

EST.  1856

# City of McMinnville Oregon

2021 - 2022  
ADOPTED BUDGET





# 2021-2022 CITY BUDGET

## Members of the Budget Committee

### Mayor & Council Members:

Scott Hill (Mayor)  
Chris Chenoweth  
Remy Drabkin  
Adam Garvin  
Zack Geary  
Kellie Menke  
Sal Peralta

### Public Members:

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Debbie Harmon Ferry  
Jerry Hart  
Peter Hofstetter  
Meredith Maxfield  
Wendy Phoenix  
Alison Seiler

### City Manager

Jeffrey Towery

### Department Heads

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



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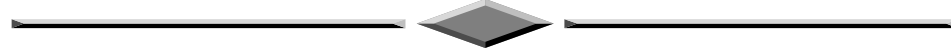


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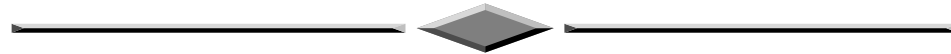
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# **BUDGET MESSAGE**



May, 2021  
The Honorable Scott Hill, Mayor  
City Council and Members of the Budget Committee

## I. INTRODUCTION

*Do not get lost in a sea of despair. Be hopeful, be optimistic. Our struggle is not the struggle of a day, a week, a month, or a year, it is the struggle of a lifetime. Never, ever be afraid to make some noise and get in good trouble, necessary trouble.*

*~John Lewis*

The continuing social and economic impacts of the COVID-19 Pandemic has created hardships for the City and forced creative and innovative approaches to service delivery, some short term in nature and others longer term. As with every budget, the work this year has required the attention of dozens of City employees. In addition, we have met with many more employees than in a typical year to inform them about key aspects of the budget.

The initial gap to balance and start Fiscal Year (FY) 21-22 with about one-month reserve was approximately \$3.5 million. The gap was significant and was also viewed as short term as the City works towards the possibility of a Fire District which would create additional long term financial capacity. By updating revenues and expenditures and reassessing FY21-22 requests based on historic spending rather than historic authority the gap was closed to \$2 million. Round one budget proposals included revenues and expenses that were incrementally higher than current year (3% and 6.4% respectively, typical historic growth) and, in some cases presumed growth based on historic appropriated amounts. Most information was based on end of calendar year-to-date experience. Initial capital requests of \$1.3 million (about two times recent amount) were reduced, based in part on the decision to not do any internal borrowing to support the expenses.

Revenues and expenses were updated based on actuals through February. All forecasts are based on experience and do not presume additional COVID or disaster relief that is not already received or committed. Decisions were made to hold certain vacancies open in Police, Fire, Parks & Recreation, Park Maintenance, Administration (all vacancies will be reviewed for budget and service impact prior to filling). Essential expenses only for balance of FY have been implemented in some departments. A furlough program for non-union positions has been crafted, communicated with employees and was implemented the week of April 5 (more detail is provided below). Outside, but concurrent with this budget process, some revenue initiatives will be evaluated and presented to the City Council and Budget Committee for consideration. Information will be provided in early May before the Budget Committee meets to consider this proposed budget. Community input and engagement will be part of any revenue strategy, and initial polling on revenue options will be the focus of the presentation. Staff would encourage a thoughtful policy approach, including significant research, analysis and public engagement prior to implementing any new revenue or significantly expanding existing revenue streams, thus this balanced budget is presented without recommendations for new revenue sources.

Each department was asked to present second round requests that were 10% lower than first round numbers. Those proposals included both expense reductions and revenue increases and were reviewed individually with departments and the Budget Team as well as by the whole Executive Team. Many of those changes were incorporated in the budget, some were not based on an assessment of equity and service impacts and in a couple of cases additional changes were requested and ultimately included.

While we will see reduced services from current levels and are not yet making capital investments of the scale needed, we believe that the service impacts are short term in nature and that we have met the charge to move the General Fund Reserve closer to the Council's policy

direction by having more operating reserve as part of this budget than there was in the FY20-21 budget.

Through all of this effort, we have continued to make decisions 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.

**Furlough Program**

Nearly 80 employees, including the City Manager, the entire Executive Team and most other non-union employees will take approximately 23 unpaid days (about one a week) between the beginning of the program and early September. The City will participate in the Oregon Employment Department’s Work Share Program which will allow the City to recover the full value of unpaid wages and will allow eligible employees (the vast majority of those furloughed) to access unemployment benefits. This equates to 20% fewer days worked by these employees and will have a service impact, mostly in terms of limited access and delays in response and delivery of some programs and services. Each department will be responsible for describing and effectively communicating the specific impact in their work groups. In addition to most General Fund work groups, the Street and Building Funds will also furlough employees. The Wastewater Utility will not furlough. In addition, the City will explore opportunities for cost savings with the Police and Fire Unions in the context of collective bargaining. We expect this program will generate about \$650,000 in savings. The program will be evaluated mid-summer for possible extension or termination.

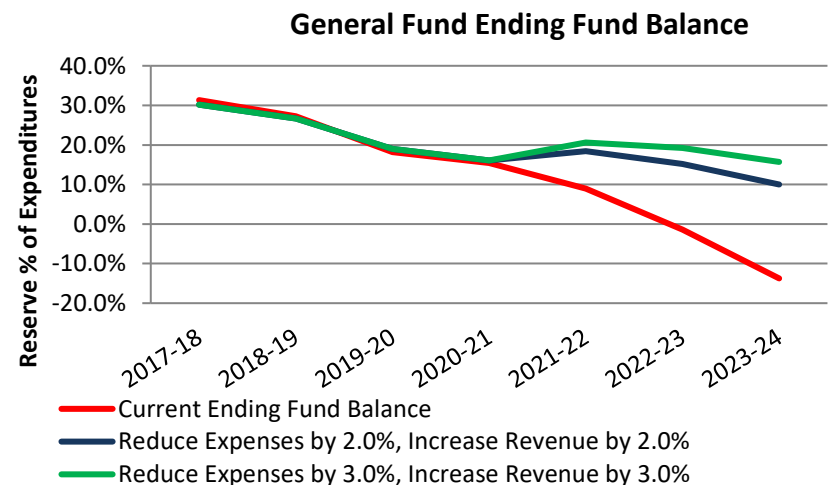
**American Rescue Plan Act of 2021**

The City expects to receive approximately \$7 million in federal funds to help address the negative impacts of the COVID-19 Pandemic. The funds will be received in two payments (likely in June of this year and next) and must be spent by December 31, 2024. While we expect that these funds can be used to support general operations, stabilize

reserves and initiate or complete key projects, they are one-time dollars and we should be both strategic and prudent about how they are spent. We will actively engage the Council, Budget Committee, key partners and stakeholders and the community at large as we bring forward proposals for these important funds.

**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 that compare favorably to the FY20-21 Adopted Budget. The FY21-22 estimate for reserves is 0.97 months operating vs 0.80 months last year. In the City’s updated reserve policy, a three- to five-year build back period to allow the City time to make the resource and spending adjustments required to reach the general fund target of two months of operating expense held in reserve. This budget cycle puts us on this path of replenishing and stabilizing our reserve levels.



## II. BUDGET ASSUMPTIONS

The proposed FY2021-22 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 4.5% in 2022, compared to 2021. For 2022, the estimated AV is \$3,123 million.

<u>Year</u>	<u>Max Assessed Value (in millions)</u>	<u>Percent Change</u>
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	2,988	4.67%
2022 Est	3,123	4.52%

**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 \$0.9301 per \$1,000 of assessed value is \$0.34 lower than 2020-21, a decline of over 25% due to closing out the Parks infrastructure bond refunding in 2011.

The total proposed City tax rate for fiscal year 2021-22 is estimated to be \$5.9501 per \$1,000 of assessed value (\$5.02 permanent rate plus \$0.9301 debt service tax rate), compared to \$6.2885 (\$5.02 permanent rate plus \$1.2685 debt service tax rate) in 2020-21 a decrease of 5.4%.

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 36%.

**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.

Budgeted FY2021-22 personnel costs are down \$327,000 relative the prior year. This decrease is primarily due to the implementation of furloughs for most general service employees and vacancy savings anticipated from holding positions opened in a number of different departments.

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 will not be applied across the board to general service employees, instead the initial year of the class and compensation study is budgeted (est \$45,000 in gross wages). In the 2021-22 proposed budget, salaries for Police and Fire union members reflect a COLA of 2.0%, based on the minimum increase in their contracts.

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 and liability insurance premiums in the upcoming year are projected to increase by 10% compared to FY2020-21.

Workers compensation rates are projected to be consistent with prior year premiums. The City's experience modifier was unchanged from 85% in the prior year. 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 6.77% of total expenditures in the 2021-22 proposed budget. Total PERS costs are budgeted at \$5.38 million, an increase of less than 1% compared to the prior year. The increase is due to new, largely higher biennium PERS rates which begin July 1, 2021, despite a reduction in total budgeted payroll relative last year. As time goes on, a higher proportion of the McMinnville workforce are OPSRP members (the newer Oregon public sector employees who draw a smaller pension benefit), which helps push down the retirement cost trendline long-term.

The rates for the 2021-23 biennium range from 26.75% for general service OPSRP employees to 33.81% for PERS Tier 1/2 members of eligible gross pay categories (rates include the employer rate and the employee 6% contribution paid by the City). Rate increases for OPSRP employees are 8.42% for public safety and 11.98% for general service employees. A decrease of 2.04% for PERS Tier One and Tier Two employee categories is coming online compared to the prior biennia.

### **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



#### **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 "2021 – 2022 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**

*There is always light, if only we're brave enough to see it. If only we're brave enough to be it.*

*~ Amanda Gorman*

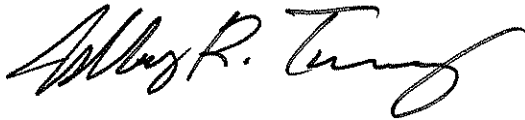
Our obligation is to provide high quality, compassionate services to McMinnville's people, businesses, organizations and visitors. The high quality of life we enjoy here is enhanced and preserved by the work of the elected officials, employees and volunteers who serve the City. High performing organizations 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.

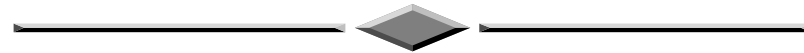
The successful preparation of the proposed 2021 – 2022 Budget illustrated the strength and commitment of the entire team. All departments have shared in the sacrifice required to balance this budget. Everyone worked hard to present options that allowed us to make reductions and still keep an eye to the future needs and impacts on the community. We know the budget and service reductions will have negative impacts on services and create hardships for our employees. We are confident that that we took those realities into consideration and are pleased that we did not have to resort to layoffs or long-term reductions in services to balance this budget. While moving in the right direction, we still have not created a system that is financially sustainable over the long term, makes important capital investments in our buildings, fleet and equipment or fully funds our reserve needs. More hard work is anticipated as we move forward and we believe we will be able to address those needs. I want to thank everyone who was a part of this work. Despite unprecedented challenges this year, Finance Director Jennifer Cuellar, Senior Accountant Ronda Gretzon and the entire Finance Staff should be especially 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 2021-22 budget.

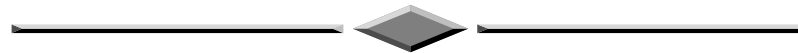
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey R. Towery". The signature is fluid and cursive, with the first name "Jeffrey" and last name "Towery" clearly legible.

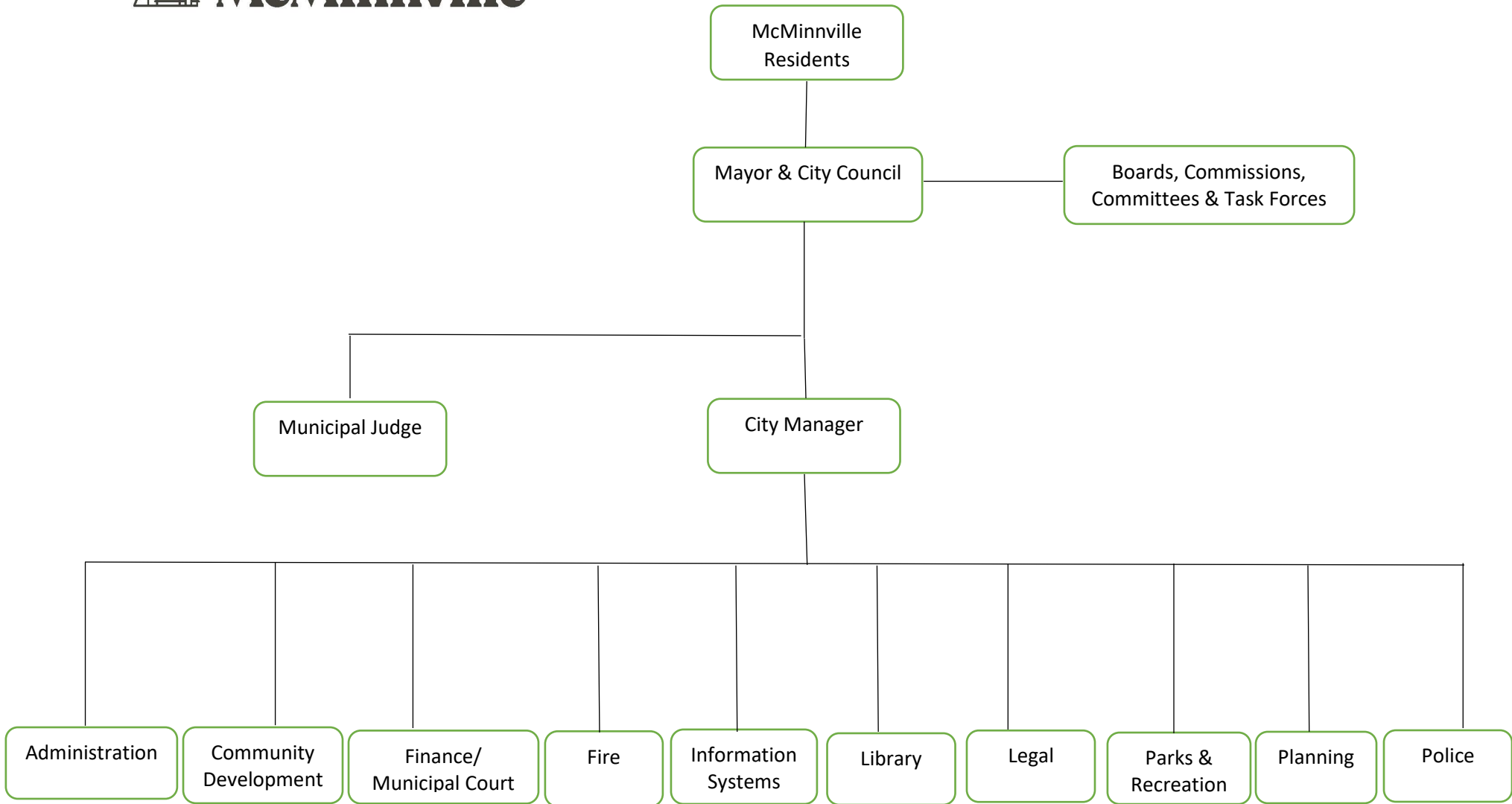
Jeffrey R. Towery  
Budget Officer  
City Manager



# CITY OVERVIEW



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



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## GOALS

## OBJECTIVES

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### **CITY GOVERNMENT CAPACITY**

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

- **Identify and focus on the city’s core services.**
    - **Develop Internal and External Communication Strategies**
    - **Right-Size Services: Address insufficient resources by finding new sustainable funding sources.**
- 



### **COMMUNITY SAFETY & RESILIENCY**

– Proactively plan for and responsively maintain a safe and resilient community

- **Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works. Lead and plan for emergency preparedness.**
    - **Identify a strategy for long-term increase in stable Public Safety Services**
  - **Lead and plan for emergency.**
    - **Establish a formal Emergency Management Program**
- 



### **GROWTH & DEVELOPMENT CHARACTER**

– Guide growth and development strategically, responsively, and responsibly to enhance our unique character

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



### **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.**

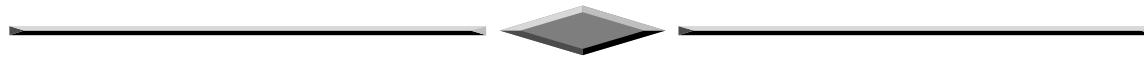


### **ENGAGEMENT & INCLUSION –**

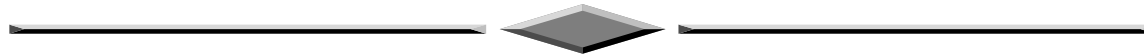
Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

- **Actively protect people from discrimination and harassment.**
  - **Improve access by identifying and removing barriers to participation.**
    - **Develop inclusion plans City-wide and by department**
-





# **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 2018-19 and 2019-20, estimates of fiscal year 2020-21 total activities and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2021-22.

### 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. The City's adopted strategic plan, Mac-Town 2032, informs Council goals and budget preparation generally.
- 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 2021 – 2022 Proposed Budget

### RESOURCES – by Type

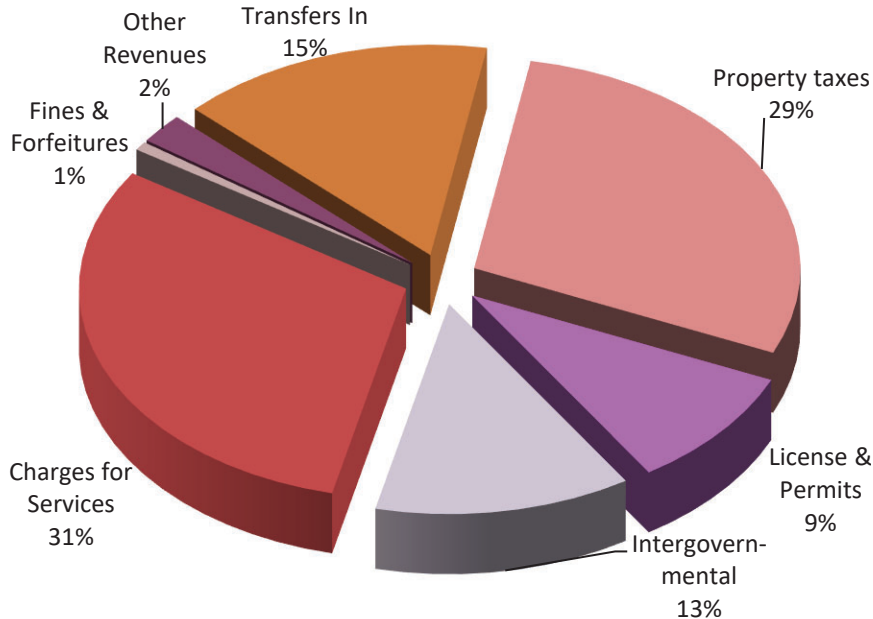
Beginning Balance	\$54,315,750
Property Taxes	18,039,000
License & Permits	5,840,220
Intergovernmental	7,960,476
Charges for Services	19,162,116
Fines & Forfeitures	420,500
Other Revenues	1,444,646
Transfers In	9,755,060
<b>Total Resources</b>	<b>\$116,937,768</b>

### REQUIREMENTS – by Classification

Personnel Services	\$27,827,631
Materials & Services	17,959,354
Capital Outlay	13,810,683
Debt Service	4,621,994
Transfers Out	9,521,650
Contingency	5,681,500
Ending Balance	37,514,956
<b>Total Requirements</b>	<b>\$116,937,768</b>

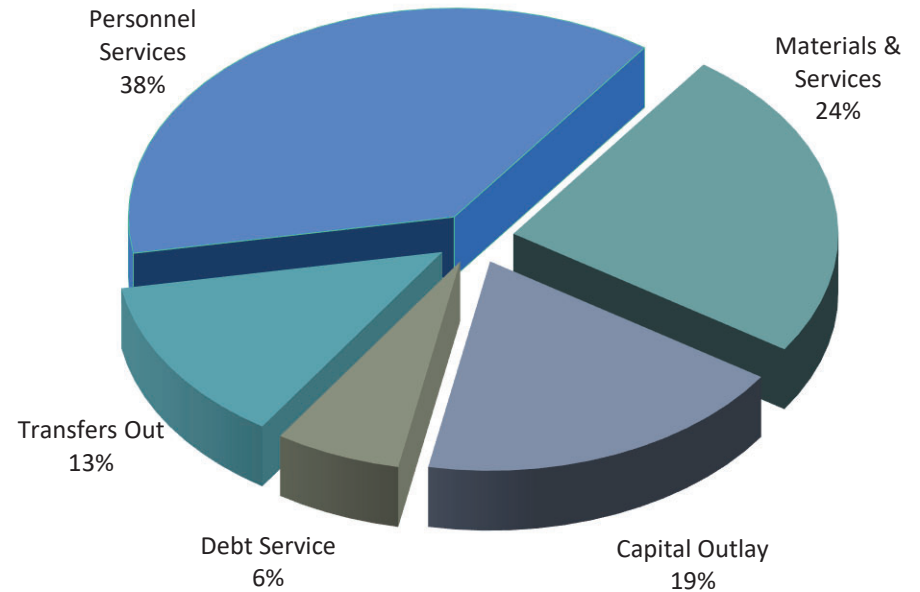
### Resources- All City Funds

Excludes Beginning Balance and Urban Renewal Funds



### Expenditures - All City Funds

Excludes Contingency, Ending Balance, and Urban Renewal Funds



**Resources for All City Funds:**

Revenue losses due to the **Covid-19 public health emergency** for many departments have been factored into the 2020-21 estimates, which pull down the beginning balances for the General Fund as well as other Funds. Estimates for 2021-22 revenue losses are more modest compared to these impacts on the prior fiscal year's operations and some level of uncertainty does remain in terms of revenue loss but new federal funding available to cities does allow compensation for these losses though at the time of preparing the proposed budget, the details regarding how to make those calculations and the period it applies to are still unknown and, therefore, not included in the FY2021-22 proposed budget.

**Property Tax Revenue** -- \$18.0 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 31% 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 Resources** -- \$8.0 million or 13% of all City revenues. Includes state shared revenues, such as liquor and cigarette taxes in the General Fund, gas taxes in the Street Fund and federal awards.

**Licenses and Permits Revenue** -- \$5.8 million or 9% of all City revenues. Includes franchise fees, Transient Lodging Tax, local recreational marijuana tax and planning and building fees.

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

**Other Revenues** include interest on investments, donations, property rental income and other miscellaneous revenues.

**Transfers In Revenue** -- \$9.8 million or 16% of all City revenues. Includes revenues from interfund reimbursements for support and engineering services, payments associated with internal borrowing, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation and wastewater.

**Expenditures for All City Funds:**

**Personnel Services Expenditures** -- \$27.8 million or 38% of total City expenditures. \$17.0 million of the Personnel Services expenditures total is for salaries and wages and \$10.8 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

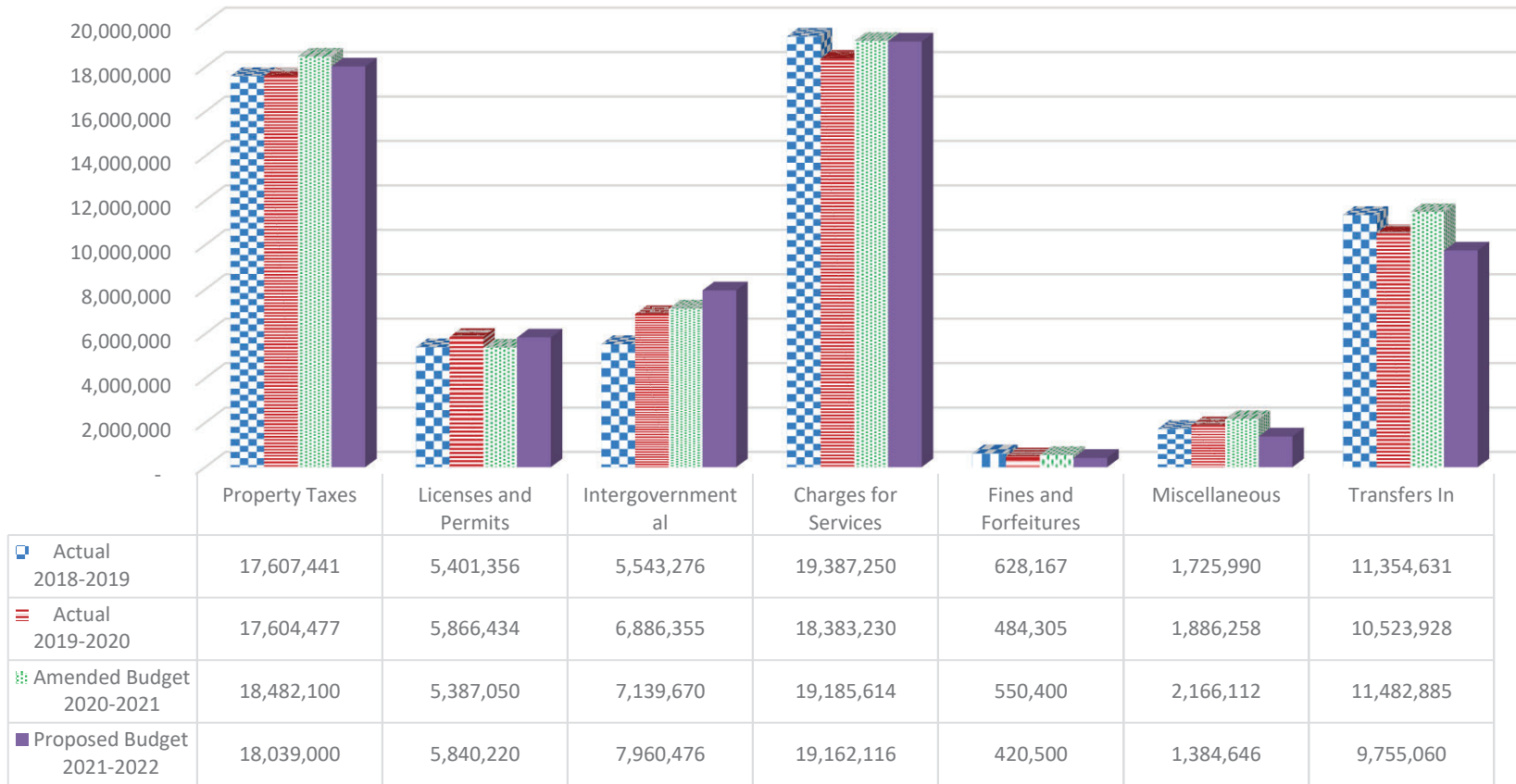
**Materials and Services Expenditures** -- \$18.0 million or 24% of total expenditures, including \$5.9 million for contractual services, utilities, equipment, program expenses, etc. in the General Fund; \$3.0 million for professional services expenditures for Wastewater Capital projects; \$2.5 million in operating costs in the Wastewater Services Fund; \$1.4 million in insurance premiums for general liability, property and workers compensation; and \$1.1 million for operational costs for street maintenance.

**Capital Outlay Expenditures** -- \$13.8 million or 19% of total expenditures, including \$11.0 for Wastewater Capital projects; \$1.3 million for airport improvements; and \$0.7 million for street improvement projects in the Transportation Fund.

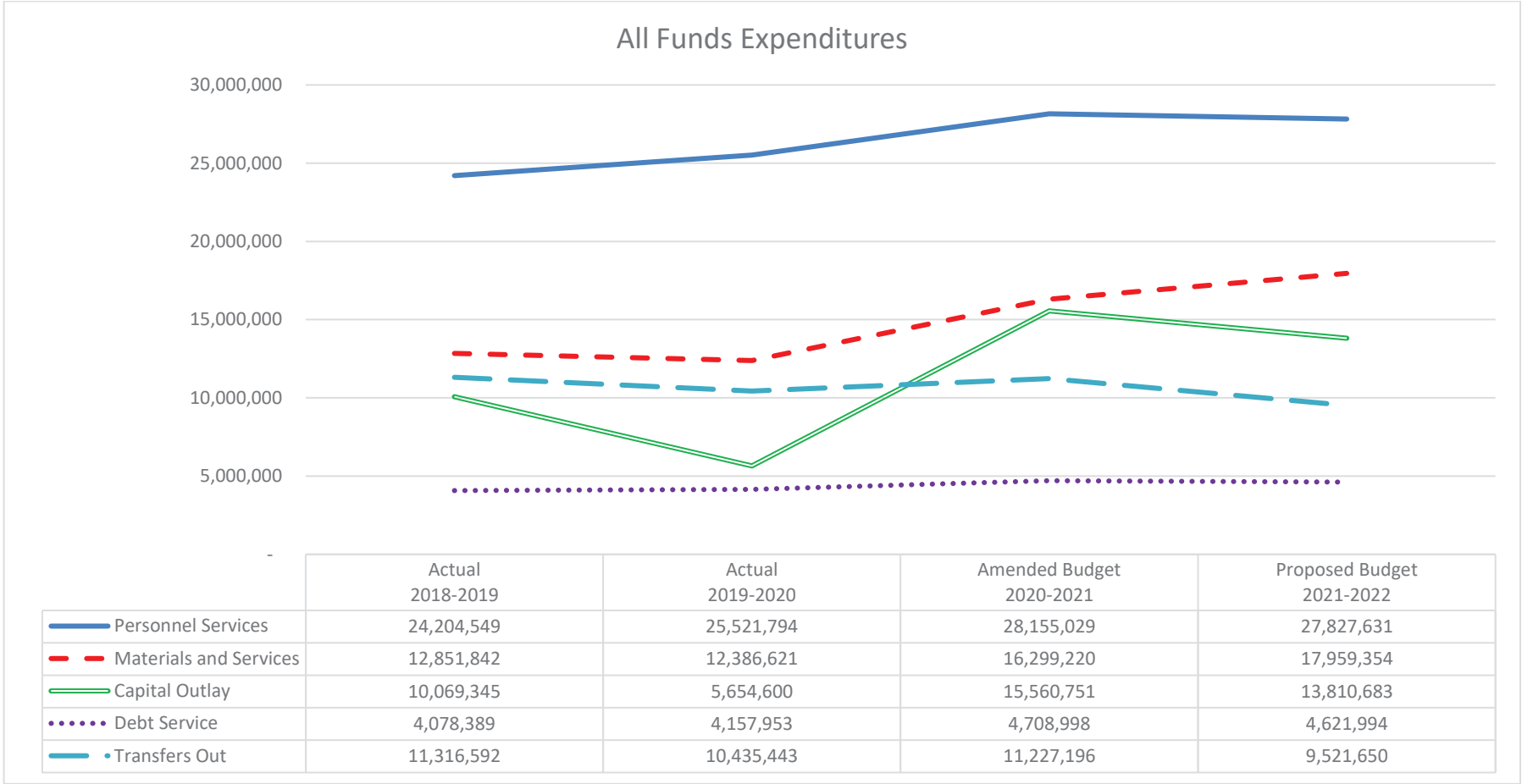
**Debt Service** -- Includes \$4.7 million for principal and interest payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, fire vehicle loan, and loan for urban renewal capital projects.

**Transfers Out Expenditures**-- \$9.5 million or 13% 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 Resources



The chart above shows **Resources** for all funds of the City, by category, from 2018-19 through the 2021-22 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 69% of all City resources, are relatively stable though have declined by \$13,000 relative last year. The driver for the decline is the retirement of the parks improvement bond that is coming off the property tax bill this year. **Intergovernmental** resources include state shared revenues, typically increasing slightly year over year, and federal grants that do vary significantly. **Transfers In** are transactions between funds for various purposes, including \$6.0 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.



The chart above shows **Expenditures** for all funds of the City, by category, from 2018-19 through the 2021-22 proposed budget. **Personnel Services** expenditures, at 39% of the total budget, are the greatest use of City resources. As reflected in the chart, these expenditures tend to rise due to higher costs of salaries and fringe benefits but the current year decline is due to cost cutting measures including a furlough program and holding vacancies open. **Materials and Services** expenditures for costs such as contractual services, utilities, supplies, and equipment and vary depending on the number of special projects being undertaken in any given year that need increased professional services/consultants fees or building repairs. **Capital Outlay** variance are typically due to capital projects in Wastewater Capital, Transportation and/or the Airport; the prior period peak was principally down to the Old Sheridan Road capital project. **Debt Service** payments are fairly flat over the last few years. **Transfers Out** correspond to Transfers In on the preceding page.



All City Resources by Fund						
	Actual 2018-2019	Actual 2019-2020	Amended Budget 2020-2021	Proposed Budget 2021-2022	\$\$ Change 2020-2021 versus 2021-2022	% Change 2020-2021 versus 2021-2022
<b>Resources</b>						
General Fund	24,060,788	28,556,987	30,809,216	30,306,477	(502,739)	-1.63%
Special Assessment	56,712	71,186	713,450	386,250	(327,200)	-45.86%
Transient Lodging Tax	1,277,396	1,067,050	1,054,600	1,199,200	144,600	13.71%
Telecommunications	247,736	243,016	244,350	248,020	3,670	1.50%
Emergency Communications	873,116	943,162	951,852	944,652	(7,200)	-0.76%
Street	2,526,627	2,419,085	2,748,639	2,625,827	(122,812)	-4.47%
Airport	1,001,335	1,198,313	504,000	1,923,309	1,419,309	281.61%
Transportation	1,627,032	1,764,656	2,310,648	835,248	(1,475,400)	-63.85%
Park Development	831,038	999,075	422,508	330,308	(92,200)	-21.82%
Debt Service	3,937,992	3,622,044	3,626,800	2,781,000	(845,800)	-23.32%
Building	752,470	910,970	634,469	599,888	(34,581)	-5.45%
Wastewater Services	10,364,786	10,515,066	10,427,404	10,901,770	474,366	4.55%
Wastewater Capital	8,000,816	7,401,965	7,245,959	6,812,529	(433,430)	-5.98%
Ambulance	4,409,155	-	-	-	-	0.00%
Information Systems & Services	1,074,243	1,199,489	1,334,702	1,296,349	(38,353)	-2.87%
Insurance Services	1,094,863	1,266,872	1,425,234	1,431,191	5,957	0.42%
<b>Total Resources</b>	<b>62,136,106</b>	<b>62,178,937</b>	<b>64,453,831</b>	<b>62,622,018</b>	<b>(1,831,813)</b>	<b>-2.84%</b>

The table above shows historical trends for all **Resources** of the City, by fund, for 2018-19 through the 2021-22 proposed budget. The two columns on the right compare the 2020-21 amended budget and 2021-22 proposed budget, showing the change by dollar amount and by percentage. In nine of the funds, the percentage change is less than 6%, reflecting the consistency of revenue in these budgets. The decrease in General Fund is modest, representing a decline in transfers of \$0.9 million (no interfund loans or transfer of excess fund balance from insurance services) offset by increases in property tax and some franchise fees. 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 2018-2019	Actual 2019-2020	Amended Budget 2020-2021	Proposed Budget 2021-2022	\$\$ Change 2020-2021 versus 2021-2022	% Change 2020-2021 versus 2021-2022
<b>Requirements</b>						
General Fund	24,184,198	29,472,061	33,228,564	32,166,421	(1,062,143)	-3.20%
Special Assessment	60,258	76,566	716,977	392,702	(324,275)	-45.23%
Transient Lodging Tax	1,223,661	1,329,535	1,054,600	1,199,200	144,600	13.71%
Telecommunications	247,700	242,970	244,250	248,000	3,750	1.54%
Emergency Communications	854,579	1,006,282	967,724	956,079	(11,645)	-1.20%
Street	2,535,084	2,734,435	3,029,963	2,634,336	(395,627)	-13.06%
Airport	849,991	601,619	521,340	1,853,389	1,332,049	255.50%
Transportation	6,298,488	1,660,381	5,563,402	1,393,942	(4,169,460)	-74.94%
Park Development	650,762	739,682	560,619	68,735	(491,884)	-87.74%
Debt Service	3,731,138	3,740,450	3,734,950	3,634,900	(100,050)	-2.68%
Building	760,722	678,748	756,834	765,630	8,796	1.16%
Wastewater Services	10,167,613	9,738,611	11,453,417	11,261,942	(191,475)	-1.67%
Wastewater Capital	3,758,879	3,717,250	10,853,776	14,219,647	3,365,871	31.01%
Ambulance	5,398,197	174,483	-	-	-	-
Information Systems & Services	1,065,701	1,192,176	1,329,602	1,294,349	(35,253)	-2.65%
Insurance Services	1,221,741	1,595,112	1,935,176	1,652,040	(283,136)	-14.63%
<b>Total Requirements</b>	<b>63,008,711</b>	<b>58,700,361</b>	<b>75,951,194</b>	<b>73,741,312</b>	<b>(2,209,882)</b>	<b>-2.91%</b>

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2018-19 through the 2021-22 proposed budget. The two columns on the right compare the 2020-21 budget and 2021-22 proposed budget, showing the change by dollar amount and by percentage. For expenses, seven of fifteen funds have a percentage change of less than 10% and ten are showing declining expenditures relative to the prior year. **General Fund** decline is 3.2% due to cost cutting measures in payroll and capital investments. In three funds there are substantial decreases, representing fewer capital projects slated for the current year in **Transportation** and **Park Development** and the wrap up of a grant in the **Special Assessment** fund. Moving in the other direction, the **Airport Fund** has a jump of over \$1.3 million due to FAA grant awards. The increase in **Transient Lodging** (TLT) and the decrease in **Street** funds are tied to Covid-19 pandemic trend timing: TLT revenues are collected directly by the city so rebounding travel and leisure sector activities can be seen faster than the gas tax revenues that are delayed as they move through the state's coffers initially. The **Ambulance Fund** decline is due to its closure, with activities incorporated into the general fund. The 2021-22 proposed budget reflects the sizeable increase in **Wastewater Capital** as it is budgeting for significantly more capital outlays in the upcoming year.

## **All Funds – Budget Highlights for 2021-22 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 bouncing back from the worst of the Covid-19 pandemic’s impact on tourism.

**Street Fund** – The pandemic has had a significant impact on revenues for the Street Fund over the past year. As a cost savings measure to rebuild fund reserves, staff furloughs have been implemented, in a program similar to that of the General Fund. The 2021-22 proposed budget is largely revenue dependent and spending adjustments up or down may be undertaken if conditions warrant. 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.

**Airport Maintenance Fund** – Compared to the last three years, the 2021-22 proposed budget includes a growing number of projects. From 2016-17 through 2020-21, the City will have completed over \$7.9 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 2021-22 year, with less than \$100,000 left to be spent in the upcoming year.

**Park Development Fund** – General obligation bond proceeds, grants, and donations were fully spent with the completion of the Jay Pearson Neighborhood Park Projects in FY2020-21 with no capital projects budgeted for in FY2021-22.

**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 FY2021-22 property tax levy for debt service is \$2.9 million for a tax rate of \$0.9301 per \$1,000 of assessed value, down over 25% from the prior year of \$3.7 million for a tax rate of \$1.2646 per \$1000 of assessed value due to the park improvement bond will be retired ahead of property tax season next fall. 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 \$10.8 million pays for wastewater operating costs and also allows \$6.0 million to be transferred to the Wastewater Capital Fund for major projects.

**Wastewater Capital Fund** – The 2021-22 proposed budget includes \$14.0 million for design and construction of numerous capital projects, including \$8.5 million for a new solids treatment capacity improvements projects; \$2.4 million for sewer rehabilitation and reconstruction projects at various locations to address inflow and infiltration; \$1.8 million for design and construction of the upgrade to the water reclamation facility administration building; \$1.0 million for design and construction of a new force main as part of the Oregon Department of Transportation’s Three Mile Lane Bridge replacement project. 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 are now 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 2021-22 proposed budget includes \$760,000 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. In the prior two years, transfers to reimburse departments for a substantial fund balance accumulation were made totaling over \$900,000. In the current fiscal year, no transfer will be made though the fund will continue to pay for the cost of the human resources manager. the total allocated to the General Fund. At the end of the 2021-22 fiscal year, the estimated reserve in the Insurance Services Fund will be \$1.0 million.

