Salaries & Wages - Regular Full Time Supervisor - Environmental Services - 1.00 FTE Senior Environmental Technician - 1.00 FTE Environmental Technician II - 1.00 FTE Laboratory Technician - 1.00 FTE	253,061	253,061	253,061
4,422	5,949	10,399	7000-15	Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.39 FTE	11,479	11,479	11,479
221	0	1,000	7000-20	Salaries & Wages - Overtime	1,000	1,000	1,000
0	500	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	1,200	1,200
-667	595	0	7300	Fringe Benefits	0	0	0
15,353	13,764	17,273	7300-05	Fringe Benefits - FICA - Social Security	16,539	16,539	16,539
3,591	3,219	4,040	7300-06	Fringe Benefits - FICA - Medicare	3,869	3,869	3,869
60,866	50,347	76,020	7300-15	Fringe Benefits - PERS - OPSRP - IAP	77,450	77,450	77,450
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
45,102	39,112	42,744	7300-20	Fringe Benefits - Medical Insurance	43,109	43,109	42,770
7,000	5,000	5,000	7300-22	Fringe Benefits - VEBA Plan	6,000	6,000	6,000
414	369	432	7300-25	Fringe Benefits - Life Insurance	432	432	432
1,324	1,204	1,410	7300-30	Fringe Benefits - Long Term Disability	1,380	1,380	1,380
9,782	6,656	10,884	7300-35	Fringe Benefits - Workers' Compensation Insurance	10,727	10,727	10,727
103	86	110	7300-37	Fringe Benefits - Workers' Benefit Fund	101	101	101
393,063	343,029	428,545	TOTAL PERSONNEL SERVICES		426,347	426,347	426,008

MATERIALS AND SERVICES

13,973	14,778	23,000	7660	Materials & Supplies Materials and supplies to support permit, pretreatment, and laboratory work and activities.	23,000	23,000	23,000
				<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

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
5,031	5,203	10,000	7750	Professional Services			10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 administration fee	1	100	100		
				Lab instrumentation calibration/fume hood certification	1	2,700	2,700		
				DI Water system rental/sanitization	1	3,600	3,600		
				Pretreatment assistance	1	3,600	3,600		
21,341	31,316	45,000	7780-30	Contract Services - Lab			48,000	48,000	48,000
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.					
0	4,400	5,000	7800	M & S Equipment			5,000	5,000	5,000
				Laboratory instrumentation or sampling monitoring equipment					
40,345	55,696	83,000	TOTAL MATERIALS AND SERVICES				86,000	86,000	86,000
<u>CAPITAL OUTLAY</u>									
5,036	0	0	8710	Equipment			27,500	27,500	27,500
				Laboratory equipment replacement					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Influent/effluent sampler	1	10,000	10,000		
				Autoclave (backup)	1	12,000	12,000		
				Distillation equipment for NH3 testing	1	5,500	5,500		
5,036	0	0	TOTAL CAPITAL OUTLAY				27,500	27,500	27,500
438,444	398,725	511,545	TOTAL REQUIREMENTS				539,847	539,847	539,508



CONVEYANCE SYSTEMS



Organization Set – Sections

- **Sanitary**

Organization Set #

75-78-320

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
PERSONNEL SERVICES						
75	310	0	7000 Salaries & Wages	0	0	0
297,610	299,831	322,980	7000-05 Salaries & Wages - Regular Full Time Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	333,873	333,873	333,873
1,586	2,196	3,001	7000-20 Salaries & Wages - Overtime	3,001	3,001	3,001
1,080	1,080	1,080	7000-37 Salaries & Wages - Medical Opt Out Incentive	1,080	1,080	1,080
-168	376	0	7300 Fringe Benefits	0	0	0
18,244	18,540	20,279	7300-05 Fringe Benefits - FICA - Social Security	20,954	20,954	20,954
4,267	4,336	4,744	7300-06 Fringe Benefits - FICA - Medicare	4,902	4,902	4,902
82,004	78,663	100,395	7300-15 Fringe Benefits - PERS - OPSRP - IAP	103,613	103,613	103,613
0	0	0	7300-16 Fringe Benefits - PERS Employer Incentive Program	0	0	0
31,139	28,980	32,244	7300-20 Fringe Benefits - Medical Insurance	37,860	37,860	37,572
5,625	4,575	4,500	7300-22 Fringe Benefits - VEBA Plan	5,400	5,400	5,400
559	559	588	7300-25 Fringe Benefits - Life Insurance	588	588	588
1,601	1,643	1,754	7300-30 Fringe Benefits - Long Term Disability	1,806	1,806	1,806
18,274	12,798	19,984	7300-35 Fringe Benefits - Workers' Compensation Insurance	20,654	20,654	20,654
131	117	138	7300-37 Fringe Benefits - Workers' Benefit Fund	126	126	126
462,025	454,005	511,687	TOTAL PERSONNEL SERVICES	533,857	533,857	533,569
MATERIALS AND SERVICES						
13,572	15,909	23,000	7590 Fuel - Vehicle & Equipment	23,000	23,000	23,000
935	1,000	1,100	7600 Electric & Natural Gas Electric costs associated with Conveyance building.	1,500	1,500	1,500
19,304	12,536	20,000	7720-04 Repairs & Maintenance - Supplies Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	22,000	22,000	22,000
18,070	18,080	20,000	7720-06 Repairs & Maintenance - Equipment Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	22,000	22,000	22,000
27,339	22,219	21,000	7720-14 Repairs & Maintenance - Vehicles Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	23,000	23,000	23,000

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
25,808	33,777	50,000	7720-36	Repairs & Maintenance - Sanitary Sewer Mainline/Lateral 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
0	8,209	10,000	7750	Professional Services 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
4,578	3,613	5,000	7800	M & S Equipment Conveyance System maintenance equipment.	5,000	5,000	5,000
109,607	115,343	150,100	<u>TOTAL MATERIALS AND SERVICES</u>		156,500	156,500	156,500
<u>CAPITAL OUTLAY</u>							
0	0	0	8710	Equipment	0	0	0
0	0	35,000	8850	Vehicles	0	0	0
70,710	77,166	150,000	9110-05	Sanitary Sewer Replacements - Mainline/Lateral Preservation repair and replacement of sewer system mainlines and manholes.	150,000	150,000	150,000
70,710	77,166	185,000	<u>TOTAL CAPITAL OUTLAY</u>		150,000	150,000	150,000
642,343	646,514	846,787	<u>TOTAL REQUIREMENTS</u>		840,357	840,357	840,069



NON-DEPARTMENTAL



75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES							
<u>LICENSES AND PERMITS</u>							
0	0	500,000	4205-30	Franchise Fees - McMinnville Wastewater Services	0	0	0
0	0	500,000	TOTAL LICENSES AND PERMITS		0	0	0
<u>INTERGOVERNMENTAL</u>							
0	0	0	4548	Coronavirus Relief Fund (CRF)	0	0	0
0	0	0	TOTAL INTERGOVERNMENTAL		0	0	0
<u>CHARGES FOR SERVICES</u>							
12,600	15,175	12,600	5400-40	Property Rentals - House Riverside Drive house rental income.	13,200	13,200	13,200
7,022	6,426	7,037	5400-45	Property Rentals - Farm Farm land lease on Water Reclamation Facility property.	13,125	13,125	13,125
9,681,092	10,207,145	10,152,961	5520	Sewer User Charges Monthly sewer charges based on water consumption and discharge loading.	10,241,136	10,241,136	10,241,136
<p>Budget Note: In fiscal year 2019-20 the franchise fee was directly allocated to the General Fund at the time the revenue was received. This process is being updated for fiscal year 2020-21. The full revenue will be recorded in the Wastewater Services Fund. A franchise fee payment to the General Fund will be recorded.</p> <p>Budget Note: Proposed amount reflects no rate increase for FY21, per the approved Wastewater Financial Plan.</p>							
83,488	61,812	46,906	5530	Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste.	46,906	46,906	46,906
9,784,201	10,290,558	10,219,504	TOTAL CHARGES FOR SERVICES		10,314,367	10,314,367	10,314,367
<u>MISCELLANEOUS</u>							
17,578	26,997	33,100	6310	Interest	54,800	54,800	54,800
9,332	33,888	1,000	6600	Other Income	1,000	1,000	1,000
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
26,910	60,885	34,100	TOTAL MISCELLANEOUS		55,800	55,800	55,800

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>TRANSFERS IN</u>									
0	13,342	55,041	6900-85	Transfers In - Insurance Services			57,237	57,237	57,237
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			HR-Insurance Service Fund distribution	1	14,347	14,347			
			Insurance Services Fund distribution	1	42,890	42,890			
0	13,342	55,041	<u>TOTAL TRANSFERS IN</u>				57,237	57,237	57,237
9,811,111	10,364,786	10,808,645	<u>TOTAL RESOURCES</u>				10,427,404	10,427,404	10,427,404

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET																											
REQUIREMENTS																																			
MATERIALS AND SERVICES																																			
0	0	0	8227	Franchise Fee expense		512,060	512,060	512,060																											
Budget Note: In fiscal year 2019-20 the franchise fee was directly allocated to the General Fund at the time the revenue was received. This process is being updated for fiscal year 2020-21. The full revenue will be recorded in the Wastewater Services Fund. A franchise fee payment to the General Fund will be recorded.																																			
0	0	0	8229	Customers Helping Customers matching funds		0	0	0																											
0	0	0	TOTAL MATERIALS AND SERVICES			512,060	512,060	512,060																											
TRANSFERS OUT																																			
287,543	304,257	831,187	9700-01	Transfers Out - General Fund		360,460	360,460	359,141																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Wastewater Services Fund support of Engineering operations.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">25,359</td> <td style="text-align: right;">25,359</td> <td colspan="5"></td> </tr> <tr> <td>Engineering, Admin, & Finance personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">333,782</td> <td style="text-align: right;">333,782</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Wastewater Services Fund support of Engineering operations.	1	25,359	25,359						Engineering, Admin, & Finance personnel services support.	1	333,782	333,782					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Wastewater Services Fund support of Engineering operations.	1	25,359	25,359																																
Engineering, Admin, & Finance personnel services support.	1	333,782	333,782																																
5,643,071	6,429,189	5,752,934	9700-77	Transfers Out - Wastewater Capital		6,177,497	6,177,497	6,177,497																											
Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.																																			
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Ratepayer contribution for FY21</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,177,497</td> <td style="text-align: right;">6,177,497</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Ratepayer contribution for FY21	1	6,177,497	6,177,497														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Ratepayer contribution for FY21	1	6,177,497	6,177,497																																
42,772	46,669	51,252	9700-80	Transfers Out - Information Systems		53,656	53,656	53,603																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Information Systems personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">53,603</td> <td style="text-align: right;">53,603</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Information Systems personnel services support.	1	53,603	53,603														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Information Systems personnel services support.	1	53,603	53,603																																
5,973,386	6,780,115	6,635,373	TOTAL TRANSFERS OUT			6,591,613	6,591,613	6,590,241																											
CONTINGENCIES																																			
0	0	300,000	9800	Contingencies		900,000	900,000	900,000																											
0	0	300,000	TOTAL CONTINGENCIES			900,000	900,000	900,000																											
ENDING FUND BALANCE																																			
1,000,000	1,000,000	1,000,000	9975-05	Designated End FB - WW Svc Fd - Sewer A/R		1,000,000	1,000,000	1,000,000																											
Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30																																			

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,725,631	1,922,803	1,037,934	9999 Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budge year operations	341,905	341,905	375,477
2,725,631	2,922,803	2,037,934	<u>TOTAL ENDING FUND BALANCE</u>	1,341,905	1,341,905	1,375,477
8,699,017	9,702,918	8,973,307	<u>TOTAL REQUIREMENTS</u>	9,345,578	9,345,578	9,377,778

Budget Document Report

75 - WASTEWATER SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
12,061,735	13,090,416	13,036,062	TOTAL RESOURCES	13,698,894	13,698,894	13,728,894
12,061,736	13,090,416	13,036,062	TOTAL REQUIREMENTS	13,698,894	13,698,894	13,728,894



WASTEWATER CAPITAL FUND





Budget Highlights

- \$1,295,000 – Design and construction of the grit system expansion project.
- \$2,570,000 – Design and construction of a new 1-million gallon biosolids storage tank.
- \$1,050,000 – Design and construction of a new force main as part of ODOT’s Three Mile Lane Bridge replacement project;
- \$1,760,000 – Design and construction of the upgrade to the Water Reclamation Facility Administration Building.
- \$1,915,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$1,275,000 – Planned major equipment replacement projects, including the addition of an emergency generators at the Raw Sewage Pump Station and the Water Reclamation Facility; replacement of the Raw Sewage Pump Station roof; programmable logic controller (PLC) upgrades; and the replacement of electric cart.
- \$6,177,497 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.

Core Services

- Capital improvement planning and construction for the City’s wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue projects to reduce the infiltration and inflow of ground water and rain into the City’s sanitary collection system.

Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



The City continued to invest in upgrades to the public sanitary sewer system in 2019. Work included the start of work to upgrade and expand the capacity of the tertiary treatment filtration system, and upgrades to the ultra violet (UV) disinfection process at the Water Reclamation Facility.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	8,000,816	6,810,614	7,245,959	435,345
Materials & Services	476,595	2,174,000	1,335,500	(838,500)
Capital Outlay	3,054,081	3,602,500	8,575,000	4,972,500
Transfers Out	228,203	249,194	943,899	694,705
Total Expenditures	3,758,879	6,025,694	10,854,399	4,828,705
Net Expenditures	4,241,937	784,920	(3,608,440)	4,393,360



- | | | | | | |
|------|---|------|---|------|--|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue. | 1994 | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | 2000 | July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements. |
| 1987 | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements. | | | 2000 | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs. |
| 1992 | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. | | | 2001 | Evans Street Sewer Reconstruction Project complete. |
| 1992 | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City’s wastewater management program. | 1994 | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements. | 2002 | High School Basin Sewer Reconstruction Project complete. |
| 1993 | December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility. | 1995 | New Water Reclamation Facility and Raw Sewage Pump Station complete. | 2003 | Three Mile Lane Pump Station #1 Replacement Project complete. |
| | | 1996 | Major repair and replacement of Cozine Trunk Line and Pump Station complete. | 2004 | February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000. |

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

2016 Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5-million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. The City was awarded a “2016 Project of the Year” award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.



77 - WASTEWATER CAPITAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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RESOURCES

BEGINNING FUND BALANCE

3,645,200	3,401,200	3,138,300	4077-99	Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	2,855,600	2,855,600	2,855,600
15,975,116	20,879,605	24,717,080	4090	Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	28,945,028	28,945,028	28,945,028
				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.			
19,620,316	24,280,805	27,855,380	TOTAL BEGINNING FUND BALANCE		31,800,628	31,800,628	31,800,628

CHARGES FOR SERVICES

411,498	1,031,922	325,000	5500	System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.	325,000	325,000	325,000
411,498	1,031,922	325,000	TOTAL CHARGES FOR SERVICES		325,000	325,000	325,000

MISCELLANEOUS

299,450	535,455	698,500	6310	Interest	680,400	680,400	680,400
0	0	2,500	6500-05	Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	2,500	2,500
6,150	4,250	10,000	6500-10	Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	10,000	10,000
				Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
0	0	0	6600	Other Income	0	0	0
305,600	539,705	711,000	TOTAL MISCELLANEOUS		692,900	692,900	692,900

TRANSFERS IN

0	0	21,680	6900-25	Transfers In - Airport	0	0	0								
5,643,071	6,429,189	5,752,934	6900-75	Transfers In - Wastewater Services Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,177,497	6,177,497	6,177,497								
				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><u>Description</u></td> <td style="text-align: center;"><u>Units</u></td> <td style="text-align: center;"><u>Amt/Unit</u></td> <td style="text-align: center;"><u>Total</u></td> </tr> <tr> <td>Ratepayer contribution for FY21</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,177,497</td> <td style="text-align: right;">6,177,497</td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Ratepayer contribution for FY21	1	6,177,497	6,177,497			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>												
Ratepayer contribution for FY21	1	6,177,497	6,177,497												
0	0	0	6900-85	Transfers In - Insurance Services	0	0	0								

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	6901-01	Transfers In - Interfund Debt - General Fund		50,562	50,562	50,562
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Payment on 2020 loan to Police for vehicles	1	37,312	37,312	
				Payment on 2020 loan to Police for AV replacement	1	13,250	13,250	
0	0	0	6901-25	Transfers In - Interfund Debt - Airport Maintenance		0	0	0
5,643,071	6,429,189	5,774,614	TOTAL TRANSFERS IN			6,228,059	6,228,059	6,228,059
25,980,485	32,281,621	34,665,994	TOTAL RESOURCES			39,046,587	39,046,587	39,046,587

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS								
MATERIALS AND SERVICES								
3,248	26,376	24,000	7750	Professional Services		22,500	22,500	22,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	7,500	7,500	
				Miscellaneous professional services	1	15,000	15,000	
0	0	0	7750-57	Professional Services - Financing Administration		0	0	0
0	0	0	7770-05	Professional Services - Projects - Master Plan Update		0	0	0
0	0	500,000	7770-40	Professional Services - Projects - Grit System Expansion Engineering services for the grit system expansion project.		250,000	250,000	250,000
0	0	938,400	7770-41	Professional Services - Projects - New 1MB tank & mixer Engineering services for the construction of an additional biosolids storage tank.		400,000	400,000	400,000
12,610	0	0	7770-43	Professional Services - Projects - 3 Mile Lane Pump Station Engineering services for the replacement of 3 Mile Lane Pump Station #3		0	0	0
341,661	306,385	144,000	7770-44	Professional Services - Projects - Filtration System Expansion Engineering services for the tertiary filtration system expansion project.		2,000	2,000	2,000
2,809	32,481	65,000	7770-49	Professional Services - Projects - 3 Mile Ln Bridge Force Main Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge.		50,000	50,000	50,000
179,197	111,353	260,000	7770-57	Professional Services - Projects - I&I Reduction Design Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.		165,000	165,000	165,000
0	0	0	7770-59	Professional Services - Projects - Admin Building Addition/Upgrade Design services for Admin building project		440,000	440,000	440,000
690	0	3,500	8230	Private Sewer Lateral Repair Incentive Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.		3,500	3,500	3,500
0	0	2,500	8240-10	Private Sewer Lateral Loans - Low Income Loans "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.		2,500	2,500	2,500
540,216	476,595	1,937,400	TOTAL MATERIALS AND SERVICES			1,335,500	1,335,500	1,335,500