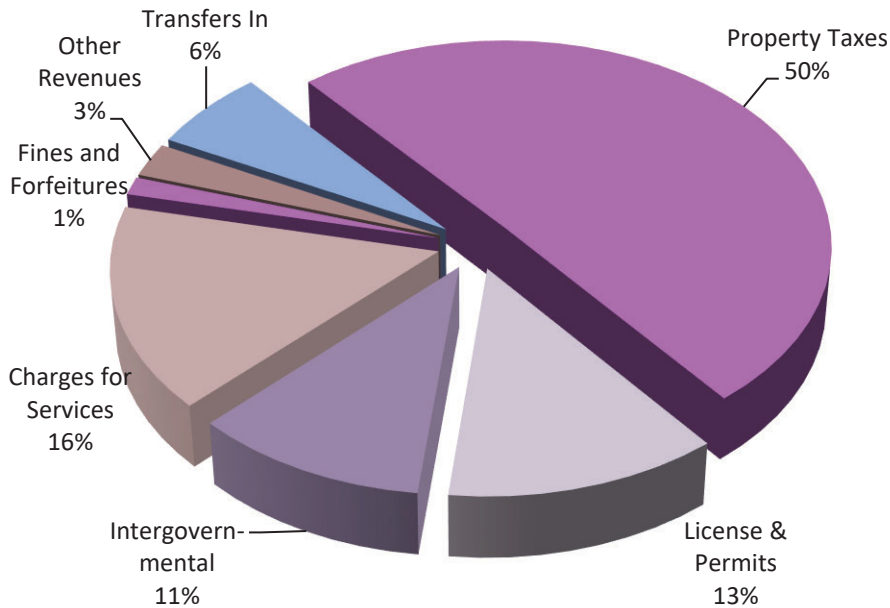
For more information on All Funds of the City, please refer to the **Budget Summaries**, included with every Fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, Cost and FTE (i.e., employee position) Summaries, and Core Services summarized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

## GENERAL FUND 2021 – 2022 Proposed Budget

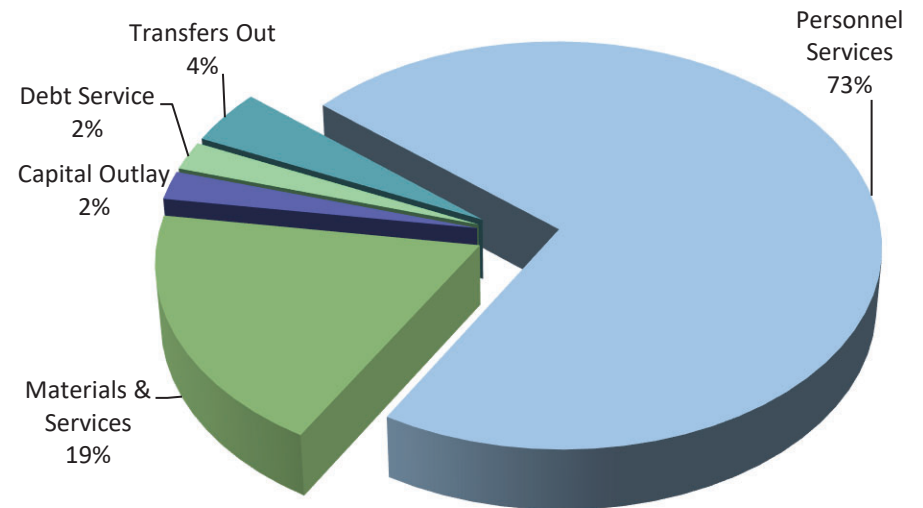
<b>GENERAL FUND RESOURCES – by Type</b>	
Beginning Balance	\$4,922,677
Property Taxes	15,272,000
License & Permits	3,789,670
Intergovernmental	3,267,521
Charges for Services	4,829,705
Fines and Forfeitures	420,500
Other Revenues	800,168
Transfers In	1,926,913
<b>Total Resources</b>	<b>\$35,229,154</b>

<b>GENERAL FUND REQUIREMENTS – by Classification</b>	
Personnel Services	\$23,465,378
Materials & Services	5,932,003
Capital Outlay	503,892
Debt Services	748,674
Transfers Out	1,516,474
Contingency	1,000,000
Ending Balance	2,062,733
<b>Total Requirements</b>	<b>\$35,229,154</b>

**General Fund Resources - By Type**  
Excludes Beginning Balance



**General Fund Expenditures - By Classification**  
Excludes Contingency and Ending Balance



## **General Fund Resources:**

**Property Taxes** – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2021-22 proposed budget projects \$15.3 million in current operating property tax revenues. Property taxes are 50% of all General Fund revenues.

**Licenses and Permits Revenue** – \$3.8 million or 13% of General Fund revenues. Includes franchise fees collected by telephone, gas, and garbage collection providers as well as the local tax on recreational marijuana sales. The largest single source in this category is payment-in-lieu-of-taxes paid by McMinnville Water & Light, accounting for 61% of all Licenses and Permits revenue.

**Intergovernmental** – \$3.3 million or 11% 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. Federal awards related to covid-19 reimbursements are also included here.

**Charges for Services Revenue** – \$4.8 million or 16% 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** – \$1.9 million or 6% 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** – \$23.5 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. In FY2021-22, personnel cost reduction measures such as furloughs for general services employees and vacancy savings in Police and Fire are budgeted.

**Materials and Services Expenditures** – \$5.9 million or 18% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 49% of total Materials and Services costs; Parks & Recreation, Park Maintenance, and Library are 31% of total Materials & Services; General Government costs are the remaining 20%. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, recreation program costs, supplies, insurance, etc.

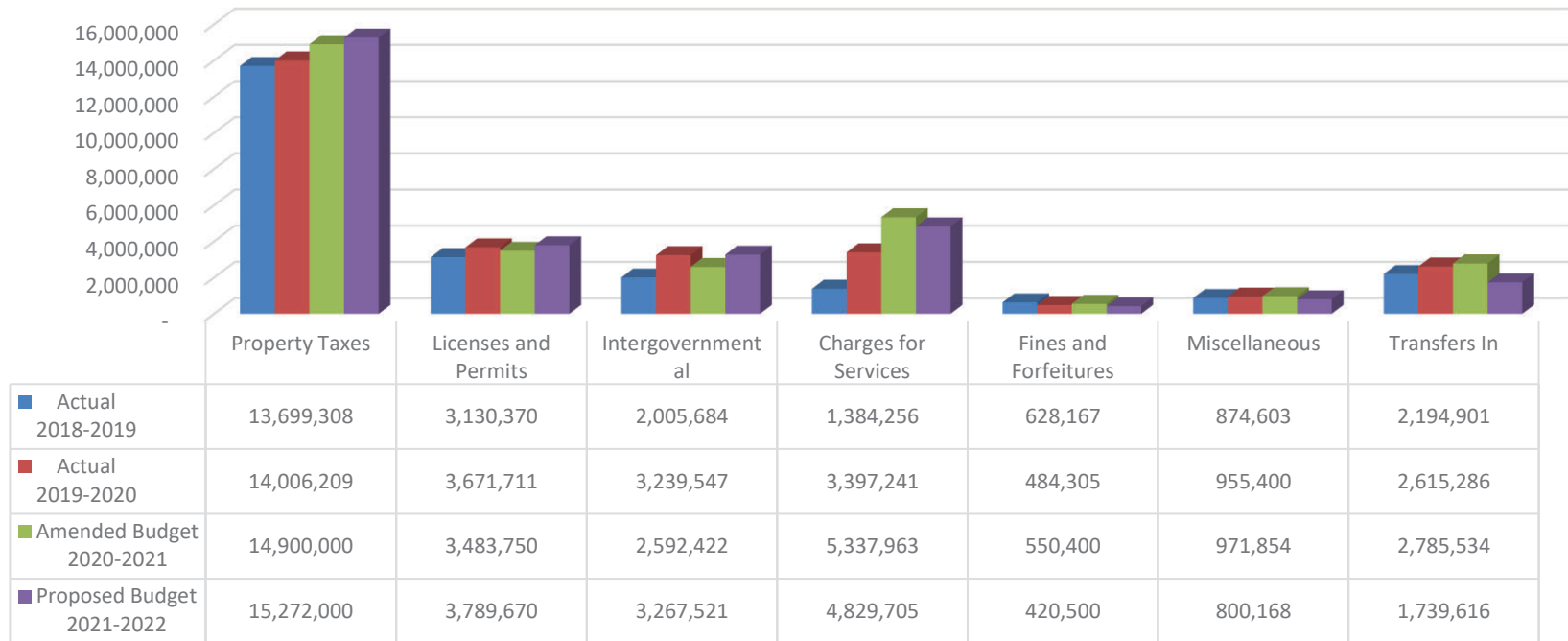
**Capital Outlay Expenditures** – General Fund capital outlay expenditures in the 2021-22 proposed budget are limited to \$0.5 million, with over two thirds of that amount budgeted for grant funded Fire Department equipment with the balance on limited capital building improvements, technology and equipment replacement.

**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** – \$1.5 million or 5% of General Fund expenditures. Includes a transfer to the Emergency Communications Fund for emergency dispatch services.



### General Funds Resources



The chart above shows historical trends for General Fund **Resources**, by category, from 2018-19 through the 2021-22 proposed budget. **Property Taxes** (50% of all General Fund revenues in 2021-22) 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 include unrestricted federal awards though are mainly liquor, marijuana, and cigarette taxes shared by the State of Oregon; 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). **Fines and Forfeitures** revenue is predominantly generated by the Municipal Court. **Miscellaneous** revenues include n 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 2018-2019	Actual 2019-2020	Amended Budget 2020-2021	Proposed Budget 2021-2022	\$\$ Change 2020-2021 versus 2021- 2022	% Change 2020-2021 versus 2021- 2022
<b>Requirements</b>						
Administration	1,113,287	1,328,128	1,507,822	1,443,624	(64,198)	-4.26%
Finance	758,469	828,517	690,802	657,173	(33,629)	-4.87%
Engineering	989,326	1,054,540	1,098,237	1,057,828	(40,409)	-3.68%
Planning	691,689	991,721	1,728,500	1,353,531	(374,969)	-21.69%
Police	7,805,603	8,068,767	9,394,484	9,252,701	(141,783)	-1.51%
Municipal Court	488,911	512,222	551,885	505,812	(46,073)	-8.35%
Fire	3,149,529	3,439,761	9,401,603	9,400,338	(1,265)	-0.01%
Parks & Recreation	2,448,986	2,730,665	3,563,021	3,133,535	(429,486)	-12.05%
Park Maintenance	1,138,230	1,217,886	1,405,652	1,389,713	(15,939)	-1.13%
Library	1,566,065	1,632,762	1,922,396	1,835,005	(87,391)	-4.55%
<b>Total Expenditures</b>	<b>20,150,095</b>	<b>21,804,969</b>	<b>31,264,402</b>	<b>30,029,260</b>	<b>(1,235,142)</b>	<b>-3.95%</b>
General Fund Full Time Equivalent (FTE)	164.08	191.57	193.06	190.23		

The table above shows historical trends for General Fund **Expenditures**, by Department, from 2018-19 through the 2021-22 proposed budget. The two columns on the right compare the 2020-21 budget and 2021-22 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 2021-22 budget) or, in some departments, by **Materials & Services** costs (18% 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 though this year all vehicle replacements have been deferred.

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.

Every Department shows reduced expenditures between 2020-21 and 2021-22. Most Departments have a variance of less than are less than 10%. Planning's decrease is driven by a state grant program in FY2020-21 that ended and is not budgeted in FY2021-22. Park and Receptions decrease is driven by one-time consultant costs in FY2020-21 associated with MACPAC programming and design work. The balance of the year over year decline in budgeted expenditures are in the personnel category: staffing savings related to vacancies in FY2021-22 and next year's more realistic estimate of the recreational workforce needed relative FY2020-21's budgeted over-estimate of seasonal and part-time staff required for programming during Covid-19.

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 \$19.1 million or 60% 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 \$20.0 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$6.4 million or 20% of all General Fund expenditures, demonstrating the City’s commitment to providing a quality environment, as well as a safe environment.

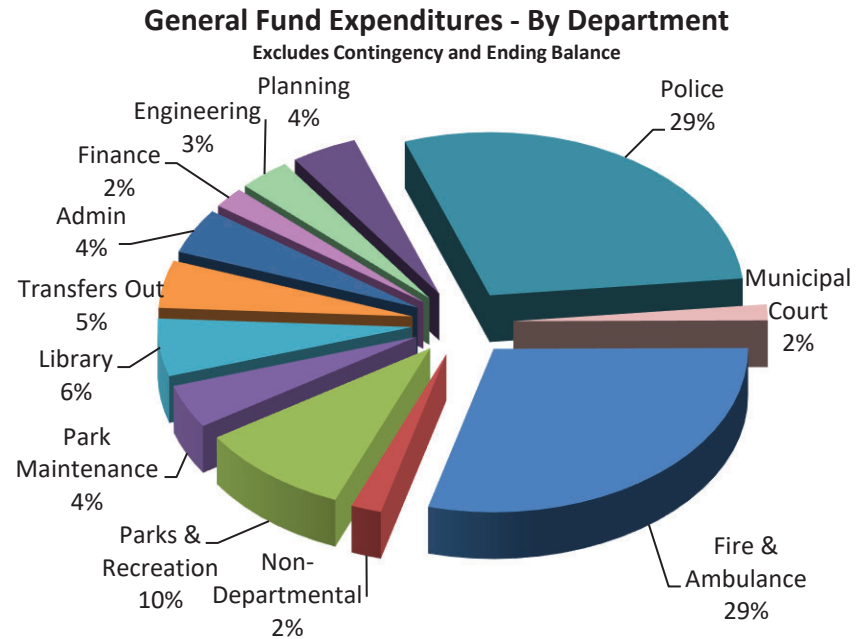
\$4.5 million or 14% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

\$1.5 million or 5% 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.

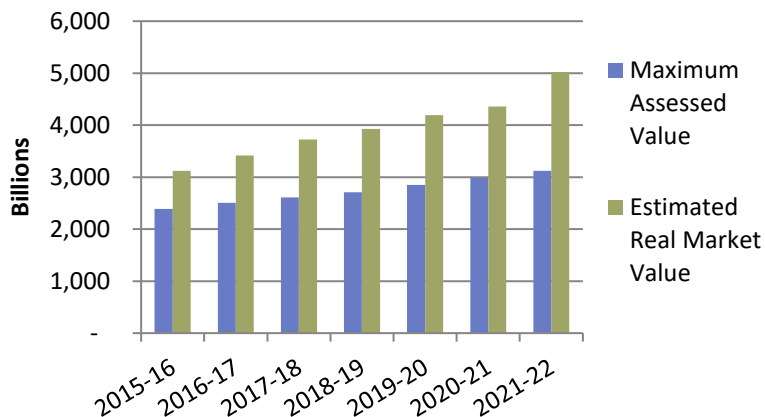
The Measure 50 limitation has created significant revenue challenges for the City. Inflation, particularly for primary City expenses such as employee salaries and pension costs, have regularly exceeded the 3 percent rate of growth limit.

In recent years, the City’s AV has grown at a consistent rate of approximately 4 percent, consisting of the 3 percent limit on existing property and one percent increase from new construction. For context, a one percent increase in AV based on FY21-22 estimated AV would result in approximately \$150,000 in general property tax revenue. In the 2021-22 proposed budget, general property tax revenue is \$15.3 million.

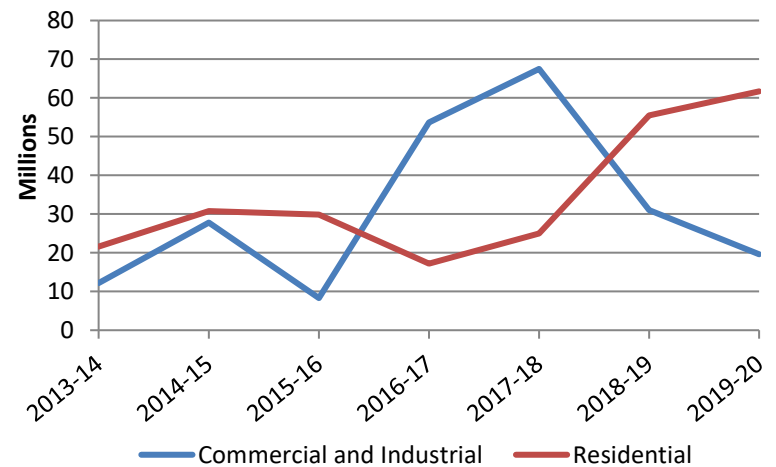
2015-16 through 2021-22. Numbers for 2015-16 through 2020-21 are actual numbers obtained from the Yamhill County Assessor; numbers for 2021-21 are estimated. The graph illustrates the slow but steady growth in the City’s assessed value, which in turn generates higher property tax revenues.

The chart below illustrates the value of construction permits issued from 2013-14 through 2019-20 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 2019-20. Commercial/industrial permit valuations decreased by over two thirds since the FY2017-18 high point, 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 69% 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 2019-20 proposed budget includes a 2.5% COLA for all employees.

The majority of fringe benefit costs is made up of PERS employer contributions for employee pensions. Historically low earnings since 2008 have contributed to escalating employer contribution rates. In the future, however, rate increases will be mitigated.

**General Fund Expenditures** – With Personnel Services making up 73% 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 2021-22 proposed budget includes a 2% minimum COLA for police and fire employees in those bargaining units (this year’s CPI was 1.31%). For general service employees, the budget includes an estimate for the first-year implementation cost of a class and compensation study in lieu of the typical CoLA adjustment for each employee.

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

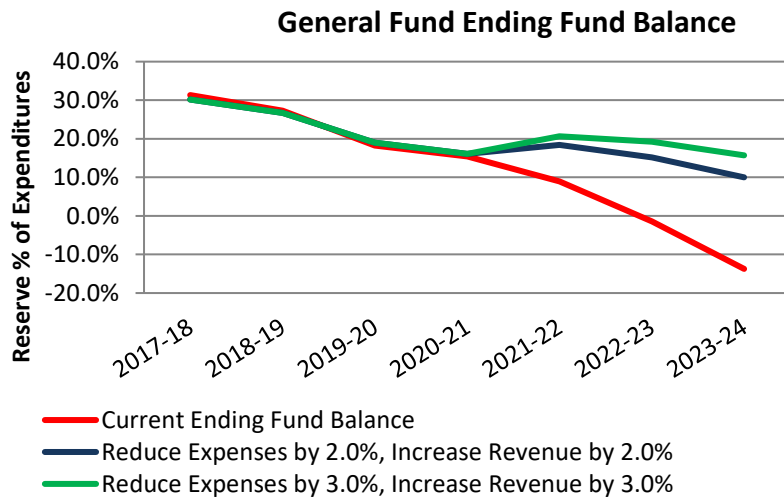
legislature continues to investigate options which could lower the City’s cost of employer contributions.

**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 2021-22, the proposed budget makes progress on a new reserve policy enacted during FY2020-21 to rebuild reserve levels that within five years should amount to two months of operating expense. FY2021-22’s reserve is estimated at 0.97 months, up from 0.80 months of operating budgeted in the prior year.

The chart below compares General Fund revenues, expenditures and the level of the reserve through 2023-24, as reflected in the City’s financial forecasting model. When forecasting the reserve level based on the 2021-22 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 2023-24. 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, Council annual priorities taken from the strategic plan include developing a process and implement measures to address this resource-service level gap. This effort in finding a more sustainable financial model is part of Mac-Town 2032 strategic goal for City Government Capacity and strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.

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 2021-22 proposed budget, please contact Finance Director Jennifer Cuellar at 503-434-2350 or [jennifer.cuellar@mcminnvilleoregon.gov](mailto:jennifer.cuellar@mcminnvilleoregon.gov).



## **FY2021-22 Budget Mid-Year Review List**

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Initial list of expenditures to consider should beginning balance come in higher than budgeted and/or if other unrestricted funding becomes available. With regard to the anticipated American Rescue Plan Act (ARPA), relevant allowable items from this list may be funded with these dollars as part of a larger, strategic investment prioritization of potential activities. Due to ongoing uncertainty with regard to the public health emergency and possible negative impacts on FY2021-22 budgeted revenue and 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.

<b>Items</b>	<b>Amount</b>
<i>Tier 1 priority capital projects, technology investment and equipment replacement</i>	
Capital building projects - parking structure	110,000
Capital equipment and vehicle purchases MPD	168,000
Ambulance MFD	238,600
Capital equipment MFD	76,000
Technology investments	22,000
Vehicles and signage upgrade Park Maint.	61,000
<i>Tier 2 priority capital projects, technology investment and equipment replacement</i>	
City hall carpet replacement	38,000
ADA study + Mech/HVAC study	16,000
Chamber of Commerce rental property building improvements	40,000
Capital building projects - parking lot	328,000
Capital equipment and vehicle MFD	75,000
Discovery Meadows playground renovation phase 1, vehicle and park partition ParkMaint	180,000
Software (legal case mgmt, document mgmt, financial transparency, RMS for MPD)	225,000
<i>Program austerity reductions</i>	
Summer interns (admin, legal)	25,000
Muni court capacity @ 3.5 staff (admin and muni court budget)	85,000
Admin+Fin capacity (.5 FTE to 1 FTE at Jan start + materials and services)	63,500
Planning (materials and services)	88,000
MPD (materials and services)	165,800
MFD (materials and services)	50,000
Park and Rec (make mid-year hires of open positions + materials and services)	110,000
Library (materials and services)	46,200
Park Maintenance (materials and services)	42,000

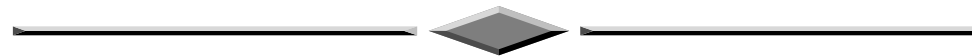
In addition, the City needs to consider the possibility that revenue losses and/or extraordinary costs exceed anticipated levels requiring budget reductions for FY2021-22 from the appropriated levels. Options to address near term budget shortfalls are listed below

**Items**

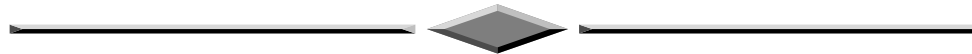
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Furlough program	Add days beyond those already programmed
Freeze open positions	For unanticipated personnel turnover, can implement a freeze on replacement hires





# 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).

### 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 which has been fully spent out in FY2019-20. 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.

### **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

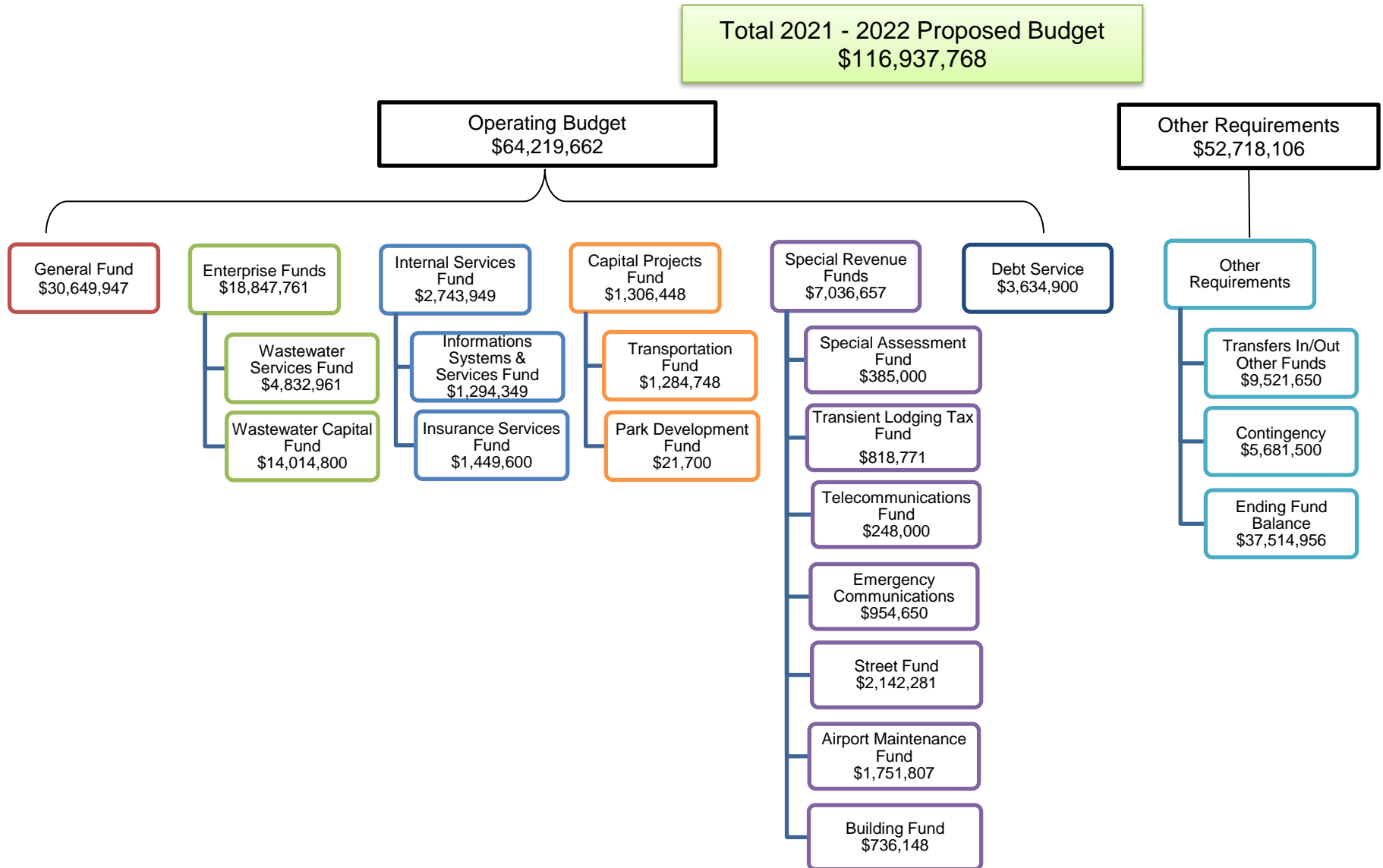
The Insurance Services Fund charges operating departments for the cost of property, liability and workers' compensation premiums and claims. Expenses are recorded in the operating departments as Materials and Services (property and liability) and Fringe Benefits (workers' compensation). The Insurance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

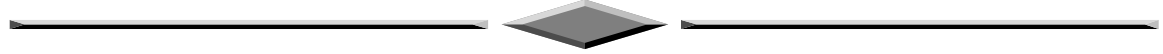
**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$64.2 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$52.7 million).

Total "Operating Budget" and "Other Requirements" in the 2021-22 proposed budget are \$116.9 million.

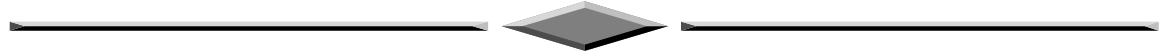
### **Urban Renewal Funds**

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.





# 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 2021-22 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 FY2021-22 and opted not to add more 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, 2021, the City's total amount of GO bond debt will be \$22,360,000.

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 \$12.8 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.

**Internal borrowing** – the City anticipates being reimbursed for its FFCO for street improvements in the Urban Renewal Area from the tax increment received by that entity.

## **Fund Definitions – Budget Basis**

The City has also executed five additional internal borrowings (\$760,000) for capital needs in the general fund financed by the millions in excess cash held by the Wastewater Capital Fund (WWC). FY2021-22 has \$160,000 budgeted in repayments, principal and interest) for these loans.

Internal debt arrangements, allowed under state law for municipal capital needs for a maximum term of ten years, allows the borrowing fund access to cash at a lower interest rate than is typically available from commercial alternatives while also earning the lending fund higher interest on its available cash balance than can typically be made in the allowable investment types for municipal funds. The WWC fund balance has been built by rate payers to accumulate funds for future capital investments in the city's sewer system, saving rate payers a higher cost of capital if the WWC were to issue bonds or otherwise commercially finance those large capital needs.





## Statement of Bonds and Loans Outstanding 2021-2022 Proposed Budget

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6/30/2021	Maturing 2021 - 2022 Principal	Maturing 2021 - 2022 Interest
<b><u>General Obligation Bonds</u></b>							
Debt Service Fund:							
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027	\$ 7,235,000	2.50 - 5.00%	\$ 4,425,000	\$ 650,000	\$ 221,250
2011 Park Improvement Refunding Bonds	10/6/2011	2/1/2021	\$ 5,590,000	2.00 - 4.00%	\$ 615,000	\$ 615,000	\$ 12,300
2015 Transportation Bonds	4/16/2015	2/1/2030	\$ 16,085,000	2.50 - 5.00%	\$ 10,735,000	\$ 980,000	\$ 481,750
2018 Transportation Bonds	2/28/2018	2/1/2033	\$ 7,915,000	3.00 - 4.00%	\$ 6,585,000	\$ 465,000	\$ 209,600
TOTAL - General Obligation Bonds			\$ 36,825,000		\$ 22,360,000	\$ 2,710,000	\$ 924,900
<b><u>Full Faith and Credit Obligations</u></b>							
General Fund - Fire Department:							
2014 Fire Equipment Loan	5/20/2014	6/30/2024	\$ 1,370,000	3.10%	\$ 811,332	\$ 90,839	\$ 24,453
General Fund - Non-Departmental:							
2016 PERS Refinancing Loan	10/31/2016	8/1/2027	\$ 3,525,860	2.73%	\$ 2,486,310	\$ 316,540	\$ 65,753
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031	\$ 2,192,300	2.04%	\$ 1,762,180	\$ 152,120	\$ 35,177
Transportation Fund:							
2013 ODOT Dundee Bypass Loan	7/1/2013	1/25/2036	\$ 3,209,600	2.26%	\$ 2,440,327	\$ 146,097	\$ 55,151
TOTAL - Full Faith and Credit Obligations			\$ 10,297,760		\$ 7,500,149	\$ 705,595	\$ 180,534
<b><u>Capital Leases (Lease-purchase Agreements)</u></b>							
General Fund - Police Department:							
2017 Police Department Vehicles	3/10/2018	3/10/2022	\$ 136,045	6.45%	\$ 28,851	\$ 28,851	\$ 1,861
2019 Police Department Vehicles	7/15/2019	7/15/2024	\$ 153,497	3.88%	\$ 92,009	\$ 29,510	\$ 3,570
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026	\$ 228,449	4.15%	\$ 164,787	\$ 30,333	\$ 6,839
TOTAL - Capital Leases			\$ 517,991		\$ 285,647	\$ 88,694	\$ 12,269
<b>TOTAL - Debt</b>			<b>\$ 47,640,751</b>		<b>\$ 30,145,796</b>	<b>\$ 3,504,289</b>	<b>\$ 1,117,703</b>



# **PERSONNEL SERVICES SUPPLEMENTAL INFORMATION**



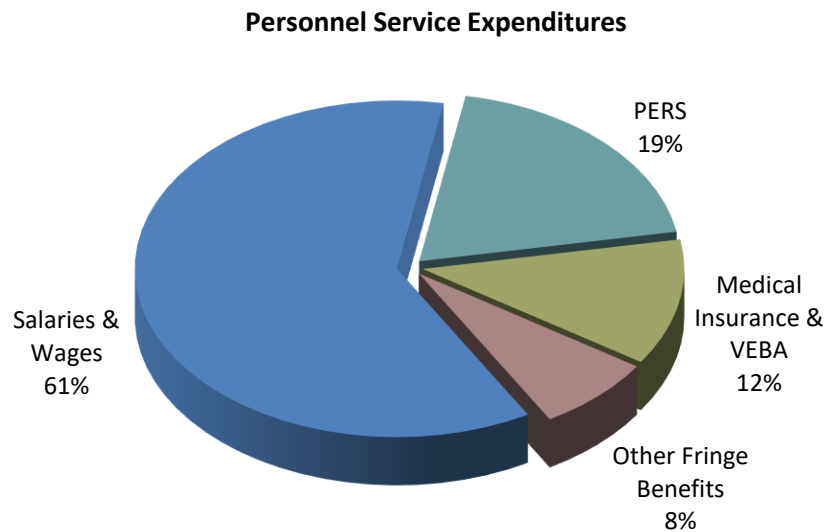
- Personnel Services Overview
  - Personnel Service and Volunteer Comparisons
- Salary Schedules
  - General Service Employees – Semi-Monthly
  - Police Union – Semi-Monthly
  - Fire Union – Semi-Monthly
  - Supplemental

## Introduction

City of McMinnville personnel services expenditures account for 38% of the City's total 2021-22 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2021-22 proposed budget, total personnel services cost for all funds is \$27.8 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.

## Benefits

Total fringe benefits account for 39% of total *personnel services* expenditures, or \$10.8 million in the 2021-22 proposed budget. PERS and medical insurance/VEBA costs combined are \$8.8 million for all City employees. Therefore, changes in costs for these fringe benefits have a significant impact on the City's budget.

### Retirement

The table below shows PERS rates (Public Employees Retirement System, Tier 1/Tier 2), OPSRP (Oregon Public Service Retirement Plan), IAP (Individual Account Program), and PERS Transition Liability (amount needed to pay off PERS related debt service):

	<u>Employer Contribution</u>	
	<u>2019-21</u>	<u>2021-23</u>
• PERS Tier 1/Tier 2 members	28.4%	27.8%
• OPSRP General Service members	18.5%	20.8%
• OPSRP Police and Fire members	23.2%	25.1%
• IAP – all members	6.0%	6.0%
• Transition Liability – all members	2.3%	2.3%

Approximately 29% of the City's PERS eligible employees are Tier 1/Tier 2 members; 42% are OPSRP General Service members; and 29% are OPSRP Police and Fire members. To be eligible for PERS,

an employee must work 600 or more hours in a year. Interestingly, with the newly legislated PERS retiree workback program that requires employers to now pay into the retirement system for these employees, the proportion of PERS Tier 1/Tier2 employees in the City workforce increased in the last year.

Medical Insurance

For 2022, the City’s medical insurance premiums are expected to increase by 6% for members of the police union and 5.25% for the rest of staff, steeper cost growth when compared to last year’s 3.6% increase.

General services employees have a high deductible health insurance plan, choice between two similar plans 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 2021-22 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2022 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

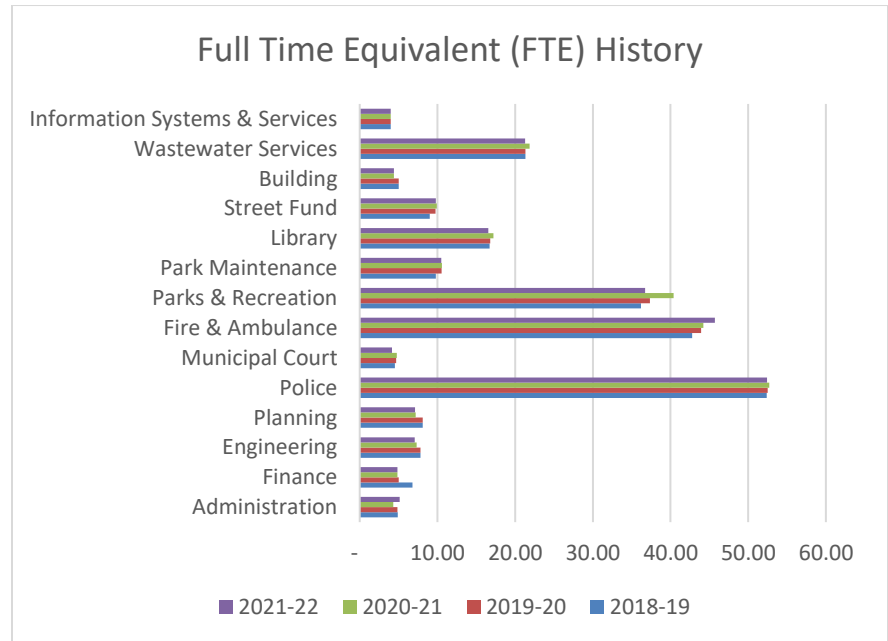
Other fringe benefits provided to employees by the City include FICA (Social Security and Medicare), life insurance, long term disability

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 2021-22 proposed budget reflects an overall decrease of 3.57 full-time equivalent (FTE) positions. The graph below shows changes in FTE from 2018-19 through the 2021-22 proposed budget.



The FY2021-22 budget includes cost savings measures in personnel with furlough days and holding vacancies open. Furlough savings are estimated at \$300,000 across the General Fund, Street Fund and Building Fund. Vacancies total a reduction in 5.25 FTE across a handful of departments over the year. Neither of these budget reduction actions

affect the FTE data for FY2021-22 as the vacancy savings are not considered actual staffing reductions. The only department in the city with a budgeted staffing increase of any significance is the Fire Department which includes a pending federal award to support hiring five additional firefighters.

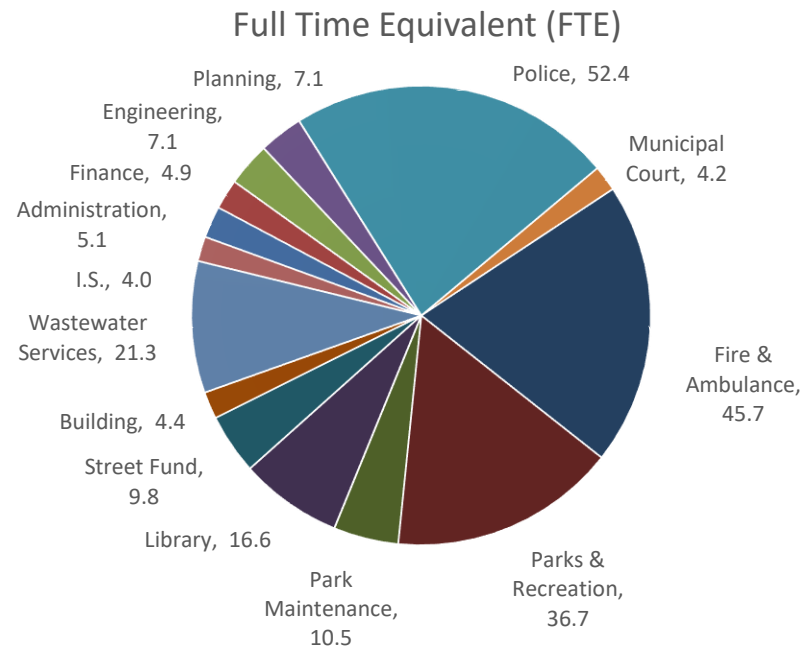
The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the “Proposed 2021-22” budget, by department
- Table #2 Change in FTE from the “2020-21 Adopted to 2021-22 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 1.31%. In FY2021-22, the typical CoLA will not be applied for general service employees; instead the budget includes funds to cover the cost of the initial year implementation of the wage classification and compensation study that will bring any employees currently being paid under market levels to a more appropriate compensation level. For both bargaining units, the 2021-22 proposed budget includes the contract minimum CoLAs of 2%.

The chart to the right shows FTE included in the 2021-22 proposed budget.



### Significant Department Changes – General Fund

The 2021-22 proposed budget for the **General Fund** reflects 10 furlough days for general service employees including line staff, supervisors and department heads.

The largest departmental FTE reduction is seen in **Parks and Recreation**. The 3.66 FTE reduction relative last year is largely due to an over estimate in last year’s FY2020-21 budget of seasonal and year-round recreational programming. During FY2020-21, the actual part-time work force was not staffed up and, indeed, many seasonal employees were laid off in the spring of 2020. The FY2021-22 budget includes the department’s best assessment of programming and, therefore, staffing levels needed for next year. While Table #2 shows this budgeted decline, the Parks and Recreation department part-time work force numbers are trending higher in actual terms relative the last year of Covid-19 shut downs.

For the **Fire Department**, the combined fire fighter/EMT workforce is represented in the general fund and includes an increase of 5 FTE in grant-funded firefighters; the Feb 2022 hire date translates to 2.1 FTE increase in FY2021-22 relative the prior year.

In **Administration**, a net increase relative FY2020-21 is seen for three reasons: the prior year had mid-year hire dates (and partial FTEs) for both the City Attorney and Legal Assistant, two summer internships were formalized with FTE values and the half time clerical position historically shared with the Municipal Court was restored.

**Municipal Court** shows a net decline in FTE; 80% of the decline is represented by the shared clerk with Administration now more properly shown in its home department. The balance is represented by a reduction in the bailiff position as it is not needed in a remote court setting.

## **Summary**

Personnel services expenditures in the 2021-22 proposed budget reflect the City's efforts to maintain the current service level requirements of the public while making some progress towards a more sustainable long term financial footprint that includes a reserve adequate to the City's needs and in line with national best practices. 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**

**Table #1**

<b>Department</b>	<b>Adopted 2017-18</b>	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
Administration	3.90	4.90	4.86	4.31	5.13
Finance	6.88	6.80	5.00	4.85	4.85
Engineering	7.92	7.82	7.82	7.32	7.08
Planning	3.65	8.10	8.10	7.19	7.12
Police	48.55	52.37	52.49	52.70	52.43
Municipal Court	4.52	4.52	4.67	4.78	4.15
Fire	15.57	16.88	43.92	44.22	45.70
Parks & Recreation	36.39	36.18	37.35	40.38	36.72
Park Maintenance	9.05	9.80	10.55	10.59	10.49
Library	15.42	16.71	16.81	16.72	16.56
<b>General Fund - Total</b>	<b>151.85</b>	<b>164.08</b>	<b>191.57</b>	<b>193.06</b>	<b>190.23</b>
<b>Street Fund</b>	<b>8.82</b>	<b>9.01</b>	<b>9.76</b>	<b>9.93</b>	<b>9.79</b>
<b>Building</b>	<b>3.75</b>	<b>5.00</b>	<b>5.00</b>	<b>4.40</b>	<b>4.38</b>
Wastewater Services					
Administration	2.10	2.10	2.10	2.10	2.10
Plant	9.42	9.40	9.46	9.96	9.39
Environmental Services	4.45	4.44	4.38	4.39	4.38
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
<b>Wastewater Services - Total</b>	<b>21.37</b>	<b>21.34</b>	<b>21.34</b>	<b>21.85</b>	<b>21.27</b>
<b>Ambulance</b>	<b>25.02</b>	<b>25.89</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Information Systems &amp; Services</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Total City Employees - FTE's</b>	<b>214.81</b>	<b>229.32</b>	<b>231.67</b>	<b>233.24</b>	<b>229.67</b>
<b>Difference from prior year</b>				<b>&lt;3.57&gt;</b>	

**City of McMinnville**  
**Change in Full Time Equivalent (FTE)**  
**2021 Adopted to 2022 Proposed Budget**

**Table #2**

<b>Positions - By Department</b>	<b>Change in FTE</b>	<b>Positions - By Department</b>	<b>Change in FTE</b>	<b>Positions - By Department</b>	<b>Change in FTE</b>
<b><u>Administration*</u></b>		<b><u>Municipal Court*</u></b>		<b><u>Park Maintenance</u></b>	
City Attorney	0.17	Court Clerk II	(1.00)	Extra Help - Park Maintenance	(0.10)
Legal Assistant	0.50	Court Clerk I	0.60		<b>(0.10)</b>
Paralegal	(0.38)	Interpreter	(0.06)	<b><u>Library</u></b>	
Administrative Assistant	0.25	Extra Help - Municipal Court Security	(0.17)	Library Assistant - Childrens	(0.13)
Extra Help - Administration	0.15		<b>(0.63)</b>	Library Assistant - Circulation	0.11
Extra Help - Legal	0.13	<b><u>Fire</u></b>		Program Assistant	(0.12)
	<b>0.82</b>	Firefighters (5 grant positions for 2/1/22 hire)	2.10	Extra Help - Library Assistant	(0.02)
<b><u>Finance</u></b>		Extra Help - Fire	(0.34)		<b>(0.16)</b>
No changes	0.00	Extra Help - Clerical	(0.28)	<b><u>Street</u></b>	
			<b>1.48</b>	Extra Help - Streets	(0.14)
<b><u>Engineering</u></b>		<b><u>Parks &amp; Recreation</u></b>			<b>(0.14)</b>
Engineering Technician	0.50	Extra Help - Aquatics I, II, & III (Office)	(0.22)	<b><u>Building</u></b>	
Permit Technician - Combined Departments	(0.50)	Extra Help - Aquatics I, II, & III (Lifeguard)	(1.35)	Permit Technician - Combined Departments	(0.02)
Extra Help - Engineering	(0.24)	Extra Help - Aquatics I, II, & III (Swim Lessons)	(0.25)		<b>(0.02)</b>
	<b>(0.24)</b>	Extra Help - Aquatics I, II, & III (Fitness Classes)	(0.10)	<b><u>Wastewater Services</u></b>	
<b><u>Planning</u></b>		Extra Help - Community Center	(0.83)	Senior Operator	(0.50)
Permit Technician - Combined Departments	0.27	Classes & Programs Labor	(0.64)	Extra Help - Wastewater Services (Plant)	(0.07)
Extra Help - Project Manager	(0.34)	Program Assistant (Adult Sports)	(0.05)	Extra Help - Wastewater Services (Environment)	(0.01)
	<b>(0.07)</b>	Program Assistant (Youth Basketball)	(0.08)		<b>(0.58)</b>
<b><u>Police</u></b>		Program Assistant (Youth Baseball/Softball)	(0.03)	<b><u>Information Systems</u></b>	
Extra Help - Police Reserves	(0.01)	Extra Help - RP Labor (Youth Basketball)	(0.11)	No changes	0.00
Extra Help - Park Ranger	(0.23)	Extra Help - RP Labor (Youth Baseball/Softball)	(0.04)		
Extra Help - Park Investigations	(0.03)	Recreation Program Manager - Senior Center	(1.00)	<b>Total Change in Full Time Equivalent (FTE)</b>	<b>(3.57)</b>
	<b>(0.27)</b>	Recreation Program Supervisor - Senior Center	1.00		
		Program Assistant (Wortman Park Café)	0.04		
			<b>(3.66)</b>		

\* 0.50 FTE for clerical has traditionally supported Admin.

**Note:** Furloughs and vacancies are not reflected in the FTE.



**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2021 Actual**

**Table #3**

<b>Department</b>	<b>Employees</b>		<b>Volunteers</b>	<b>Grand Total</b>
	<b>Full Time</b>	<b>Part Time</b>	See Volunteer Roster	
Administration	4	1	22	27
Finance	5	-	-	5
Engineering	6	-	-	6
Planning	7	-	50	57
Police	48	3	10	61
Municipal Court	3	3	-	6
Fire				
Fire Administration & Operations	16	-	50	66
Fire Prevention & Life Safety	2	-	-	2
Ambulance	24	1	-	25
Parks & Recreation				
Administration	1	-	-	1
Aquatic Center	3	13	-	16
Community Center & Rec Programs	1	2	2	5
STARS Day Camp	-	-	-	-
Kids On The Block	-	1	-	1
Recreation Sports	1	1	94	96
Senior Center	1	-	29	30
Park Maintenance	8	-	295	303
Library	9	13	115	137
<b>General Fund - Total</b>	<b>139</b>	<b>38</b>	<b>667</b>	<b>844</b>
<b>Street</b>	<b>9</b>	<b>1</b>	<b>-</b>	<b>10</b>
<b>Airport Maintenance</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>
<b>Building</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>4</b>
Wastewater Services				
Administration	2	-	-	2
Plant	9	1	-	10
Environmental Services	4	-	-	4
Conveyance Systems	6	-	-	6
<b>Wastewater Services - Total</b>	<b>21</b>	<b>1</b>	<b>-</b>	<b>22</b>
<b>Information Systems &amp; Services</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
<b>Total City Employees &amp; Volunteers</b>	<b>176</b>	<b>41</b>	<b>673</b>	<b>890</b>

**City of McMinnville  
Volunteer Roster - 2020**

**Table #4**

<b>Department</b>	<b># of Volunteers</b>	<b>Notes</b>
<b>Administration</b>		
City Council	7	
Budget Committee	7	
Diversity & Equity Inclusion Advisory Committee	8	
	<u>22</u>	
<b>Police</b>		
Police Reserves (a)	2	(a) <b>Police Reserves</b> are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	8	(b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.
	<u>10</u>	
<b>Library</b>		
Volunteers	<u>115</u>	
<b>Building</b>		
Board of Appeals	-	
Building Code Advisory Board	-	(c) <b>Fire &amp; EMS Volunteers</b> are paid a reimbursement for emergency calls based on a point basis computed on number of calls.
	-	
<b>Planning</b>		
Historic Landmarks Committee	6	(d) <b>The McMinnville Swim Club and High School</b> host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
Landscape Review Committee	5	
McMinnville Affordable Housing Task Force	11	
McMinnville Urban Area Management Commission	7	(e) <b>The Survival Swimming Program</b> 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	11	
Planning Commission	10	
	<u>50</u>	
<b>Fire &amp; Ambulance</b>		
Fire & EMS Volunteers (c)	50	
	<u>50</u>	
<b>Parks &amp; Recreation</b>		
Aquatic Center (d) (e)	-	
Community Center	2	(f) <b>Recreational Sports Volunteers</b> serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 94 people coached 104 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices, games.
STARS Day Camp	-	
Recreational Sports (f)	94	
Senior Center Volunteers (g)	29	(g) <b>Senior Center Volunteers</b> contributed over 880 hours of their time this 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. *Due to COVID-19, volunteer hours were significantly less.
Park Project Volunteers	295	
	<u>420</u>	
<b>Airport</b>		
Airport Commission	6	
	<u>6</u>	
<b>Total Volunteers</b>	<u>673</u>	

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

July 1, 2021

No COLA - Year 1 implementation of Class & Comp study pending

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
City Attorney 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

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
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							
Legal Assistant							
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							

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

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Library Tech Asst - Children's							
Library Tech Asst - Circulation							
Library Tech Asst - Reference							
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	307	1,108	1,163	1,221	1,283	1,345	1,413

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

July 1, 2021

No COLA

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

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

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

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

July 1, 2021

2% Proposed COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Police Sergeant - 12 Hour	165	3,185	3,346	3,511	3,687	3,871	4,065
Police Sergeant	160	3,032	3,183	3,346	3,511	3,687	3,871
Police Corporal - 12 Hour	158	2,964	3,111	3,268	3,431	3,605	3,783
Police Corporal	157	2,823	2,964	3,111	3,268	3,431	3,605
Police Officer - 12 Hour	155	2,756	2,895	3,041	3,192	3,354	3,519
Police Officer	150	2,625	2,756	2,895	3,041	3,192	3,354
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,090	2,195	2,307	2,420	2,541	2,666
Police Records Specialist	120	1,944	2,042	2,143	2,250	2,364	2,481

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

<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree	67	2%	150	F
BA / BS Degree	134	4%	150	F
Intermediate Certificate	134	4%	150	F
Advanced Certificate	268	8%	150	F
Bilingual	168	5%	150	F
Bilingual - Court Certified	335	10%	150	F
ASL Certified	168	5%	150	F
Detective (including sergeant)	168	5%	150	F
K-9	168	5%	150	F
School Resource Officer	168	5%	150	F
Police Training Officer	1.94 / Hour	5%	150	F
Motorcycle Duty	1.94 / Hour	5%	150	F
Officer in Charge	1.94 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

**Extra Help - Police Employees**

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

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

July 1, 2021

Salary Adjustment & COLA Increases Pending Negotiations

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Fire Battalion Chief	245	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

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

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<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
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

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\* 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.

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

July 1, 2021

Minimum Wage Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>
Extra Help - Finance	092 H	12.75	12.75	12.75	13.40	14.40	15.40	16.40	17.60
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	12.75	12.75	13.32	14.00	15.00			
Extra Help - Clerical									
Extra Help - Legal									
Extra Help - Planning									
Extra Help - Fire	075 H	12.75	15.50	17.50	18.50	20.75			
Extra Help - Fire Prevention	074 H	12.75	14.00	16.73					
Judge	068 H	90.17							
Municipal Court - Interpreter	064 H	20.00	30.00						
Extra Help - Library Assistant	058 H	12.75	15.00	18.18					
Program Assistant - Library									
Extra Help - Building Official	052 H	45.00	53.37	60.00	66.25	90.00			
Extra Help - Project Manager									
Extra Help - Mgmt Assistant - RS	050 H	15.85	16.33	16.82	17.32	17.84	18.37	18.93	19.49
Extra Help - Mgmt Assistant -KOB									
Extra Help -Mgmt Assistant-STARS									
Extra Help - Aquatics 4	049 H	15.60	16.07	16.55	17.05	17.56	18.08	18.63	19.19
Site Director - KOB									
Site Director - Summer STARS									
Extra Help - Aquatics 3	048 H	13.60	14.01	14.43	14.86	15.31	15.77	16.24	16.73
Program Assistant - Rec Sports									

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>
Program Assistant - SC									
Rec Program Instructor - CC									
Rec Program Instructor - SC									
Rec Program Instructor - Sports									
Assistant Site Director - KOB	046 H	13.10	13.43	13.76	14.11	14.46	14.82	15.19	15.57
Assistant Site Director - STARS									
Extra Help - Office - Rec Sports									
Extra Help - Park Ranger									
Extra Help - Aquatics 2	044 H	12.90	13.22	13.55	13.89	14.24	14.60	14.96	15.33
Classes & Programs Labor - CC	042 H	12.75	13.07	13.40	13.73	14.07	14.43	14.79	15.16
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	14.50	15.10						
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, 2021, the beginning fund balance for fiscal year 2021-22 is estimated to be \$4.25 million.

- **General Fund reserve** --- The 2021-22 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 \$4.25 million on July 1, 2021, to \$2.38 million at year's end June 30, 2022 (reserve includes unrestricted ending fund balance and contingency). This is a *budgeted* decrease of approximately \$1.87 million over the course of the year, smaller than the decrease of \$2.35 anticipated in the FY2020-21 adopted budget.
- The City's reserve policy enacted earlier in the current fiscal year states that the general fund should target holding two months operating expense at the end of the year, with a five-year timeline for rebuilding the reserve (by FY2025-26). In the first year of the policy's existence, the reserve level increased from 0.80 months of operating reserve in FY2020-21 to 0.97 months budgeted in reserve for the end of FY2021-22, an improvement of over 20% year over year.
- The City typically achieves "savings" during the budget year. This will likely happen in FY2020-21 as well. "Savings" reflects a combination of actual revenue that exceeds budgeted amounts and actual expenditures that are less than budgeted amounts. In response to the city's new reserve policy, departments made a shift this cycle to project routine revenues and expenses tied to actual trends instead of the more conservative practice of

budgeting minimum revenue expectations and recurring costs at a level to cover what might happen in the year.

- Uncertainties remain that may affect both the beginning and ending fund balances for the general fund due to the Covid-19 pandemic and its impacts on near term charges for services revenues.
- 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 but is excluded from the calculation of the City's operating reserve level. 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, 2021 is approximately \$677,500. Expenses for the LOSAP are included in the Fire Department proposed budget for 2020-21. In the upcoming year, the Fire Department is evaluating transitioning from the current defined benefit plan to a defined contribution plan. Such as move will allow the city to continue to acknowledge the significant contributions of the volunteer firefighters to the community with a more economical and fiscally sustainable retirement benefit cost for the City.



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
606,790	655,396	581,306	<b>4001-07 Designated Begin FB-General Fd - LOSAP</b> Designated carryover from prior year for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	677,500	677,500	677,500
6,189,458	5,847,769	4,357,412	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from the prior year.	4,245,177	4,245,177	4,280,177
<b>6,796,248</b>	<b>6,503,164</b>	<b>4,938,718</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>4,922,677</b>	<b>4,922,677</b>	<b>4,957,677</b>
<b>6,796,248</b>	<b>6,503,164</b>	<b>4,938,718</b>	<b>TOTAL RESOURCES</b>	<b>4,922,677</b>	<b>4,922,677</b>	<b>4,957,677</b>

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## **ADMINISTRATION DEPARTMENT**

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### **Organization Set – Sections**

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

### **Organization Set #**

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

## **Budget Highlights**

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

### **City Manager's Office**

- Includes the City Manager and 0.40 FTE of the City 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 0.60 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.
- A small investment in affordable housing expenses is budgeted in FY2021-22.

### **Legal**

- Includes the City Attorney and a part time plus paralegal.

### **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 and a part time plus support staffer budgeted with a Jan 1, 2022 start date.

All full-time employees in City Administration will be taking 23 days of furloughs in late FY21 and early FY22, maintaining office hours four days a week. While it is Administration's intention to minimize the impact of this cost saving measure on interactions with the public, it is anticipated that delays will be inevitable during this 23-week period.

## **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 been at center stage for the City Manager's Office for the entirety of FY2020-21 and will continue into FY2021-22. 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. Administrative functions moved to a remote-service delivery model and, wherever possible, public service functions are being conducted with phone and videoconferencing technologies or by appointment.

Monitoring the financial impacts of the crisis and positioning the City to access all the relief programs it is eligible for as they come on line has been another key activity during the pandemic. 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 joined the City in August 2020 and immediately began working on a number of legal matters from time-sensitive COVID-19 policies and procedures to an appraisal of the City's basic procurement and purchasing practices. She was also instrumental in the review and launch of administrative rules associated with the new Campaign Finance law passed by the Council in April 2020 and working with the Airport Commission on a number of complex contracting issues.

The City Attorney also manages the contract for City Prosecutor services and secure specialized legal services as needed for land use and employment law.

### **Administration – Human Resources**

The HR Manager has worked on a number of key work force projects in FY2020-21 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 a web-based new hire system.

She has also spearheaded a number of COVID-19 policies and procedures, keeping the agency apprised of 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.

Other city-wide projects began during FY2020-21 and will extend into FY2021-22: the establishment of a Diversity, Equity and Inclusion Advisory Committee and a branding project which will allow the City to have a more unified look and feel in its public materials.

### **Mac-Town 2032 Strategic Priority Focus**

The Administration Department plays a central role in moving forward the work of Mac-Town 2032. FY2020-21 saw organizational development activities including a city-wide core service inventory and analysis as well as supporting all departments to establish diversity, equity and inclusion goals and measures. The City has also prioritized activities to address the housing shortage and needs of residents facing housing insecurity, particularly for those most vulnerable to the impacts of Covid-19.

Also notable in the FY2020-21 year are efforts to assure community safety in a financially sustainable manner, with a particular emphasis on a study to look at delivering ambulance and fire services in a new way for the City of McMinnville and beyond.

Additional focus will be on updated Council priorities which are still being refined as this document is being prepared. Likely objectives include:

- Identify and focus on the city's core services.
- Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works.
- Strategically plan for short and long-term growth and development that will create enduring value for the community.
- Accelerate growth in living wage jobs across a balanced array of industry sectors.

- Lead and plan for emergency preparedness.
- Improve access by identifying and removing barriers to participation.



### **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



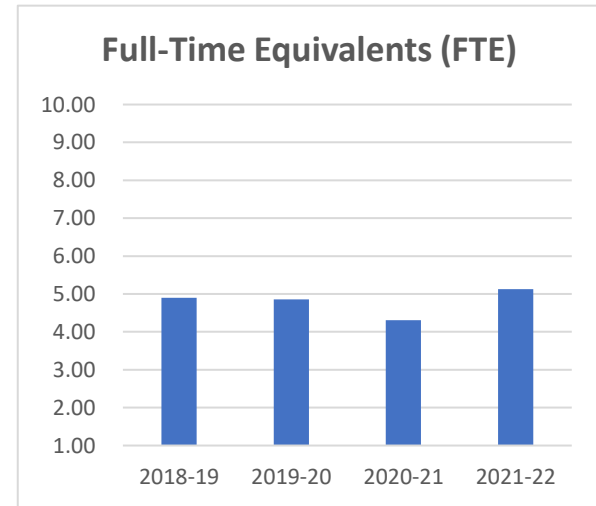
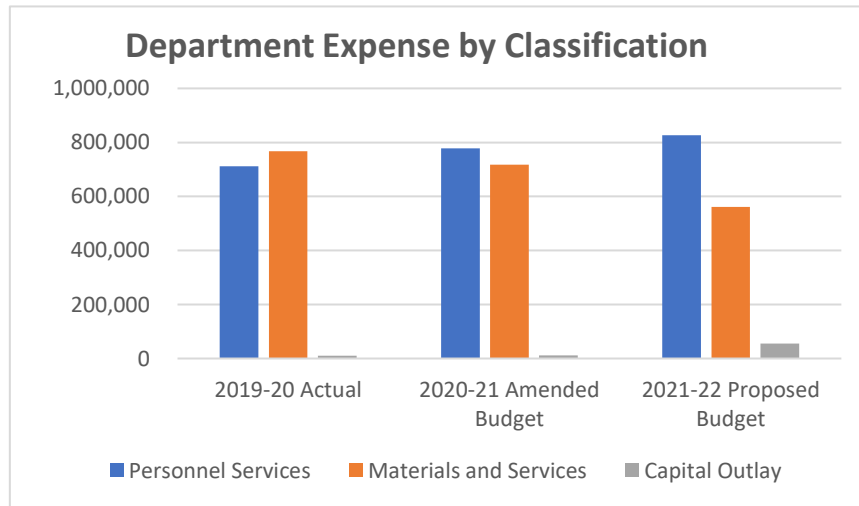
### **HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)**

Create diverse housing opportunities that support great neighborhoods

**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
Revenue				
Charges for Services	12,708	12,708	12,700	(8)
Miscellaneous	21,895	10,000	10,000	0
<b>Revenue Total</b>	<b>34,603</b>	<b>22,708</b>	<b>22,700</b>	<b>(8)</b>
Expenses				
Personnel Services	711,789	778,143	826,352	48,209
Materials and Services	767,448	717,679	561,424	(156,255)
Capital Outlay	10,020	12,000	55,848	43,848
<b>Expenses Total</b>	<b>1,489,257</b>	<b>1,507,822</b>	<b>1,443,624</b>	<b>(64,198)</b>
Unrestricted Resources Required	(1,454,654)	(1,485,114)	(1,420,924)	64,190

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	4.90	4.86	4.31	5.13



## **Core Services – City Recorder**

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### **High Priority Services**

- Prepares all City Council agenda/packets and Provides all after meeting tasks - upload recorded video, upload any additional attachments, exhibits
- Prepares/review/edit City Ordinances and Resolutions to ensure accuracy
- All things City Elections - Prepare packets, answers questions, ensure candidates are following State Elections Rules, ensure accuracy of all forms and meeting all state deadlines, media releases, etc.
- Attends all City Council Meeting to run meeting and take minutes
- Maintain the City's Charter and the Municipal Code
- Responds, coordinates and ensures public records laws are being met

### **Medium High Priority Services**

- Spanish translation help
- Webpage Updates - Calendar, COVID-19, Wildfire Information, etc.
- Respond and provide customer service to citizens inquiries and complaints

### **Medium Priority Services**

- Onboarding/offboarding Councilors - New Council Orientation handbook, coordinates trainings, coordinate meetings, etc.
- Filling of Board/Committees vacancies - Post media releases, collect applications, schedule interviews, send welcoming letters
- Participate in Fire Negotiations

### **Medium Low Priority Services**

- City Events - State of the City, Town & Gown Mixer, etc.
- Coordinates contract signatures for full execution and maintains contracts, agreements, etc.
- Coordinates meetings for City Manager, Mayor, Councilors, Admin staff

## **Core Services - Legal**

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### **High Priority Services**

- Advise Mayor, City Council, City Manager, and staff regarding legal issues and preparing legal opinions
- Attend meetings of the City Council and other City boards, committees, and commissions as requested
- Negotiate real estate transactions and supervise eminent domain proceedings
- Prepare/review all City ordinances and resolutions

### **Medium High Priority Services**

- Prepare/review/approve public contracts, agreements for development projects, franchise agreements, and intergovernmental agreements
- Advise law enforcement and code enforcement regarding procedures
- Assist in the administration/performance of election laws
- Respond to inquiries and resolve complaints regarding City activities and attend community/professional meetings as required
- Oversee the legal aspects of the administrative process for land use ordinances and any additional legal action required

### **Medium Priority Services**

- Represent the City in civil litigation matters not covered by insurance
- Advise City managers regarding federal and state employment laws; review City personnel policies
- Manage City Prosecutor contract and serve as City Prosecutor when needed
- Modifies legal forms for staff use as needed
- Maintain legal files and other public records as required by Oregon law

### **Medium Low Priority Services**

- Investigate/assist/track tort claims handled by City's insurance carrier
- Advise staff and Council on application of new laws, case law, and other legal authorities



## **Core Services – Human Resources**

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### **High Priority Services (typically outside Human Resources)**

- Diversity, Equity & Inclusion (DEI Advisory Committee, internal strategy, etc.)
- Public Relations and Brand Management

### **High Priority Services**

- Recruitment and selection
- Employee and labor relations
- Ensure compliance with federal, state, and local labor laws
- Administer classification/compensation program

### **Medium High Priority Services**

- Maintain employee handbook and other personnel policies
- Support managers and employees in performance management/disciplinary process
- Support employee health, safety, and wellness

### **Medium Priority Services**

- Training and development
- Employee benefits and total rewards
- Maintain personnel records

### **Medium Low Priority Services**

- Succession planning/business continuity



- 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

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,673	-2,861	0	<b>7000</b> Salaries & Wages	0	0	0
165,448	170,365	159,498	<b>7000-05</b> Salaries & Wages - Regular Full Time City Manager - 1.00 FTE City Recorder - 0.40 FTE	188,398	188,398	188,398
0	1,312	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
0	122	225	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
325	0	0	<b>7000-25</b> Salaries & Wages - City Employee Recognition	0	0	0
6,000	6,000	5,400	<b>7000-30</b> Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance.	6,000	6,000	6,000
1,370	-1,654	0	<b>7300</b> Fringe Benefits	0	0	0
8,708	8,930	8,344	<b>7300-05</b> Fringe Benefits - FICA - Social Security	10,346	10,346	10,346
2,587	2,695	2,567	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,004	3,004	3,004
57,023	68,996	59,557	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	68,204	68,204	68,204
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
12,697	13,017	11,926	<b>7300-18</b> Fringe Benefits - Retirement Benefit City Manager's deferred compensation contributions - 8% of salary.	12,815	12,815	12,815
20,620	21,357	19,650	<b>7300-20</b> Fringe Benefits - Medical Insurance	24,360	24,360	24,360
3,300	3,150	2,850	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,400	3,400	3,400
119	120	114	<b>7300-25</b> Fringe Benefits - Life Insurance	152	152	152
829	834	770	<b>7300-30</b> Fringe Benefits - Long Term Disability	948	948	948
130	143	148	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	175	175	175
27	24	24	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	32	32	32
<b>280,856</b>	<b>292,550</b>	<b>271,073</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>317,834</b>	<b>317,834</b>	<b>317,834</b>

**MATERIALS AND SERVICES**

1,246	940	1,000	<b>7520</b> Public Notices & Printing	1,000	1,000	1,000
517	179	500	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
15,102	6,839	12,000	<b>7550</b> 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.	5,000	5,000	5,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,300	1,300	1,400	<b>7610-05</b>	<b>Insurance - Liability</b>		1,500	1,500	1,500
1,136	1,071	1,200	<b>7620</b>	<b>Telecommunications</b>		1,200	1,200	1,200
770	142	500	<b>7660</b>	<b>Materials &amp; Supplies</b>		400	400	400
3,618	1,050	1,200	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,000	1,000	1,000
46	146	100	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		100	100	100
27,592	10,621	13,000	<b>7750</b>	<b>Professional Services</b>		3,160	3,160	3,160
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 Admin Fee	1	60	60	
				City-wide Professional Services	1	300	300	
				Audit Fee	1	2,800	2,800	
1,889	1,805	2,793	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,482	4,482	4,482
				I.S. Fund materials & supplies costs shared city-wide				
0	2,210	480	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		840	840	840
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	4	240	840	
48,518	47,967	51,586	<b>8000</b>	<b>City Memberships</b>		52,215	52,215	52,215
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mid-Willamette Valley Council of Govts	1	21,000	21,000	
				League of Oregon Cities	1	25,945	25,945	
				International City/County Management Assoc	1	2,250	2,250	
				Professional Assocs	1	1,000	1,000	
				McMinnville Area Chamber of Commerce	1	700	700	
				Rotary Club of McMinnville	1	500	500	
				Oregon City/County Management Association	1	375	375	
				Engaging Local Govt Leaders	1	370	370	
				Oregon Assoc of Municipal Recorders	1	75	75	
<b>101,735</b>	<b>74,269</b>	<b>85,759</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>71,197</b>	<b>71,197</b>	<b>71,197</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	213	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		494	494	494
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>213</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>494</b>	<b>494</b>	<b>494</b>
<b>382,591</b>	<b>367,032</b>	<b>356,832</b>	<b>TOTAL REQUIREMENTS</b>			<b>389,525</b>	<b>389,525</b>	<b>389,525</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
12,627	12,708	12,708	<b>5400-02 Property Rentals - Chamber of Commerce</b> Chamber of Commerce monthly rental income increases in October depending on the June 30 CPI-W increase.	12,700	12,700	12,700
<b>12,627</b>	<b>12,708</b>	<b>12,708</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,700</b>	<b>12,700</b>	<b>12,700</b>
<b>12,627</b>	<b>12,708</b>	<b>12,708</b>	<b>TOTAL RESOURCES</b>	<b>12,700</b>	<b>12,700</b>	<b>12,700</b>

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

12,306	12,277	13,500	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		12,500	12,500	12,500
900	1,000	1,000	<b>7610-05</b>	<b>Insurance - Liability</b>		1,000	1,000	1,000
10,400	10,200	12,500	<b>7610-10</b>	<b>Insurance - Property</b>		12,300	12,300	12,300
5,536	5,852	6,000	<b>7620</b>	<b>Telecommunications</b>		5,500	5,500	5,500
10,287	10,000	11,000	<b>7650-10</b>	<b>Janitorial - Services</b>		6,500	6,500	6,500
614	2,088	600	<b>7650-15</b>	<b>Janitorial - Supplies</b>		500	500	500
0	233	100	<b>7660</b>	<b>Materials &amp; Supplies</b>		150	150	150
18,873	4,866	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		500	500	500
6,448	10,216	22,570	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		39,000	39,000	39,000
				Repairs and maintenance projects for City Hall and Civic Hall				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				City Hall - Replace Hydroponic piping insulation	1	9,000	9,000	
				City Hall - Restore 2nd floor windows on south side	1	10,000	10,000	
				City Hall - Install drainage at SW corner	1	5,000	5,000	
				Civic Center - Replace dimming panel	1	5,000	5,000	
				General building repairs	1	10,000	10,000	
3,937	4,806	5,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		5,000	5,000	5,000
5,741	1,314	5,000	<b>7720-12</b>	<b>Repairs &amp; Maintenance - Grounds</b>		5,000	5,000	5,000
25,266	19,458	17,450	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>		23,100	23,100	23,100

<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Liability Insurance Premiums	1	2,800	2,800
Property Insurance Premiums	1	3,100	3,100
Install drainage at 2nd floor elevator landing	1	5,000	5,000
Flower basket program	1	4,300	4,300
Elevator permit fees	1	400	400
Elevator phone services	1	1,000	1,000
Lighting	1	5,000	5,000
Landscape materials	1	1,500	1,500

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
4,620	8,044	9,700	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		26,300	26,300	26,300
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability Insurance Premiums	1	300	300	
				Property Insurance Premiums	1	1,400	1,400	
				Replace brick chimneys	1	14,000	14,000	
				Replace exterior wood stairs west side	1	7,000	7,000	
				Parking lot sweeping	1	600	600	
				General building repairs & maintenance	1	3,000	3,000	
68,718	526	0	<b>7750</b>	<b>Professional Services</b>		500	500	500
5,874	7,146	14,550	<b>7780-17</b>	<b>Contract Services - Parking Structure &amp; Lots</b>		9,800	9,800	9,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Parking lot street sweeping	1	4,500	4,500	
				Parking lot janitorial	1	2,800	2,800	
				Misc elevator maintenance, repair and landscape projects	1	2,500	2,500	
24,084	24,905	20,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		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	<b>7790-05</b>	<b>Maintenance &amp; Rental Contracts - Water &amp; Light Fiber Net</b>		5,400	5,400	5,400
0	3,808	500	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>209,003</b>	<b>132,140</b>	<b>144,870</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>173,050</b>	<b>173,050</b>	<b>173,050</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	12,000	<b>8710</b>	<b>Equipment</b>		10,000	10,000	10,000
				Civic Hall projector				
0	0	0	<b>8800</b>	<b>Building Improvements</b>		43,000	43,000	43,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				City Hall - Muni Court Security Upgrades and Remodel	1	15,000	15,000	
				Chamber - Replace roof / gutters	1	28,000	28,000	
<b>0</b>	<b>0</b>	<b>12,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>53,000</b>	<b>53,000</b>	<b>53,000</b>
<b>209,003</b>	<b>132,140</b>	<b>156,870</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>226,050</b>	<b>226,050</b>	<b>226,050</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

36,452	31,886	49,967	<b>7000-05</b> Salaries & Wages - Regular Full Time City Recorder - 0.60 FTE	42,324	42,324	42,324
0	5,248	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
0	489	500	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	0	300	<b>7000-30</b> Salaries & Wages - Auto Allowance	0	0	0
1,979	2,226	3,042	<b>7300-05</b> Fringe Benefits - FICA - Social Security	2,561	2,561	2,561
463	521	745	<b>7300-06</b> Fringe Benefits - FICA - Medicare	614	614	614
8,120	9,623	14,515	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	12,297	12,297	12,297
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
0	0	663	<b>7300-18</b> Fringe Benefits - Retirement Benefit	0	0	0
8,241	4,405	5,336	<b>7300-20</b> Fringe Benefits - Medical Insurance	4,462	4,462	4,462
1,400	600	750	<b>7300-22</b> Fringe Benefits - VEBA Plan	600	600	600
65	51	70	<b>7300-25</b> Fringe Benefits - Life Insurance	64	64	64
202	174	270	<b>7300-30</b> Fringe Benefits - Long Term Disability	232	232	232
25	33	45	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	38	38	38
14	13	15	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	14	14	14
291	291	501	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	501	501	501
<b>57,253</b>	<b>55,560</b>	<b>76,719</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>63,707</b>	<b>63,707</b>	<b>63,707</b>

**MATERIALS AND SERVICES**

1,792	70,434	2,000	<b>7520</b> Public Notices & Printing	1,500	1,500	1,500
467	483	500	<b>7620</b> Telecommunications	450	450	450
120	422	200	<b>7660</b> Materials & Supplies	200	200	200
874	1,091	1,000	<b>7660-05</b> Materials & Supplies - Office Supplies	800	800	800
214	122	200	<b>7660-15</b> Materials & Supplies - Postage	150	150	150
28,260	6,749	10,000	<b>7750</b> Professional Services	5,030	5,030	5,030

Description	Units	Amt/Unit	Total
Section 125 Admin Fee	1	30	30
Council Support	1	5,000	5,000



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	500	15,000	<b>7750-06</b>	<b>Professional Services - Community Outreach</b>		5,000	5,000	5,000
				Continuing the City Council's public communication efforts				
10,860	11,725	17,456	<b>7840</b>	<b>M &amp; S Computer Charges</b>		15,586	15,586	15,586
				I.S. Fund materials & supplies costs shared city-wide				
2,110	3,870	3,780	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		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	
28,523	15,728	30,000	<b>8005</b>	<b>Mayor/City Council Expenses</b>		17,500	17,500	17,500
0	45,000	0	<b>8016</b>	<b>Affordable Housing</b>		10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Environmental clean up services	1	10,000	10,000	
<b>73,220</b>	<b>156,124</b>	<b>80,136</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>57,896</b>	<b>57,896</b>	<b>57,896</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	1,329	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,719	1,719	1,719
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>1,329</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,719</b>	<b>1,719</b>	<b>1,719</b>
<b>130,473</b>	<b>213,013</b>	<b>156,855</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>123,322</b>	<b>123,322</b>	<b>123,322</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>MISCELLANEOUS</u></b>						
175	0	0	6600 Other Income	0	0	0
<b>175</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>175</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
168,401	127,212	118,356	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> City Attorney - 1.00 FTE	137,345	137,345	137,345
0	0	24,226	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Legal Assistant - 0.50 FTE	37,578	37,578	37,578
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Legal - 0.13 FTE	4,140	4,140	4,140
0	31	200	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
500	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
9,986	7,354	8,852	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	10,833	10,833	10,833
2,335	1,794	2,070	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,597	2,597	2,597
41,258	17,807	52,387	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	51,406	51,406	51,406
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
20,597	8,616	22,642	<b>7300-20 Fringe Benefits - Medical Insurance</b>	24,620	24,620	24,620
3,350	0	4,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,500	1,500	1,500
180	59	172	<b>7300-25 Fringe Benefits - Life Insurance</b>	216	216	216
914	307	652	<b>7300-30 Fringe Benefits - Long Term Disability</b>	962	962	962
146	79	188	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	230	230	230
39	11	28	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	38	38	38
0	3,175	5,902	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>247,707</b>	<b>166,445</b>	<b>239,675</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>271,465</b>	<b>271,465</b>	<b>271,465</b>
<b>MATERIALS AND SERVICES</b>						
1,309	332	600	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	400	400
0	0	0	<b>7545 Subscriptions</b> Westlaw legal research subscriptions.	5,400	5,400	5,400
5,987	1,127	10,000	<b>7550 Travel &amp; Education</b> Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, professional reference materials for the City Attorney.	3,300	3,300	3,300
1,600	2,400	2,500	<b>7610-05 Insurance - Liability</b>	2,300	2,300	2,300
983	980	1,000	<b>7620 Telecommunications</b>	1,000	1,000	1,000
1,827	510	2,000	<b>7660-05 Materials &amp; Supplies - Office Supplies</b>	500	500	500

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
76	69	150	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		150	150	150
275	1,578	500	<b>7750</b>	<b>Professional Services</b>		1,000	1,000	1,000
				Provide City Attorney with legal assistance on projects other than city prosecutorial services.				
9,243	153,004	112,000	<b>7750-09</b>	<b>Professional Services - Legal</b>		81,928	81,928	81,928
				Contract city prosecutor services to provide City Attorney with assistance.				
3,305	3,283	4,888	<b>7840</b>	<b>M &amp; S Computer Charges</b>		3,842	3,842	3,842
				I.S. Fund materials & supplies costs shared city-wide				
0	7,887	240	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		720	720	720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	3	240	720	
<b>24,605</b>	<b>171,170</b>	<b>133,878</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>100,540</b>	<b>100,540</b>	<b>100,540</b>
			<b>CAPITAL OUTLAY</b>					
0	372	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		424	424	424
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>372</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>424</b>	<b>424</b>	<b>424</b>
<b>272,312</b>	<b>337,987</b>	<b>373,553</b>	<b>TOTAL REQUIREMENTS</b>			<b>372,429</b>	<b>372,429</b>	<b>372,429</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>011 - COMMUNITY SERVICES</b> Program : <i>N/A</i>	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
0	0	0	<b>6405 Donations - Administration</b>	0	0	0
0	0	0	<b>6490 Donations - Public Art</b> Public donations for the Public Art Program	0	0	0
28,000	21,895	10,000	<b>6490-10 Donations - Public Art - Dedicated</b> Public donations for specific pieces of artwork for the Public Art Program	10,000	10,000	10,000
<b>28,000</b>	<b>21,895</b>	<b>10,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>28,000</b>	<b>21,895</b>	<b>10,000</b>	<b>TOTAL RESOURCES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	1,110	5,000	<b>7720-03 Repairs &amp; Maintenance - Public Art</b>	2,000	2,000	2,000
13,474	7,911	12,400	<b>8010 Holiday Lighting</b> City contribution to community-wide Holiday Lighting Program, a public/private partnership, and monthly electrical charges for 3rd Street kiosks.	12,400	12,400	12,400
7,115	4,553	12,000	<b>8012 M&amp;S Downtown Public Art Program</b> City's annual support of Downtown Public Art Program includes pedestal construction and artist honorariums.	10,000	10,000	10,000
0	0	0	<b>8012-05 M&amp;S Downtown Public Art Program - Donations - Public Art</b> Public art purchases funded through revenue account 6490, Donations-Public Art.	0	0	0
2,000	13,895	10,000	<b>8012-10 M&amp;S Downtown Public Art Program - Donations - Dedicated</b> Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.	10,000	10,000	10,000
5,000	0	0	<b>8015 Community Services</b>	0	0	0
14,350	14,000	14,000	<b>8020 McMinnville Downtown Association</b> City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.	14,000	14,000	14,000
22,500	22,500	22,500	<b>8025 Yamhill Co - YCTA</b> Public transportation program support increased in FY21; YCTA extending service hours and fixed routes.	22,500	22,500	22,500
72,694	83,301	178,000	<b>8060 Economic Development</b>	75,000	75,000	75,000
<b>137,133</b>	<b>147,270</b>	<b>253,900</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>145,900</b>	<b>145,900</b>	<b>145,900</b>
<b><u>CAPITAL OUTLAY</u></b>						
26,000	8,000	0	<b>8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated</b>	0	0	0
<b>26,000</b>	<b>8,000</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>163,133</b>	<b>155,270</b>	<b>253,900</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>145,900</b>	<b>145,900</b>	<b>145,900</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
110,324	131,201	118,268	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Human Resources Manager - 1.00 FTE	92,530	92,530	92,530
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Administrative Assistant - 0.25 FTE	11,777	11,777	11,777
1,073	3,240	2,550	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Administrative - 0.25 FTE	6,500	6,500	6,500
0	202	200	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	2,500	<b>7000-25 Salaries &amp; Wages - City Employee Recognition</b>	0	0	0
0	0	300	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b>	0	0	0
6,536	8,003	7,571	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	6,703	6,703	6,703
1,529	1,893	1,805	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,607	1,607	1,607
17,016	30,498	33,987	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	31,228	31,228	31,228
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	662	<b>7300-18 Fringe Benefits - Retirement Benefit</b>	0	0	0
19,664	18,151	17,784	<b>7300-20 Fringe Benefits - Medical Insurance</b>	20,609	20,609	20,609
3,817	2,250	2,400	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,500	1,500	1,500
147	138	140	<b>7300-25 Fringe Benefits - Life Insurance</b>	162	162	162
641	616	646	<b>7300-30 Fringe Benefits - Long Term Disability</b>	572	572	572
90	104	109	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	100	100	100
32	31	55	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	58	58	58
0	907	1,699	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>160,869</b>	<b>197,234</b>	<b>190,676</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>173,346</b>	<b>173,346</b>	<b>173,346</b>
<b>MATERIALS AND SERVICES</b>						
130	0	500	<b>7520 Public Notices &amp; Printing</b>	100	100	100
0	0	500	<b>7530 Training</b>	0	0	0
2,858	5,316	4,000	<b>7550 Travel &amp; Education</b> Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.	1,000	1,000	1,000
0	0	0	<b>7579 Employee Recognition</b>	2,500	2,500	2,500
508	581	800	<b>7620 Telecommunications</b>	550	550	550

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
729	30	1,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		750	750	750
253	101	500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		200	200	200
60	38	200	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		100	100	100
1,718	48,209	10,000	<b>7750</b>	<b>Professional Services</b>		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 Admin Fee	1	60	60	
				Misc Professional Services	1	4,940	4,940	
0	938	1,396	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,921	1,921	1,921
3,491	31,262	240	<b>7840-12</b>	<b>M &amp; S Computer Charges - Human Resources</b>		720	720	720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	3	240	720	
<b>9,747</b>	<b>86,476</b>	<b>19,136</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>12,841</b>	<b>12,841</b>	<b>12,841</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	106	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		211	211	211
<b>0</b>	<b>106</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>211</b>	<b>211</b>	<b>211</b>
<b>170,616</b>	<b>283,816</b>	<b>209,812</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>186,398</b>	<b>186,398</b>	<b>186,398</b>





**FINANCE DEPARTMENT**



### **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 for next year seeks to strengthen McMinnville's ability to prioritize and deliver municipal services with discipline and focus. It reflects a staffing level of 4.85, consistent with the current year, though a furlough program scheduled for late FY21 and early FY22 of over 20 days for each staff member will result in some service delays for our internal customers and plans for business process improvements as we prioritize mandatory deadlines and the highest priority financial services in our portfolio.