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	9701-25	Transfers Out - Interfund Debt - Airport Maintenance		155,000	155,000	155,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			2021 loan to Airport for Jet A fuel system replacement	1	155,000	155,000		
221,294	228,203	485,794	<u>TOTAL TRANSFERS OUT</u>			943,899	943,899	943,276
			<u>CONTINGENCIES</u>					
0	0	500,000	9800	Contingencies		1,500,000	1,500,000	1,500,000
0	0	500,000	<u>TOTAL CONTINGENCIES</u>			1,500,000	1,500,000	1,500,000
			<u>ENDING FUND BALANCE</u>					
3,401,200	3,138,300	2,855,600	9977-99	Designated End FB - WW Cap Fd - PERS Refinancing Reserve		2,552,100	2,552,100	2,552,100
20,879,605	25,384,442	25,284,700	9999	Unappropriated Ending Fd Balance		24,140,088	24,140,088	24,140,711
			Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.					
24,280,805	28,522,742	28,140,300	<u>TOTAL ENDING FUND BALANCE</u>			26,692,188	26,692,188	26,692,811
25,980,485	32,281,621	34,665,994	<u>TOTAL REQUIREMENTS</u>			39,046,587	39,046,587	39,046,587

Budget Document Report

77 - WASTEWATER CAPITAL FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
25,980,485	32,281,621	34,665,994	TOTAL RESOURCES	39,046,587	39,046,587	39,046,587
25,980,485	32,281,621	34,665,994	TOTAL REQUIREMENTS	39,046,587	39,046,587	39,046,587



AMBULANCE FUND



**Ambulance has been moved into the General Fund - Fire Department.
2019-20 Amended Budget and 2020-21 Proposed Budget are in the General Fund –
Fire Department (01-15-079).**

Actual amounts for Fiscal Years 2018 & 2019 continue to be in the Ambulance Fund.

Budget Document Report

79 - AMBULANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
1,816,485	1,465,788	0	4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1	0	0	0
37,500	0	0	4079-25 Designated Begin FB-Ambulance Fd - Facility Improvements	0	0	0
-285,897	-302,263	0	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	0	0	0
1,568,088	1,163,525	0	<u>TOTAL BEGINNING FUND BALANCE</u>	0	0	0
<u>INTERGOVERNMENTAL</u>						
0	0	0	4555 Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
150,509	76,936	0	4840-05 OR Conflagration Reimbursement - Personnel	0	0	0
0	0	0	4840-10 OR Conflagration Reimbursement - Equipment	0	0	0
10,000	10,000	0	5035-05 Amity Fire District - Paramedic Ambulance	0	0	0
0	0	0	5035-10 Amity Fire District - Admin/Training Svcs Contract	0	0	0
160,509	86,936	0	<u>TOTAL INTERGOVERNMENTAL</u>	0	0	0
<u>CHARGES FOR SERVICES</u>						
3,396,353	3,293,431	0	5700 Transport Fees	0	0	0
0	0	0	5705 Care Home Charges	0	0	0
134,890	136,080	0	5710 FireMed Fees	0	0	0
3,531,243	3,429,511	0	<u>TOTAL CHARGES FOR SERVICES</u>	0	0	0
<u>MISCELLANEOUS</u>						
225	279	0	6310 Interest	0	0	0
0	0	0	6460 Donations - Ambulance	0	0	0
2,794	2,672	0	6600 Other Income	0	0	0
999	4,891	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	0
31,804	26,581	0	6610 Collections - EMS	0	0	0
35,822	34,422	0	<u>TOTAL MISCELLANEOUS</u>	0	0	0

Budget Document Report

79 - AMBULANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>TRANSFERS IN</u>						
800,000	800,000	0	6900-01 Transfers In - General Fund	0	0	0
0	58,285	0	6900-85 Transfers In - Insurance Services	0	0	0
800,000	858,285	0	<u>TOTAL TRANSFERS IN</u>	0	0	0
6,095,662	5,572,680	0	<i>TOTAL RESOURCES</i>	0	0	0

Budget Document Report

79 - AMBULANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES						
-920	5,101	0	7000	Salaries & Wages	0	0
1,875,277	1,917,627	0	7000-05	Salaries & Wages - Regular Full Time	0	0
77,504	61,767	0	7000-10	Salaries & Wages - Regular Part Time	0	0
0	3,196	0	7000-15	Salaries & Wages - Temporary	0	0
340,748	334,606	0	7000-20	Salaries & Wages - Overtime	0	0
837	375	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0
-1,834	5,318	0	7300	Fringe Benefits	0	0
137,169	139,203	0	7300-05	Fringe Benefits - FICA - Social Security	0	0
32,454	32,768	0	7300-06	Fringe Benefits - FICA - Medicare	0	0
634,632	615,263	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0
337,334	359,375	0	7300-20	Fringe Benefits - Medical Insurance	0	0
82,231	86,531	0	7300-22	Fringe Benefits - VEBA Plan	0	0
2,722	2,625	0	7300-25	Fringe Benefits - Life Insurance	0	0
9,812	9,518	0	7300-30	Fringe Benefits - Long Term Disability	0	0
72,391	55,312	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0
930	862	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0
3,601,287	3,629,446	0		TOTAL PERSONNEL SERVICES	0	0

MATERIALS AND SERVICES						
6,514	6,368	0	7500	Credit Card Fees	0	0
2,185	3,069	0	7540	Employee Events	0	0
23,283	27,106	0	7550	Travel & Education	0	0
29,208	30,886	0	7590	Fuel - Vehicle & Equipment	0	0
5,486	5,269	0	7600	Electric & Natural Gas	0	0
25,300	25,000	0	7610-05	Insurance - Liability	0	0
18,300	14,300	0	7610-10	Insurance - Property	0	0

Budget Document Report

79 - AMBULANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
23,562	23,503	0	7620 Telecommunications	0	0	0
14,509	17,408	0	7630-05 Uniforms - Employee	0	0	0
0	0	0	7640 Laundry	0	0	0
3,233	2,851	0	7650 Janitorial	0	0	0
30,437	27,804	0	7660 Materials & Supplies	0	0	0
7,698	5,666	0	7660-15 Materials & Supplies - Postage	0	0	0
98,461	107,312	0	7660-45 Materials & Supplies - Medical Equipment & Supplies	0	0	0
1,286	1,174	0	7660-55 Materials & Supplies - Oxygen	0	0	0
0	0	0	7680 Materials & Supplies - Donations	0	0	0
0	0	0	7720 Repairs & Maintenance	0	0	0
5,027	3,995	0	7720-06 Repairs & Maintenance - Equipment	0	0	0
10,026	18,662	0	7720-08 Repairs & Maintenance - Building Repairs	0	0	0
55,870	55,325	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
2,090	669	0	7720-16 Repairs & Maintenance - Radio & Pagers	0	0	0
21,288	19,301	0	7735 Rental Property	0	0	0
31,605	112,130	0	7750 Professional Services	0	0	0
14,837	22,481	0	7790 Maintenance & Rental Contracts	0	0	0
0	16,000	0	7800 M & S Equipment	0	0	0
5,219	10,355	0	7800-09 M & S Equipment - Radios	0	0	0
0	0	0	7810 M & S Equipment - Donations	0	0	0
20,708	22,665	0	7840 M & S Computer Charges	0	0	0
29,746	40,275	0	7840-95 M & S Computer Charges - Ambulance	0	0	0
0	0	0	7850 M & S Building Improvements	0	0	0
6,617	5,577	0	8070 FireMed Promotion	0	0	0
16,457	6,758	0	8270-05 Revenue Adjustments - Bad-Debt Writeoffs	0	0	0
145,517	109,183	0	8270-20 Revenue Adjustments - Firemed Writeoffs	0	0	0
286,768	382,989	0	8270-25 Revenue Adjustments - Turned To Collections	0	0	0
66,221	39,499	0	8270-30 Revenue Adjustments - Public Agency Writeoffs	0	0	0
1,007,458	1,163,580	0	TOTAL MATERIALS AND SERVICES	0	0	0

Budget Document Report

79 - AMBULANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>						
0	38,273	0	8710 Equipment	0	0	0
0	0	0	8710-22 Equipment - EMS Defibrillators	0	0	0
0	0	0	8750 Capital Outlay Computer Charges	0	0	0
0	0	0	8750-95 Capital Outlay Computer Charges - Ambulance	0	0	0
0	4,204	0	8800 Building Improvements	0	0	0
0	196,679	0	8850 Vehicles	0	0	0
0	239,156	0	<u>TOTAL CAPITAL OUTLAY</u>	0	0	0
<u>TRANSFERS OUT</u>						
191,973	228,605	174,483	9700-01 Transfers Out - General Fund Closing the Ambulance Fund and moving remaining balance to the General Fund.	0	0	0
86,500	89,000	0	9700-15 Transfers Out - Emergency Communications	0	0	0
44,919	48,410	0	9700-80 Transfers Out - Information Systems	0	0	0
323,392	366,015	174,483	<u>TOTAL TRANSFERS OUT</u>	0	0	0
<u>CONTINGENCIES</u>						
0	0	0	9800 Contingencies	0	0	0
0	0	0	<u>TOTAL CONTINGENCIES</u>	0	0	0
<u>ENDING FUND BALANCE</u>						
1,465,788	1,572,898	0	9979-05 Designated End FB - Ambulance - EMS A/R	0	0	0
-302,263	-1,398,415	0	9999 Unappropriated Ending Fd Balance	0	0	0
1,163,525	174,483	0	<u>TOTAL ENDING FUND BALANCE</u>	0	0	0
6,095,661	5,572,680	174,483	<u>TOTAL REQUIREMENTS</u>	0	0	0

Budget Document Report

79 - AMBULANCE FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
6,095,662	5,572,680	0	TOTAL RESOURCES	0	0	0
6,095,661	5,572,680	174,483	TOTAL REQUIREMENTS	0	0	0



INFORMATION SYSTEMS & SERVICES FUND



- **Budgeted Computer Equipment – By Department**



Budget Highlights

- The 2020-21 proposed budget does not include any changes in personnel. With recent events budget uncertainties, efforts will focus more on efficiently matching resources with services and equipment maintenance needs.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.
- Information Systems will also continue to prioritize data and network security Citywide, using computer security awareness training, phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.
- Move towards policy based guidance in all areas of service – develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- 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.

New Programs, Projects, or Equipment:

- Assist several departments with software migrations, installations and upgrades including Public Works/Engineering, Human Resources/Finance integration and increased online payment and other electronic convenience opportunities for citizens.
- Continue to evaluate network bandwidth and capacity and keep moving from a 1 GB network to a 10 GB network backbone to support future data needs and network growth.
- Continued exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Continue initiative for redundancy and continuity of operations for our computer systems. Ensure proper backup standards are followed and implement strategies to combat phishing ransomware type attacks. Continue to extend two-factor identification to secure mobile devices and look to desktops next.

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.

Future Challenges and Opportunities

- Partner with City Departments to provide internal and external services support – better credit card processing tools, budget reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Embrace and extend Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.
- Actively engaging other City departments in technology innovation conversations – look for small, nimble projects with quantifiable returns and also larger scale process improvements.
- 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.
- Enhance and expand the City website to provide services and information for citizens and internal departments. Job applications, electronic form submission and social media communication.
- Support Public Safety partners as our Fire department integrates and extends mobile and data service partnerships to other local agencies.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.

Mac-Town 2032 Strategic Plan Information Systems Department Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so. The Information Systems Department will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2020-21 the Information Systems Department will support plan in the following manner:

City Government Capacity

- Gain efficiencies from technology and equipment investments

After successfully combining the City’s existing phone systems into one Voice-over-IP (VoIP) system in partnership with Yamhill County, IS will continue to improve phone services to deliver productivity options and increased mobile functionality.

Information Services has also partnered with several departments to procure, install and upgrade software in the Municipal Court, Human Resources, Finance, and Police and will continue these initiatives to evaluate new technologies and how they can improve existing services and provide new services to our citizens.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	1,074,243	1,314,041	1,335,139	21,098
Personnel Services	459,694	506,391	531,471	25,080
Materials & Services	562,869	692,750	709,470	16,720
Capital Outlay	43,139	109,400	89,100	(20,300)
Total Expenditures	1,065,701	1,308,541	1,330,041	21,500
Net Expenditures	8,541	5,500	5,098	402

Full-Time Equivalents (FTE)

	2019-20		2020-21
	Adopted		Proposed
	<u>Budget</u>	<u>Change</u>	<u>Budget</u>
FTE Adopted Budget	4.00		
Information Systems Analyst III		1.00	
Information Systems Analyst I		<u>(1.00)</u>	
FTE Proposed Budget		<u>-</u>	4.00



1993	City's first Information Systems Manager hired.	2004	Physical location of IS Department moved from Fire Station to Community Center.	2008	Supported the project of moving all communications for the City to the new Public Safety Building.
1995	Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.	2005	Completed move of all City telephones back onto City-County telephone system.	2009	Began implementation of redundant server strategy for "hot" site backup of City applications.
1995	First system administrative specialist hired to help with expanding City IS needs.	2006	Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.	2010	Began utilizing virtual server technology and moved to Storage Area Network devices.
1996	City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!	2006	Completion of new computer equipment room with backup generator in Community Center.	2011	Development of an IS strategic plan.
1998	City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.	2006	Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.	2011	Fully implemented electronic ticketing software for Police Department.
2001	McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.	2006	Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.	2012	Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
2002	IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.	2007	Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.	2013	Implemented a fully electronic agenda system for the conducting of City Council meetings.
2003	Partnership formed with Yamhill County for management of IS services; City director position eliminated.				

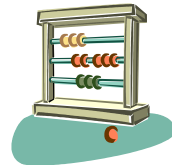
2014 Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.

2015 Hired a full-time IS Director.

2016 Implemented 'next-gen' network firewall technology for increased security and network performance.

2016 Completed overhaul of City's website.

2016 Replaced City's network storage array to handle increased data storage demand, especially video.



The Storage Area Network devices on the City network have total storage capacity of 30 terabytes.

2018 90% of all City computers upgraded to Windows 10.

2019 Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voice-over-IP) system.

Information Systems Services Fund - Computer Equipment - By Department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>	<u>Notes</u>
Administration, City Mgr				
01-01-002	Office 365 licensing	480		
			<u>480</u>	
Administration, City Council				
01-01-005	Office 365 licensing	1,680		
	Surface	2,100		Replacement
			<u>3,780</u>	
Administration, Legal				
01-01-008	Office 365 licensing	240		
			<u>240</u>	
Administration, Human Resources				
01-01-012	Office 365 licensing	240		
			<u>240</u>	
Finance/Accounting				
01-03-013	Printer maintenance	300		Annual cost
	Office 365 licensing	1,200		
	New Scanner	900		
	Surface	2,800		Replacement
	Laptop	1,600		Replacement
			<u>6,800</u>	
Engineering				
01-05	Hansen Upgrade	5,000		25% - shared cost
	Plotter maintenance	1,200		Annual cost
	Office 365 licensing	1,680		
	Printer	1,800		
			<u>9,680</u>	
Planning Admin				
01-07-001	Office 365 licensing	240		
			<u>240</u>	

Information Systems Services Fund - Computer Equipment - By Department

Planning Current

01-07-025	Desktop - 1.5	2,250	Replacement
	ESRI Software - 12.5 %	1,075	
	AutoCAD Maintenance	575	
	Office 365 licensing	480	
	New Scanner	900	
		<u>5,280</u>	

Planning Long Range

01-07-028	Desktop - 1.5	2,250	Replacement
	ESRI Software - 12.5 %	1,075	
	AutoCAD Maintenance	575	
	Office 365 licensing	480	
		<u>4,380</u>	

Planning Code Enforcement

01-07-031	Desktop Printer	300	
	Office 365 licensing	480	
		<u>780</u>	

Police

01-11-040	Desktop - 5	7,500	Replacements
	Office 365 licensing	9,000	
	Surface - 2	4,800	New
	Surface	2,100	Replacement
	Laptop - 2	3,200	Replacements
	3 replacement MDTs (M7)	36,000	includes Verus camera system, Zebra printer for each
	Surveillance system server	10,000	
	Projector	1,200	
	MDT Repair	2,000	
		<u>75,800</u>	

Municipal Court

01-13-060	Surface - 2	5,000	New
	Office 365 licensing	1,200	
	Laptop - 1	1,600	Replacement
	Printer	1,200	
	Small printer	300	
		<u>9,300</u>	

Information Systems Services Fund - Computer Equipment - By Department

Fire

01-15-070	Surface, docks, screens, license	6,000	Amity
	Office 365 licensing	3,000	
	R12s - 5	16,100	New, Includes 3 year warranty
	Cradlepoints - 5	6,500	
		<u>31,600</u>	

Ambulance

01-15-079	Office 365 licensing	3000	
	Desktop, printer/scanner	5,000	Lafayette, Replacements
	R12 peripherals	1,000	
	R12 - 3	10,000	Replacements
		<u>19,000</u>	