### **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 Annual Comprehensive Financial Report (ACFR), 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:

- Support of a process to identify and maximize one-time and on-going resource options available to the city in order to build a more sustainable financial trajectory for city services that includes analysis of potential revenue options in terms of social equity and environmental impact (triple bottom line)
- Alignment of departmental activities as well as staffing skill sets 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 and other cost-effective tools to enhance public visibility of city finances, accrue efficiencies across the city and benefit city 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

# General Fund – Finance

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. During FY21, the finance department shifted resources to manage the supplemental funding available to us during the pandemic and we will continue to do that as further relief efforts are enacted at the federal and/or state levels.




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. The finance team has worked effectively on a remote basis throughout the entirety of FY21.

The current FY21 period also saw implementation of the Campaign Finance Ordinance which placed responsibility for managing that election communications compliance program in the finance department. The inaugural cycle for the local ordinance was the November 2020 election.



## Mac-Town 2032 Strategic Plan

The finance department reviewed its contributions to the Strategic Plan Priorities:

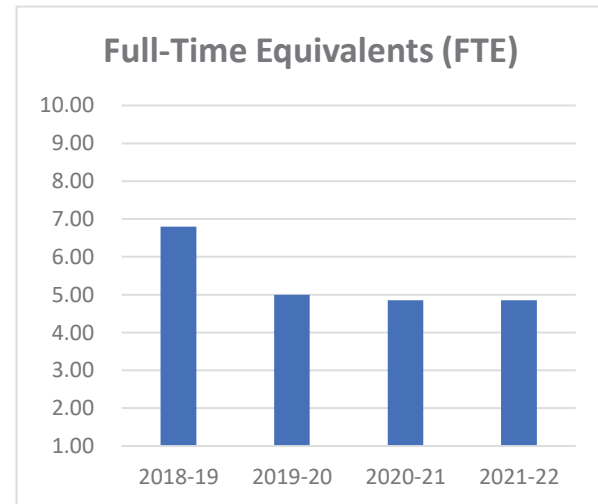
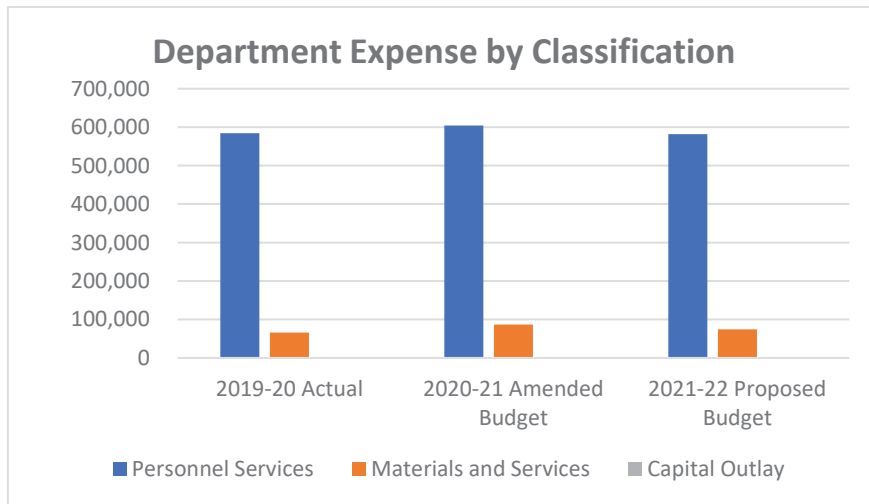
McMinnville MAC-2032 Strategic Priority		Finance Contribution
	<b>CITY GOVERNMENT CAPACITY</b> Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus	Prepare the Fiscal forecast Manage the budget process Play lead role with all fiscal compliance issues
	<b>COMMUNITY SAFETY &amp; RESILIENCY</b> Proactively plan for and responsively maintain a safe and resilient community	Support risk management and assure insurance coverage for municipality and workforce
	<b>ECONOMIC PROSPERITY</b> 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
	<b>ENGAGEMENT &amp; INCLUSION</b> 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
	<b>GROWTH &amp; DEVELOPMENT CHARACTER</b> Guide growth and development strategically, responsively, and responsibly to enhance our unique character	Provide financial services for Urban Renewal District Assist with debt issuance and management

**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
Revenue				
Charges for Services	28,584	24,000	26,400	2,400
Miscellaneous	72	100	100	0
<b>Revenue Total</b>	<b>28,656</b>	<b>24,100</b>	<b>26,500</b>	<b>2,400</b>
Expenses				
Personnel Services	584,624	604,330	582,067	(22,263)
Materials and Services	65,864	86,472	73,976	(12,496)
Capital Outlay	850	0	1,130	1,130
<b>Expenses Total</b>	<b>651,338</b>	<b>690,802</b>	<b>657,173</b>	<b>(33,629)</b>
Unrestricted Resources Required	(622,682)	(666,702)	(630,673)	36,029

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	6.80	5.00	4.85	4.85

Note: 2019-20 reduction is due to outsourcing of Ambulance Billing



### Core Services

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#### High Priority Services

- Prepare budget in accordance with state law, provide framework for preparing budget and making prudent near-term financial choices
- Maintain and provide ongoing training for financial system across the city; implement technology enhancements
- Provide data and analysis to support both short and longer term financial planning
- Assure annual required financial reporting and audit, federal single audit when required

#### Medium High Priority Services

- Treasury services - provide banking, merchant services, credit card/purchasing cards
- Benefits management - insurance, retirement, ancillary programs
- Provide accurate and timely payroll consistent with state/fed law, city policy and bargaining agreements
- Assure fiscal compliance, support fund managers, mandatory federal and state reporting
- Timely deposit of funds and accurate recording of revenues
- Assist in setting up purchase orders, assure strong internal controls for new vendors
- Grants - support fed and state and private to meet compliance requirements and support financial planning for critical programs

#### Medium Priority Services

- Assure timely payment and accurate recording of expenses
- Debt - Assist with necessary paperwork to sell bonds or secure bank loans, assure legal budgeting requirements for tax levy
- Cash flow management, manage investments according to the city's investment policy

#### Medium Low Priority Services

- Provide centralized accounts receivable billing function
- Produce annual Comprehensive Annual Financial Report and seek Government Finance Officers Association award
- Produce annual unclaimed property report
- Risk management activities with general liability and workers comp insurance programs, coordinate property and general liability claims
- Implement and enforce campaign finance ordinance

### Services Not Currently Being Provided

- Capital Improvement Plan budget program
- Enhanced cash flow management and investment program
- Produce public facing financial status graphics and metrics
- Training program - cash handling, finance policies, Personally Identifiable Information (PII) practices
- Design and implement a fraud, waste and abuse program
- Assure Emergency Operations finance operations in the event of a declared emergency and ongoing training and readiness requirements
- Support departmental purchasing needs such as maintaining city-wide surplus options, interaction with state's procurement system ORPIN, evaluating procurement/purchasing options, vehicle/equipment specialty firms, etc.

## General Fund – Finance

## Historical Highlights

- |  |   |  |
|--|---|--|
| <p><b>1983</b> Finance Department transitions City accounting system to mainframe computer using Group 4 software</p>  | <p><b>2007</b> Implementation new Enterprise Resource System (ERP) Phase 1: general ledger, procurement, revenue collections, and miscellaneous billing</p> | <p><b>2019</b> Financial system functionality additions with implementation of e-Suite and HR Portal</p>   |
| <p><b>1988</b> Finance Department purchases first PC which is shared and primarily used for budget preparation</p>   | <p><b>2008</b> ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation</p>   | <p><b>2020</b> Draft an updated reserve policy for the city as a whole as critical component of drive towards a sustainable financial future</p> |
| <p><b>1989</b> First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting</p>                                | <p><b>2014</b> Affordable Care Act reporting requirements implemented</p>   |  |
| <p><b>2003</b> 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)</p> | <p><b>2015</b> Merina &amp; Co, LLP appointed City financial auditor</p>  |  |
| <p><b>2003</b> Property lien searches available via Internet</p>   | <p><b>2016</b> Oregon sick leave law implemented</p>  |  |
|  | <p><b>2019</b> Ambulance billing outsourced to third party provider</p>   |  |
|  | <p><b>2019</b> Marcia Baragary, Finance Director retires after 10 years with the City.</p>  |  |

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
20,775	28,584	24,000	<b>5310 On-Line Lien Search Fees</b> Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$12 per search through expenditure account 7750-27, Professional Services-Net Assets.	26,400	26,400	26,400
<b>20,775</b>	<b>28,584</b>	<b>24,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>26,400</b>	<b>26,400</b>	<b>26,400</b>
<b><u>MISCELLANEOUS</u></b>						
2,463	72	100	<b>6600-94 Other Income - Finance</b> Miscellaneous Finance Department collections.	100	100	100
<b>2,463</b>	<b>72</b>	<b>100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>23,237</b>	<b>28,656</b>	<b>24,100</b>	<b><u>TOTAL RESOURCES</u></b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-1,584	-114	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
372,479	354,199	361,245	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director - 0.85 FTE Senior Accountant - 1.00 FTE Accountant II - 2.00 FTE Accountant I - 1.00 FTE	355,250	355,250	355,250
0	4,537	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
757	3,553	5,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
-1,157	683	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
22,154	21,583	22,706	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	21,565	21,565	21,565
5,181	5,048	5,310	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,169	5,169	5,169
99,760	100,445	105,982	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	108,524	108,524	108,524
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
71,440	78,754	88,604	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	78,836	78,836	78,836
11,000	13,250	12,550	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,638	8,638	8,638
540	500	524	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	524	524	524
1,921	1,773	1,966	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,930	1,930	1,930
229	305	331	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	319	319	319
118	107	112	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	112	112	112
<b>582,839</b>	<b>584,624</b>	<b>604,330</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>582,067</b>	<b>582,067</b>	<b>582,067</b>

**MATERIALS AND SERVICES**

556	149	500	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
2,571	1,273	3,500	<b>7520</b>	<b>Public Notices &amp; Printing</b>	2,000	2,000	2,000
1,855	707	900	<b>7540</b>	<b>Employee Events</b>	700	700	700
15,799	9,613	16,500	<b>7550</b>	<b>Travel &amp; Education</b> Costs shared city-wide for employee training, materials, and events.	12,000	12,000	12,000
4,900	5,000	4,000	<b>7610-05</b>	<b>Insurance - Liability</b> Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	4,300	4,300	4,300
3,362	3,558	3,800	<b>7620</b>	<b>Telecommunications</b>	3,500	3,500	3,500

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
4,986	6,186	5,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		3,500	3,500	3,500
1,436	551	2,500	<b>7660-10</b>	<b>Materials &amp; Supplies - Office Supplies Inventory</b>		500	500	500
3,721	4,270	4,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		3,200	3,200	3,200
0	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
9,503	7,396	12,000	<b>7750</b>	<b>Professional Services</b>		1,230	1,230	1,230
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,000	1,000	
				Section 125 Admin Fee	1	130	130	
				City-wide Professional Services	1	100	100	
2,393	2,244	2,300	<b>7750-24</b>	<b>Professional Services - Audit</b>		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	
9,684	12,192	10,000	<b>7750-27</b>	<b>Professional Services - Net Assets</b>		12,000	12,000	12,000
				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 \$12 per lien search.				
0	0	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
3,502	2,644	3,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		2,500	2,500	2,500
				Printer / scanner / copier lease and per page cost.				
0	0	0	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		0	0	0
7,555	7,504	11,172	<b>7840</b>	<b>M &amp; S Computer Charges</b>		10,246	10,246	10,246
				I.S. Fund materials & supplies costs shared city-wide				
4,183	2,577	6,800	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		16,200	16,200	16,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexmark printer maintenance	1	300	300	
				Scanner	1	1,000	1,000	
				Mobile computers / docking stations	3	2,400	7,200	
				Office 365 licensing	5	240	1,200	
				Debt tracking software app	1	6,500	6,500	
<b>76,005</b>	<b>65,864</b>	<b>86,472</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>73,976</b>	<b>73,976</b>	<b>73,976</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	850	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,130	1,130	1,130
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>850</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,130</b>	<b>1,130</b>	<b>1,130</b>
<b>658,844</b>	<b>651,338</b>	<b>690,802</b>	<b>TOTAL REQUIREMENTS</b>			<b>657,173</b>	<b>657,173</b>	<b>657,173</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 03 - FINANCE Section : 016 - AMBULANCE BILLING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
71,531	0	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Ambulance billing was outsourced in 2019-20. Ambulance Fund budget includes \$120,000 in professional services for contracting with billing company.	0	0	0
34,815	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
5,482	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
900	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
6,836	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	0	0	0
1,599	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	0	0	0
32,018	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
13,660	0	0	<b>7300-20 Fringe Benefits - Medical Insurance</b>	0	0	0
2,000	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	0	0	0
198	0	0	<b>7300-25 Fringe Benefits - Life Insurance</b>	0	0	0
470	0	0	<b>7300-30 Fringe Benefits - Long Term Disability</b>	0	0	0
75	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
45	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>169,628</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
45	0	0	<b>7750 Professional Services</b>	0	0	0
<b>45</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>169,673</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>



# **ENGINEERING DEPARTMENT**



## **Budget Highlights**

During fiscal year 2021-22, the Engineering staff will continue to provide project management, design, 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 construction of the NE High School Basin Sanitary Sewer Rehabilitation project (Wastewater Capital Fund);
- Complete the Water Reclamation Facility Administration Building roof replacement (Wastewater Capital Fund);
- Complete the Airport Taxiway Apron & Taxilane Rehabilitation Project (Airport Fund);
- Complete the procurement and installation of an emergency stand-by generator at the Cozine Pump Station (Wastewater Capital Fund);
- Continue the design of the Solids Treatment Capacity Improvements project – formerly named the Biosolids and Grit System Expansion project (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;
- Application of slurry sealcoat on various City streets (Transportation Fund);
- Design and installation of a new traffic signal at the Baker Creek Road / Michelbook Lane intersection (Transportation Fund);

- Begin the update of the Transportation System Master Plan (Transportation Fund);
- Begin the update of the Sanitary Sewer Conveyance System Master Plan (Wastewater Capital Fund);
- Begin the update of the Water Reclamation Facilities Master Plan (Wastewater Capital Fund);
- Begin the development of a plan to address the Willamette River mercury TMDL, required to be complete by September 2022 (Wastewater Capital Fund);
- Begin the design of the Chandlers Addition Sewer Rehabilitation project (Wastewater Capital Fund); and
- Begin the design of the Water Reclamation Facility administration building upgrade project (Wastewater Capital Fund);

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.
- Develop a plan to address the Willamette River Basin Mercury TMDL and develop a Storm Water Utility to fund improvements required for compliance.
- Build redundancy for critical functions within the department.

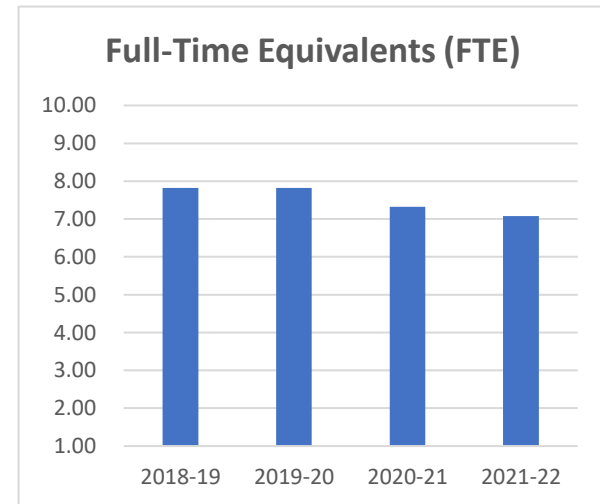
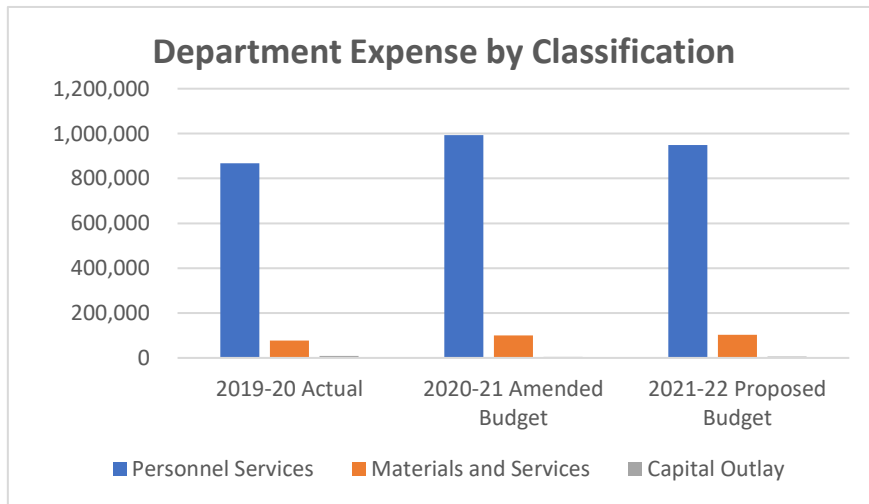


**To date, the Engineering Department has evaluated over 2,300 private sewer laterals.**

**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
Revenue				
Charges for Services	90,927	50,000	100,000	50,000
Miscellaneous	1,578	500	750	250
<b>Revenue Total</b>	<b>92,505</b>	<b>50,500</b>	<b>100,750</b>	<b>50,250</b>
Expenses				
Personnel Services	867,118	992,812	948,263	(44,549)
Materials and Services	77,049	100,425	103,388	2,963
Capital Outlay	8,668	5,000	6,177	1,177
<b>Expenses Total</b>	<b>952,835</b>	<b>1,098,237</b>	<b>1,057,828</b>	<b>(40,409)</b>
Unrestricted Resources Required	(860,331)	(1,047,737)	(957,078)	90,659

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	7.82	7.82	7.32	7.08



## **Core Services**

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### **High Priority Services**

- Manage the City's transportation, wastewater, storm sewer, and airport infrastructure and systems.
- Provide project management services for the City's capital improvement projects.
- Monitor public infrastructure improvements constructed as part of privately funded development projects.
- Perform "Call Before You Dig" utility locates.

### **Medium High Priority Services**

- 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.



**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 2,353 locate requests in 2020.

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : <b>N/A</b>	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
24,610	90,927	50,000	<b>5320 Engineering Fees</b> Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs.	100,000	100,000	100,000
<b>24,610</b>	<b>90,927</b>	<b>50,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>MISCELLANEOUS</u></b>						
541	1,578	500	<b>6600-96 Other Income - Engineering</b>	750	750	750
<b>541</b>	<b>1,578</b>	<b>500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>25,151</b>	<b>92,505</b>	<b>50,500</b>	<b><u>TOTAL RESOURCES</u></b>	<b>100,750</b>	<b>100,750</b>	<b>100,750</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
7,377	-8,400	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
588,629	516,215	570,771	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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 - 2.00 FTE Administrative Specialist II - Public Affairs - 1.00 FTE	552,741	552,741	552,741
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
7,548	6,061	11,288	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Engineering - 0.08 FTE	2,992	2,992	2,992
320	10	500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	200	200	200
6,480	6,480	6,480	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Community Development Director's \$540 per month automobile allowance.	0	0	0
0	0	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
3,569	-3,295	0	<b>7300 Fringe Benefits</b>	0	0	0
35,444	30,903	35,431	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	33,634	33,634	33,634
8,477	7,435	8,541	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	8,061	8,061	8,061
163,684	158,692	181,702	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	166,421	166,421	166,421
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
114,507	121,573	141,716	<b>7300-20 Fringe Benefits - Medical Insurance</b>	149,636	149,636	149,636
18,633	19,500	22,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	21,000	21,000	21,000
774	657	756	<b>7300-25 Fringe Benefits - Life Insurance</b>	756	756	756
3,139	2,702	3,058	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,012	3,012	3,012
7,044	8,455	9,878	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	9,624	9,624	9,624
179	131	191	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	186	186	186
<b>965,805</b>	<b>867,118</b>	<b>992,812</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>948,263</b>	<b>948,263</b>	<b>948,263</b>
<b>MATERIALS AND SERVICES</b>						
1,147	785	1,200	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,000	1,000	1,000
7,808	10,207	10,000	<b>7550 Travel &amp; Education</b> 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

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
2,542	1,503	3,600	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		2,500	2,500	2,500
3,886	3,622	4,150	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		4,150	4,150	4,150
				Department's share of Community Development Center's electricity expense, ~38%.				
6,900	7,400	8,000	<b>7610-05</b>	<b>Insurance - Liability</b>		8,100	8,100	8,100
1,500	1,700	2,100	<b>7610-10</b>	<b>Insurance - Property</b>		2,100	2,100	2,100
7,608	8,562	9,000	<b>7620</b>	<b>Telecommunications</b>		9,000	9,000	9,000
4,105	4,169	4,400	<b>7650</b>	<b>Janitorial</b>		5,300	5,300	5,300
				Department's share of Community Development Center janitorial service and supply costs, ~38%.				
6,835	6,074	10,300	<b>7660</b>	<b>Materials &amp; Supplies</b>		10,000	10,000	10,000
				Uniforms, safety equipment, office, engineering, and surveying materials and supplies.				
1,158	298	2,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		1,650	1,650	1,650
				Vehicle and equipment repairs and maintenance.				
7,146	2,718	3,800	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		5,700	5,700	5,700
				Department's share of Community Development Center's repairs and improvements, ~38%.				
1,708	1,772	4,300	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		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%.				
1,797	3,705	6,900	<b>7750</b>	<b>Professional Services</b>		7,040	7,040	7,040
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,600	1,600	
				Section 125 Admin Fee	1	140	140	
				City-wide Professional Services	1	300	300	
				Miscellaneous Professional Services - Community Development	1	5,000	5,000	
46	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		0	0	0
2,325	2,922	4,400	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		4,000	4,000	4,000
				Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.				
9,283	9,230	12,345	<b>7840</b>	<b>M &amp; S Computer Charges</b>		10,668	10,668	10,668
				I.S. Fund materials & supplies costs shared city-wide				
11,944	12,383	13,930	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		17,880	17,880	17,880

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : <b>05 - ENGINEERING</b> Section : <i>N/A</i> Program : <i>N/A</i>			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 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	2,200	2,200		
			AutoCAD maintenance-66% shared with Planning	1	2,600	2,600		
			Adobe Creative Cloud maintenance	1	1,300	1,300		
			Office 365 licensing	7	240	1,680		
			Printer	1	1,800	1,800		
			Plotter maintenance	1	1,200	1,200		
			Desktop replacements	2	1,800	3,600		
<b>77,736</b>	<b>77,049</b>	<b>100,425</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>103,388</b>	<b>103,388</b>	<b>103,388</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	1,046	0	<b>8750</b> Capital Outlay Computer Charges			1,177	1,177	1,177
			I.S. Fund capital outlay costs shared city-wide					
7,295	0	5,000	<b>8750-10</b> Capital Outlay Computer Charges - Engineering			5,000	5,000	5,000
3,704	7,623	0	<b>8850</b> Vehicles			0	0	0
<b>10,999</b>	<b>8,668</b>	<b>5,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>6,177</b>	<b>6,177</b>	<b>6,177</b>
<b>1,054,540</b>	<b>952,835</b>	<b>1,098,237</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,057,828</b>	<b>1,057,828</b>	<b>1,057,828</b>

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# **PLANNING DEPARTMENT**

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

Planning transitioned to utilizing new Sections, as outlined above.

2020 Actual, 2021 Amended budget, and 2022 Proposed budget are in the new Sections.

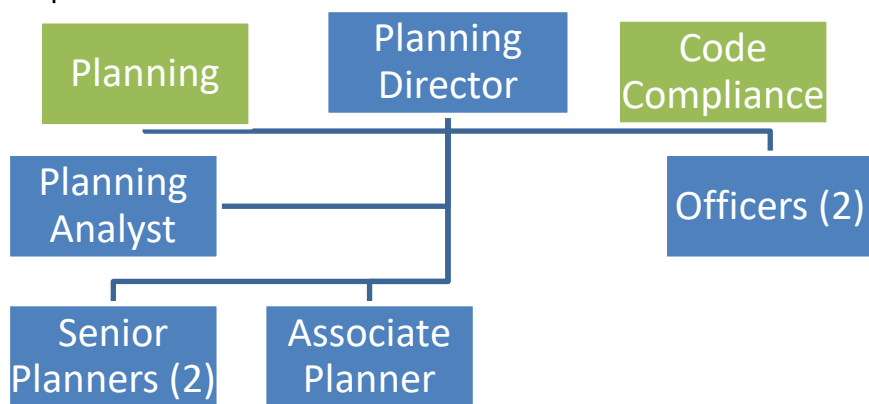
2019 Actual amounts continue to be in the Planning Department (01-07).

## 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.***

In 2020, the Planning Fund was restructured to better capture revenue and expenses associated with each program in the Planning Fund – Administrative, Current Planning, Long Range Planning and Code Compliance.



*Organizational structure for the Planning/Code Compliance Program*

## Summary of Core Services

**(Detailed matrix is provided at the end of this budget summary)**

### 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 Committee, 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**

- o Respond to code enforcement complaints and work towards voluntary compliance with the appropriate tools necessary to abate and enforce as necessary to ensure compliance.
- o 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 4.85 FTEs, the Planning Department in 2020 issued 48 land-use decisions and staffed six city committees - the Affordable Housing Task Force, Economic Vitality Leadership Council, Historic Landmarks Committee, 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 2020, the Planning Program supported two significant long-range planning projects with 42 volunteers on citizen advisory committees:


- City Center Housing Strategy
- Three Mile Lane Area Plan

**2020 ACCOMPLISHMENTS: Planning**


In 2020, planning continued to focus 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.

LAND-USE DECISIONS				
<b>48</b> Land-Use Decisions Issued	<b>120</b> Apartments	<b>280</b> Single Family Dwelling Units	<b>16</b> Landscape Plans	<b>6</b> Legislative Initiatives

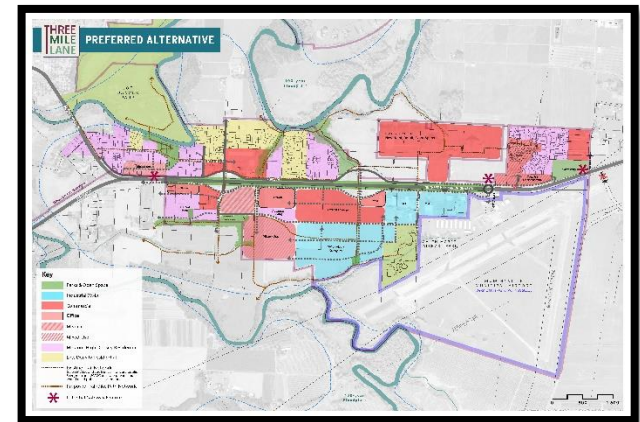


*Baker Creek North Planned Development*



*Growing McMinnville Mindfully, UGB Remand Proposal*

**Three Mile Lane Area Plan, Preferred Concept**



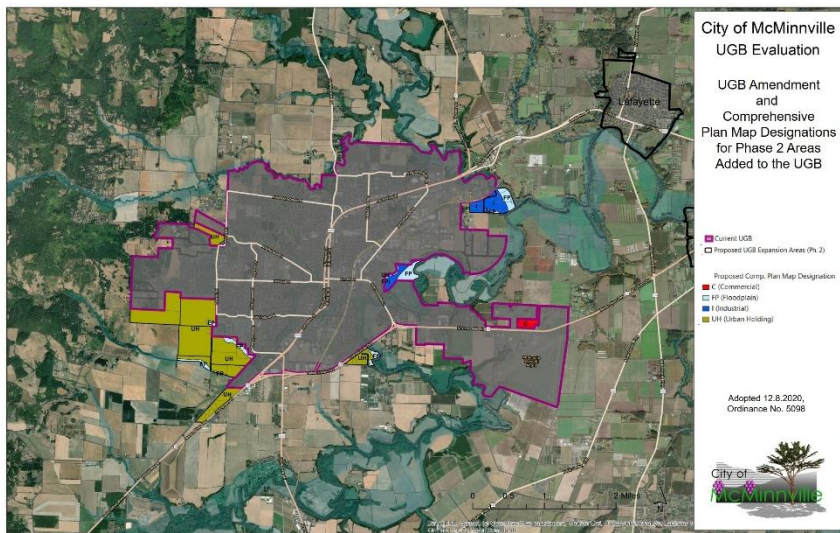


**UGB Expansion:** Planning also developed a solution for the McMinnville Growth Management and Urbanization Plan 2013 Court of Appeals remand to amend the Urban Growth Boundary and add 662.40 acres of gross buildable acres for housing, employment and livability amenities serving a future population of 44,055 people.



**Emergency Business Assistance Grants:** The Planning Department applied for grants from Biz Oregon to distribute \$57,000 of emergency business assistance grants to 22 local businesses who were not able to access PPP funds during the COVID event.

**CDBG Manufactured Home Repair Grants:** In partnership with the Yamhill Affordable Housing Corporation, the Planning Department awarded \$299,000 of CDBG grants to 33 households for manufactured home repairs.



GRANT PROJECTS	
<b>EMERGENCY BUSINESS ASSISTANCE GRANTS</b>  Issued <b>\$57,000</b> to <b>22</b> Business for COVID business assistance.	<b>MANUFACTURED HOME REPAIR GRANTS</b>  In partnership with the Yamhill County Affordable Housing Corporation, awarded <b>\$299,200</b> CDBG grants to <b>33</b> households for manufactured home repairs.

**Residential Site and Design Review Standards:** In preparation for responding to the state’s mandate to allow “Missing Middle Housing” in all single-family residential zones, the planning team worked with the Planning Commission on rewriting the City’s Zoning Ordinance for residential development creating design and development standards for tiny houses, single family dwelling units, duplexes, triplexes, and quadplexes, cottage clusters, townhomes, apartments, accessory dwelling units and single room occupancy units. This will allow the City to develop a variety of different housing types in McMinnville serving all incomes and household needs.



**Shaping Up – Missing Middle Housing – Residential Site and Design Review Standards Informational Materials.**

**Adjusting to the COVID Pandemic:** On March 13, 2020, the Planning Department closed its in-person permit counter to the public and immediately launched a virtual permitting and planning environment. 80% of the planners went into a remote work environment, working from home, and continued to provide 100% of the planning programs with the aid of e-permitting software and zoom meetings. Staff continued to process permits, provide inspections, meet with developers to discuss their projects, and support monthly committee meetings, enabling 61 public meetings, and 1363 volunteer hours as the community continued to plan for McMinnville's future.

ENGAGED CITIZEN INVOLVEMENT	
<b>VOLUNTEER COMMITTEES</b>	
<ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• Historic Landmarks Committee</li> <li>• Landscape Review Committee</li> <li>• Affordable Housing Task Force</li> <li>• Economic Vitality Leadership Council</li> <li>• Urban Renewal Advisory Committee</li> </ul>	<p><b>6 Standing Committees</b></p> <p><b>149 Volunteers Meeting Monthly</b></p> <p><b>61 Public Meetings</b></p> <p><b>1363 Volunteer Hours</b></p> <p><b>\$28,555 Volunteer Value</b></p>



**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.

**2020 ACCOMPLISHMENTS: Code Compliance**

**Annual Caseload Review:** The code compliance officers worked on 498 cases achieving voluntary compliance on 90% of the cases.

CASELOAD		Category	Total
<b>498</b>	<b>90%</b>		
		<b>Cases</b>	<b>Voluntary Compliance</b>
		Home-operated business	7
		Animals	19
		Noise	72
		Structure	45
		Weeds	87
		Nuisance	120
		Health & Safety	42
		Misc.	106
		Homeless Camps	31
		<b>TOTAL</b>	<b>498</b>

**Code Updates:** In 2020, the Code Compliance team continued its evaluation and update of the McMinnville Municipal Code as it pertains to nuisances, this time focusing on dangerous buildings (Chapter 15). The intent of this update was to ensure that the McMinnville Municipal Code was up to date with state laws and regulations and to provide the City with a structured program to ensure life safety and livability standards for McMinnville residents living in their homes.

**Community Clean Up Projects:** The Code Compliance team initiated two community clean-up events prior to the advent of the COVID pandemic.



*Graffiti Clean-Up* – Code Compliance staff organized a weekend of graffiti cleanup and removal with local volunteers and supplies donated by local businesses. Ten properties were impacted by the clean-up program.



Marcus Larson/News-Register  
Cindy Johnson paints her way down a graffiti-covered fence in McMinnville. She was among a dozen volunteers joining the cleanup project on Saturday.

*Mobile Home Park Clean-Up* – Code Compliance staff assisted in facilitating a neighborhood wide cleanup effort in southwest McMinnville. Working with the residents of a mobile home park, five 20-yard dumpsters were filled within 24 hours.

**Assisting with COVID Community Needs:** When the COVID pandemic made it difficult for people to access medications and food, the Code Compliance team partnered with local agencies to help deliver these products to home-bound households.

*Food-Box Delivery:* Code Compliance partnered with Yamhill County Community Action Partnership to deliver food boxes to households on a weekly basis. 790 food boxes were delivered to local households.



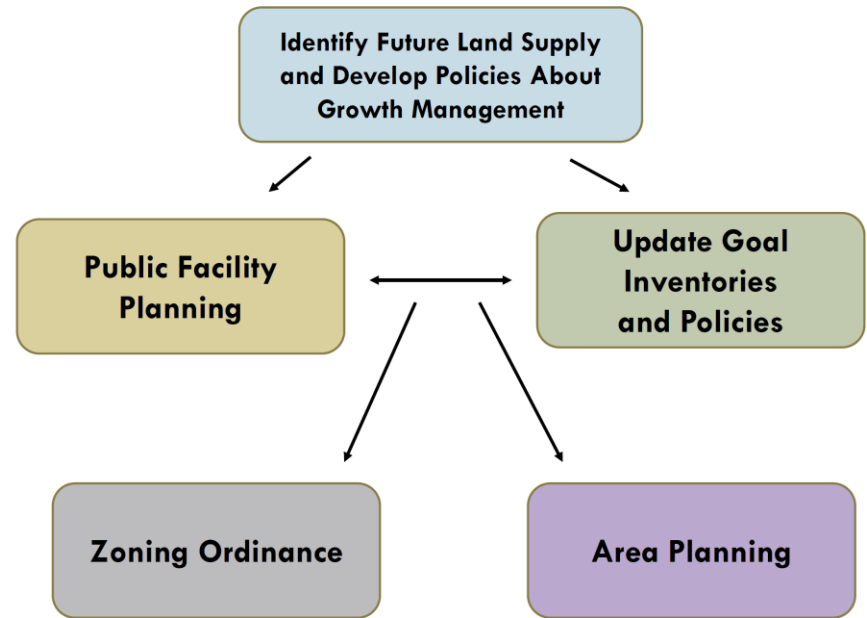
*790 Food Boxes Were Delivered to McMinnville Households*

*Medication Pick-Up and Delivery:* After researching what they could do to help, the Code Compliance team developed a medication pick-up and delivery program. They partnered with local pharmacies to pick up and deliver medications to persons who were not able to leave their homes due to health concerns. 71 prescriptions were delivered to homebound residents through McMinnville. The Code Compliance team also partnered with the Yamhill County Emergency Management to ensure that those people who lived in the county outside of the city limits could also get their prescriptions delivered to them.