Park & Rec Admin

01-017-001	WhenToWork software	600	
	Office 365 licensing	240	
		<u>840</u>	

Park & Rec Aquatic Ctr

01-17-087	Office 365 licensing	720	
	Workstation - 1	1,500	Replacement
	Activenet Peripherals	1,000	
		<u>3,220</u>	

Park & Rec Comm Ctr

01-17-090	Office 365 licensing	720	
	Workstation - 2	3,000	Replacements
	Extra RAM	100	
	Datacard Printer	1,200	
		<u>5,020</u>	

Park & Rec KOB

01-17-093	Office 365 licensing	240	
	Workstation - 2	3,000	Replacements
		<u>3,240</u>	

Park & Rec Rec Sports

01-17-096	Office 365 licensing	240	
	Surface - 1	2,200	Replacement
		<u>2,440</u>	

Information Systems Services Fund - Computer Equipment - By Department

Park & Rec, Senior Ctr

01-17-099

Office 365 licensing	720	
Workstation -1	1,500	Replacement
	<u>2,220</u>	

Park Maintenance

01-19

Hansen Upgrade	5,000	25% - shared cost
Office 365 licensing	960	
Workstations - 3	2,250	Replacements
	<u>8,210</u>	

Library

01-21

Office 365 licensing	4,000	
Workstations - 10	15,000	Replacements
Surfaces - 2	5,600	New, Bookmobile
Laptops - 1	1,600	Replacements
Workroom printer	1,200	Bookmobile
Receipt Printer	300	
	<u>27,700</u>	

Street

Hansen Upgrade	5,000	25% - shared cost
Office 365 licensing	720	
Workstations - 3	2,250	
	<u>7,970</u>	

Building

Office 365 licensing	1,680	
Accela Peripherals	1,000	Replacements
	<u>2,680</u>	

Wastewater Services

75-01

Hansen Upgrade	5,000	25% - shared cost
Office 365 licensing	2,400	
Workstations - 4	6,000	Replacements
Swift Comply Software	4,900	Software \$2000 and 1st year maintenance \$2900
Surface	2,100	New
ArcView License	1,800	
	<u>22,200</u>	

Total 253,340

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES								
<u>BEGINNING FUND BALANCE</u>								
21,740	15,075	15,075	4080-15	Designated Begin FB-Info Sys Fd - Financial System Reserve July 1 carryover from prior year reserved for future City financial system software improvements		15,075	15,075	15,075
164,571	180,843	186,143	4090	Beginning Fund Balance Estimated July 1 undesignated carryover from prior year		141,963	141,963	160,963
186,311	195,918	201,218	<u>TOTAL BEGINNING FUND BALANCE</u>			157,038	157,038	176,038
<u>INTERGOVERNMENTAL</u>								
0	0	0	4548	Coronavirus Relief Fund (CRF)		0	0	0
0	0	0	<u>TOTAL INTERGOVERNMENTAL</u>			0	0	0
<u>CHARGES FOR SERVICES</u>								
376,062	458,368	608,428	6000-01	Charges for Equipment & Services - General Fund 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.		687,479	687,479	687,479
13,957	14,284	23,937	6000-20	Charges for Equipment & Services - Street Fund		24,102	24,102	24,102
17,021	28,520	17,851	6000-70	Charges for Equipment & Services - Building Fund		15,806	15,806	15,806
42,722	41,896	60,102	6000-75	Charges for Equipment & Services - Wastewater Services Fund		71,183	71,183	71,183
50,454	62,940	91,832	6000-79	Charges for Equipment & Services - Ambulance Fund		0	0	0
500,217	606,008	802,150	<u>TOTAL CHARGES FOR SERVICES</u>			798,570	798,570	798,570
<u>MISCELLANEOUS</u>								
2,955	4,205	5,500	6310	Interest		5,100	5,100	5,100
1,887	222	0	6600	Other Income		0	0	0
4,842	4,427	5,500	<u>TOTAL MISCELLANEOUS</u>			5,100	5,100	5,100
<u>TRANSFERS IN</u>								
324,966	350,177	382,061	6900-01	Transfers In - General Fund		456,555	456,555	456,187
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	456,187	456,187	

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
8,597	9,276	10,128	6900-20	Transfers In - Street		10,629	10,629	10,621
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	10,621	10,621		
8,597	9,276	10,128	6900-70	Transfers In - Building		10,629	10,629	10,621
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	10,621	10,621		
42,772	46,669	51,252	6900-75	Transfers In - Wastewater Services		53,656	53,656	53,603
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	53,603	53,603		
44,919	48,410	52,822	6900-79	Transfers In - Ambulance		0	0	0
429,851	463,808	506,391	TOTAL TRANSFERS IN			531,469	531,469	531,032
1,121,221	1,270,161	1,515,259	TOTAL RESOURCES			1,492,177	1,492,177	1,510,740

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
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REQUIREMENTS

PERSONNEL SERVICES

381	484	0	7000	Salaries & Wages	0	0	0
280,631	302,105	321,534	7000-05	Salaries & Wages - Regular Full Time Information Systems Director - 1.00 FTE Information Systems Analyst III - 1.00 FTE Information Systems Analyst II - 2.00 FTE	339,809	339,809	339,809
0	2,716	4,000	7000-20	Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	4,000	4,000	4,000
2,400	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	2,400	2,400
2	614	0	7300	Fringe Benefits	0	0	0
16,915	18,492	20,333	7300-05	Fringe Benefits - FICA - Social Security	21,465	21,465	21,465
3,956	4,325	4,755	7300-06	Fringe Benefits - FICA - Medicare	5,021	5,021	5,021
64,056	68,432	88,381	7300-15	Fringe Benefits - PERS - OPSRP - IAP	93,281	93,281	93,281
0	0	0	7300-16	Fringe Benefits - PERS Employer Incentive Program	0	0	0
45,758	49,724	54,338	7300-20	Fringe Benefits - Medical Insurance	54,803	54,803	54,364
8,000	8,000	8,000	7300-22	Fringe Benefits - VEBA Plan	8,000	8,000	8,000
432	432	432	7300-25	Fringe Benefits - Life Insurance	432	432	432
1,548	1,664	1,760	7300-30	Fringe Benefits - Long Term Disability	1,858	1,858	1,858
903	209	358	7300-35	Fringe Benefits - Workers' Compensation Insurance	310	310	310
104	97	100	7300-37	Fringe Benefits - Workers' Benefit Fund	92	92	92
425,086	459,694	506,391	TOTAL PERSONNEL SERVICES		531,471	531,471	531,032

MATERIALS AND SERVICES

352	907	700	7540	Employee Events Costs shared city-wide for employee training, materials, and events.	800	800	800
5,673	3,162	12,000	7550	Travel & Education Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	12,000	12,000	12,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Travel & Training, IS Analyst I	1	3,000	3,000
				Travel & Training IS Analyst II	2	3,000	6,000
				Travel & Training, Department Head	1	3,000	3,000

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
43	304	500	7590	Fuel - Vehicle & Equipment		500	500	500
				Fuel and repair expense for IS Department vehicle				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				IS SUV Vehicle Expenses	1	500		500
3,100	3,400	3,400	7610-05	Insurance - Liability		3,600	3,600	3,600
600	500	500	7610-10	Insurance - Property		600	600	600
7,855	9,259	10,000	7620	Telecommunications		10,000	10,000	10,000
				Information Services Department telephones, cell phones, and modem lines.				
5,719	4,643	4,000	7660	Materials & Supplies		4,500	4,500	4,500
				General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Toner, printer paper, label printer supplies	1	500		500
				Shipping costs, returns	1	500		500
				Keyboards, mice, cables, misc supplies	1	3,500		3,500
0	0	1,000	7720	Repairs & Maintenance		1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Building related maintenance activities	1	1,000		1,000
495	1,987	3,000	7720-06	Repairs & Maintenance - Equipment		2,500	2,500	2,500
				Equipment repairs and software upgrades not covered by maintenance contracts.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Printer maintenance kits for in-house repairs	1	500		500
				Printer and non-warranty equipment repairs	1	2,000		2,000
0	0	0	7720-14	Repairs & Maintenance - Vehicles		0	0	0
20,805	25,482	62,900	7750	Professional Services		63,100	63,100	63,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		<u>Total</u>
				Security System monitoring	1	500		500
				Civic Building A/V maintenance	1	1,000		1,000
				Website services	1	9,800		9,800
				Application, network, design & support services	1	50,000		50,000
				Section 125 administration fee	1	100		100
				Audit fee allocation	1	1,700		1,700
6,665	638	0	7770-03	Professional Services - Projects - ERP		0	0	0
29,211	38,807	35,500	7792	Hardware Maintenance & Rental Contracts		43,000	43,000	43,000

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Storage Maintenance	1	8,000	8,000
			Email Filter Maintenance	1	8,000	8,000
			Firewall Maintenance	1	15,000	15,000
			Server room generator/HVAC maintenance	1	2,000	2,000
			Juniper Maintenance	1	2,000	2,000
			HP Server Maintenance	1	8,000	8,000
7,703	9,045	10,000	7792-20 Hardware Maintenance & Rental Contracts - Police	10,000	10,000	10,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Data 911 hardware maintenance	1	10,000	10,000
0	0	0	7792-30 Hardware Maintenance & Rental Contracts - Fire	0	0	0
0	0	0	7792-95 Hardware Maintenance & Rental Contracts - Ambulance	0	0	0
119,059	138,002	173,600	7794 Software Maintenance & Rental Contracts	202,830	202,830	202,830
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			GovQA Maintenance	1	13,000	13,000
			ORMS	1	4,400	4,400
			Audio Recording Software	1	600	600
			Netmotion	1	1,000	1,000
			Duo	1	2,500	2,500
			Websense	1	7,500	7,500
			ArchiveSocial	1	5,200	5,200
			MDM software	1	2,000	2,000
			Windows / SQL Licensing	1	10,000	10,000
			Website Maintenance	1	4,800	4,800
			PRTG	1	2,000	2,000
			Symantec A/V	1	2,000	2,000
			Screen Connect	1	1,000	1,000
			Protected Trust	1	2,100	2,100
			Vmware support renewal	1	13,000	13,000
			SnapDeploy renewal	1	500	500
			Helpdesk Software	1	2,000	2,000
			New World - Citywide ERP System Maintenance	1	85,000	85,000
			DeepFreeze	1	500	500
			HostedFTP	1	1,600	1,600
			Offsite Backups	1	2,400	2,400
			NeoGov Insight/Onboard subscription	1	20,730	20,730
			Veeam backup maintenance	1	12,000	12,000
			Security campaign software	1	4,000	4,000
			Data reporting software	1	3,000	3,000

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	7794-02 Software Maintenance & Rental Contracts - City Manager's Office	480	480	480
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	2	240	480
0	0	1,200	7794-03 Software Maintenance & Rental Contracts - City Council	1,680	1,680	1,680
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	7	240	1,680
0	0	0	7794-05 Software Maintenance & Rental Contracts - Accounting	1,200	1,200	1,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	5	240	1,200
0	0	2,500	7794-08 Software Maintenance & Rental Contracts - Legal	240	240	240
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	240	240
9,290	9,135	8,900	7794-10 Software Maintenance & Rental Contracts - Engineering	10,930	10,930	10,930
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150
			AutoCAD maintenance-66% shared with Planning	1	2,300	2,300
			Adobe Creative Cloud maintenance	1	1,300	1,300
			Office 365 licensing	7	240	1,680
0	0	0	7794-12 Software Maintenance & Rental Contracts - Human Resources	240	240	240
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	240	240
5,282	4,936	400	7794-15 Software Maintenance & Rental Contracts - Planning	0	0	0
0	0	0	7794-16 Software Maintenance & Rental Contracts - Planning Administration	240	240	240
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	240	240
0	0	0	7794-17 Software Maintenance & Rental Contracts - Planning Current	2,130	2,130	2,130
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI Software share - 12.5%	1	1,075	1,075
			AutoCAD maintenance share	1	575	575
			Office 365 licensing	1	480	480

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	0	7794-18 Software Maintenance & Rental Contracts - Planning Long Range	2,130	2,130	2,130
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI Software share - 12.5%	1	1,075	1,075
			AutoCAD maintenance	1	575	575
			Office 365 licensing	1	480	480
0	0	0	7794-19 Software Maintenance & Rental Contracts - Planning Code Compliance	480	480	480
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 licensing	1	480	480
38,961	40,703	43,800	7794-20 Software Maintenance & Rental Contracts - Police	55,300	55,300	55,300
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			E-ticketing maintenance - 67% shared with Muni Court	1	8,600	8,600
			Central Square message switch support	1	3,300	3,300
			Central Square e-ticketing import	1	1,400	1,400
			Central Square remote support	1	400	400
			WebLEDS maintenance	1	1,200	1,200
			Central Square mobile support	1	8,100	8,100
			Central Square RMS maintenance	1	9,800	9,800
			E-ticketing annual hosting fee	1	800	800
			Netmotion maintenance - 50% shared with Fire, Amb	1	2,500	2,500
			Evidence OnQ maintenance	1	9,000	9,000
			GovQA redaction license maintenance	1	1,200	1,200
			Office 365 licensing	1	9,000	9,000
6,630	6,817	8,300	7794-25 Software Maintenance & Rental Contracts - Municipal Court	10,500	10,500	10,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			E-ticketing maintenance-33% shared with Police	1	4,300	4,300
			Caselle maintenance	1	4,500	4,500
			E-ticketing import	1	500	500
			Office 365 licensing	5	240	1,200

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET	
13,916	15,355	18,100	7794-30	Software Maintenance & Rental Contracts - Fire			23,300	23,300	23,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO - 100% RMS maint, 50% split with Amb for personnel module	1	8,000	8,000		
				Netmotion MDT maintenance-25% shared with Amb, Police	1	1,200	1,200		
				Central Square mobile/switch maintenance - 65%, shared with Amb	1	5,600	5,600		
				Target Training SW-50% shared with Amb	1	3,000	3,000		
				Fire inspection software maintenance	1	2,500	2,500		
				Office 365 licensing	1	3,000	3,000		
1,200	1,200	1,200	7794-35	Software Maintenance & Rental Contracts - Parks & Rec Administration			2,040	2,040	2,040
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
				Office 365 licensing	1	240	240		
				WhenToWork software	1	600	600		
1,200	1,200	1,200	7794-40	Software Maintenance & Rental Contracts - Aquatic Center			1,920	1,920	1,920
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
				Office 365 licensing	3	240	720		
1,200	1,200	1,200	7794-45	Software Maintenance & Rental Contracts - Community Center			1,920	1,920	1,920
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
				Office 365 licensing	3	240	720		
1,200	1,200	1,200	7794-50	Software Maintenance & Rental Contracts - Kids on the Block			1,440	1,440	1,440
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
				Office 365 licensing	1	240	240		
1,200	1,200	1,200	7794-55	Software Maintenance & Rental Contracts - Recreational Sports			1,440	1,440	1,440
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
				Office 365 licensing	1	240	240		
1,200	1,200	1,200	7794-60	Software Maintenance & Rental Contracts - Senior Center			1,920	1,920	1,920
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Activenet annual maintenance	1	1,200	1,200		
				Office 365 licensing	3	240	720		
4,923	5,012	5,500	7794-65	Software Maintenance & Rental Contracts - Park Maintenance			6,610	6,610	6,610

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			Office 365 licensing	4	240	960		
0	0	0	7794-70 Software Maintenance & Rental Contracts - Library				4,000	4,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	1	4,000	4,000		
8,423	8,511	9,000	7794-75 Software Maintenance & Rental Contracts - Streets				9,870	9,870
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500		
			Street Saver maintenance/subscription	1	3,500	3,500		
			Office 365	3	240	720		
13,779	11,686	2,100	7794-80 Software Maintenance & Rental Contracts - Building				3,830	3,830
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			Office 365 licensing	7	240	1,680		
20,636	20,434	22,000	7794-85 Software Maintenance & Rental Contracts - Wastewater Services				24,850	24,850
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,150	2,150		
			Hansen sewer database 25%-shared with Street,Park Maint,WWS	1	3,500	3,500		
			WWS-MP2 Maint Management Software	1	2,800	2,800		
			Rockwell Control Software	1	5,500	5,500		
			Wonderware Software	1	5,500	5,500		
			Hach WIMS software	1	2,500	2,500		
			Win 911 software	1	500	500		
			Office 365 licensing	10	240	2,400		

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
23,486	23,434	27,850	7794-95	Software Maintenance & Rental Contracts - Ambulance		24,050	24,050	24,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO Chart software maintenance	1	12,500	12,500	
				Netmotion maintenance-shared with Police, Fire	1	1,200	1,200	
				Central Square maintenance-35%, shared with Fire	1	3,000	3,000	
				ESO personnel maintenance-50% shared with Fire	1	1,350	1,350	
				Target software maintenance-50%, shared with Fire	1	3,000	3,000	
				Office 365 licensing	1	3,000	3,000	
5,597	0	7,000	7800-15	M & S Equipment - Information Systems		9,000	9,000	9,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				IS Workstation / tablet upgrades	1	9,000	9,000	
7,185	19,806	15,000	7800-18	M & S Equipment - Hardware		24,000	24,000	24,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Network switch replacements	1	8,000	8,000	
				UPS Replacements	2	2,000	4,000	
				NAS Replacement storage	1	3,000	3,000	
				Onsite Backup appliance	1	9,000	9,000	
0	0	0	7800-21	M & S Equipment - Software		0	0	0
0	0	0	7800-24	M & S Equipment - Inventory		0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.				
0	0	0	7840	M & S Computer Charges		0	0	0
0	0	2,900	7840-02	M & S Computer Charges - City Manager's Office		0	0	0
0	2,110	4,600	7840-03	M & S Computer Charges - City Council		2,100	2,100	2,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Surface Replacement	1	2,100	2,100	
2,095	4,183	2,000	7840-05	M & S Computer Charges - Accounting		5,600	5,600	5,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark printer maintenance	1	300	300	
				Laptop replacement	1	1,600	1,600	
				Scanner	1	900	900	
				Surface replacement	1	2,800	2,800	
6,465	0	4,300	7840-08	M & S Computer Charges - Legal		0	0	0