**The Planning Department’s 2021-22 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:** Continue to build on the growth planning accomplished in 2020 by inventorying and developing policies for development in regards to natural hazards, natural resources and cultural resources; initiate and partner with city utilities to update public facility plans for the Transportation System Plan, Wastewater Conveyance Plan and Water Master Plans; and to develop McMinnville’s first Area Plan for the Fox Ridge Road UGB area, working with property owners and community stakeholders.
- **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 Committee, McMinnville Economic Vitality Leadership Council and McMinnville Urban Renewal Advisory Committee.
- **Economic Development:** Support the McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville in economic development projects, business support and business recruitment. Meet with businesses to discuss their project needs and interests in order to support their successful growth.
- **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.

## LONG RANGE PLANNING



## UPDATE GOAL INVENTORIES AND POLICIES

Plan	Timeframe	Comments
Natural Hazards Inventory	2021	Landslides, Fires, Earthquakes
Natural Hazards Policy	2021	How to develop in these areas
Natural Resources Inventory	2021	Tree Copses, Heritage Trees, Ecological Environments, Wetlands
Natural Resources Policy	2021	Identifying what needs to be saved, and how to save it.
Cultural Resources Inventory	2021	Historic and archaeological resources and how to protect them

## **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 that we make are made with the strategic plan principles, values and strategies in mind. For fiscal year 2021-22 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.

<b>City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.</b>
<p><b>Strategy:</b> <i>Develop and foster local and regional partnerships</i></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Strategy:</b> <i>Gain efficiencies from technology and equipment investments.</i></p> <ul style="list-style-type: none"> <li>• Planning/code compliance staff transitioned to a new Accela software permitting system in 2019 and incorporated a new Bluebeam software system in 2020 for electronic plan review during the Pandemic.</li> </ul>
<p><b>Strategy:</b> <i>Identify and focus on the city's core services</i></p> <ul style="list-style-type: none"> <li>• Planning/code compliance staff have been working towards a full cost recovery system for permitting services and nuisance abatement.</li> </ul>

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

**Strategy:** *Attract and develop future leaders.*

- 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.***

**Strategy:** *Build a community culture of safety.*

- In 2020, Code Compliance staff worked on revising Chapter 15 of the MMC for building and construction safety, as well as becoming certified in the application and enforcement of the International Property Maintenance Code.
- Code Compliance staff will work on accreditation for the program.

**Strategy:** *Develop resiliency targets for critical infrastructure.*

- In 2019, Code Enforcement was revamped to create an administrative process that is more streamlined and efficient.
- In 2021, 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.***

**Strategy:** *Improve access by identifying and removing barriers to participation.*

- In 2021, Planning and Code Compliance will translate all applications and program brochures into Spanish. .

**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 2021, planning staff will be working with the community on updating several Comprehensive Plan chapters and policies.
- In 2021, Planning will work with the Communications Specialist to develop and implement a Public Engagement Charter.
- In 2021, Planning will work with the Planning Commission on a Residential Site and Design Development Standards package for all housing types in McMinnville.

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

- In 2021, Planning will work with utility partners to update the Transportation System Plan, Wastewater Conveyance Plan and Water Master Plan to plan for infrastructure support in the new urban growth boundary area.
- In 2021, Planning will work with property owners and community stakeholders on a Fox Ridge Road Area Plan to plan for future growth in that area.

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

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

- In 2021, the City will continue to work with federal delegates advocating for a Principal City designation with the Community Development Block Grant program.

**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 2021, the City will amend the 2020 Buildable Lands Inventory, Housing Needs Analysis, and Housing Strategy to incorporate the recently approved MGMUP UGB amendment, and then work with a Project Advisory Committee to develop efficiency measures for accommodating any additional need identified with a goal of adoption by December 2023 to become compliant with HB 2003 (2019 Legislative Session).
- In 2021, the Planning Department will initiate work on a Housing Production Strategy to become compliant with HB 2003 (2019 Legislative Session).

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

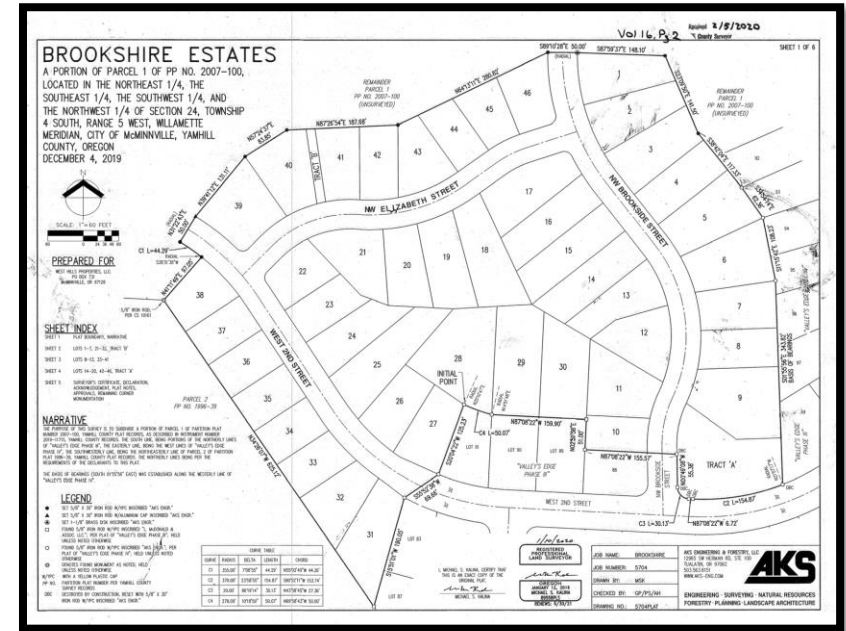
*In 2019, the City of McMinnville adopted the MAC Town 2032 Economic Development Strategic Plan to support its Economic Prosperity goal. The City collaborates with McMinnville Economic Development Partnership, Visit McMinnville, McMinnville Downtown Association, and the McMinnville Chamber of Commerce 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.
- 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.



## Future Challenges and Opportunities

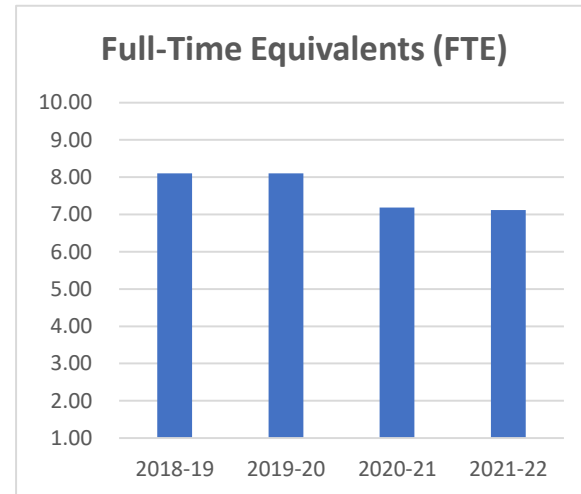
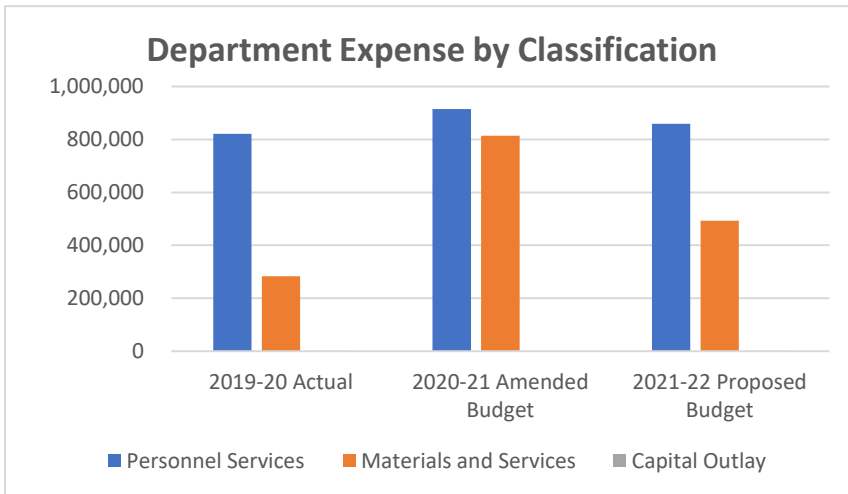
- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained resources, the Planning Department will need to continue to be creative and innovative about updating state and federally mandated plans and undertaking the critical strategic 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 (150<sup>th</sup> 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<sup>th</sup> birthday celebration.
- 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 committees.
- 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.



**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Fines and Forfeitures	0	7,500	7,500	0
Intergovernmental	9,570	226,200	10,000	(216,200)
Licenses and Permits	131,449	75,000	90,000	15,000
Miscellaneous	180	0	0	0
<b>Revenue Total</b>	<b>141,199</b>	<b>308,700</b>	<b>107,500</b>	<b>(201,200)</b>
<b>Expenses</b>				
Personnel Services	820,552	914,435	858,696	(55,739)
Materials and Services	282,777	814,065	493,249	(320,816)
Capital Outlay	1,204	0	1,586	1,586
<b>Expenses Total</b>	<b>1,104,533</b>	<b>1,728,500</b>	<b>1,353,531</b>	<b>(374,969)</b>
Unrestricted Resources Required	(963,334)	(1,419,800)	(1,246,031)	173,769

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	8.10	8.10	7.19	7.12





## Core Services

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### High Priority Services (Service Priority 1)

- Current planning land-use application review and approval.
  - Application Intake and Review for completeness
  - Prepare and maintain the appropriate public record for land use applications as required by State Statutes, Oregon Administrative Rules, and local code requirements.
  - Notification to partner agencies and public regarding proposed application
  - Staff review for compliance with state regulations, city codes and policies, and development of draft decision document with background information and legal findings.
  - Facilitation of public process of review and final decision-making
- Long range planning – state compliance and strategic growth planning
  - Manage compliance with state laws and regulations for long-range planning program.
  - Strategize timing and resources to accomplish long-range planning that is regulatory compliant and engages public for input
  - Provide project management and guidance for long-range planning projects, coordinating with appropriate local, regional and state partners and engaging the public.
  - Develop and write long-range plans that are regulatory compliant and reflect community values.
  - Develop projects, programs, and public processes to address any special planning projects or land use studies (e.g. City Center Housing Strategy, Downtown Parking Study, Natural Resource and Hazard Plan, etc.).
  - Oversee consultant services when necessary to complete land use planning projects or studies, developing Requests for Proposals (RFPs), negotiating scope of work and budgets with consultants, managing consultant work tasks, and approving invoices for contracted services.
- Develop, maintain and update the Comprehensive Plan, Development Code, and Other Codes and Agreements
  - Develop draft comprehensive plan language and development code language that is compliant with state regulations and reflects community values.
  - Administer and amend the Comprehensive Plan and Development Code as appropriate.
  - Interpret the Comprehensive Plan and Development Code and apply to legal land-use decisions.
- Promote and support Citizen Involvement in planning
  - Staff and support citizen involvement committees – Planning Commission, Historic Landmarks Committee, Landscape Review Committee, Affordable Housing Committee, Economic Vitality Leadership Council
  - Training to key committees to know their obligations and responsibilities.
  - Ensure that the City is reaching out and providing opportunities for public input and engagement in city planning activities.

## Medium High Priority Services (Service Priority 2)

- Customer Service and Consultation
  - Help customers navigate the land-use system and process.
  - Be a resource for property research and project due diligence.
  - Work with property owners, developers, and future applicants in advance of land use and development proposals, providing guidance and advise on preliminary plans to ensure project consistency with City codes, policies, and procedures.
  - Respond to inquiries on land use matters from general public, property owners, developers, and other community members. Work with range of customers and citizens with differing levels of familiarity with planning and development issues. Advise on alternative courses of action to meet customer/citizen's goals while being consistent with city codes and policies.
- Administer the McMinnville Urban Renewal Program
  - Staff and support the McMinnville Urban Renewal Agency and McMinnville Urban Renewal Advisory Committee.
  - Ensure regulatory compliance in program development
  - Manage the Urban Renewal Property Assistance Program and Project Development.
- Education and Information
  - Inform the City Council on matters of land-use policy that affect McMinnville.
  - Provide presentations to community groups and organizations on land use planning programs and topics. Attend public meetings and open houses related to land use planning projects.
- Support Development Projects
  - Review building permit applications for consistency with City codes and policies related to land use and zoning.
  - Inspect active development projects for consistency with approved plans and applicable City standards and policies related to land use and zoning.
- Growth Planning
  - Coordinate with County to develop, update, and administer the UGB management agreement and other IGAs as may be needed.
  - Process Annexations and Annexation Agreements

### **Medium Priority Services (Service Priority 3)**

- Manage land use applications and building permits in City's permitting system (Accela), completing actions necessary to approve and process applications/permits and include appropriate comments for documentation of City decisions and for future reference.
- Assist in providing land use and zoning code interpretation for Code Compliance Officers when assistance is needed in those topic areas related to complaints and potential violations.
- Coordinate and lead pre-application meetings with property owners, developers, contractors, and future applicants, bringing together staff from other City departments and outside agencies that have jurisdiction over proposed development projects.
- Coordinate with internal departments and other agencies when necessary to ensure coordinated City response to development requests and proposals.
- Maintain bonds/escrow logs for deferred infrastructure improvements.
- Research and keep abreast of federal, regional, and state policies and analyze their relationship to City codes, policies, and procedures. Analyze potential code or policy amendments for how they align with community goals and vision, and how they would impact community's growth and development.
- Represent McMinnville on local, regional and statewide planning groups, boards, and project advisory committees.
- Retain public record of land-use decisions.

### **Medium Low Priority Services (Service Priority 4)**

- Manage Short Term Rental/Resident Occupied Short Term Rental and Home Occupation Renewal Invoices and Payments.
- Prepare mailing lists for neighborhood meetings when requested.
- Administer Tree City USA program.
- Manage Certified Local Government Program

## **Core Services**

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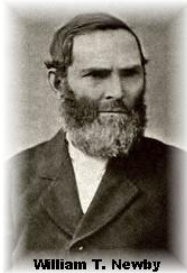
### **High Priority Services (Service Priority 1)**

- Code Enforcement
  - Receive complaints of code violation from the public, City staff and others.
  - Enforce applicable city codes (public nuisances, zoning ordinance, building and property maintenance codes) as they relate to health, safety, welfare, construction and community preservation.
  - Evaluate information pertaining to applicable codes and ordinances and recommends appropriate course of action.
  
- Code Compliance
  - Contact responsible parties and prepare compliance letter, and issues notices and citations.
  - Resolve complex and sensitive code violation issues by striving for voluntary compliance.
  - Solicit vendors for property abatements and insures costs are appropriately billed or applied as liens as necessary.
  - Prepare case information for legal proceeding, and acts as City representative in hearings and presents evidence.

### **Medium High Priority Services (Service Priority 2)**

- Community Relations
  - Respond to inquiries from the public, city staff, and others, interpreting and explaining City codes, ordinances, policies and procedures pertaining to code compliance.
  - Coordinate community cleanup events and other service projects with local and regional partners as appropriate.
  
- Inform
  - Prepares activity reports for Planning Department and City Council.
  - Research best practices and trends in codes being utilized in communities similar to McMinnville and makes recommendation to City Council as requested.

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



**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 15<sup>th</sup> 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).

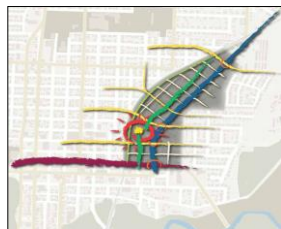


**2008** City Council adopts its first comprehensive Sign Ordinance *and* large format “Big Box” commercial design standards.

**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.

**2020** City Council and Yamhill County Board of County Commissioners adopt the McMinnville Growth Management Urbanization Plan Remand Update expanding the urban growth boundary by 662.40 acres.

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>LICENSES AND PERMITS</u></b>							
0	0	0	4210	Business License	0	0	0
126,896	0	0	4250-03	Planning Fees - Land Use Fees	0	0	0
0	0	0	4250-20	Planning Fees - Annexation Fees	0	0	0
15,165	0	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
<b>142,061</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>							
1,277	0	0	4535	Federal NPS CLG Grant	0	0	0
0	0	0	4775-15	ODOT State Grants - Transportation & Growth Mgt(TGM)	0	0	0
30,000	0	0	4778	OR Dept of Land Conservation & Dev (DLCD)	0	0	0
<b>31,277</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>							
0	0	0	6115	Code Enforcement	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
0	0	0	6360	Grants	0	0	0
657	0	0	6600-99	Other Income - Planning	0	0	0
<b>657</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>173,996</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL RESOURCES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
4,551	0	0	7000 Salaries & Wages	0	0	0
449,090	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-15 Salaries & Wages - Temporary	0	0	0
2,086	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7000-32 Salaries & Wages - Moving Allowance	0	0	0
3,529	0	0	7300 Fringe Benefits	0	0	0
27,152	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
6,350	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
93,177	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
85,039	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
15,700	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	0
706	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
2,533	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
5,654	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
152	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>695,717</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
648	0	0	7500 Credit Card Fees	0	0	0
5,002	0	0	7520 Public Notices & Printing	0	0	0
1,362	0	0	7540 Employee Events	0	0	0
22,771	0	0	7550 Travel & Education	0	0	0
1,564	0	0	7590 Fuel - Vehicle & Equipment	0	0	0
3,783	0	0	7600 Electric & Natural Gas	0	0	0
2,900	0	0	7610-05 Insurance - Liability	0	0	0
1,100	0	0	7610-10 Insurance - Property	0	0	0
7,371	0	0	7620 Telecommunications	0	0	0
3,997	0	0	7650 Janitorial	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : N/A Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
26,661	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>	0	0	0
915	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>	0	0	0
33	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>	0	0	0
6,818	0	0	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	0	0	0
1,647	0	0	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	0	0	0
141,646	0	0	<b>7750</b>	<b>Professional Services</b>	0	0	0
32,293	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>	0	0	0
0	0	0	<b>7750-30</b>	<b>Professional Services - Annexation Elections</b>	0	0	0
9,219	0	0	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>	0	0	0
8,112	0	0	<b>7840</b>	<b>M &amp; S Computer Charges</b>	0	0	0
18,161	0	0	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>	0	0	0
<b>296,003</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>	0	0	0
0	0	0	<b>8750-15</b>	<b>Capital Outlay Computer Charges - Planning</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>991,721</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>LICENSES AND PERMITS</u></b>						
0	0	0	4210 Business License	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	180	0	6600-99 Other Income - Planning	0	0	0
<b>0</b>	<b>180</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>180</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	2,468	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
0	39,262	22,058	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.10 FTE Planning Analyst - 0.15 FTE	21,939	21,939	21,939
0	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	170	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
0	2,375	1,367	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	1,327	1,327	1,327
0	555	320	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	318	318	318
0	11,439	6,886	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	7,083	7,083	7,083
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	7,445	4,886	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	5,060	5,060	5,060
0	1,200	750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	750	750	750
0	43	26	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	26	26	26
0	216	122	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	120	120	120
0	734	419	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	417	417	417
0	9	9	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	5	5	5
<b>0</b>	<b>65,916</b>	<b>36,843</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>37,045</b>	<b>37,045</b>	<b>37,045</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
0	0	0	<b>7520</b>	<b>Public Notices &amp; Printing</b>	0	0	0
0	55	300	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	400	400
0	0	0	<b>7550</b>	<b>Travel &amp; Education</b>	0	0	0
0	0	0	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	0	0	0
0	3,526	4,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b> Department's share of Community Development Center electricity expense.	4,000	4,000	4,000
0	7,500	7,400	<b>7610-05</b>	<b>Insurance - Liability</b>	7,100	7,100	7,100
0	1,800	1,900	<b>7610-10</b>	<b>Insurance - Property</b>	1,900	1,900	1,900
0	1,111	5,000	<b>7620</b>	<b>Telecommunications</b>	5,000	5,000	5,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	4,067	4,300	<b>7650</b>	<b>Janitorial</b>		5,200	5,200	5,200
					Department's share of Community Development Center janitorial service and supply costs.			
0	976	7,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		7,500	7,500	7,500
					Office supplies and work station support.			
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	0	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		0	0	0
0	2,646	3,700	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		5,550	5,550	5,550
					Department's share of Community Development Center's repairs and improvements.			
0	1,726	4,200	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		4,200	4,200	4,200
0	175	2,200	<b>7750</b>	<b>Professional Services</b>		2,700	2,700	2,700
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit Fee Allocation	1	2,500	2,500	
				City-wide Professional Services	1	200	200	
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
0	7,251	0	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		8,500	8,500	8,500
					Copier Lease, HVAC, Fire/Security Alarm, Parking Lot Sweeping, Orkin, Holiday Lights, Misc (Planning share of CDC Building)			
0	1,271	1,746	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,601	1,601	1,601
0	817	240	<b>7840-16</b>	<b>M &amp; S Computer Charges - Planning Administration</b>		240	240	240
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Office 365 licensing	1	240	240	
<b>0</b>	<b>32,921</b>	<b>42,486</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>53,891</b>	<b>53,891</b>	<b>53,891</b>
			<b>CAPITAL OUTLAY</b>					
0	145	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		177	177	177
0	0	0	<b>8750-16</b>	<b>Capital Outlay Computer Charges - Planning Administration</b>		0	0	0
<b>0</b>	<b>145</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>177</b>	<b>177</b>	<b>177</b>
<b>0</b>	<b>98,982</b>	<b>79,329</b>	<b>TOTAL REQUIREMENTS</b>			<b>91,113</b>	<b>91,113</b>	<b>91,113</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
0	88,869	50,000	<b>4250-03 Planning Fees - Land Use Fees</b> Fees for processing land use applications (e.g. variances, conditional use permits, zone changes and plan amendments).	65,000	65,000	65,000
0	42,580	25,000	<b>4250-25 Planning Fees - Building Permit Review Fees</b> Fees to cover Planning Division costs associated with the review of building permit applications.	25,000	25,000	25,000
<b>0</b>	<b>131,449</b>	<b>75,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
<b>0</b>	<b>131,449</b>	<b>75,000</b>	<b>TOTAL RESOURCES</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	170,567	187,433	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.25 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.55 FTE	184,521	184,521	184,521
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Permit Technician - Combined Depts - 0.22 FTE	9,952	9,952	9,952
0	382	2,500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	10,373	11,776	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	11,764	11,764	11,764
0	2,426	2,754	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,820	2,820	2,820
0	52,957	58,531	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	61,989	61,989	61,989
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	31,871	34,948	<b>7300-20 Fringe Benefits - Medical Insurance</b>	36,742	36,742	36,742
0	4,750	5,140	<b>7300-22 Fringe Benefits - VEBA Plan</b>	5,200	5,200	5,200
0	243	258	<b>7300-25 Fringe Benefits - Life Insurance</b>	280	280	280
0	943	1,026	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,062	1,062	1,062
0	3,189	3,541	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3,516	3,516	3,516
0	47	91	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	71	71	71
<b>0</b>	<b>277,747</b>	<b>307,998</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>317,917</b>	<b>317,917</b>	<b>317,917</b>

**MATERIALS AND SERVICES**

0	1,208	5,000	<b>7500 Credit Card Fees</b> Fees paid to offer credit card payment services - monthly and percentage of overall credit card transactions.	3,000	3,000	3,000
0	6,106	8,000	<b>7520 Public Notices &amp; Printing</b> Legal notices for public hearings, public open houses, printing brochures, forms and surveys.	6,000	6,000	6,000
0	310	300	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	400	400
0	3,138	6,000	<b>7550 Travel &amp; Education</b> Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissioner training.	6,000	6,000	6,000
0	460	500	<b>7590 Fuel - Vehicle &amp; Equipment</b>	300	300	300

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	1,931	0	<b>7620</b>	<b>Telecommunications</b>		0	0	0
0	1,040	7,500	<b>7660</b>	<b>Materials &amp; Supplies</b> Office supplies and work station support.		2,500	2,500	2,500
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	19,000	<b>7750</b>	<b>Professional Services</b>		4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transcriptionist - Planning Commission	1	4,000	4,000	
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
0	5,314	6,536	<b>7840</b>	<b>M &amp; S Computer Charges</b>		6,813	6,813	6,813
0	1,299	5,280	<b>7840-17</b>	<b>M &amp; S Computer Charges - Planning Current</b>		2,230	2,230	2,230
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI software share - 12.5%	1	1,100	1,100	
				AutoCAD maintenance share	1	650	650	
				Office 365 licensing	2	240	480	
<b>0</b>	<b>20,805</b>	<b>58,116</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>31,243</b>	<b>31,243</b>	<b>31,243</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	602	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		752	752	752
0	0	0	<b>8750-17</b>	<b>Capital Outlay Computer Charges - Planning Current</b>		0	0	0
<b>0</b>	<b>602</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>752</b>	<b>752</b>	<b>752</b>
<b>0</b>	<b>299,155</b>	<b>366,114</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>349,912</b>	<b>349,912</b>	<b>349,912</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	9,570	1,200	<b>4535 Federal NPS CLG Grant</b> Federal National Park Service Certified Local Government grant for historic preservation program.	10,000	10,000	10,000
0	0	225,000	<b>4778 OR Dept of Land Conservation &amp; Dev (DLCD)</b> Technical Assistance and Planning grants.	0	0	0
<b>0</b>	<b>9,570</b>	<b>226,200</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>0</b>	<b>9,570</b>	<b>226,200</b>	<b>TOTAL RESOURCES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	149,145	166,920	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.30 FTE Senior Planner - 1.00 FTE Associate Planner - 0.50 FTE Planning Analyst - 0.20 FTE	166,891	166,891	166,891
0	0	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Permit Technician - Combined Depts - 0.11 FTE	4,976	4,976	4,976
0	27,387	63,000	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
0	382	2,500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	10,792	14,409	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	10,396	10,396	10,396
0	2,524	3,371	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,492	2,492	2,492
0	45,097	59,114	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	53,756	53,756	53,756
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	24,766	26,968	<b>7300-20 Fringe Benefits - Medical Insurance</b>	29,066	29,066	29,066
0	3,700	4,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,150	4,150	4,150
0	205	216	<b>7300-25 Fringe Benefits - Life Insurance</b>	232	232	232
0	825	914	<b>7300-30 Fringe Benefits - Long Term Disability</b>	942	942	942
0	3,197	4,416	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3,176	3,176	3,176
0	44	82	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	61	61	61
<b>0</b>	<b>268,063</b>	<b>345,910</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>276,138</b>	<b>276,138</b>	<b>276,138</b>

**MATERIALS AND SERVICES**

0	0	10,000	<b>7520 Public Notices &amp; Printing</b> 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	255	300	<b>7540 Employee Events</b> Costs shared city-wide for employees training, materials and events.	400	400	400
0	4,707	6,000	<b>7550 Travel &amp; Education</b> Memberships in professional organizations. Staff training. Planning Commissioner training.	6,000	6,000	6,000
0	1,931	0	<b>7620 Telecommunications</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	4,414	10,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,000	5,000	5,000
				Office supplies and work station support.				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
				CLG Grant Materials and Supplies				
0	190,789	395,700	<b>7750</b>	<b>Professional Services</b>		329,500	329,500	349,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Legal Expenses	1	20,000	20,000	
				Area Plan	1	150,000	150,000	
				Transcriptionist	1	4,500	4,500	
				Consultant Services	1	30,000	30,000	
				Residential Code Package - HB 2001	1	40,000	40,000	
				Goal 7 Inventory	1	25,000	25,000	
				Growth Planning	1	50,000	50,000	
				NPS - CLG Match	1	10,000	10,000	
				FY21 consultancy moved to FY22 timing	1	20,000	20,000	
0	8,023	226,200	<b>7750-04</b>	<b>Professional Services - Grants</b>		10,000	10,000	10,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				NPS - CLG Grant	1	10,000	10,000	
0	2,131	3,310	<b>7840</b>	<b>M &amp; S Computer Charges</b>		3,394	3,394	3,394
0	1,299	4,380	<b>7840-18</b>	<b>M &amp; S Computer Charges - Planning Long Range</b>		2,230	2,230	2,230
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI software share - 12.5%	1	1,100	1,100	
				AutoCAD maintenance	1	650	650	
				Office 365 licensing	2	240	480	
<b>0</b>	<b>213,548</b>	<b>655,890</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>366,524</b>	<b>366,524</b>	<b>386,524</b>
			<b>CAPITAL OUTLAY</b>					
0	241	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		374	374	374
0	0	0	<b>8750-18</b>	<b>Capital Outlay Computer Charges - Planning Long Range</b>		0	0	0
<b>0</b>	<b>241</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>374</b>	<b>374</b>	<b>374</b>
<b>0</b>	<b>481,852</b>	<b>1,001,800</b>	<b>TOTAL REQUIREMENTS</b>			<b>643,036</b>	<b>643,036</b>	<b>663,036</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
0	0	7,500	<b>6115 Code Enforcement</b> Fines for non-compliance with City ordinances and reimbursement to City for costs for involuntary abatement.	7,500	7,500	7,500
<b>0</b>	<b>0</b>	<b>7,500</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6407-31 Donations-Planning - Code Compliance</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>7,500</b>	<b>TOTAL RESOURCES</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
0	123,782	135,896	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.10 FTE Planning Analyst - 0.10 FTE Code Compliance Officer II - 1.00 FTE Code Compliance Officer I - 1.00 FTE	134,336	134,336	134,336
0	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Permit Technician - Combined Depts - 0.04 FTE	1,659	1,659	1,659
0	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
0	7,435	8,427	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	8,231	8,231	8,231
0	1,739	1,972	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	1,973	1,973	1,973
0	33,814	37,114	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	39,998	39,998	39,998
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	30,997	31,986	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	33,104	33,104	33,104
0	4,600	4,661	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,652	4,652	4,652
0	238	238	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	244	244	244
0	687	748	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	748	748	748
0	2,316	2,565	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	2,554	2,554	2,554
0	47	77	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	97	97	97
0	3,170	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>0</b>	<b>208,825</b>	<b>223,684</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>227,596</b>	<b>227,596</b>	<b>227,596</b>

**MATERIALS AND SERVICES**

0	0	100	<b>7500</b>	<b>Credit Card Fees</b> Transactional fees for paying code enforcement fines with credit card.	100	100	100
0	1,000	4,000	<b>7520</b>	<b>Public Notices &amp; Printing</b> Print materials for door hangers, property notices, certified mailings.	4,000	4,000	4,000
0	292	300	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials and events.	300	300	300
0	3,923	6,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in OCEA, staff training.	3,000	3,000	3,000
0	496	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	1,000	1,000	1,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	1,931	4,000	<b>7620</b>	<b>Telecommunications</b>		4,000	4,000	4,000
0	0	600	<b>7630</b>	<b>Uniforms</b>		600	600	600
0	4,652	10,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		7,500	7,500	7,500
				Office supplies, work station support, neighborhood clean-up supplies.				
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	0	<b>7680-31</b>	<b>Materials &amp; Supplies - Donations - Code Compliance</b>		0	0	0
0	0	28,000	<b>7750</b>	<b>Professional Services</b>		18,050	18,050	18,050
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 Admin Fee	1	50	50	
				Hearings Officer	1	3,000	3,000	
				Abatement	1	15,000	15,000	
0	1,911	2,793	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,561	2,561	2,561
0	1,299	780	<b>7840-19</b>	<b>M &amp; S Computer Charges - Planning Code Compliance</b>		480	480	480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	2	240	480	
<b>0</b>	<b>15,502</b>	<b>57,573</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>41,591</b>	<b>41,591</b>	<b>41,591</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	217	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		283	283	283
0	0	0	<b>8750-19</b>	<b>Capital Outlay Computer Charges - Planning Code Enforcement</b>		0	0	0
<b>0</b>	<b>217</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>283</b>	<b>283</b>	<b>283</b>
<b>0</b>	<b>224,544</b>	<b>281,257</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>269,470</b>	<b>269,470</b>	<b>269,470</b>



# **POLICE DEPARTMENT**



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

## **Budget Highlights**

The McMinnville Police Department is committed to the safety and livability of our community. The 2021-22 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. Due to a 3.5 million-dollar budget gap, this fiscal year the police department will hold one full time police officer vacancy, as well as one part time office specialist.



## **Core Services**

### **Field Operations**

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

### **Investigations and Support Division**

- Investigation of mandated and serious felony crimes, i.e., homicide, rape, child abuse, etc.
- Investigation of all serious person and property crimes
- High School and Middle School Resource Officers (SRO's)
- Public Information
- Emergency Management
- Liaison to State and Federal agencies
- Code and Parking enforcement
- Evidence and found property management and disposal
- Professional standards and Accreditation

## **Administrative**

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

## **2021-2022 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 Office Specialist Asst. (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 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. 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 have hired 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. We will be a values driven organization.

### **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. This past year we were able to promote four new corporals to help with patrol supervision. It is imperative that MPD is not caught in a leadership void as our current employees in formal leadership positions inch closer to retirement.

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
- We have 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.



MPD workout room. Employee Wellness

## 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.
  - MPD brought in an outside consultant in FY 20-21 to assist and train our staff in understanding the principles of diversity, equity, and inclusion training. We will continue to seek out opportunities to deepen our understanding of our community through deeper discussions.

## 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

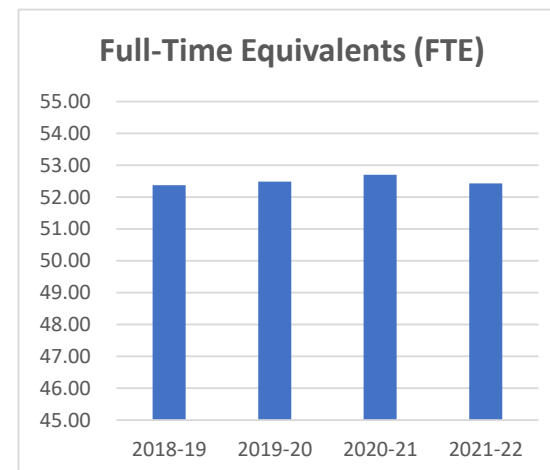
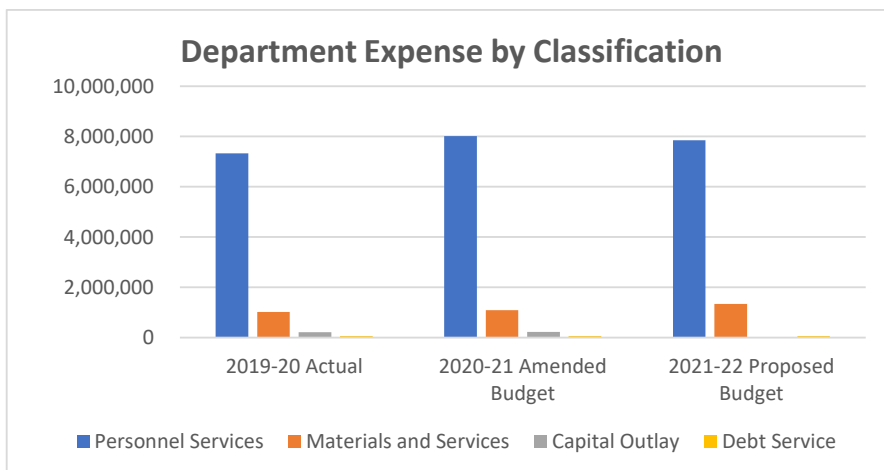
by ensuring it is safe and livable. Our crime rate is a direct reflection on the livability of our city, and MPD will ensure that we are proactive and attentive to the needs of our city and citizens so that we may all prosper. I am happy to report that that in 2019 our City's crime rate reduced by just over 10%.



In 2020 MPD began the purchase of hybrid Ford Explorers to replace older vehicles. Hybrid vehicles will save on fuel costs and have less impact on our environment

**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	47,021	53,255	54,370	1,115
Fines and Forfeitures	0	0	0	0
Intergovernmental	87,530	116,000	500,200	384,200
Licenses and Permits	33,237	40,000	30,000	(10,000)
Miscellaneous	84,600	67,392	49,940	(17,452)
Other Financing Source	0	0	0	0
<b>Revenue Total</b>	<b>252,388</b>	<b>276,647</b>	<b>634,510</b>	<b>357,863</b>
<b>Expenses</b>				
Personnel Services	7,335,876	8,014,370	7,846,259	(168,111)
Materials and Services	1,017,154	1,085,394	1,333,890	248,496
Capital Outlay	220,024	230,926	8,759	(222,167)
Debt Service	63,792	63,794	63,793	(1)
<b>Expenses Total</b>	<b>8,636,846</b>	<b>9,394,484</b>	<b>9,252,701</b>	<b>(141,783)</b>
Unrestricted Resources Required	(8,384,458)	(9,117,837)	(8,618,191)	499,646
	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
<b>Full-Time Equivalents (FTE)</b>	52.37	52.49	52.70	52.43



## **External Core Services**

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### **High Priority Services**

- All uniformed officers respond to emergency and non-emergency calls for service.
- Conduct criminal investigations to hold offenders accountable.
- School Resource Officers provide law enforcement services that align with common goals in partnership with the McMinnville School District.
- Detectives conduct complex investigations related to serious person and property crimes (ex. homicides, child and adult sex crimes, robberies etc).
- Process and account for evidence through best practices and ensure that evidence and property taken in is accurately accounted for.
- Respond to parking complaints in both prohibited and timed parking areas.
- Testify at both the local, state, and federal level involving cases which have resulted in prosecution.

### **Medium High Priority Services**

- Traffic enforcement utilizing officer discretion through education and enforcement of state and local laws.
- Crime scene processing by our evidence section.
- Front office/record section assist and handle low level questions related to complaints or citizens inquires.
- Process records requests from citizens or other entities we are required to provide timely responses to information sought by external requestors.
- Emergency Management coordination with local, state, and federal partners

### **Medium Priority Services**

- School Resource Officers provide classroom instruction to students and staff.
- Park Ranger program supervision and support for our seasonal staff
- Sex offender registration
- Review permit requests that support local business
- Provide large scale event planning that support local and regional goals (ex. downtown festivals, Oregon International Air Show).

### **Medium Low Priority Services**

- Community outreach and educational opportunities (ex. Chamber leadership program presentations)
- Community events such as Shop with a Cop, National Night Out, Tip a Cop, partnerships with Special Olympics.
- Provide training to our citizens through formal presentations to our community partners
- Courier services – delivery of reports and mail to support our criminal justice partners.
- Coordinate animal control services with our partner Homeward Bound Pets
- Social media management to inform our citizenry about events and what is occurring within the police department.
- Coordination of our second-hand dealer program.

- 2016** Detective Section caseload continues to see a significant increase, detectives add additional detective to unit.
- 2016** City Council authorizes the hiring of 3 additional police officers to enhance police services.
- 2016** Department continues Latino community outreach through the aLERT program.
- 2016** Department receives Reaccreditation Award from Oregon Accreditation Alliance
- 2017** City Council authorizes the Police Department to hire 1 additional Police Officer, and 1 Code Enforcement position.
- 2017** Police Department moves to purchasing Ford Explorer SUV's to provide more room for the officers and their equipment
- 2017** MPD and Parks and Rec Department stand up the Downtown Safety Task Force to address downtown behavior issues.



- 2018** City Council authorizes the hiring of 2 additional police officers to enhance police services.  
MPD takes over the Park Ranger program from the Parks and Recreation Department.  
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
- 2019** MPD adds Corporals to their rank structure to add capacity to their leadership and provide for succession planning.
- 2019** MPD begins reinforcing employee wellness by beginning to stand up a formal Peer Support Team, and updating our gym through donations.  
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.

- 2020** MPD receives its 2<sup>nd</sup> reaccreditation award from the Oregon Accreditation Alliance.
- 2020** MPD and the City recognize the importance of officer wellness and enter into an agreement with the MPA to begin officer wellness checkups.
- 2020** The COVID-19 pandemic requires MPD to curtail some City services. MPD closes our front office to the public, and we have little to no school resource officer deployment. Traffic enforcement is limited.  
MDP canine Axell retires due to an aggressive medical issue. He later passes away.  
MPD launches updated radio system, moving from an analog to digital platform with encryption.

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**POLICE DEPARTMENT  
Chief's Office**

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**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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>LICENSES AND PERMITS</b>							
39,749	33,237	40,000	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b> Permit fee for second hand merchants and pawnbrokers. K9 licensing fee received quarterly from Yamhill County.	30,000	30,000	30,000
<b>39,749</b>	<b>33,237</b>	<b>40,000</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>INTERGOVERNMENTAL</b>							
3,733	3,331	3,000	<b>4560</b>	<b>BVP Grant</b> Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	3,200	3,200	3,200
0	0	0	<b>4596-16</b>	<b>OR Criminal Justice Commission - CESF Grant</b>	0	0	0
0	0	0	<b>4597-05</b>	<b>US Department of Justice - JAG-Body Worn/In Car Cameras</b> Grant application to be submitted for body worn and in-car video cameras	385,000	385,000	385,000
2,932	1,611	0	<b>4600</b>	<b>Traffic Safety Grant-DUII</b>	0	0	0
4,733	0	0	<b>4605</b>	<b>Traffic Safety Grant-Speed</b>	0	0	0
0	1,595	0	<b>4609</b>	<b>Distracted Driving Enforcement Grant</b>	0	0	0
1,645	0	0	<b>4610</b>	<b>Traffic Safety Grant-Safety Belt</b>	0	0	0
<b>13,043</b>	<b>6,536</b>	<b>3,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>388,200</b>	<b>388,200</b>	<b>388,200</b>
<b>CHARGES FOR SERVICES</b>							
10,031	10,720	9,500	<b>5330</b>	<b>Police Fees</b> Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 20 Photocopy per police report	10,500	10,500	10,500
950	0	500	<b>5350</b>	<b>Registration Fees</b> Fees received for department hosted trainings	500	500	500
29,560	30,152	30,755	<b>5400-30</b>	<b>Property Rentals - YCOM</b> Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	31,370	31,370	31,370
<b>40,541</b>	<b>40,871</b>	<b>40,755</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>42,370</b>	<b>42,370</b>	<b>42,370</b>
<b>MISCELLANEOUS</b>							
3,300	4,630	8,600	<b>6400</b>	<b>Donations - Police</b>	4,000	4,000	4,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
17,863	7,192	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b> Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job for up to t	0	0	0
0	0	0	<b>6600-22 Other Income - Airshow</b>	10,000	10,000	10,000
0	0	250	<b>6600-25 Other Income - PD Reserves</b> Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40.	250	250	250
6,000	0	0	<b>6600-26 Other Income - Park Rangers</b> McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	0	0	0
46,401	72,779	55,000	<b>6600-95 Other Income - Police</b> Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage	20,000	20,000	20,000
<b>73,564</b>	<b>84,600</b>	<b>63,850</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>34,250</b>	<b>34,250</b>	<b>34,250</b>
<b>166,897</b>	<b>165,244</b>	<b>147,605</b>	<b><u>TOTAL RESOURCES</u></b>	<b>494,820</b>	<b>494,820</b>	<b>494,820</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

7,842	-6,361	0	<b>7000</b> Salaries & Wages	0	0	0
208,855	214,057	217,865	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Support Services Manager - 1.00 FTE	210,759	210,759	210,759
20,815	24,105	23,073	<b>7000-10</b> Salaries & Wages - Regular Part Time Office Specialist I - 0.60 FTE*	0	0	0
*Position will be vacant for Fiscal Year 2021-22.						
4,200	4,200	4,200	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Chief's \$350 per month automobile allowance.	4,200	4,200	4,200
300	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
8,387	-1,042	0	<b>7300</b> Fringe Benefits	0	0	0
13,898	14,386	14,775	<b>7300-05</b> Fringe Benefits - FICA - Social Security	13,005	13,005	13,005
3,283	3,412	3,555	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,117	3,117	3,117
64,605	79,035	80,021	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	72,326	72,326	72,326
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
40,070	47,654	48,450	<b>7300-20</b> Fringe Benefits - Medical Insurance	42,772	42,772	42,772
17,500	7,000	7,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	6,000	6,000	6,000
324	324	324	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
1,254	1,289	1,308	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,144	1,144	1,144
3,738	5,351	5,988	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	5,777	5,777	5,777
62	57	60	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	46	46	46
7	2	50	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	50	50	50
<b>395,139</b>	<b>393,469</b>	<b>406,669</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>359,412</b>	<b>359,412</b>	<b>359,412</b>

**MATERIALS AND SERVICES**

1,071	654	500	<b>7500</b> Credit Card Fees	1,300	1,300	1,300
766	603	1,000	<b>7520</b> Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions.	0	0	0
1,187	2,630	2,200	<b>7530</b> Training	800	800	800
5,386	5,282	6,100	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	8,400	8,400	8,400

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
9,294	4,333	5,600	<b>7550</b>	<b>Travel &amp; Education</b>		1,500	1,500	1,500
				Memberships and training for Chief, Support Services Manager				
633	1,091	3,000	<b>7570</b>	<b>Dept Employee Recognition</b>		1,500	1,500	1,500
				Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.				
619	848	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		1,000	1,000	1,000
119,000	124,900	131,600	<b>7610-05</b>	<b>Insurance - Liability</b>		144,700	144,700	144,700
13,000	12,900	18,400	<b>7610-10</b>	<b>Insurance - Property</b>		23,900	23,900	23,900
8,507	11,932	10,460	<b>7620</b>	<b>Telecommunications</b>		9,820	9,820	9,820
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Cell phones - Chief, records, volunteers	12	135	1,620	
				Telecom - landlines	10	650	6,500	
				Landlines for fire alarm panels	12	100	1,200	
				Annual fee for emergency operations landlines	1	500	500	
974	1,138	1,500	<b>7630-05</b>	<b>Uniforms - Employee</b>		500	500	500
				Uniforms for Chief				
11,179	11,075	12,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		11,000	11,000	11,000
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
3,300	4,630	3,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		4,000	4,000	4,000
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.				
0	0	0	<b>7710-16</b>	<b>Materials &amp; Supplies - Grants - CESF Grant</b>		820	820	820
155	1,609	1,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		750	750	750
57,065	124,681	60,674	<b>7750</b>	<b>Professional Services</b>		62,550	62,550	62,550
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	14,400	14,400	
				Section 125 Admin Fee	1	50	50	
				City-wide Professional Services	1	2,000	2,000	
				Homeward Bound Pets - kennel fee	12	2,375	28,500	
				Homeward Bound Pets - contract to release dogs	12	425	5,100	
				Peer Support Program	1	5,500	5,500	
				Employee annual wellness check	1	500	500	
				Labor law attorney services	1	5,000	5,000	
				Misc services (flash alert / language line)	1	1,500	1,500	
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
1,298	0	0	<b>7750-10</b>	<b>Professional Services - Training</b>		0	0	0
41,093	44,387	41,100	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		34,970	34,970	34,970
0	885	500	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
9,576	9,006	6,000	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>	6,400	6,400	6,400
0	0	0	<b>7820-10</b>	<b>M &amp; S Equipment - Grants - Justice Assistance Grant (JAG)</b> Anticipated grant funding to purchase body worn and in-car cameras	385,000	385,000	385,000
0	0	0	<b>7820-16</b>	<b>M &amp; S Equipment - Grants - CESF Grant</b>	0	0	0
<b>284,104</b>	<b>362,582</b>	<b>306,134</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>698,910</b>	<b>698,910</b>	<b>698,910</b>
<b>679,243</b>	<b>756,051</b>	<b>712,803</b>	<b>TOTAL REQUIREMENTS</b>		<b>1,058,322</b>	<b>1,058,322</b>	<b>1,058,322</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 580 - RECORDS			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
158,807	170,178	180,717	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		172,381	172,381	172,381
				Police Records Specialist - 3.00 FTE				
363	197	1,209	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		2,008	2,008	2,008
9,540	10,210	11,276	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		10,555	10,555	10,555
2,231	2,388	2,637	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		2,528	2,528	2,528
35,385	45,663	49,032	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		50,799	50,799	50,799
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>		0	0	0
50,187	52,249	55,032	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		55,032	55,032	55,032
1,238	1,200	1,200	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>		1,350	1,350	1,350
324	324	324	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		324	324	324
825	849	928	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		920	920	920
100	137	260	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		286	286	286
68	62	69	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		69	69	69
<b>259,068</b>	<b>283,456</b>	<b>302,684</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>296,252</b>	<b>296,252</b>	<b>296,252</b>
<b>MATERIALS AND SERVICES</b>								
659	0	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		0	0	0
661	1,009	1,050	<b>7630-05</b>	<b>Uniforms - Employee</b>		0	0	0
4,293	5,722	5,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,000	5,000	5,000
165	172	0	<b>7750</b>	<b>Professional Services</b>		100	100	100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 Admin Fee	1	100	100	
0	429	500	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
14,049	6,021	6,130	<b>8040</b>	<b>Regional Automated Info Network</b>		6,200	6,200	6,200
<b>19,827</b>	<b>13,352</b>	<b>14,180</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>11,300</b>	<b>11,300</b>	<b>11,300</b>
<b>278,895</b>	<b>296,808</b>	<b>316,864</b>	<b>TOTAL REQUIREMENTS</b>			<b>307,552</b>	<b>307,552</b>	<b>307,552</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 589 - IS - TECHNOLOGY			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
54,773	58,153	86,583	<b>7840</b>	<b>M &amp; S Computer Charges</b>		79,402	79,402	79,402
				I.S. Fund materials & supplies costs shared city-wide				
96,078	85,278	86,100	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		90,280	90,280	90,280
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				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	
				Central Square mobile support	1	8,100	8,100	
				Central Square RMS maintenance	1	9,800	9,800	
				WebLEDS maintenance	1	1,200	1,200	
				E-ticketing maintenance-67% shared with Muni Court	1	8,600	8,600	
				E-ticketing annual hosting fee	1	800	800	
				Netmotion maintenance - 50% shared with Fire, Amb	1	2,700	2,700	
				Office 365 licensing	47	240	11,280	
				EvidenceOnQ maintenance (with DigitalEvidence)	1	17,000	17,000	
				Printer replacement	1	1,200	1,200	
				Printer maintenance	1	1,000	1,000	
				Spare Zebra mobile printer	1	1,000	1,000	
				Desktop replacements	3	1,500	4,500	
				Mobile computer replacements	3	2,000	6,000	
				MDT repair	1	2,000	2,000	
				Data 911 hardware maintenance	1	10,000	10,000	
<b>150,851</b>	<b>143,431</b>	<b>172,683</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>169,682</b>	<b>169,682</b>	<b>169,682</b>
<b>CAPITAL OUTLAY</b>								
0	6,590	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		8,759	8,759	8,759
				I.S. Fund capital outlay costs shared city-wide				
34,019	37,430	46,000	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		0	0	0
<b>34,019</b>	<b>44,020</b>	<b>46,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>8,759</b>	<b>8,759</b>	<b>8,759</b>
<b>184,869</b>	<b>187,451</b>	<b>218,683</b>	<b>TOTAL REQUIREMENTS</b>			<b>178,441</b>	<b>178,441</b>	<b>178,441</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 592 - COMMUNITY EDUCATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	500	<b>7520</b>	0	0	0
4,708	4,073	5,500	<b>7660</b>	4,200	4,200	4,200
<b>4,708</b>	<b>4,073</b>	<b>6,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
<b>4,708</b>	<b>4,073</b>	<b>6,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>





## **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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

116,269	119,149	121,263	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	128,882	128,882	128,882
2,820	2,880	2,880	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	2,880	2,880
7,216	7,426	7,697	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,972	7,972	7,972
1,688	1,737	1,800	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,911	1,911	1,911
37,208	44,772	45,548	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	47,580	47,580	47,580
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
19,078	20,265	20,568	<b>7300-20</b> Fringe Benefits - Medical Insurance	21,320	21,320	21,320
3,000	3,000	3,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,000	3,000	3,000
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
632	647	658	<b>7300-30</b> Fringe Benefits - Long Term Disability	636	636	636
3,282	4,640	5,065	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,905	4,905	4,905
23	20	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	23	23
<b>191,323</b>	<b>204,645</b>	<b>208,610</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>219,217</b>	<b>219,217</b>	<b>219,217</b>

**MATERIALS AND SERVICES**

349	705	1,600	<b>7530</b> Training	500	500	500
954	480	1,000	<b>7550</b> Travel & Education Membership and training	800	800	800
17,818	29,443	27,229	<b>7620</b> Telecommunications Includes telecommunications for entire Field Operations Division.	27,204	27,204	27,204
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom landlines	12	533	6,396
			Cell phones for field ops	12	1,684	20,208
			Repair-replace damaged cell phones	1	600	600
1,102	856	900	<b>7630-05</b> Uniforms - Employee	900	900	900
749	796	1,000	<b>7660</b> Materials & Supplies	1,000	1,000	1,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Misc office supplies	1	1,000	1,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
355	922	50	<b>7750</b>	<b>Professional Services</b>			50	50	50
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 Admin Fee	1	50	50		
0	0	200	<b>7800</b>	<b>M &amp; S Equipment</b>			0	0	0
<b>21,327</b>	<b>33,202</b>	<b>31,979</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>30,454</b>	<b>30,454</b>	<b>30,454</b>	
				<b><u>CAPITAL OUTLAY</u></b>					
0	0	0	<b>8850</b>	<b>Vehicles</b>			0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>	
<b>212,650</b>	<b>237,847</b>	<b>240,589</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>249,671</b>	<b>249,671</b>	<b>249,671</b>	

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

2,270,380	2,445,647	2,532,724	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 4.00 FTE Police Corporal - Patrol - 4.00 FTE Police Officer - Patrol - 22.00 FTE*	2,519,535	2,519,535	2,519,535
*One position will be vacant for Fiscal Year 2021-22 & three positions will be vacant until 1/1/22.						
436,807	321,475	373,482	<b>7000-20</b> Salaries & Wages - Overtime	373,453	373,453	373,453
164,103	168,427	180,184	<b>7300-05</b> Fringe Benefits - FICA - Social Security	175,586	175,586	175,586
38,820	39,689	42,137	<b>7300-06</b> Fringe Benefits - FICA - Medicare	41,946	41,946	41,946
695,196	849,976	988,203	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	979,762	979,762	979,762
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
483,002	525,956	540,632	<b>7300-20</b> Fringe Benefits - Medical Insurance	514,076	514,076	514,076
9,225	9,025	9,150	<b>7300-22</b> Fringe Benefits - VEBA Plan	9,450	9,450	9,450
3,065	3,219	3,182	<b>7300-25</b> Fringe Benefits - Life Insurance	3,024	3,024	3,024
11,406	11,787	13,085	<b>7300-30</b> Fringe Benefits - Long Term Disability	12,806	12,806	12,806
74,426	101,889	118,572	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	118,033	118,033	118,033
811	748	702	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	671	671	671
19,849	12,960	15,002	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>4,207,089</b>	<b>4,490,795</b>	<b>4,817,055</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>4,748,342</b>	<b>4,748,342</b>	<b>4,748,342</b>

**MATERIALS AND SERVICES**

8,739	7,105	9,000	<b>7550</b> Travel & Education	4,500	4,500	4,500																
67,027	61,140	72,000	<b>7590</b> Fuel - Vehicle & Equipment	73,000	73,000	73,000																
29,973	20,032	27,000	<b>7630-05</b> Uniforms - Employee Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol	27,000	27,000	27,000																
12,924	16,162	13,992	<b>7660</b> Materials & Supplies	13,992	13,992	13,992																
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Batteries, CD's, forms and equipment for patrol</td> <td>1</td> <td>9,500</td> <td>9,500</td> </tr> <tr> <td>Trauma kit supplies</td> <td>1</td> <td>2,875</td> <td>2,875</td> </tr> <tr> <td>3 sets of stop sticks</td> <td>3</td> <td>539</td> <td>1,617</td> </tr> </tbody> </table>							Description	Units	Amt/Unit	Total	Batteries, CD's, forms and equipment for patrol	1	9,500	9,500	Trauma kit supplies	1	2,875	2,875	3 sets of stop sticks	3	539	1,617
Description	Units	Amt/Unit	Total																			
Batteries, CD's, forms and equipment for patrol	1	9,500	9,500																			
Trauma kit supplies	1	2,875	2,875																			
3 sets of stop sticks	3	539	1,617																			
1,840	0	2,700	<b>7720</b> Repairs & Maintenance	2,700	2,700	2,700																

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
31,800	39,800	40,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		40,000	40,000	40,000
79	0	1,000	<b>7720-20</b>	<b>Repairs &amp; Maintenance - Vehicle Electronics</b>		1,000	1,000	1,000
				Video's, DVD's, mobile radios				
48,566	515	1,160	<b>7750</b>	<b>Professional Services</b>		560	560	560
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 Admin Fee	1	560	560	
21,588	25,878	22,464	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>222,536</b>	<b>170,632</b>	<b>189,316</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>162,752</b>	<b>162,752</b>	<b>162,752</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	176,004	184,926	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>176,004</b>	<b>184,926</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
			<b><u>DEBT SERVICE</u></b>					
23,918	58,541	55,511	<b>9410-05</b>	<b>Vehicle Lease/Purchase - Principal</b>		58,362	58,362	58,362
				Lease principal payments on patrol vehicles for leases executed in 2017-18 and 2018-19.				
6,794	5,251	8,283	<b>9410-10</b>	<b>Vehicle Lease/Purchase - Interest</b>		5,431	5,431	5,431
<b>30,712</b>	<b>63,792</b>	<b>63,794</b>	<b><u>TOTAL DEBT SERVICE</u></b>			<b>63,793</b>	<b>63,793</b>	<b>63,793</b>
<b>4,460,338</b>	<b>4,901,224</b>	<b>5,255,091</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>4,974,887</b>	<b>4,974,887</b>	<b>4,974,887</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	5031 City of Dallas	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	6331 MVRT Academy Tuition	12,190	12,190	12,190
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>12,190</b>	<b>12,190</b>	<b>12,190</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>12,190</b>	<b>12,190</b>	<b>12,190</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
53	695	1,500	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>		1,500	1,500	1,500
				Extra Help - Police Reserves - 0.02 FTE				
3	43	93	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		91	91	91
1	10	22	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		22	22	22
0	114	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		0	0	0
2	28	61	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		61	61	61
0	0	1	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		1	1	1
0	57	97	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>		0	0	0
225	432	600	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>		600	600	600
883	838	1,100	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		1,100	1,100	1,100
<b>1,167</b>	<b>2,218</b>	<b>3,474</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>3,375</b>	<b>3,375</b>	<b>3,375</b>
<b>MATERIALS AND SERVICES</b>								
450	0	400	<b>7550</b>	<b>Travel &amp; Education</b>		200	200	200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve officer membership dues	5	40	200	
1,084	914	1,000	<b>7630-10</b>	<b>Uniforms - Volunteer</b>		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	
0	213	200	<b>7660</b>	<b>Materials &amp; Supplies</b>		200	200	200
0	0	0	<b>7660-31</b>	<b>Materials &amp; Supplies - Mid Valley Reserve Training</b>		12,190	12,190	12,190
<b>1,534</b>	<b>1,128</b>	<b>1,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>13,590</b>	<b>13,590</b>	<b>13,590</b>
<b>2,701</b>	<b>3,346</b>	<b>5,074</b>	<b>TOTAL REQUIREMENTS</b>			<b>16,965</b>	<b>16,965</b>	<b>16,965</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>MISCELLANEOUS</u></b>						
0	0	3,542 6400	Donations - Police	3,500	3,500	3,500
<b>0</b>	<b>0</b>	<b>3,542</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>0</b>	<b>0</b>	<b>3,542</b>	<b><i>TOTAL RESOURCES</i></b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>									
<b><u>MATERIALS AND SERVICES</u></b>									
1,315	3,315	4,400	<b>7550</b>	<b>Travel &amp; Education</b>			1,900	1,900	1,900
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				OR Police canine fall conference	1	1,800	1,800		
				Membership dues	1	100	100		
3,563	7,717	9,925	<b>7660</b>	<b>Materials &amp; Supplies</b>			7,125	7,125	7,125
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Medical, veterinary check ups	1	3,800	3,800		
				Dog food	1	1,200	1,200		
				Training aids, leashes, misc equipment	1	1,000	1,000		
				Boarding	1	1,000	1,000		
				Licences	1	125	125		
0	0	3,542	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>			3,500	3,500	3,500
<b>4,878</b>	<b>11,032</b>	<b>17,867</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>12,525</b>	<b>12,525</b>	<b>12,525</b>
<b>4,878</b>	<b>11,032</b>	<b>17,867</b>		<b><i>TOTAL REQUIREMENTS</i></b>			<b>12,525</b>	<b>12,525</b>	<b>12,525</b>



**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

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

189,993	225,548	230,204	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE Police Sergeant - Administration - 1.00 FTE	260,690	260,690	260,690
38,207	34,990	45,220	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Park Ranger - 1.40 FTE	40,000	40,000	40,000
3,302	3,748	4,000	<b>7000-20</b> Salaries & Wages - Overtime	5,980	5,980	5,980
2,820	2,880	2,880	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	2,880	2,880
14,186	16,200	17,503	<b>7300-05</b> Fringe Benefits - FICA - Social Security	18,737	18,737	18,737
3,318	3,789	4,093	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,489	4,489	4,489
63,728	87,216	92,979	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	102,863	102,863	102,863
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
30,842	37,715	38,982	<b>7300-20</b> Fringe Benefits - Medical Insurance	39,730	39,730	39,730
3,450	3,450	3,450	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,450	3,450	3,450
185	216	216	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
963	1,118	1,158	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,146	1,146	1,146
6,906	10,627	11,807	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	11,469	11,469	11,469
85	74	84	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	78	78	78
0	85	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
209	0	0	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>358,192</b>	<b>427,657</b>	<b>452,576</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>491,728</b>	<b>491,728</b>	<b>491,728</b>

**MATERIALS AND SERVICES**

2,214	3,269	4,000	<b>7550</b> Travel & Education	600	600	600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	2	100	200
			Trainings	1	400	400
17,987	19,279	18,093	<b>7620</b> Telecommunications	16,932	16,932	16,932
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - landlines 16	12	696	8,352
			Cell phones - 15	12	670	8,040
			Evidence facility land line	12	45	540

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,294	1,040	3,000	<b>7630-05</b>	<b>Uniforms - Employee</b>			100	100	100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Uniforms for captain, administrative sergeant and park rangers	1	100	100		
1,024	852	700	<b>7660</b>	<b>Materials &amp; Supplies</b>			100	100	100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Miscellaneous supplies	1	100	100		
330	5,037	1,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>			400	400	400
22,205	29,656	32,050	<b>7750</b>	<b>Professional Services</b>			15,100	15,100	15,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 Admin Fee	1	100	100		
				Computer forensics	1	15,000	15,000		
330	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>			0	0	0
9,863	6,214	10,150	<b>7800-06</b>	<b>M &amp; S Equipment - Weapons</b>			0	0	0
<b>55,247</b>	<b>65,346</b>	<b>68,993</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>33,232</b>	<b>33,232</b>	<b>33,232</b>
<b>413,439</b>	<b>493,004</b>	<b>521,569</b>	<b>TOTAL REQUIREMENTS</b>				<b>524,960</b>	<b>524,960</b>	<b>524,960</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

46,120	48,085	46,735	<b>7000-10</b> Salaries & Wages - Regular Part Time Facilities Maintenance Technician - PD & Civic Hall - 0.80 FTE	45,187	45,187	45,187
66	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
2,864	2,981	2,898	<b>7300-05</b> Fringe Benefits - FICA - Social Security	2,734	2,734	2,734
670	697	678	<b>7300-06</b> Fringe Benefits - FICA - Medicare	655	655	655
10,287	12,901	12,539	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	13,126	13,126	13,126
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
47	19	22	<b>7300-25</b> Fringe Benefits - Life Insurance	48	48	48
249	253	252	<b>7300-30</b> Fringe Benefits - Long Term Disability	258	258	258
1,278	1,779	1,729	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,672	1,672	1,672
20	20	18	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	18	18	18
<b>61,602</b>	<b>66,736</b>	<b>64,871</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>63,698</b>	<b>63,698</b>	<b>63,698</b>

**MATERIALS AND SERVICES**

41,348	41,813	45,000	<b>7600</b> Electric & Natural Gas	45,000	45,000	45,000
2,500	2,600	2,700	<b>7610-05</b> Insurance - Liability	2,800	2,800	2,800
8,800	9,500	10,600	<b>7610-10</b> Insurance - Property	10,900	10,900	10,900
33	0	100	<b>7630-05</b> Uniforms - Employee	100	100	100
31,782	32,100	31,785	<b>7650-10</b> Janitorial - Services	31,785	31,785	31,785
2,319	3,134	3,000	<b>7650-15</b> Janitorial - Supplies	3,000	3,000	3,000
56,361	58,236	60,725	<b>7720-10</b> Repairs & Maintenance - Building Maintenance	45,125	45,125	45,125
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Carpet cleaning	1	750	750
			Maintenance contracts	1	39,250	39,250
			Materials, operation and stock	1	2,050	2,050
			Projects and maintenance	1	3,075	3,075
<b>143,143</b>	<b>147,383</b>	<b>153,910</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>138,710</b>	<b>138,710</b>	<b>138,710</b>

**CAPITAL OUTLAY**

0	0	0	<b>8710</b> Equipment	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
204,745	214,119	218,781	<b>TOTAL REQUIREMENTS</b>	202,408	202,408	202,408

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
0	0	0	6115 Code Enforcement	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL RESOURCES</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

60,190	62,598	64,662	<b>7000-05</b> Salaries & Wages - Regular Full Time Parking Enforcement Specialist - 1.00 FTE	66,025	66,025	66,025
0	0	233	<b>7000-20</b> Salaries & Wages - Overtime	262	262	262
3,621	3,741	4,021	<b>7300-05</b> Fringe Benefits - FICA - Social Security	4,010	4,010	4,010
847	875	941	<b>7300-06</b> Fringe Benefits - FICA - Medicare	962	962	962
13,407	16,795	17,456	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	19,285	19,285	19,285
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
16,729	17,416	18,344	<b>7300-20</b> Fringe Benefits - Medical Insurance	18,344	18,344	18,344
450	450	450	<b>7300-22</b> Fringe Benefits - VEBA Plan	450	450	450
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
325	324	344	<b>7300-30</b> Fringe Benefits - Long Term Disability	352	352	352
1,759	2,509	2,647	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	2,705	2,705	2,705
22	21	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	23	23
867	710	1,100	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,100	1,100	1,100
<b>98,324</b>	<b>105,546</b>	<b>110,329</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>113,626</b>	<b>113,626</b>	<b>113,626</b>

**MATERIALS AND SERVICES**

845	374	1,350	<b>7550</b> Travel & Education Memberships and training	50	50	50
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code enforcement of Oregon - membership	1	50	50
2,099	1,197	2,000	<b>7590</b> Fuel - Vehicle & Equipment	1,300	1,300	1,300
1,010	269	750	<b>7630-05</b> Uniforms - Employee	200	200	200
829	518	2,000	<b>7660</b> Materials & Supplies Tow charges, postal charges, tow stickers, parking permits	600	600	600
647	190	1,000	<b>7720-14</b> Repairs & Maintenance - Vehicles	200	200	200
83	3,086	6,950	<b>7750</b> Professional Services	300	300	300



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 Admin Fee	1	100	100
			Department of motor vehicles (DMV) additional inquiries	1	200	200
<b>5,513</b>	<b>5,635</b>	<b>14,050</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>2,650</b>
<b>103,837</b>	<b>111,181</b>	<b>124,379</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>116,276</b>

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

598,975	560,665	642,957	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Sergeant - Investigations - 1.00 FTE Police Officer - Investigations - 6.00 FTE	612,689	612,689	612,689
11,162	2,968	10,000	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Investigations - 0.13 FTE	8,500	8,500	8,500
86,523	54,547	74,985	<b>7000-20 Salaries &amp; Wages - Overtime</b>	47,015	47,015	47,015
3,150	3,150	3,150	<b>7000-35 Salaries &amp; Wages - Clothing Allowance</b> Detectives' \$450 annual clothing allowance.	3,150	3,150	3,150
42,381	37,897	45,327	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	40,688	40,688	40,688
10,060	8,911	10,600	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	9,734	9,734	9,734
189,781	204,853	245,939	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	232,362	232,362	232,362
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
114,272	108,097	128,408	<b>7300-20 Fringe Benefits - Medical Insurance</b>	119,458	119,458	119,458
3,000	2,550	3,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,250	2,250	2,250
729	661	756	<b>7300-25 Fringe Benefits - Life Insurance</b>	702	702	702
2,791	2,526	3,070	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,906	2,906	2,906
18,661	22,724	29,699	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	27,263	27,263	27,263
177	135	165	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	153	153	153
347	22	97	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>1,082,008</b>	<b>1,009,706</b>	<b>1,198,153</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,106,870</b>	<b>1,106,870</b>	<b>1,106,870</b>

**MATERIALS AND SERVICES**

11,356	4,139	15,200	<b>7550 Travel &amp; Education</b>	6,400	6,400	6,400
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Portland child abuse summit	7	450	3,150
			Homicide conference	7	450	3,150
			Miscellaneous trainings	1	100	100
6,595	5,953	4,500	<b>7590 Fuel - Vehicle &amp; Equipment</b>	3,500	3,500	3,500
2,234	915	1,750	<b>7630-05 Uniforms - Employee</b>	700	700	700
2,633	2,878	4,000	<b>7660 Materials &amp; Supplies</b>	500	500	500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Camera, batteries, and other supplies	1	500	500

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
8,000	1,652	4,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		1,250	1,250	1,250
3,620	2,846	1,080	<b>7750</b>	<b>Professional Services</b>		16,430	16,430	16,430
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Section 125 Admin Fee	1	100	100	
				Comcast internet line	1	480	480	
				The last option (TLO)	1	850	850	
				Transcription services	1	15,000	15,000	
2,793	1,367	1,700	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>37,231</b>	<b>19,750</b>	<b>32,230</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>28,780</b>	<b>28,780</b>	<b>28,780</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>1,119,239</b>	<b>1,029,456</b>	<b>1,230,383</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,135,650</b>	<b>1,135,650</b>	<b>1,135,650</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 571 - NARCOTICS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	0	7000-05 Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-20 Salaries & Wages - Overtime	0	0	0
0	0	0	7000-35 Salaries & Wages - Clothing Allowance	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	0	0	0
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	0	0	0
0	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0	7300-20 Fringe Benefits - Medical Insurance	0	0	0
0	0	0	7300-22 Fringe Benefits - VEBA Plan	0	0	0
0	0	0	7300-25 Fringe Benefits - Life Insurance	0	0	0
0	0	0	7300-30 Fringe Benefits - Long Term Disability	0	0	0
0	-375	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
<b>0</b>	<b>-375</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	7550 Travel & Education	0	0	0
0	0	0	7590 Fuel - Vehicle & Equipment	0	0	0
57	57	0	7620 Telecommunications	0	0	0
0	0	0	7630-05 Uniforms - Employee	0	0	0
0	0	0	7660 Materials & Supplies	0	0	0
0	0	0	7720-14 Repairs & Maintenance - Vehicles	0	0	0
0	0	0	7800 M & S Equipment	0	0	0
<b>57</b>	<b>57</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>57</b>	<b>-319</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
50,711	40,338	56,000	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	51,000	51,000	51,000
47,455	40,655	57,000	<b>5020-10 McMinnville School Dist #40 - SRO - Middle School</b> McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	61,000	61,000	61,000
<b>98,165</b>	<b>80,994</b>	<b>113,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>112,000</b>	<b>112,000</b>	<b>112,000</b>
<b>98,165</b>	<b>80,994</b>	<b>113,000</b>	<b>TOTAL RESOURCES</b>	<b>112,000</b>	<b>112,000</b>	<b>112,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>									
<b>PERSONNEL SERVICES</b>									
152,728	136,885	185,206	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		179,896	179,896	179,896	
				Police Officer - School Resource Officer - 2.00 FTE					
6,066	5,590	9,489	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		6,504	6,504	6,504	
9,745	8,744	12,072	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		11,287	11,287	11,287	
2,279	2,045	2,824	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		2,703	2,703	2,703	
42,952	43,146	61,789	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		62,277	62,277	62,277	
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>		0	0	0	
30,729	27,454	36,688	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		36,688	36,688	36,688	
963	800	750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>		600	600	600	
198	162	216	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		216	216	216	
726	599	868	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		844	844	844	
4,492	5,529	7,943	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		7,605	7,605	7,605	
43	32	46	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		46	46	46	
<b>250,920</b>	<b>230,986</b>	<b>317,891</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>308,666</b>	<b>308,666</b>	<b>308,666</b>	
<b>MATERIALS AND SERVICES</b>									
1,408	1,540	5,200	<b>7550</b>	<b>Travel &amp; Education</b>		1,500	1,500	1,500	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Oregon school resource officer conference	2	400	800		
				Child abuse summit	2	150	300		
				Other trainings	2	200	400		
80	729	900	<b>7660</b>	<b>Materials &amp; Supplies</b>		100	100	100	
853	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0	
<b>2,341</b>	<b>2,268</b>	<b>6,100</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	
<b>253,262</b>	<b>233,254</b>	<b>323,991</b>	<b>TOTAL REQUIREMENTS</b>			<b>310,266</b>	<b>310,266</b>	<b>310,266</b>	

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
8,400	6,150	12,500	<b>5380-02 Facility Rentals - Training Facility</b> Revenue received from neighboring agencies for use of the Firearms Facility.	12,000	12,000	12,000
<b>8,400</b>	<b>6,150</b>	<b>12,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>8,400</b>	<b>6,150</b>	<b>12,500</b>	<b>TOTAL RESOURCES</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>									
<b>MATERIALS AND SERVICES</b>									
1,074	260	2,550	<b>7550-05</b>	<b>Travel &amp; Education - Defensive Tactics</b>		550	550	550	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Defensive tactics instructor training course	1	550	550		
690	974	1,500	<b>7550-10</b>	<b>Travel &amp; Education - Driving Training</b>		0	0	0	
979	1,790	3,000	<b>7550-20</b>	<b>Travel &amp; Education - Firearms Training</b>		500	500	500	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Firearms instructor development course	1	500	500		
20,329	15,532	30,502	<b>7660</b>	<b>Materials &amp; Supplies</b>		15,000	15,000	15,000	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Firearms ammunition - 223 training rounds	1	1,870	1,870		
				Firearms ammunition - 9mm training rounds	1	7,000	7,000		
				Firearms ammunition - 12 gauge training rounds	1	410	410		
				Firearms ammunition - instructor/demo training rounds	1	2,370	2,370		
				Firearms - targets	1	1,200	1,200		
				Firearms - cleaning equipment	1	300	300		
				Firearms - repairs, weapons, batteries and equipment	1	300	300		
				Firearms - eye and ear protection	1	300	300		
				Firearms - miscellaneous armorer's equipment	1	500	500		
				Less lethal - 40mm ammunition	1	300	300		
				Trauma First Aid - XSTAT training system	1	450	450		
5,291	1,152	15,000	<b>7720-18</b>	<b>Repairs &amp; Maintenance - Training Facility</b>		1,100	1,100	1,100	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Range construction	1	600	600		
				Chem can rental	1	500	500		
5,888	7,162	5,800	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0	
<b>34,251</b>	<b>26,870</b>	<b>58,352</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>17,150</b>	<b>17,150</b>	<b>17,150</b>	
<b>34,251</b>	<b>26,870</b>	<b>58,352</b>	<b>TOTAL REQUIREMENTS</b>			<b>17,150</b>	<b>17,150</b>	<b>17,150</b>	



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

59,656	62,174	63,968	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE	65,641	65,641	65,641
5,456	13,027	17,803	<b>7000-10</b> Salaries & Wages - Regular Part Time Office Specialist I - 0.48 FTE	17,679	17,679	17,679
2,035	1,790	1,768	<b>7000-20</b> Salaries & Wages - Overtime	1,310	1,310	1,310
4,109	4,717	5,188	<b>7300-05</b> Fringe Benefits - FICA - Social Security	5,122	5,122	5,122
961	1,103	1,214	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,227	1,227	1,227
13,741	19,851	22,676	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	24,660	24,660	24,660
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
16,729	17,416	18,344	<b>7300-20</b> Fringe Benefits - Medical Insurance	18,344	18,344	18,344
450	450	450	<b>7300-22</b> Fringe Benefits - VEBA Plan	450	450	450
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
326	324	344	<b>7300-30</b> Fringe Benefits - Long Term Disability	352	352	352
41	48	161	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	146	146	146
28	29	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	34	34	34
<b>103,639</b>	<b>121,036</b>	<b>132,058</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>135,073</b>	<b>135,073</b>	<b>135,073</b>

**MATERIALS AND SERVICES**

113	65	900	<b>7550</b> Travel & Education	100	100	100
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Oregon police officers association membership	2	50	100
495	293	400	<b>7590</b> Fuel - Vehicle & Equipment	200	200	200
1,330	1,080	1,000	<b>7630-05</b> Uniforms - Employee	200	200	200
4,530	7,270	5,700	<b>7660</b> Materials & Supplies	5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Tow charges, postage labels, packaging	1	4,500	4,500
			Camera supplies and equipment	1	500	500
0	0	350	<b>7720-14</b> Repairs & Maintenance - Vehicles	200	200	200

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	250	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		750	750	750
				Evidence storage building alarm contract				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		
				Additional alarm and rekeying of fenced area at bike storage	1	750		
0	0	1,200	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>6,468</b>	<b>8,707</b>	<b>9,800</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>6,450</b>	<b>6,450</b>	<b>6,450</b>
<b>110,107</b>	<b>129,744</b>	<b>141,858</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>141,523</b>	<b>141,523</b>	<b>141,523</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 586 - PROFESSIONAL STANDARDS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
1,550	1,705	2,000	<b>7550</b>	Travel & Education	1,705	1,705	1,705
0	0	200	<b>7660</b>	Materials & Supplies	200	200	200
<b>1,550</b>	<b>1,705</b>	<b>2,200</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,905</b>	<b>1,905</b>	<b>1,905</b>
<b>1,550</b>	<b>1,705</b>	<b>2,200</b>		<b>TOTAL REQUIREMENTS</b>	<b>1,905</b>	<b>1,905</b>	<b>1,905</b>



# 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 Municipal Court has risen to the challenge of the last year by designing and implementing a remote court that is seeing people and adjudicating traffic and misdemeanor cases on the same calendar it always has. With the vital support and collaboration of the information services department, the Municipal Court continues to serve the community and has conducted court remotely for the entirety of the current fiscal year.