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET	
6,384	2,809	4,200	7840-10	M & S Computer Charges - Engineering			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Plotter maintenance	1	1,200	1,200		
				Printer	1	1,800	1,800		
0	3,491	37,900	7840-12	M & S Computer Charges - Human Resources			0	0	0
0	13,226	4,000	7840-15	M & S Computer Charges - Planning			0	0	0
0	0	0	7840-16	M & S Computer Charges - Planning Administration			0	0	0
0	0	0	7840-17	M & S Computer Charges - Planning Current			3,150	3,150	3,150
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Desktop replacements	2	1,125	2,250		
				Scanner	1	900	900		
0	0	0	7840-18	M & S Computer Charges - Planning Long Range			2,250	2,250	2,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Desktop replacements	2	1,125	2,250		
0	0	0	7840-19	M & S Computer Charges - Planning Code Compliance			300	300	300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Desktop printer	1	300	300		
25,045	46,330	32,800	7840-20	M & S Computer Charges - Police			20,800	20,800	20,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Desktop replacements	5	1,500	7,500		
				Surface - new	2	2,400	4,800		
				Surface - replacement	1	2,100	2,100		
				Laptop replacements	2	1,600	3,200		
				Projector	1	1,200	1,200		
				MDT Repairs	1	2,000	2,000		
1,534	3,519	3,000	7840-25	M & S Computer Charges - Municipal Court			8,100	8,100	8,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Surface - new	2	2,500	5,000		
				Replacement laptop	1	1,600	1,600		
				Printer	1	1,200	1,200		
				Small printer	1	300	300		
7,128	22,423	30,600	7840-30	M & S Computer Charges - Fire			12,500	12,500	12,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Amity surface, docks, screens, license	1	6,000	6,000		
				Cradlepoint wifi routers	5	1,300	6,500		
1,992	0	0	7840-35	M & S Computer Charges - Parks & Rec Administration			0	0	0

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET	
2,248	4,241	3,700	7840-40	M & S Computer Charges - Aquatic Center			2,500	2,500	2,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstation	1	1,500	1,500		
				Activenet peripherals	1	1,000	1,000		
745	872	0	7840-45	M & S Computer Charges - Community Center			4,300	4,300	4,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstations	2	1,500	3,000		
				Extra RAM	1	100	100		
				Datacard printer	1	1,200	1,200		
0	235	0	7840-50	M & S Computer Charges - Kids on the Block			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstations	2	1,500	3,000		
290	1,159	0	7840-55	M & S Computer Charges - Recreational Sports			2,200	2,200	2,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Surface - new	1	2,200	2,200		
0	414	5,400	7840-60	M & S Computer Charges - Senior Center			1,500	1,500	1,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstation	1	1,500	1,500		
1,154	579	1,700	7840-65	M & S Computer Charges - Park Maintenance			2,250	2,250	2,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstations	3	750	2,250		
4,730	13,133	23,200	7840-70	M & S Computer Charges - Library			23,700	23,700	23,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstations	10	1,500	15,000		
				Replacement laptop	1	1,600	1,600		
				Surfaces - new	2	2,800	5,600		
				Workroom printer	1	1,200	1,200		
				Receipt printer	1	300	300		
1,154	579	3,200	7840-75	M & S Computer Charges - Street			2,250	2,250	2,250
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Replacement workstations	3	750	2,250		
0	8,796	5,200	7840-80	M & S Computer Charges - Building			1,000	1,000	1,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Accela peripherals	1	1,000	1,000		

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
6,954	3,519	7,500	7840-85	M & S Computer Charges - WWS		14,800	14,800	14,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations	4	1,500	6,000	
				Swift Comply software	1	4,900	4,900	
				Surface - new	1	2,100	2,100	
				Arcview license	1	1,800	1,800	
0	0	0	7840-90	M & S Computer Charges - Sewer Maintenance		0	0	0
6,261	16,842	12,600	7840-95	M & S Computer Charges - Ambulance		6,000	6,000	6,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lafayette desktop, printer/scanner	1	5,000	5,000	
				R12 peripherals	1	1,000	1,000	
5,076	5,247	8,000	8280	Data Communications		8,000	8,000	8,000
451,839	562,869	692,750	TOTAL MATERIALS AND SERVICES			709,470	709,470	709,470
CAPITAL OUTLAY								
0	0	37,500	8730-05	Equipment - Computers - Hardware		0	0	0
0	0	0	8730-10	Equipment - Computers - Software		0	0	0
0	0	0	8750	Capital Outlay Computer Charges		0	0	0
0	7,295	5,000	8750-10	Capital Outlay Computer Charges - Engineering		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000	
0	0	0	8750-15	Capital Outlay Computer Charges - Planning		0	0	0
48,378	34,019	36,900	8750-20	Capital Outlay Computer Charges - Police		46,000	46,000	46,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs	3	12,000	36,000	
				Surveillance system server update	1	10,000	10,000	
0	0	0	8750-30	Capital Outlay Computer Charges - Fire		16,100	16,100	16,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs (5)	1	16,100	16,100	
0	0	5,000	8750-65	Capital Outlay Computer Charges - Park Maintenance		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000	

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2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
0	0	5,000	8750-75	Capital Outlay Computer Charges - Street		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000	
0	1,825	0	8750-80	Capital Outlay Computer Charges - Building		0	0	0
0	0	5,000	8750-85	Capital Outlay Computer Charges - Wastewater Services		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen software upgrade (25% shared with EN,PK,ST,WWS)	1	5,000	5,000	
0	0	15,000	8750-95	Capital Outlay Computer Charges - Ambulance		7,000	7,000	7,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs (3)	1	7,000	7,000	
0	0	0	8750-98	Capital Outlay Computer Charges - ERP		0	0	0
48,378	43,139	109,400	TOTAL CAPITAL OUTLAY			89,100	89,100	89,100
CONTINGENCIES								
0	0	50,000	9800	Contingencies		75,000	75,000	75,000
0	0	50,000	TOTAL CONTINGENCIES			75,000	75,000	75,000
ENDING FUND BALANCE								
15,075	15,075	15,075	9980-15	Designated End FB - Info Sys Fd - Financial System Reserve		15,075	15,075	15,075
180,843	189,385	141,643	9999	Unappropriated Ending Fd Balance		72,061	72,061	91,063
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations				
195,918	204,460	156,718	TOTAL ENDING FUND BALANCE			87,136	87,136	106,138
1,121,221	1,270,161	1,515,259	TOTAL REQUIREMENTS			1,492,177	1,492,177	1,510,740

Budget Document Report

80 - INFORMATION SYSTEMS & SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
1,121,221	1,270,161	1,515,259	TOTAL RESOURCES	1,492,177	1,492,177	1,510,740
1,121,221	1,270,161	1,515,259	TOTAL REQUIREMENTS	1,492,177	1,492,177	1,510,740



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. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers’ compensation costs charged to Departments are 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 type of insurance from CIS.
- **Property & Liability Insurance** – Property insurance premiums are projected to increase by 15% and liability premiums by 6% compared to 2019-20 premiums. The City’s risk is limited to the deductible for property claims, which depends on the type of property that has been damaged. The deductible for liability claims is \$50,000.
- **Workers’ Compensation Insurance:**
 - Workers compensation rates, CIS administrative costs, and the state assessment are expected to remain consistent with the prior year.
 - City of McMinnville experience modifier for 2019-20 was 85% compared to an experience modifier of 89% in 2018-19. The modifier is based on not only the dollar amount of the City’s workers comp claims, but also on the number of workers comp claims. A smaller modifier results in smaller premiums.

Insurance Services Fund Reserve - Over several previous years, the reserve in the Insurance Services Fund has increased, resulting in a transfer in the prior year to “refund” departments and funds with payroll costs. Because the majority of the reserve in this fund is a result of actual workers compensation premiums and claims being less than estimated, the allocation is based on salaries and wages in those funds. The 2020-21 proposed budget includes a transfer from the Insurance Services Fund of \$500,000, with \$427,900 allocated to the General Fund and the remainder allocated to other departments which have personnel service costs.

In 2020-21, the City continues to fund the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department.

Mac-Town 2032 Strategic Plan

The decision to support key roles in the organization that serve all departments and help reduce the City’s risk profile like the HR Manager position is relevant to the Strategic Plan goal:

City Government Capacity – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus. The reserve accumulated in this fund is more than sufficient to cover the City’s property, liability, and workers compensation claim risks.

Core Services

- The following 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 and potential liability claims is enhanced with the addition of a full-time Human Resources manager in 2020-21; the position continues to be fully funded by the Insurance Services Fund.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. Throughout the year, CIS invoices the City for claims as they are incurred, subject to the maximum limit.

The retrospective rate plan is beneficial to the City when claims are low and the City pays a limited amount for claims incurred during the fiscal year.