The FY2021-22 budget reflects changes in staffing due to a realignment of staff duties across the municipal court and general administration services. Late FY21 and early FY22 furloughs will result in the cancelation of some upcoming court dates. Despite the significant staffing transitions of the last year, a comprehensive process of reviewing the Court's core services and development of a diversity, equity and inclusion plan have been additional highlights for the year that is closing in June.

One area of on-going study and concern is that of fines and fees and the equity of their application and overall structure. We also recognize that revenue from fines is declining; in FY21 much of that decrease could be attributed to the impact of a two-month closure of the municipal court during the early days of the pandemic but. A change in Oregon law ended the practice of suspending driver's licenses when court fines and fees are in arrears. While this is an important measure intended to improve equity for people with fewer economic resources who come before the court system, it will have an impact on reducing fees that the municipal court has historically budgeted as revenue to the City. The ultimate level of predictable fine revenue remains uncertain.

## **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 remotely Monday through Friday.

## **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**

During FY21 the Court implemented significant defendant communications and dispositioning changes due to new business processes required with a remote court. These efforts align with the court's focus on eventually becoming a paperless court to work more efficiently.

We are in the implementation phase of providing an online payments option for the convenience of court participants we hope to have available before the end of FY2020-21.

The internal improvements continued over the course of this year have served the court well as it quickly adjusted to a largely remote-work staffing model. All staff have laptops 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 the first Temporary Emergency Order, postponing all appearances for 60 days and then moved to updated emergency orders describing remote court and related processes that have been extended throughout the FY2020-21 year.

Sensitive to the financial pressures the pandemic, the Emergency Orders continue to include provisions designed to offer financial relief with more flexibility for payment plans and other measures.



## 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.

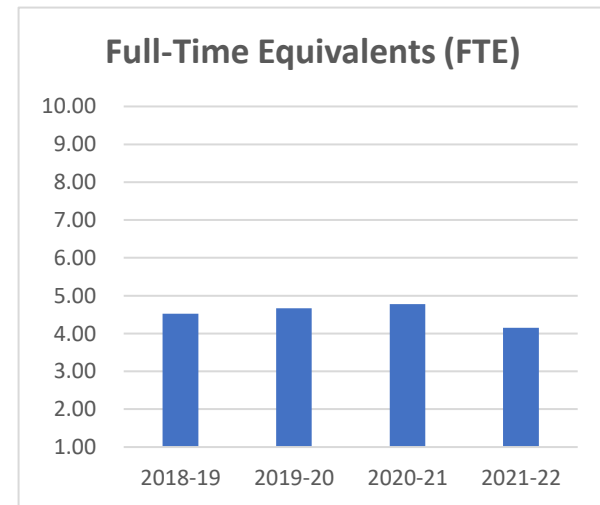
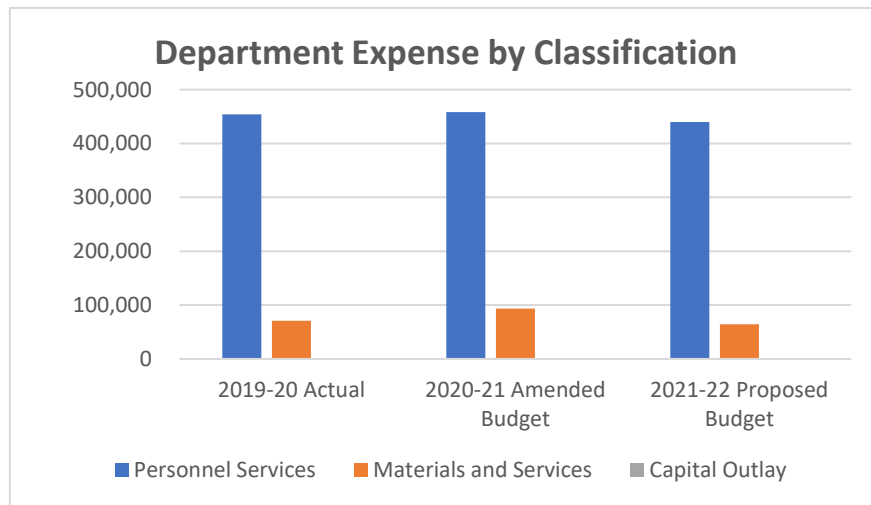
In the FY2021-22 year, the court will utilize its diversity, equity and inclusion plan to keep advancing its commitment to reducing barriers to inclusion and any negative impacts for equity in outcomes for all the people who appear before the municipal court.



**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	469,123	521,900	407,800	(114,100)
Miscellaneous	618	600	600	0
<b>Revenue Total</b>	<b>469,741</b>	<b>522,500</b>	<b>408,400</b>	<b>(114,100)</b>
Expenses				
Personnel Services	454,325	458,513	440,174	(18,339)
Materials and Services	70,870	93,372	64,366	(29,006)
Capital Outlay	850	0	1,272	1,272
<b>Expenses Total</b>	<b>526,046</b>	<b>551,885</b>	<b>505,812</b>	<b>(46,073)</b>
Unrestricted Resources Required	(56,304)	(29,385)	(97,412)	(68,027)

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	4.52	4.67	4.78	4.15



## Core Services

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### High Priority Services

- *Access to justice*: hold court (in person or virtually); provide interpretation in court, information, educational resources on the justice system, forms in English and Spanish; partner with community organizations to facilitate access to virtual court; offer multiple payment options
- *Protect and uphold constitutional rights to free speech, due process, rights of accused and equal protection*: provide jury and bench trials; notice hearings; appoint attorneys; provide misdemeanor and traffic arraignments; hold hearings on restitution, release, sentencing, etc.; offer alternative sentencing options and “Fixit Ticket” program; offer payment plans and waivers of contract charges; set court dates in coordination with defendants; create fine guidelines applied to offense class based on permissible reductions to presumptive fines as allowed by State Statute
- *Maintain separation of powers*: ensure Oregon uniform citations and complaints are properly completed and filed in a timely manner with the Court
- *Enforce the laws*: enforce all misdemeanors, violations, and code violations that the Municipal Court has jurisdiction over (total violations in 2020: 1,815); enforce local ordinances; protect victim’s rights through notifications and restitution requests
- *Rehabilitation*: establish partnerships in the community to provide services and support to defendants and victims
- Assure public access to court staff and assist with accessing forms/court sessions via traditional or remote methods

### Medium High Priority Services

- Deliver State of Oregon Violations Bureau (ORS 153.800) services under the direction of the Court to process less serious traffic offenses and some non-traffic matters without the formality of a court appearance
- Provide and monitor probation and deferred sentences; coordinate probable cause affidavits; civil process enforcement
- Supervise bankruptcies, appeals, expunctions, jail bond procedures as applies in municipal court environments
- Act as custodian of all court related records; maintain accurate and timely case management of files, warrants, restitution disbursements, court appointed attorney payments; assure LEDS-CJIS compliance
- Assure best practices with cash handling, monthly balancing; remit proper state and county funds due in a timely manner
- Provide continuing education opportunities for staff



### **Medium Priority Services**

- *Protect and uphold constitutional rights:* review police citations, cases, warrants, reports; draft complaints; provide discovery
- *Maintain separation of powers:* after review, make charging decisions; provide deferred sentences and a process to set aside convictions
- *Rehabilitation:* issue pre-collections letters when payment contracts become delinquent

### **Medium Low Priority Services**

- Administer local parking ticket program including access to Court hearings and appeals
- Administer collections program according to best practices and equity considerations
- Support city-wide needs by accepting legal documents and deliveries, directing visitors, offering general notary services

- 1846** First entry in McMinnville Municipal Court docket—a disorderly conduct charge against Henry Johnson for “assaulting” the neighbors’ children by “throwing things at them” --- fine of \$9.75.
- 1846** First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.
- 1847** First speeding charge. The defendant, James Badley, was arrested and jailed until sober, at which time he admitted he had been drunk, but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had, indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn’t make another appearance.
- 1848** First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.
- 1876** Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than \$3.00 and not more than \$20.00.
- 1924** Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.
- 1971** First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.
- 1991** Personal computers first used for Municipal Court docket and citation tracking.
- 2004** Municipal Court transitions to windows-based Caselle Software.
- 2006** Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.
- 2009** Court sessions held in new Civic Hall.
- 2014** Honorable Cynthia Kaufman Noble appointed as Judge.
- 2017** Municipal Court Software upgraded.
- 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.
- 2020** Established a remote court in May 2020, one of the first municipal courts to re-open during the first months of the Covid-19 pandemic, utilizing technology to conduct all appearances via computers and smart phones.

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>FINES AND FORFEITURES</b>						
578,997	454,888	502,500	<b>6120 Fines &amp; Bail Forfeitures</b> The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.	400,000	400,000	400,000
622	409	400	<b>6140 Peer Court Assessment</b> Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.	300	300	300
2,356	1,748	1,000	<b>6150 Court Appointed Attorney Fees</b> Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs.	1,500	1,500	1,500
<b>581,975</b>	<b>457,046</b>	<b>503,900</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>401,800</b>	<b>401,800</b>	<b>401,800</b>
<b>MISCELLANEOUS</b>						
435	618	600	<b>6600-93 Other Income - Municipal Court</b>	600	600	600
<b>435</b>	<b>618</b>	<b>600</b>	<b>TOTAL MISCELLANEOUS</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>582,410</b>	<b>457,664</b>	<b>504,500</b>	<b>TOTAL RESOURCES</b>	<b>402,400</b>	<b>402,400</b>	<b>402,400</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-592	1,176	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
231,637	220,251	217,355	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director - 0.15 FTE Court Administrator - 1.00 FTE Senior Court Clerk - 0.75 FTE Court Clerk I - 1.00 FTE	163,561	163,561	163,561
41,138	61,223	75,229	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Judge - 0.30 FTE Court Clerk I - 0.60 FTE Municipal Court - Interpreter - 0.10 FTE	84,956	84,956	84,956
8,341	9,722	11,350	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
427	6,403	2,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
500	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
130	-220	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
16,816	17,693	18,266	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	15,036	15,036	15,036
3,933	4,148	4,272	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,603	3,603	3,603
60,326	59,504	58,194	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	76,255	76,255	76,255
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
51,066	49,871	46,002	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	61,138	61,138	61,138
8,600	7,917	6,700	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,363	8,363	8,363
412	374	422	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	422	422	422
1,236	1,110	1,186	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,092	1,092	1,092
239	363	403	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	337	337	337
97	88	104	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	89	89	89
0	454	2,900	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>424,306</b>	<b>440,075</b>	<b>444,383</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>414,852</b>	<b>414,852</b>	<b>414,852</b>

**MATERIALS AND SERVICES**

10,753	9,404	11,000	<b>7500</b>	<b>Credit Card Fees</b> Credit card fees for Municipal Court collections.	0	0	0
0	598	0	<b>7510</b>	<b>Service Fees</b>	1,620	1,620	1,620
1,429	-27	1,600	<b>7520</b>	<b>Public Notices &amp; Printing</b>	1,000	1,000	1,000

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
740	455	600	<b>7540</b>	<b>Employee Events</b>		700	700	700
				Costs shared city-wide for employee training, materials, and events.				
1,512	2,362	7,500	<b>7550</b>	<b>Travel &amp; Education</b>		2,500	2,500	2,500
				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.				
3,200	3,300	3,600	<b>7610-05</b>	<b>Insurance - Liability</b>		4,300	4,300	4,300
5,534	6,217	6,500	<b>7620</b>	<b>Telecommunications</b>		5,500	5,500	5,500
1,657	1,821	2,000	<b>7630</b>	<b>Uniforms</b>		0	0	0
				4 FTE, an increase from 3.5				
7,250	7,145	8,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		3,000	3,000	3,000
3,118	3,690	4,200	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,500	4,500	4,500
1,206	1,225	900	<b>7750</b>	<b>Professional Services</b>		1,220	1,220	1,220
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	900	900	
				Section 125 Admin Fee	1	120	120	
				City-wide Professional Services	1	200	200	
450	1,350	1,500	<b>7750-12</b>	<b>Professional Services - Contract Judge</b>		1,500	1,500	1,500
				Back-up Judge if necessary to cover Judge's absences.				
9,485	11,150	12,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b>		13,000	13,000	13,000
				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.				
7,988	0	0	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>		0	0	0
				Back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.				
60	61	100	<b>7750-21</b>	<b>Professional Services - Security</b>		100	100	100
				Security contract to provide panic button monitoring.				
622	409	500	<b>7750-22</b>	<b>Professional Services - Peer Court Assessment</b>		300	300	300
				Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.				
774	2,618	1,500	<b>7800</b>	<b>M &amp; S Equipment</b>		1,500	1,500	1,500
7,555	7,504	11,172	<b>7840</b>	<b>M &amp; S Computer Charges</b>		11,526	11,526	11,526
				I.S. Fund materials & supplies costs shared city-wide				
10,336	11,079	18,600	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		11,500	11,500	11,500
				<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	5,500	5,500	
				E-ticketing import	1	500	500	
				Office 365 licensing	5	240	1,200	
368	409	1,500	<b>8050</b>	<b>Trial Expense</b>		500	500	500

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.						
<b>74,038</b>	<b>70,769</b>	<b>93,272</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>64,266</b>	<b>64,266</b>	<b>64,266</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	850	0	<b>8750 Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	1,272	1,272	1,272
<b>0</b>	<b>850</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>1,272</b>	<b>1,272</b>	<b>1,272</b>
<b>498,344</b>	<b>511,694</b>	<b>537,655</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>480,390</b>	<b>480,390</b>	<b>480,390</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
17,405	12,077	18,000	<b>6130</b> <b>Parking Tickets</b> Downtown Parking Patrol and Police Officer parking citations revenue.	6,000	6,000	6,000
<b>17,405</b>	<b>12,077</b>	<b>18,000</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>17,405</b>	<b>12,077</b>	<b>18,000</b>	<b><i>TOTAL RESOURCES</i></b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>


Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
9,529	8,369	14,456	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Senior Court Clerk - 0.25 FTE	13,987	13,987	13,987
0	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
0	212	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
508	502	896	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	846	846	846
119	117	210	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	203	203	203
2,123	2,250	3,878	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	4,063	4,063	4,063
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
1,313	2,723	5,160	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	5,346	5,346	5,346
200	0	750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	750	750	750
22	16	26	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	26	26	26
53	45	78	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	76	76	76
7	11	20	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	19	19	19
5	3	6	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	6	6	6
<b>13,878</b>	<b>14,250</b>	<b>25,480</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>25,322</b>	<b>25,322</b>	<b>25,322</b>
<b>MATERIALS AND SERVICES</b>							
0	101	100	<b>7510</b>	<b>Service Fees</b>	100	100	100
<b>0</b>	<b>101</b>	<b>100</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>100</b>	<b>100</b>	<b>100</b>
<b>13,878</b>	<b>14,351</b>	<b>25,580</b>	<b>TOTAL REQUIREMENTS</b>		<b>25,422</b>	<b>25,422</b>	<b>25,422</b>




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# **FIRE DEPARTMENT**

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<b><u>Organization Set – Sections</u></b>	<b><u>Organization Set #</u></b>
<b>• Fire Administration &amp; Operations</b>	<b>01-15-070</b>
<b>• Fire Prevention &amp; Life Safety</b>	<b>01-15-073</b>
<b>• Ambulance</b>	<b>01-15-079</b>

Ambulance has been moved into the General Fund - Fire Department, as outlined above.

2019 Actual, 2021 Amended Budget and 2022 Proposed Budget are in the General Fund – Fire Department.

2019 Actual amounts continue to be in the Ambulance Fund (79).

## Budget Highlights

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### 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 are continuing to work toward a balanced budget. We will be administering furlough days for our administrative staff and senior Chief Officers. The Fire Department offices will be closed on Fridays due to the furloughs.
- Last year an independent study identified that consolidating Fire Departments was feasible and recommended. This year we will be completing a Standards of Cover and Financial Analysis. This study will determine the ability for these fire organizations to provide specific levels of service at a cost point that will be favorable for voters' approval. The City Council will be tasked with determining if consolidation is best for the City residents or if other 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 goals on critical incidents and be sustainable into the future.
- This budget includes funds for community survey and feedback sessions for the consolidation implementation plan. 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 third year of an (IGA) intergovernmental agreement with Amity Fire District that will allow 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. We also have entered into an agreement for Fire Prevention and Investigations with Dundee.

- We will continue to look for opportunities to expand service agreements with our partners in an effort to improve revenues and better prepare for an eventual consolidation.
- We will continue to have 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.



### 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. This work will be conducted in conjunction with the Standards of Cover for the Consolidation.
- *Lead and plan for emergency preparedness*
- We will be evaluating next steps in our continuing efforts to improve our emergency preparedness.

- *Build a community culture of safety*
- The Fire Department is 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. We continue to work on Health and Wellness, retention, and stress related work issues at the Department.

## **Core Services**

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### **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

<b>ACTUAL INCIDENTS</b> (List last 5 years)	(2017)	(2018)	(2019)	(2020)
Fires (NFIRS 100 codes)	126	119	122	209
Property value exposed to fire	17,774,581	18,044,398	7,739,504	3,290,000
Property value lost to fire	1,154,825	259,550	1,490,146	1,517,300
Rupture or Explosions (NFIRS 200 codes)	3	4	1	0
EMS & Rescues (NFIRS 300 codes)	6661	6372	6102	6166
Hazardous Conditions (NFIRS 400 codes)	80	59	78	92
Service Calls (NFIRS 500 codes)	202	256	251	287
Good Intent (NFIRS 600 codes)	721	722	720	814
False Alarm/Calls (NFIRS 700 codes)	241	194	282	232
Severe Weather (NFIRS 800 codes)	0	0	0	0
Special Incidents (NFIRS 900 codes)	1	6	1	1
Other	3	6	56	14
<b>Annual Totals:</b>	<b>8038</b>	<b>7739</b>	<b>7614</b>	<b>7745</b>
<b>Ambulance Transports</b>	<b>5234</b>	<b>4902</b>	<b>4792</b>	<b>4458</b>

## Future Challenges and Opportunities

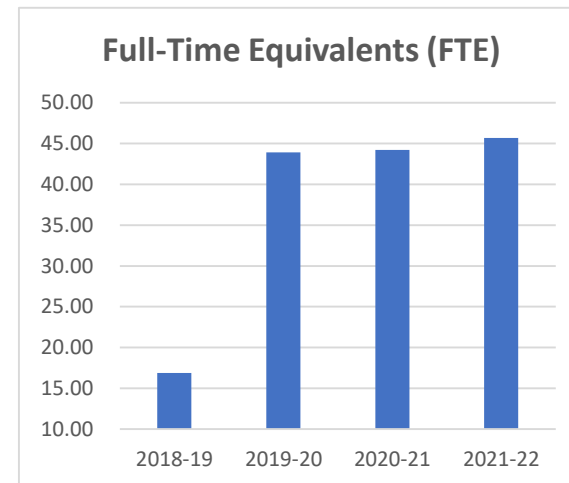
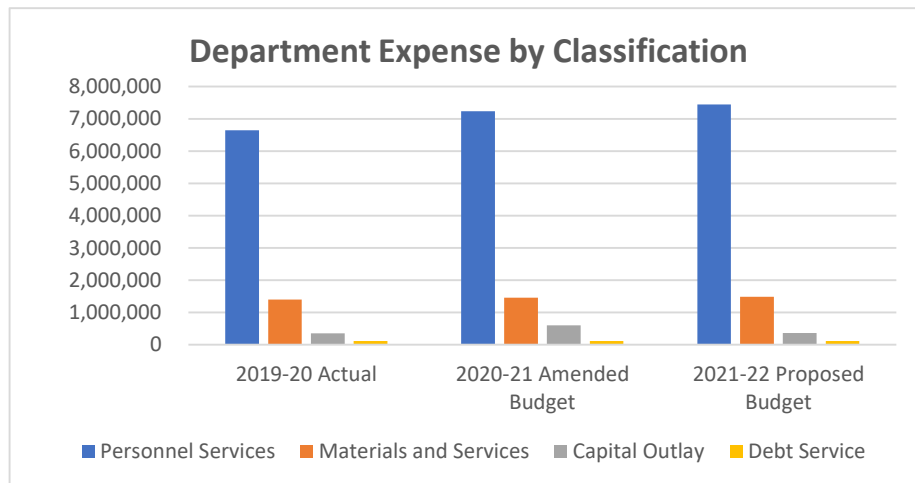
- Develop funding strategies to meet service demands.
- The City Council has adopted response time standards for the Fire Department. The next step would be to start planning for future fire sub-stations to meet these response standards.
- Establish partnerships with external agencies that will improve 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**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	2,368,438	3,632,000	3,488,000	(144,000)
Fines and Forfeitures	100	10,000	1,200	(8,800)
Intergovernmental	1,170,566	832,492	1,405,269	572,777
Licenses and Permits	25,992	18,000	2,500	(15,500)
Miscellaneous	185,943	158,402	127,550	(30,852)
<b>Revenue Total</b>	<b>3,751,039</b>	<b>4,650,894</b>	<b>5,024,519</b>	<b>373,625</b>
<b>Expenses</b>				
Personnel Services	6,642,712	7,231,780	7,441,307	209,527
Materials and Services	1,397,155	1,459,057	1,483,135	24,078
Capital Outlay	350,285	595,475	360,605	(234,870)
Debt Service	115,291	115,291	115,291	0
<b>Expenses Total</b>	<b>8,505,443</b>	<b>9,401,603</b>	<b>9,400,338</b>	<b>(1,265)</b>
Unrestricted Resources Required	(4,754,404)	(4,750,709)	(4,375,819)	374,890

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	16.88	43.92	44.22	45.70

Note: FY 2019-20 Ambulance Fund was included in the General Fund.



## **Core Services**

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### **High Priority Services**

- Fire and Rescue Emergency Operations
- EMS Emergency Operations
- Fire Code Enforcement
- Investigate Fires
- Regional / Local Training

### **Medium High Priority Services**

- Emergency Management
- Community Event Permitting/Inspections
- Participate in Public Health Partnerships
- Provide Public Information
- Plan Review / New construction and driveway inspections

### **Medium Priority Services**

- Fire Prevention Public Education (In School Programs)

### **Medium Low Priority Services**

- Community Event Standbys
- Fire Prevention Education Public (Safety fairs, Smoke detector events, etc.)
- Provide Fire investigation Training for County/State

**1874** A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.

**1916** McMinnville Fire Department hires first paid Fire Chief.



**1916** McMinnville purchases their first motorized fire engine, a 1916 Laverne.

**1924** The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.

**1928** McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation

**1948** McMinnville voters pass the “Fireman’s Compensation Millage Levy” on May 21<sup>st</sup> @ 3 mills (~\$1.50/1,000 assessed value). These monies were dedicated to the sole purpose of hiring fireman. This was a continuing millage levy.

**1950** A typical ambulance transport cost ~\$2.50

**1952** McMinnville voters pass the “Fire Equipment Millage Levy” on November 4<sup>th</sup> @ ½ mill (~\$.25/1,000 assessed value). This levy provided monies for the purchase of fire apparatus and also was a continuing millage levy.

**1967** McMinnville Fire Department hires first paid Fire Marshall.

**1971** First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1’s. Paid staff operates the ambulance during the day and volunteers at night.



**1974** McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.

**1979** First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department



- 1983** Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response.
- 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.
- 1987** Ambulance subscription sold for the first time at \$35 per household – FireMed
- 1988** The new fire station opens at 1<sup>st</sup>& Baker in April.
- 1994** McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.
- 1994** City adds fire inspector position.
- 1996** Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.
- 1996** New College Intern Program implemented taking the place of Sleeper Program.

- 1997** Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.
- 2000** Fire Training Tower constructed on City land next to the Water Reclamation Facility.
- 2002** Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports.
- 2003** Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation.
- 2004** Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005.
- 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. First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.



- 2006** Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.
- 2007** Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.
- 2007** Continuance of the Fire Fund property tax transfer to subsidize EMS service operations - \$300,000.



**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. Add 3 staff.



**2009** City Council adopts Fire Department Standards of Response, establishing response time goals for Fire and EMS responses. These will be used to plan for improvements into the future.

**2009** Initiated department Health and wellness initiative adopting mandatory medical and physical evaluations for all department members.

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

**2010** Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department.

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

**2012** Budget challenges force the elimination of the Fire Marshal position.

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

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

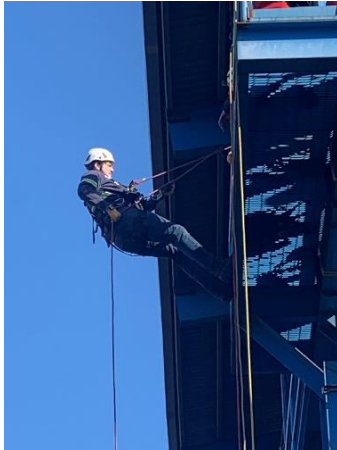
**2015** Yamhill County indicates that there were 9000 new Medicaid members in Yamhill County this year with an overall increase to 16,000 by the end of 2015.

**2016** The City will partner with Amity to provide a Peak activity unit. This vehicle will be cofounded by Amity and the City of McMinnville to improve service to the ASA.

**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.

**2017** Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.

**2017** Test new partnership with Lafayette by deploying an ambulance from rental house to determine response time performance.



**2017** Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.

**2018** Health and safety issues rise to the front. Increased staff by 1 FTE to cover vacancies requiring mandatory overtime. Lift assist system for ambulance to help reduce injuries.

**2019** Department Hires Support Services Technician to improve consolidate purchasing, contract management, and administrative responsibilities reducing work load on shift personnel.

**2019** Entered into a contract for Administrative and Training service with the Amity Fire District. Contract improves both organizations by consolidating and partnering. Hired Department Training Officer.

**2020** Completed coordination of 9 department consolidation feasibility study. Study recommends consolidation into new district.

**2020** **COVID 19**

**2021** Complete Strategic Implementation, Financial Analysis and Standards of Cover for the potential new Fire District area.

**2021** Budget challenges force administrative furloughs.



# **FIRE ADMINISTRATION & OPERATIONS**



Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
89,300	19,200	0	<b>4213-15 Specialty Business License - Care Homes</b> Ordinance Overturned	0	0	0
9,590	6,792	18,000	<b>4490 Licenses &amp; Permits - Misc</b> Permit/License/non-violation fees request for public records per Fire Department fee schedule. Event permits reduced du to COVID Department has waived all fees for applications due to COVID protocol	2,500	2,500	2,500
<b>98,890</b>	<b>25,992</b>	<b>18,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4545 Federal FEMA Grant</b> Potential Revenue for SCBA replacement.	452,587	452,587	452,587
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			SCBA Replacement	50	6,300	315,000
			Safer Grant 51% (split with Amb) - 5 personnel - partial year	1	137,587	137,587
0	124,241	55,500	<b>4555 Ground Emergency Medical Transport (GEMT) Reimbursement</b> 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	48,000	48,000	48,000
106,498	16,689	10,000	<b>4840-05 OR Conflagration Reimbursement - Personnel</b> Personnel Reimbursement due to conflagration deployment this last year.	10,000	10,000	10,000
71,159	2,324	5,000	<b>4840-10 OR Conflagration Reimbursement - Equipment</b> Reimbursement for vehicles deployed to conflagrations this last year.	5,000	5,000	5,000
0	59,269	0	<b>5030 McMinnville Rural Fire District</b>	0	0	0
375,617	386,887	398,492	<b>5030-05 McMinnville Rural Fire District - Contract Fire Protection</b> McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. 2020-2021 proposed budget assumes 3% increase in contract.	410,446	410,446	410,446
0	94,250	91,000	<b>5035-10 Amity Fire District - Admin/Training Svcs Contract</b> Combined Administrative /Training Agreement with Ambulance agreement	96,343	96,343	96,343
0	19,565	0	<b>5036 City of Dundee</b> IGA with City of Dundee for Administration /Management of their department	4,000	4,000	4,000
<b>553,274</b>	<b>703,225</b>	<b>559,992</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>1,026,376</b>	<b>1,026,376</b>	<b>1,026,376</b>
<b>CHARGES FOR SERVICES</b>						
2,417	6,323	15,000	<b>5340 Fire Department Service Fees</b> Non-resident motor vehicle incident charges for Fire Department required services.	11,000	11,000	11,000
34,500	27,405	27,000	<b>5400 Property Rentals</b> Verizon lease of cell tower on Fire Department property	27,000	27,000	27,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>36,917</b>	<b>33,728</b>	<b>42,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>
<b><u>FINES AND FORFEITURES</u></b>						
1,100	100	10,000	<b>6115 Code Enforcement</b> Decreased due to covid	1,200	1,200	1,200
<b>1,100</b>	<b>100</b>	<b>10,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b><u>MISCELLANEOUS</u></b>						
19,305	20,468	15,200	<b>6310-07 Interest - LOSAP</b> Interest earned on funds set aside for Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	22,000	22,000	22,000
1,978	945	1,000	<b>6410 Donations - Fire</b> Donations received to help support the Fire Department.	1,000	1,000	1,000
9,425	89,403	50,000	<b>6600 Other Income</b> Consolidation study payments from other departments	15,000	15,000	15,000
2,633	727	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
7,000	9,632	7,652	<b>6600-07 Other Income - LOSAP</b> Cash surrender value of life insurance policies purchased for volunteer firefighters as part of the Length of Service Award Program (LOSAP).	22,000	22,000	22,000
0	0	35,550	<b>6600-22 Other Income - Airshow</b>	35,550	35,550	35,550
<b>40,341</b>	<b>121,175</b>	<b>109,402</b>	<b>TOTAL MISCELLANEOUS</b>	<b>95,550</b>	<b>95,550</b>	<b>95,550</b>
<b>730,522</b>	<b>884,220</b>	<b>739,394</b>	<b>TOTAL RESOURCES</b>	<b>1,163,626</b>	<b>1,163,626</b>	<b>1,163,626</b>

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
6,464	-4,203	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
1,107,849	1,272,743	1,377,831	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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 - 9.85 FTE* Office Manager - 0.75 FTE Support Services Technician - 1.00 FTE Operations Support Specialist - 0.25 FTE	1,454,405	1,454,405	1,454,405
*One position will be vacant for Fiscal Year 2021-22. Includes five Firefighters to start 2/1/22 from SAFER Grant 51% (split with Ambulance).						
33,259	28,061	46,921	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 0.56 FTE	46,800	46,800	46,800
8,584	6,423	20,000	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
29,755	23,950	45,000	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b> Support for McMinnville Fire Volunteer Association (MFVA) program. Reimburses volunteers for participation on a "point-per-event" basis and helps off-set volunteers' costs for clothing, gasoline, training, etc.	30,000	30,000	30,000
218,322	160,356	160,003	<b>7000-20 Salaries &amp; Wages - Overtime</b>	177,877	177,877	177,877
125	112	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	420	420	420
5,394	-451	0	<b>7300 Fringe Benefits</b>	0	0	0
83,952	89,878	102,190	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	103,686	103,686	103,686
19,747	21,049	23,919	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	24,790	24,790	24,790
350,127	460,739	527,138	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	560,805	560,805	560,805
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
213,571	250,065	267,801	<b>7300-20 Fringe Benefits - Medical Insurance</b>	289,069	289,069	289,069
49,844	52,279	53,775	<b>7300-22 Fringe Benefits - VEBA Plan</b>	56,455	56,455	56,455
1,533	1,725	1,800	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,881	1,881	1,881
5,656	6,665	7,206	<b>7300-30 Fringe Benefits - Long Term Disability</b>	7,570	7,570	7,570
31,116	45,464	56,295	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	59,604	59,604	59,604
512	481	540	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	549	549	549

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
83	247	1,001	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0	
2,520	2,147	2,800	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>	2,800	2,800	2,800	
15,221	13,436	13,999	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	13,999	13,999	13,999	
22,587	20,053	90,000	<b>7400-15</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b>	21,876	21,876	21,876	
				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.				
7,909	9,040	8,000	<b>7400-21</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins</b>	1,860	1,860	1,860	
7,475	7,347	7,500	<b>7400-25</b>	<b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>	7,500	7,500	7,500	
<b>2,221,607</b>	<b>2,467,607</b>	<b>2,813,719</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>2,861,946</b>	<b>2,861,946</b>	<b>2,861,946</b>
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	500	<b>7530</b>	<b>Training</b>	0	0	0	
2,104	1,736	2,000	<b>7540</b>	<b>Employee Events</b>	2,200	2,200	2,200	
				Costs shared city-wide for employee training, materials, and events.				
24,371	25,269	36,000	<b>7550</b>	<b>Travel &amp; Education</b>	22,600	22,600	22,600	
				Funds for annual employee training				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				OR Office Admin Conference	2	500	1,000	
				Executive Development	3	1,500	4,500	
				SCBA Maintenance Training	2	800	1,600	
				National Fire Academy	3	500	1,500	
				Supervisors Training	5	1,000	5,000	
				SDAO	4	1,000	4,000	
				National Conference	2	1,500	3,000	
				OFDDA	2	1,000	2,000	
27,399	17,792	30,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	20,000	20,000	20,000	
16,389	13,888	16,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	15,000	15,000	15,000	
22,200	23,000	24,300	<b>7610-05</b>	<b>Insurance - Liability</b>	27,100	27,100	27,100	
28,300	27,300	31,300	<b>7610-10</b>	<b>Insurance - Property</b>	30,700	30,700	30,700	
22,376	23,575	24,000	<b>7620</b>	<b>Telecommunications</b>	24,000	24,000	24,000	
				This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.				
11,335	11,145	15,050	<b>7630-05</b>	<b>Uniforms - Employee</b>	16,118	16,118	16,118	
				Career, part-time, and volunteer fire uniforms increase due to number of new employees and volunteers. Increase due to Class A uniforms allowed by Contract				

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
55,876	51,904	60,000	<b>7630-15</b>	<b>Uniforms - Protective Clothing</b>		70,000	70,000	70,000
				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.				
8,554	9,382	9,000	<b>7650</b>	<b>Janitorial</b>		9,000	9,000	9,000
				Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.				
26,515	31,298	25,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		30,000	30,000	30,000
				Supplies for fire operations, fire prevention, administration. COVID increase				
1,978	1,069	1,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,000	1,000	1,000
0	620	3,000	<b>7700</b>	<b>Hazardous Materials</b>		3,000	3,000	3,000
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
4,524	4,775	6,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		4,000	4,000	4,000
6,919	4,748	7,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		5,000	5,000	5,000
51,149	63,399	41,250	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		36,250	36,250	36,250
				FY 22 higher due to COVID 19 disinfecting				
104,572	98,474	55,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		60,000	60,000	60,000
				Increase due to aging fleet increasing costs. Account used for Fleet maintenance both PM and unscheduled maintenance.				
4,392	14,442	15,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		10,000	10,000	10,000
6,923	7,412	6,000	<b>7720-22</b>	<b>Repairs &amp; Maintenance - Breathing Apparatus</b>		6,000	6,000	6,000
				Repairs and Maintenance of SCBA's				
79,306	113,934	107,650	<b>7750</b>	<b>Professional Services</b>		128,210	128,210	128,210
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Labor Attorney / Arbitrator	1	6,500	6,500	
				NFPA Physicals	65	700	45,500	
				Section 125 Admin Fee	1	260	260	
				Audit Fee Allocation	1	6,100	6,100	
				New Employee Physicals	4	750	3,000	
				New Employee Psychological Exam	4	450	1,800	
				National Testing Network	1	175	175	
				Peer Support Contract 35%/65%	1	1,050	1,050	
				MSDS Online 75%/25%	1	1,125	1,125	
				Consolidation Survey	1	20,000	20,000	
				Lexipol Policy Program 50%/50%	1	5,000	5,000	
				LOSAP actuarial	1	8,000	8,000	
				Consolidation Marketing /Public Meeting	1	25,000	25,000	
				Grant Writer FEMA	1	4,000	4,000	
				City-wide Professional Services	1	700	700	
2,124	17,027	28,693	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		40,539	40,539	40,539
				Annual facility and vehicle maintenance contracts				



Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			Description	Units	Amt/Unit	Total		
			MTS Storage	1	6,800	6,800		
			HVAC Maintenance 75%/25%	1	6,750	6,750		
			Extinguisher Maintenance	1	750	750		
			Fire Sprinkler System	1	1,500	1,500		
			Fire Alarm System	1	750	750		
			NFPA Vehicle Inspections	6	1,350	8,100		
			Breathing Apparatus Bench Testing	1	5,100	5,100		
			Copier Contract	1	2,300	2,300		
			Crew sense	1	3,154	3,154		
			Active 911	1	1,335	1,335		
			NFPA inspection of Training Building Annual	1	4,000	4,000		
12,908	4,449	6,000	<b>7800 M &amp; S Equipment</b>				6,000	6,000
12,797	2,074	5,000	<b>7800-09 M &amp; S Equipment - Radios</b>				5,000	5,000
0	0	10,000	<b>7800-30 M &amp; S Equipment - Breathing Apparatus</b>				5,000	5,000
0	0	0	<b>7820 M &amp; S Equipment - Grants</b>				0	0
19,832	21,573	32,119	<b>7840 M &amp; S Computer Charges</b>				35,859	35,859
			I.S. Fund materials & supplies costs shared city-wide					
37,778	40,387	35,800	<b>7840-30 M &amp; S Computer Charges - Fire</b>				45,600	45,600
			<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	8,500	8,500		
			Netmotion MDT maintenance-25% shared with Amb, Police	1	1,300	1,300		
			Central Square mobile/switch maintenance-65% shared with Amb	1	5,600	5,600		
			Target training - 50% shared with Amb	1	4,000	4,000		
			Fire inspection software maintenance	1	2,500	2,500		
			Office 365 licensing	15	240	3,600		
			Lexipol policy software	1	5,000	5,000		
			Mobile computer replacements	5	2,500	12,500		
			Cradlepoints	2	1,300	2,600		
63,284	66,642	64,000	<b>8090 Hydrant Rental &amp; Maintenance</b>				68,486	68,486
			Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.					
8,316	11,257	15,000	<b>8110 Hoses, Nozzles, &amp; Adapters</b>				7,000	7,000
			Fire hose, nozzles, and adapters with values under \$5,000.					
4,766	4,857	5,000	<b>8120 Hose &amp; Ladder Testing</b>				5,184	5,184
			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.					