- The City will continue to work with CIS to review risk management practices with the goal of limiting exposure related to general liability and workers compensation claims.

Department Cost Summary

	2018-19 Actual	2019-20 Amended Budget	2020-21 Proposed Budget	Budget Variance
Revenue	1,094,863	1,330,967	1,424,373	93,406
Materials & Services	1,001,761	1,208,409	1,240,750	32,341
Capital Outlay	-	20,000	-	(20,000)
Transfers Out	219,979	640,048	694,467	54,419
Total Expenditures	1,221,741	1,868,457	1,935,217	66,760
Net Expenditures	(126,878)	(537,490)	(510,844)	(26,646)



1985	City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).	1995	Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.	2006	City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.
1986	City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.	1997	City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.	2009	Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.
1989	City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.	2000	Fire union members first begin medical insurance cost sharing – 10% of premium.	2012	Insurance Services Fund surplus allocated to operating departments.
1991	Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.	2001	City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.	2015	Insurance Services Fund surplus allocated to operating departments.
2003	Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.	2003	Police union members first begin medical insurance cost sharing – 5% of premium.	2018	Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration.
1995	Insurance Services Fund surplus funds Community Center seismic retrofit.	2006	CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.	2018	Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.
				2019	Insurance Services Fund surplus allocated to operating departments

Budget Document Report

85 - INSURANCE SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
RESOURCES						
<u>BEGINNING FUND BALANCE</u>						
1,523,325	1,920,886	1,906,368	4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,528,500	1,528,500	1,528,500
1,523,325	1,920,886	1,906,368	<u>TOTAL BEGINNING FUND BALANCE</u>	1,528,500	1,528,500	1,528,500
<u>CHARGES FOR SERVICES</u>						
353,200	375,000	397,400	6050-05 Insurance - Liability Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage.	434,600	434,600	434,600
248,500	214,300	223,500	6050-10 Insurance - Property Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.	267,800	267,800	267,800
454,261	356,151	554,667	6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage.	568,873	568,873	569,734
1,055,961	945,451	1,175,567	<u>TOTAL CHARGES FOR SERVICES</u>	1,271,273	1,271,273	1,272,134
<u>MISCELLANEOUS</u>						
23,509	36,457	48,400	6310 Interest	34,100	34,100	34,100
0	29,744	18,000	6510-05 Insurance Loss Reimbursement - Property	18,000	18,000	18,000
0	0	0	6510-10 Insurance Loss Reimbursement - Parks	0	0	0
10,867	6,886	26,000	6510-15 Insurance Loss Reimbursement - Automobile	26,000	26,000	26,000
0	0	0	6600 Other Income	0	0	0
64,020	76,325	63,000	6600-15 Other Income - City County Insurance Services Revenue from CIS multi-line credit	75,000	75,000	75,000
98,395	149,412	155,400	<u>TOTAL MISCELLANEOUS</u>	153,100	153,100	153,100
2,677,681	3,015,749	3,237,335	<u>TOTAL RESOURCES</u>	2,952,873	2,952,873	2,953,734

85 - INSURANCE SERVICES FUND

2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2021 PROPOSED BUDGET	2021 APPROVED BUDGET	2021 ADOPTED BUDGET
REQUIREMENTS						
MATERIALS AND SERVICES						
764	1,383	1,100	7750 Professional Services	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
498,098	521,984	572,309	8300 Property & Liability Ins Premium Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.	620,900	620,900	620,900
7,138	26,152	0	8330-16 Liability Aggregate Deductible - 2015 - 2016 Liability deductible year open with no open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000	0	0	0
0	0	20,000	8330-17 Liability Aggregate Deductible - 2016 - 2017 Liability deductible year open with three open claims. \$50,000 deductible has been met.	0	0	0
0	5,526	15,000	8330-18 Liability Aggregate Deductible - 2017 - 2018 Liability deductible year open with two open claim. 2017-18 fiscal year general liability deductible amount is \$50,000	25,000	25,000	25,000
0	8,125	25,000	8330-19 Liability Aggregate Deductible - 2018 - 2019 Liability deductible year open with three open claim. 2018-19 fiscal year general liability deductible amount is \$50,000	23,750	23,750	23,750
0	0	50,000	8330-20 Liability Aggregate Deductible - 2019 - 2020 2019-20 fiscal year general liability deductible amount is \$50,000	14,600	14,600	14,600
0	0	0	8330-21 Liability Aggregate Deductible - 2020 - 2021	50,000	50,000	50,000
0	16,226	0	8350-14 Workers' Compensation - 2013 - 2014 Retro Closed No open workers' compensation claims for this plan year.	0	0	0
0	15,548	0	8350-15 Workers' Compensation - 2014 - 2015 Retro Closed No open workers' compensation claims for this plan year	0	0	0
10,148	-2,228	0	8350-16 Workers' Compensation - 2015 - 2016 Retro No open workers' compensation claims for this plan year	0	0	0
25,549	-5,554	0	8350-17 Workers' Compensation - 2016 - 2017 Retro No open workers' compensation claims for this plan year	0	0	0
151,317	34,437	25,000	8350-18 Workers' Compensation - 2017 - 2018 Retro One open workers' compensation claim for this plan year	5,000	5,000	5,000
0	339,378	150,000	8350-19 Workers' Compensation - 2018 - 2019 Retro Three open workers' compensation claims for this plan year.	30,000	30,000	30,000
0	0	300,000	8350-20 Workers' Compensation - 2019 - 2020 Retro Seven open workers' compensation claims for this plan year.	100,000	100,000	100,000
0	0	0	8350-21 Workers' Compensation - 2020 - 2021 Retro Includes initial contribution paid to CIS for 2020-21 fiscal year and paid losses for claims incurred during the 2020-21 fiscal year	300,000	300,000	300,000

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0	32,139	25,000	8370-05	Property & Auto Damage Claims - Property Loss & Damage The City's property insurance carries a \$1,000 deductible.		25,000	25,000	25,000
0	0	5,000	8370-10	Property & Auto Damage Claims - Park Loss & Damage		5,000	5,000	5,000
18,013	8,646	15,000	8370-15	Property & Auto Damage Claims - Automobile Damage The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.		40,000	40,000	40,000
711,027	1,001,761	1,203,409	TOTAL MATERIALS AND SERVICES			1,240,750	1,240,750	1,240,750
CAPITAL OUTLAY								
0	0	25,000	8850-10	Vehicles - Replacement		0	0	0
0	0	25,000	TOTAL CAPITAL OUTLAY			0	0	0
TRANSFERS OUT								
45,768	140,347	467,212	9700-01	Transfers Out - General Fund		599,372	599,372	599,331
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	50,955	50,955	
				HR - Insurance Service Fund distribution	1	120,516	120,516	
				Insurance Services Fund distribution	1	427,860	427,860	
0	0	0	9700-05	Transfers Out - Special Assessments		0	0	0
0	0	0	9700-07	Transfers Out - Transient Lodging Tax		0	0	0
0	5,337	21,156	9700-20	Transfers Out - Street		22,889	22,889	22,889
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	5,739	5,739	
				Insurance Services Fund distribution	1	17,150	17,150	
0	0	0	9700-25	Transfers Out - Airport Maintenance		0	0	0
0	0	0	9700-45	Transfers Out - Transportation		0	0	0
0	0	0	9700-50	Transfers Out - Park Development		0	0	0
0	0	0	9700-58	Transfers Out - Urban Renewal		0	0	0
0	2,668	10,928	9700-70	Transfers Out - Building		14,969	14,969	14,969
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	2,869	2,869	
				Insurance Services Fund distribution	1	12,100	12,100	

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0	13,342	55,041	9700-75	Transfers Out - Wastewater Services		57,237	57,237	57,237
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	14,347	14,347	
				Insurance Services Fund distribution	1	42,890	42,890	
0	0	0	9700-77	Transfers Out - Wastewater Capital		0	0	0
0	58,285	85,711	9700-79	Transfers Out - Ambulance		0	0	0
45,768	219,979	640,048	<u>TOTAL TRANSFERS OUT</u>			694,467	694,467	694,426
<u>CONTINGENCIES</u>								
0	0	150,000	9800	Contingencies		150,000	150,000	150,000
0	0	150,000	<u>TOTAL CONTINGENCIES</u>			150,000	150,000	150,000
<u>ENDING FUND BALANCE</u>								
1,920,886	1,794,009	1,218,878	9999	Unappropriated Ending Fd Balance		867,656	867,656	868,558
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations				
1,920,886	1,794,009	1,218,878	<u>TOTAL ENDING FUND BALANCE</u>			867,656	867,656	868,558
2,677,681	3,015,750	3,237,335	<u>TOTAL REQUIREMENTS</u>			2,952,873	2,952,873	2,953,734

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2,677,681	3,015,749	3,237,335	TOTAL RESOURCES	2,952,873	2,952,873	2,953,734
2,677,681	3,015,749	3,237,335	TOTAL REQUIREMENTS	2,952,873	2,952,873	2,953,734