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET																		
666,987	713,427	716,662	<b>TOTAL MATERIALS AND SERVICES</b>			738,846	738,846	738,846																		
<b><u>CAPITAL OUTLAY</u></b>																										
0	0	80,000	<b>8710</b>	<b>Equipment</b>		0	0	0																		
Self Contained Breathing Apparatus being purchased BY FEMA Grant if approved																										
0	0	0	<b>8720</b>	<b>Equipment - Grants</b>		350,000	350,000	350,000																		
<table border="0" style="width:100%"> <thead> <tr> <th style="text-align:left"><u>Description</u></th> <th style="text-align:right"><u>Units</u></th> <th style="text-align:right"><u>Amt/Unit</u></th> <th style="text-align:right"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Self Contained Breathing Apparatus</td> <td style="text-align:right">50</td> <td style="text-align:right">7,000</td> <td style="text-align:right">350,000</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Self Contained Breathing Apparatus	50	7,000	350,000					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																							
Self Contained Breathing Apparatus	50	7,000	350,000																							
0	2,445	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,956	3,956	3,956																		
I.S. Fund capital outlay costs shared city-wide																										
0	0	16,100	<b>8750-30</b>	<b>Capital Outlay Computer Charges - Fire</b>		0	0	0																		
12,612	-217	103,000	<b>8800</b>	<b>Building Improvements</b>		0	0	0																		
42,199	119,981	45,000	<b>8850</b>	<b>Vehicles</b>		0	0	0																		
<b>54,811</b>	<b>122,209</b>	<b>244,100</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>353,956</b>	<b>353,956</b>	<b>353,956</b>																		
<b><u>DEBT SERVICE</u></b>																										
82,831	85,418	88,086	<b>9442-05</b>	<b>2014 Fire Vehicle Financing - Principal</b>		88,086	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																										
32,461	29,873	27,205	<b>9442-10</b>	<b>2014 Fire Vehicle Financing - Interest</b>		27,205	27,205	27,205																		
Interest payment for loan																										
<b>115,291</b>	<b>115,291</b>	<b>115,291</b>	<b>TOTAL DEBT SERVICE</b>			<b>115,291</b>	<b>115,291</b>	<b>115,291</b>																		
<b>3,058,696</b>	<b>3,418,535</b>	<b>3,889,772</b>	<b>TOTAL REQUIREMENTS</b>			<b>4,070,039</b>	<b>4,070,039</b>	<b>4,070,039</b>																		



# **FIRE PREVENTION & LIFE SAFETY**



Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

201,234	206,380	210,240	<b>7000-05</b> Salaries & Wages - Regular Full Time Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE	208,093	208,093	208,093
1,155	1,805	1,500	<b>7000-17</b> Salaries & Wages - Volunteer Reimbursement	0	0	0
26,502	9,008	14,998	<b>7000-20</b> Salaries & Wages - Overtime	10,004	10,004	10,004
13,780	13,118	14,057	<b>7300-05</b> Fringe Benefits - FICA - Social Security	13,207	13,207	13,207
3,223	3,068	3,287	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,161	3,161	3,161
67,192	73,946	77,939	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	75,560	75,560	75,560
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
37,508	39,783	40,496	<b>7300-20</b> Fringe Benefits - Medical Insurance	41,940	41,940	41,940
7,500	7,500	7,500	<b>7300-22</b> Fringe Benefits - VEBA Plan	7,500	7,500	7,500
216	216	216	<b>7300-25</b> Fringe Benefits - Life Insurance	216	216	216
1,059	1,126	1,136	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,122	1,122	1,122
5,735	7,842	8,559	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	8,287	8,287	8,287
52	45	46	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	46	46	46
0	7	97	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
59	116	201	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	201	201	201
<b>365,215</b>	<b>363,958</b>	<b>380,272</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>369,337</b>	<b>369,337</b>	<b>369,337</b>

**MATERIALS AND SERVICES**

457	209	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300
6,059	5,078	7,500	<b>7550</b> Travel & Education Ongoing training to maintain certification	5,000	5,000	5,000
0	0	0	<b>7680</b> Materials & Supplies - Donations	0	0	0
1,540	1,540	1,700	<b>7750</b> Professional Services	1,600	1,600	1,600
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 Admin Fee	1	50	50
			Other	1	1,550	1,550
7,795	9,343	10,000	<b>8080</b> Fire Prevention Education	5,000	5,000	5,000

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
15,851	16,170	19,500	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	11,900	11,900	11,900
381,066	380,128	399,772	<b><i>TOTAL REQUIREMENTS</i></b>	381,237	381,237	381,237



**AMBULANCE**



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**RESOURCES**

**INTERGOVERNMENTAL**

0	0	0	<b>4545 Federal FEMA Grant</b> Five months of 49% Safer Grant Funding.	130,800	130,800	130,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			SAFER Grant 49% (split with Fire) - 5 personnel - partial year	1	130,800	130,800
0	51,673	0	<b>4549-05 US Dept of Health &amp; Human Services - CARES Act Provider Relief Fund</b>	0	0	0
0	289,895	166,500	<b>4555 Ground Emergency Medical Transport (GEMT) Reimbursement</b> 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	136,750	136,750	136,750
0	11,959	15,000	<b>4840-05 OR Conflagration Reimbursement - Personnel</b> Reimbursement for personnel costs due to conflagration deployment during the last year.	15,000	15,000	15,000
0	0	0	<b>4840-10 OR Conflagration Reimbursement - Equipment</b>	0	0	0
0	94,250	91,000	<b>5035-10 Amity Fire District - Admin/Training Svcs Contract</b> Admin contract with Ambulance contract combined split with Fire	96,343	96,343	96,343
0	19,565	0	<b>5036 City of Dundee</b> IGA with City of Dundee for Administration /Management of their department	0	0	0
<b>0</b>	<b>467,341</b>	<b>272,500</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>378,893</b>	<b>378,893</b>	<b>378,893</b>

**CHARGES FOR SERVICES**

0	2,199,785	3,480,000	<b>5700 Transport Fees</b> Transport fee revenue for Medicare and Medicaid patient accounts includes only "allowed" amounts (Medicare) or the amount that will actually be reimbursed (Medicaid). All other patient accounts reflect the full amount of charges for the transport base rate and mileage. Estimate includes a 1.75% CPI increase.	3,315,000	3,315,000	3,315,000
0	134,925	110,000	<b>5710 FireMed Fees</b> Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider. This year the City is partnering with Life Flight to manage the program.	135,000	135,000	135,000
<b>0</b>	<b>2,334,710</b>	<b>3,590,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,450,000</b>	<b>3,450,000</b>	<b>3,450,000</b>

**MISCELLANEOUS**

0	0	0	<b>6460 Donations - Ambulance</b> Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.	0	0	0
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Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	8,464	0	<b>6600 Other Income</b>	0	0	0
0	1,350	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
0	0	22,000	<b>6600-22 Other Income - Airshow</b>	22,000	22,000	22,000
0	54,953	27,000	<b>6610 Collections - EMS</b> Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections. These collections are only from previous accounts to SDW contract.	10,000	10,000	10,000
<b>0</b>	<b>64,768</b>	<b>49,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>0</b>	<b>2,866,819</b>	<b>3,911,500</b>	<b><i>TOTAL RESOURCES</i></b>	<b>3,860,893</b>	<b>3,860,893</b>	<b>3,860,893</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	-3,976	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
0	2,020,333	2,092,661	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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 - 17.25 FTE* Office Manager - 0.25 FTE Operations Support Specialist - 0.75 FTE  *One position will be vacant for Fiscal Year 2021-22. Includes five Firefighters to start 2/1/22 from SAFER Grant 49% (split with Fire).	2,171,459	2,171,459	2,171,459
0	52,114	87,140	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 1.04 FTE  Staffing for Peak Unit Amity.	86,913	86,913	86,913
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
0	267,647	270,800	<b>7000-20 Salaries &amp; Wages - Overtime</b>	300,122	300,122	300,122
0	208	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	780	780	780
0	-737	0	<b>7300 Fringe Benefits</b>	0	0	0
0	141,164	151,924	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	155,293	155,293	155,293
0	33,068	35,537	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	37,112	37,112	37,112
0	739,997	812,761	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	854,303	854,303	854,303
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	383,649	391,931	<b>7300-20 Fringe Benefits - Medical Insurance</b>	408,776	408,776	408,776
0	84,721	84,725	<b>7300-22 Fringe Benefits - VEBA Plan</b>	85,420	85,420	85,420
0	2,739	2,736	<b>7300-25 Fringe Benefits - Life Insurance</b>	2,772	2,772	2,772
0	10,444	10,826	<b>7300-30 Fringe Benefits - Long Term Disability</b>	11,220	11,220	11,220
0	76,827	90,949	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	95,040	95,040	95,040
0	782	800	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	814	814	814
0	2,165	4,999	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>0</b>	<b>3,811,146</b>	<b>4,037,789</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>4,210,024</b>	<b>4,210,024</b>	<b>4,210,024</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>MATERIALS AND SERVICES</u></b>								
0	3,200	5,000	<b>7500</b>	<b>Credit Card Fees</b>		1,600	1,600	1,600
0	2,706	3,100	<b>7540</b>	<b>Employee Events</b>		3,300	3,300	3,300
				Costs shared city-wide for employee training, materials, and events.				
0	19,406	25,200	<b>7550</b>	<b>Travel &amp; Education</b>		18,000	18,000	18,000
				Training for ongoing certification and state level collaboration				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Billing	1	2,000	2,000	
				EMS Leadership	1	2,000	2,000	
				National Conference	1	3,000	3,000	
				Oregon EMS Conference	3	1,000	3,000	
				PALS /ACLS	40	200	8,000	
0	31,811	36,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		33,000	33,000	33,000
0	4,443	6,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		5,000	5,000	5,000
0	25,900	27,800	<b>7610-05</b>	<b>Insurance - Liability</b>		30,200	30,200	30,200
0	13,700	17,000	<b>7610-10</b>	<b>Insurance - Property</b>		17,400	17,400	17,400
0	24,184	25,000	<b>7620</b>	<b>Telecommunications</b>		25,000	25,000	25,000
				Yamhill County Telecom to be consistent with other utility charges for the department.				
0	19,168	25,000	<b>7630-05</b>	<b>Uniforms - Employee</b>		29,932	29,932	29,932
				Career and volunteer fire uniforms. Increase to cover Class A uniform purchases per contract				
0	0	500	<b>7640</b>	<b>Laundry</b>		500	500	500
0	3,697	4,000	<b>7650</b>	<b>Janitorial</b>		4,000	4,000	4,000
				Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.				
0	31,252	32,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		32,000	32,000	32,000
0	3,029	8,000	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		500	500	500
0	134,557	115,000	<b>7660-45</b>	<b>Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>		125,000	125,000	125,000
				Supplies and PPE used by EMS system 2022 increases due to COVID				
0	1,445	2,000	<b>7660-55</b>	<b>Materials &amp; Supplies - Oxygen</b>		1,500	1,500	1,500
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
0	3,167	6,500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		6,000	6,000	6,000
0	22,195	13,750	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		19,000	19,000	19,000
0	34,695	50,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		50,000	50,000	50,000
				Major maintenance is done by outside mechanics . Fleet is aging.				
0	12,670	15,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		10,000	10,000	10,000
				amount continues to be increased due to required reprogramming 800 MHz radios to digital.				

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	20,308	26,000	<b>7735</b>	<b>Rental Property</b>		26,000	26,000	26,000
				Substation rental property; includes rent and utilities and direct costs associated with that location.				
0	170,651	177,290	<b>7750</b>	<b>Professional Services</b>		202,700	202,700	202,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	9,400	9,400	
				Medical Director Contract	1	12,000	12,000	
				Peer Support Contract	1	2,600	2,600	
				Labor Attorney / Arbitrator	1	10,000	10,000	
				Section 125 Admin Fee	1	400	400	
				National Testing Network	1	225	225	
				OHA Licensing	5	200	1,000	
				MSDS Online	1	375	375	
				SDW Ambulance Billing	1	116,500	116,500	
				Lexipol Policy System	1	5,000	5,000	
				GEMT Grant Writer	1	18,000	18,000	
				City-wide Professional Services	1	2,200	2,200	
				Fire Med Processing Fee LifeFlight	1	25,000	25,000	
0	18,000	15,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		10,731	10,731	10,731
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				MTS Storage 25% / 75%	1	2,181	2,181	
				HVAC Maint 25% / 75%	1	2,250	2,250	
				Copier Contract 50%	1	2,300	2,300	
				Stryker Defibrillator Service Contract	1	4,000	4,000	
0	10,635	15,000	<b>7800</b>	<b>M &amp; S Equipment</b>		15,000	15,000	15,000
0	1,846	5,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		5,000	5,000	5,000
0	25,325	37,705	<b>7840</b>	<b>M &amp; S Computer Charges</b>		29,456	29,456	29,456
				I.S. Fund materials & supplies costs shared city-wide				
0	28,192	30,050	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		31,570	31,570	31,570
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile computer	1	2,000	2,000	
				R12 peripherals	1	3,000	3,000	
				ESO Chart maintenance	1	12,500	12,500	
				Netmotion maintenance-shared with PD, FD	1	1,300	1,300	
				Central Square maintenance-35%, shared with FD	1	3,000	3,000	
				ESO personnel maintenance-50%, shared with FD	1	1,350	1,350	
				Target software maintenance-50%, shared with FD	1	4,100	4,100	
				Office 365 licensing	18	240	4,320	
0	1,375	0	<b>8070</b>	<b>FireMed Promotion</b>		0	0	0

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>0</b>	<b>667,558</b>	<b>722,895</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>732,389</b>	<b>732,389</b>	<b>732,389</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	39,685	0	<b>8710</b>	<b>Equipment</b>		0	0	0
0	0	310,000	<b>8710-22</b>	<b>Equipment - EMS Defibrillators</b>		0	0	0
0	2,870	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,249	3,249	3,249
				<small>I.S. Fund capital outlay costs shared city-wide</small>				
0	16,675	7,000	<b>8750-95</b>	<b>Capital Outlay Computer Charges - Ambulance</b>		3,400	3,400	3,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				MDT	1	3,400	3,400	
0	-72	34,375	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	168,918	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
				<small>Retro Fit 1 ambulance box to a new Chassis.</small>				
<b>0</b>	<b>228,076</b>	<b>351,375</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>6,649</b>	<b>6,649</b>	<b>6,649</b>
<b>0</b>	<b>4,706,780</b>	<b>5,112,059</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>4,949,062</b>	<b>4,949,062</b>	<b>4,949,062</b>



## **PARKS & RECREATION**



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

## **Budget Highlights**

The Parks and Recreation Department (P&R) enriches the lives of people in McMinnville. Programs offered by P&R provide diverse opportunities to discover, create, and encourage personal and community growth at indoor and outdoor facilities across the city. Services to keep our bodies and minds healthy include youth programming, adult and youth team sports, senior programming, after school programs, art programs, swim programs, health and wellness services in addition to Park Development. Parks and Recreation programs are mostly fee supported, on average operating at about 50% cost recovery. The Parks and Rec FTE (staffing levels) has increased approximately 12.5% over the last couple of decades, while the revenue has increased about 45%.

The budget assumptions for Parks and Rec were put together in February/March 2021. At that time, the assumption was a relatively gradual path back to normal program sizes and services as the COVID numbers settled and the vaccines rolled out. It is anticipated that Parks & Rec will require a supplemental budget to make adjustments based on community recovery and vaccination from the pandemic.

## **Challenges and Opportunities**

### **Covid-19 Pandemic impact on Parks & Recreation in 2020-21**

- Constantly evolving state guidelines caused continuous changes to protocol, modified program formats, lengthy facility closures, and program cancellations.
- Loss of connectedness and interaction within our community. The Parks and Recreation Department's main objective is to provide recreation activities and services to the public and this was greatly hindered due to the guidelines brought on by the pandemic.
- Over \$200,000 refunded since March 2020 due to cancellations.

- Mostly due to state mandates: the Senior Center has been closed since March 12, 2020; Community Center was closed from March 16 through October, 2020 and then closed again mid-November through February; Aquatic Center was closed from March 16 through July, 2020 and then closed again Mid-November through February.
- 148 part-time staff were laid off due to the pandemic



“Drive Thru Trick or Treat” – The department was slightly overwhelmed by the response to the Trick or Treat event at Dancer Park. Nearly 450 cars with over 1600 participants inside came out on a beautiful fall day for a fun community event.

MacPAC– Planning for new facilities is both a challenge and an opportunity. Under Council's direction, McMinnville has had the chance to dream big and think of the future for library and recreation services. The Community Center and Aquatic Center are at the end of their useful life, and the community's vision for recreation services goes beyond the functionality of these buildings. MacPAC is slated to conclude their work in the first quarter and report to City Council. The process after that is likely to be challenging as we move towards community conversations about funding.

## **Mac-Town 2032 Strategic Plan Parks and Recreation Focus**

### **City Government Capacity**

Develop and foster local and regional partnerships

- Continue, strengthen and formalize current partnerships to assist in delivering activities and events; seek new partnerships to develop innovative programs and revenue opportunities within the partnership guidelines in the phase I facility report.

Gain efficiencies from technology and equipment investment

- This year we are investing in an app that easily allows patrons to perform tasks from their phones such as membership sign-in, view and sign up for classes, register for lessons, and receive updates on department news.

Invest in the City's workforce

- Parks and Recreation department is a significant employer of entry-level and first-time workers and offers a wide variety of volunteer opportunities
- Parks and Recreation staff regularly attend conferences and training opportunities to grow skills, networking, and leadership skills.

### **Civic Leadership**

Attract and develop future leaders

- Providing opportunities for current staff and volunteers to cross-train, find higher level staff and board opportunities across all departments

Increase awareness of civic affairs and leadership opportunities

- When MacPAC was formed there was an intentional effort made to increase diversity, advance equity and foster inclusion. The advisory committee (MacPAC) includes voices that are not traditionally heard in government process, those community who face barriers that impact their opportunities to participate in services.

### **Community Safety & Resiliency**

Build a community culture of safety

- Learn to Swim and Survival Swim Program – Accidental drowning is a leading cause of death for children of any age and therefore an important community safety issue.
- Developed a Covid response protocol to ensure safe recreation and continue to evaluate and implement protocol as guidelines changes.



Classes were moved outside to provide a safe location when Covid precautions encouraged people to be outside.

### **Economic Prosperity**

Improve systems for economic mobility and inclusion

- Developing updated scholarship program

Be a leader in hospitality and place-based tourism

- Offer community events throughout the year
- Parks and Recreation facilities and programs are attractive destination locations that enhance local tourism

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

- Partnership with YCAP for locally grown food distribution at the Senior Center

## Engagement & Inclusion

Celebrate diversity of McMinnville

- Parks and Recreation and the Library will collaborate on summer activities and events with a focus on diverse programming and reaching those who are furthest from opportunity.
- Engage with Hispanic/Latinx community through department Open House, special events, and activities

Cultivate cultural competency and fluency throughout the community

- Parks and Recreation Department offers programs that encompass many different religions, cultures, and traditions

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

- MacPAC was formed in 2019 to inform the Library and Parks & Recreation Departments as they consider how to offer services and plan facilities to improve and enhance library, recreation and cultural services for McMinnville.

Improve access by identifying and removing barriers to participation

- Increase Inclusion training for all Parks and Recreation staff, identify and remove physical and programmatic barriers.
- Continue with improvements to our written materials, such as the 2020 'rec guide' update that published in dual languages and taking advantage of the City's new translation services.

## Core Services

- Staff created an inventory of 35 general programs/services offered by the Parks and Recreation Department and utilized the Core Services calculator to determine the ranking for each program/service.
- The top two Core Services were Park Development and Volunteer Opportunities
- The bottom two Core Services were short-term and long-term facility rentals

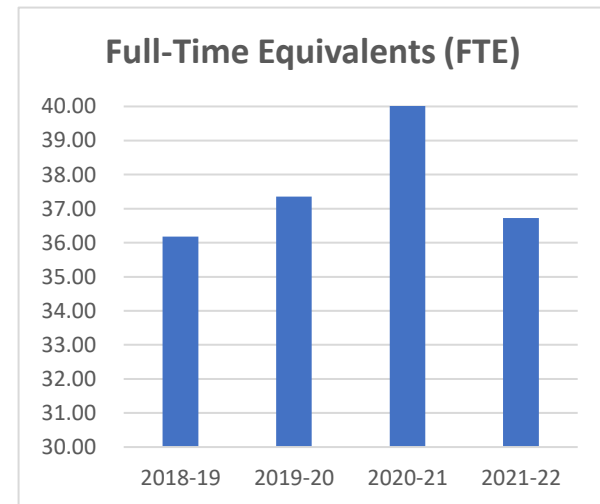
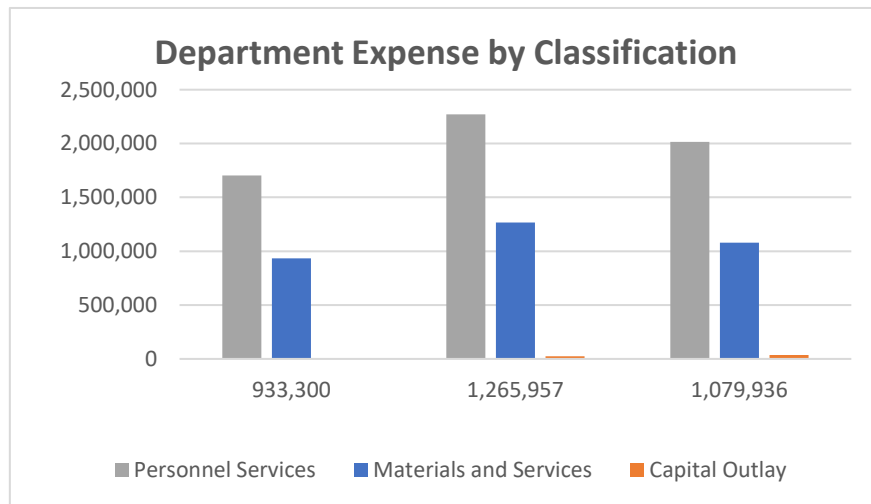


Thanksgiving Drive Thru Dinner provided 144 meals to local older adults thanks to help from event sponsor Vineyard Heights



**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	847,190	1,560,300	1,145,495	414,805
Intergovernmental	27,600	40,000	40,000	0
Miscellaneous	106,119	124,012	97,185	26,827
<b>Revenue Total</b>	<b>980,909</b>	<b>1,724,312</b>	<b>1,282,680</b>	<b>441,632</b>
<b>Expenses</b>				
Personnel Services	1,704,336	2,272,314	2,016,197	256,117
Materials and Services	933,300	1,265,957	1,079,936	186,021
Capital Outlay	1,594	24,750	37,402	-12,652
<b>Expenses Total</b>	<b>2,639,230</b>	<b>3,563,021</b>	<b>3,133,535</b>	<b>429,486</b>
Unrestricted Resources Required	-1,658,322	-1,838,709	-1,850,855	12,146
	<b>Adopted 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Proposed 2021-22</b>
<b>Full-Time Equivalents (FTE)</b>	36.18	37.35	40.38	36.72



## **Core Services**

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### **High Priority Services**

- Park development
- Volunteer opportunities
- Recreational swims: public and family
- Swimming lessons - group public
- Drop-in athletic / fitness (track, pickleball, racquetball, basketball, volleyball, ultimate frisbee, weight room, lap swim, water walking)
- Special community events (family nights, fun runs, summer concerts)
- Aquatic specialty programs: lifeguard training classes, survival swim
- Community social opportunities (coffee hour, lending library, art gallery, sport spectating, game groups)
- Meal service
- Youth after school childcare program (KOB)
- Adaptive recreation

### **Medium High Priority Services**

- Youth sports leagues
- Summer day camp (STARS)
- Health and personal services (tax prep, foot care)
- Support groups
- Youth art/craft/STEM/ed classes
- Youth specialty sports / fitness (dance, gymnastics)
- Youth sports classes (start smart)
- Adult education classes
- Adult art/craft classes
- Water fitness classes
- Adult fitness/dance classes

### **Medium Priority Services**

- Drop-in: tiny tots indoor playground
- Adult sports leagues
- Youth sports clinics
- Athletic facility rental
- Aquatic specialty rental programs: rental group swim lessons
- Special event park reservations
- Swimming lessons - private
- Gymnastics lessons - private
- Specialty summer camps (Skyhawks)

### **Medium Low Priority Services**

- Shower program
- Park shelter reservations
- Short term facility rentals (one time, up to quarterly)
- Long term facility rentals (annual contract/agreement)

**1906** Funds are raised to purchase City Park.

**1908** McMinnville's first community Pavilion was constructed on the site of the current Aquatic Center – it was demolished in 1922.



1908 to 1922

**1910** A swimming pond and small zoo are added to upper City Park. The zoo included a bear, deer, and other animals.

**1927** Soper Fountain is constructed at Upper City Park and a new pool is constructed near West 2<sup>nd</sup> Street and Star Mill Road. The city donated the old pool to the Garden Club for a sunken garden.



Outdoor Pool by Star Mill

**1948** McMinnville voters pass first park levy to support parks and recreation services and parks maintenance operations.

**1956** The City built a 30 yard outdoor pool and 20 yard enclosed recreational pool. Children can swim for 15 cents and adults for 25 cents.



1<sup>st</sup> Indoor Aquatic Center 1956 to 1985

**1965** McMinnville senior residents 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.

**1977** Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc. Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails.

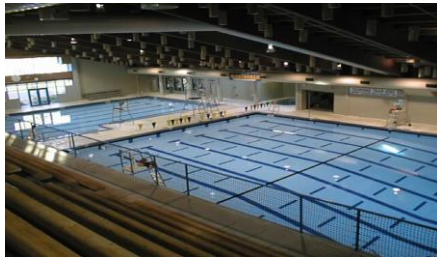
**1978** Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6<sup>th</sup> and Evans for \$190,000 along with a \$2.6 million 20-year bond levy to remodel it into the McMinnville Community Center.



**1981** New McMinnville Community Center opens. Senior Citizen's Inc. moves into the facility as well.

**1982** Parks and Recreation creates Youth Soccer Program.

- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres.
- 1984** McMinnville voters pass Swimming Pool Renovation Bond Levy - \$1,885,000.
- 1985** Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, and 4 soccer fields.
- 1986** The current Aquatic Center is opened, the new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool.



- 1990** Dancer Park Phase II expands irrigation systems and completes new soccer field areas. Parks and Recreation Department develops a Youth Baseball/Softball program.

- 1993** In partnership, the City and Senior Citizen's Inc. combine funds to build the Senior Center at Wortman Park. Additional funding is provided through a Community Development Block Grant.
- 1994** Major seismic retrofit at the Community Center and renovation is completed after 1993 Spring Break Quake, funded from the Insurance Reserve Fund.

- 1995** McMinnville Senior Center opens.
- 2000** Voters pass 20-year park improvements bond - \$9,500,000 after the 1999 Parks Master Plan is completed.

- 2002** Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.



- 2009** Dancer Park parking expanded due to growth in soccer.
- 2016** The Wortman Park Café began operating a Tuesday and Thursday lunch program at the Senior Center.
- 2019** Jay Pearson Neighborhood Park opens as McMinnville's first barrier-free, inclusive park. Facilities and Recreation Master Plan project begins.



- 2020** MacPAC, a citizens advisory committee, is formed to provide recommendations for the facilities and recreation opportunities of McMinnville



**PARKS & RECREATION  
Administration**



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>MISCELLANEOUS</b>							
1,514	3,419	3,000	<b>6420</b>	<b>Donations - Parks &amp; Recreation</b> Donations to support Parks and Recreation community events.	3,000	3,000	3,000
0	0	0	<b>6420-02</b>	<b>Donations - Parks &amp; Recreation - Community Events</b>	5,000	5,000	5,000
0	0	0	<b>6420-05</b>	<b>Donations - Parks &amp; Recreation - Scholarships</b>	1,000	1,000	1,000
9,917	7,854	6,000	<b>6600</b>	<b>Other Income</b> Miscellaneous Income including large event permits.	3,000	3,000	3,000
<b>11,431</b>	<b>11,273</b>	<b>9,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>11,431</b>	<b>11,273</b>	<b>9,000</b>	<b><i>TOTAL RESOURCES</i></b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

70	50	0	<b>7000</b> Salaries & Wages	0	0	0
111,687	114,494	116,557	<b>7000-05</b> Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	112,721	112,721	112,721
1,200	1,200	1,200	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	1,200	1,200	1,200
171	23	0	<b>7300</b> Fringe Benefits	0	0	0
6,999	7,173	7,301	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,892	6,892	6,892
1,637	1,678	1,707	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,652	1,652	1,652
35,271	42,448	43,204	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	41,136	41,136	41,136
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
617	631	642	<b>7300-30</b> Fringe Benefits - Long Term Disability	620	620	620
1,489	2,055	2,214	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	2,142	2,142	2,142
24	22	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	23	23
475	390	699	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	699	699	699
<b>159,746</b>	<b>170,271</b>	<b>173,655</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>167,193</b>	<b>167,193</b>	<b>167,193</b>

**MATERIALS AND SERVICES**

50	81	0	<b>7520</b> Public Notices & Printing Moved to 7520-15, Public Notice & Printing - Brochure	0	0	0
29,117	32,318	37,000	<b>7520-15</b> Public Notices & Printing - Brochure Outreach and inclusion efforts to reach the full community in different ways (example: radio, social media bumps, specialized mailers, rec guide, banners,) as well as translation costs.	45,000	45,000	45,000
523	105	400	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
3,282	5,461	10,000	<b>7550</b> 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
1,200	800	800	<b>7610-05</b> Insurance - Liability	900	900	900
200	0	0	<b>7610-10</b> Insurance - Property	0	0	0
700	624	700	<b>7620</b> Telecommunications	700	700	700
402	2,473	0	<b>7660</b> Materials & Supplies Park Ranger supplies, moved with the staffing resources to the Police budget.	0	0	0
0	0	0	<b>7680</b> Materials & Supplies - Donations	0	0	0



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
45,288	48,813	225,704	<b>7750</b>	<b>Professional Services</b>		95,200	95,200	95,200
				This line item includes the audit, background checks and the remaining work for the new rec center/library/sr center project. This work could include polling, additional design work or other consultant work.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	700	700	
				Section 125 Admin Fee	1	50	50	
				City-wide Professional Services	1	100	100	
				MacPac polling	1	50,000	50,000	
				Background checks	1	450	450	
				MacPac communication plan	1	20,000	20,000	
				MacPac Consultation	1	23,900	23,900	
944	938	1,396	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,281	1,281	1,281
				I.S. Fund materials & supplies costs shared city-wide				
1,200	1,200	2,040	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		14,040	14,040	14,040
				<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	
				Activenet Mobile App	1	12,000	12,000	
12,729	16,157	22,000	<b>8140</b>	<b>Community Events</b>		22,000	22,000	22,000
				This now includes summer programming for special, free, community wide events, Parks and Rec month, etc.				
<b>95,636</b>	<b>108,970</b>	<b>300,040</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>189,321</b>	<b>189,321</b>	<b>189,321</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	106	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		141	141	141
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>106</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>141</b>	<b>141</b>	<b>141</b>
<b>255,382</b>	<b>279,347</b>	<b>473,695</b>	<b>TOTAL REQUIREMENTS</b>			<b>356,655</b>	<b>356,655</b>	<b>356,655</b>

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**PARKS & RECREATION  
Aquatic Center**

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**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 Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**RESOURCES**

**CHARGES FOR SERVICES**

40,755	22,324	42,000	<b>5360-05 Admissions - Child/Student</b> Aquatic Center daily child/student admission fees. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is estimated based on revenue generated when open during the early July to mid-November 2020 modified program period plus an estimated 75% of normal revenue post-covid.	25,000	25,000	25,000
48,700	36,377	49,500	<b>5360-10 Admissions - Adult/Seniors</b> Aquatic Center daily adult/senior admission fees. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is estimated based on revenue generated when open during the early July to mid-November 2020 modified program period plus an estimated 75% of normal revenue post-covid.	40,000	40,000	40,000
80,272	51,558	85,000	<b>5370-05 Memberships - Family</b> Aquatic Center 12, 6, and 3-month family memberships. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is estimated based on revenue generated when open during the early July to mid-November 2020 modified program period plus an estimated 75% of normal revenue post-covid.	45,000	45,000	45,000
113,967	81,529	110,000	<b>5370-10 Memberships - Individual</b> Aquatic Center 12, 6 and 3-month individual memberships. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is estimated based on revenue generated when open during the early July to mid-November 2020 modified program period plus an estimated 75% of normal revenue post-covid.	75,000	75,000	75,000
16,263	10,514	12,000	<b>5380-05 Facility Rentals - Pool &amp; Facility</b> Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations. 21-22: reasonable guess/estimate	7,500	7,500	7,500
12,753	9,525	10,000	<b>5380-10 Facility Rentals - McM Swim Club &amp; McM High School</b> Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices.  Budget Note: In addition, the MSC families purchase approximately \$25,000 in family and single memberships.  21-22: 21-22: reasonable guess/estimate based on annual contract with the MSC.	12,000	12,000	12,000
3,175	2,550	3,000	<b>5380-15 Facility Rentals - Lockers &amp; Equipment</b> 21-22: reasonable guess/estimate	1,500	1,500	1,500
<b>315,884</b>	<b>214,376</b>	<b>311,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>206,000</b>	<b>206,000</b>	<b>206,000</b>

**MISCELLANEOUS**

0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
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Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,072	471	295	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b> Donations that fund expenditure account 7680, Materials & Supplies-Donations. Donations provide swim lesson scholarships (Ken Hill Scholarship Fund).	500	500	500
0	1,010	580	<b>6420-10 Donations - Parks &amp; Recreation - Equipment</b> Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. Donations used to purchase Aquatic Center equipment.	580	580	580
0	33	200	<b>6600 Other Income</b>	100	100	100
<b>1,073</b>	<b>1,514</b>	<b>1,075</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,180</b>	<b>1,180</b>	<b>1,180</b>
<b>316,956</b>	<b>215,890</b>	<b>312,575</b>	<b>TOTAL RESOURCES</b>	<b>207,180</b>	<b>207,180</b>	<b>207,180</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

257	-3,928	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
182,061	189,625	195,377	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Administrative Specialist II - 1.00 FTE	191,744	191,744	191,744
26,787	31,368	29,761	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Recreation Program Coordinator II - 0.60 FTE	29,253	29,253	29,253
150,613	111,673	173,508	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - Lifeguard - 4.32 FTE Extra Help - Aquatics I, II, III - Office - 0.67 FTE  21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is an estimated 75% of normal part-time staff hours.	138,749	138,749	138,749
549	296	250	<b>7000-20 Salaries &amp; Wages - Overtime</b>	265	265	265
444	-657	0	<b>7300 Fringe Benefits</b>	0	0	0
21,820	20,243	24,732	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	21,780	21,780	21,780
5,103	4,734	5,785	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	5,220	5,220	5,220
80,766	93,732	105,686	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	99,649	99,649	99,649
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
49,974	49,103	49,944	<b>7300-20 Fringe Benefits - Medical Insurance</b>	51,782	51,782	51,782
8,000	7,000	7,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	7,000	7,000	7,000
432	432	432	<b>7300-25 Fringe Benefits - Life Insurance</b>	432	432	432
1,114	1,159	1,186	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,174	1,174	1,174
10,326	12,612	14,761	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	13,323	13,323	13,323
256	188	234	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	198	198	198
102	3,872	97	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	50	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	50	50	50
<b>538,602</b>	<b>521,452</b>	<b>608,803</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>560,619</b>	<b>560,619</b>	<b>560,619</b>

**MATERIALS AND SERVICES**

8,839	5,911	8,500	<b>7500 Credit Card Fees</b> 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	4,500	4,500	4,500
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Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	76	100	<b>7530 Training</b> State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations.	100	100	100
497	378	500	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	500	500	500
1,059	456	1,000	<b>7550 Travel &amp; Education</b> Primarily re-certification training for Aquatic Center lifeguards. May also include limited registration fees and other expenses associated with professional development workshop. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	750	750	750
100,170	91,609	105,000	<b>7600 Electric &amp; Natural Gas</b> 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	82,500	82,500	82,500
4,100	4,200	4,400	<b>7610-05 Insurance - Liability</b>	6,100	6,100	6,100
6,700	7,300	8,600	<b>7610-10 Insurance - Property</b>	9,000	9,000	9,000
3,963	4,231	4,250	<b>7620 Telecommunications</b> 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	3,750	3,750	3,750
32,745	26,574	35,720	<b>7650-10 Janitorial - Services</b> 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	20,000	20,000	20,000
4,130	4,563	5,500	<b>7650-15 Janitorial - Supplies</b> 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	3,000	3,000	3,000
1,514	437	1,750	<b>7660-05 Materials &amp; Supplies - Office Supplies</b>	1,250	1,250	1,250
0	0	295	<b>7680 Materials &amp; Supplies - Donations</b> Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund).	0	0	0
13,571	8,461	13,000	<b>7690 Chemicals</b> Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	10,000	10,000	10,000
70,141	79,916	60,000	<b>7720 Repairs &amp; Maintenance</b> General day to day repairs and maintenance of the AC building including hvac, electrical, plumbing and mechanical systems. 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.	40,000	40,000	40,000

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,021	866	1,300	<b>7750</b>	<b>Professional Services</b>		1,600	1,600	1,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,400	1,400	
				City-wide Professional Services	1	200	200	
13,782	14,294	15,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		12,000	12,000	12,000
				21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule.				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
105	29	500	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		250	250	250
				Miscellaneous office equipment such as tables, chairs and advertising screens.				
0	0	0	<b>7800-36</b>	<b>M &amp; S Equipment - Weight Room</b>		0	0	0
0	1,010	580	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		0	0	0
				Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.				
4,722	4,690	6,982	<b>7840</b>	<b>M &amp; S Computer Charges</b>		6,403	6,403	6,403
				I.S. Fund materials & supplies costs shared city-wide				
5,442	5,047	4,420	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		5,420	5,420	5,420
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet peripherals	1	1,000	1,000	
				Activenet annual maintenance	1	1,200	1,200	
				Office 365 licensing	3	240	720	
				Mobile computer replacement	1	2,500	2,500	
2,178	5,368	4,000	<b>8130</b>	<b>Recreation Program Expenses</b>		4,000	4,000	4,000
				Purchase of general recreation program supplies.				
<b>274,676</b>	<b>265,414</b>	<b>281,897</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>211,123</b>	<b>211,123</b>	<b>211,123</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	0	<b>8710</b>	<b>Equipment</b>		25,000	25,000	25,000
				Painting both swimming pools.				
0	531	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		706	706	706
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>531</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>25,706</b>	<b>25,706</b>	<b>25,706</b>
<b>813,279</b>	<b>787,398</b>	<b>890,700</b>	<b>TOTAL REQUIREMENTS</b>			<b>797,448</b>	<b>797,448</b>	<b>797,448</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
100,461	40,106	100,000	<b>5350 Registration Fees</b> Aquatic Center - Swim Lessons 21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is estimated based on revenue generated when open during the early July to mid-November 2020 modified program period plus an estimated 75% of normal revenue post-covid.	60,000	60,000	60,000
<b>100,461</b>	<b>40,106</b>	<b>100,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>100,461</b>	<b>40,106</b>	<b>100,000</b>	<b>TOTAL RESOURCES</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
22,643	15,682	25,496	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.75 FTE	20,494	20,494	20,494
			21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is an estimated 75% of normal part-time staff hours.			
1,404	972	1,584	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,241	1,241	1,241
328	227	369	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	296	296	296
1,466	2,151	3,376	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,920	2,920	2,920
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	943	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	758	758	758
27	16	21	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	16	16	16
<b>25,868</b>	<b>19,048</b>	<b>31,789</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>25,725</b>	<b>25,725</b>	<b>25,725</b>
<b>MATERIALS AND SERVICES</b>						
695	368	850	<b>8130 Recreation Program Expenses</b> Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices). 21-22: reasonable guess/estimate	500	500	500
<b>695</b>	<b>368</b>	<b>850</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>26,563</b>	<b>19,416</b>	<b>32,639</b>	<b>TOTAL REQUIREMENTS</b>	<b>26,225</b>	<b>26,225</b>	<b>26,225</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
2,426	0	0 5350	Registration Fees	0	0	0
<b>2,426</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2,426</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
11,234	5,786	12,492	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.30 FTE	10,001	10,001	10,001
			21-22: Estimating 6 months of a modified schedule due to covid safety measures and then 6 months of a post-covid schedule. Proposal is an estimated 75% of normal part-time staff hours.			
697	359	773	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	604	604	604
163	84	182	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	145	145	145
1,283	1,035	1,657	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,426	1,426	1,426
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	463	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	370	370	370
12	5	11	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	9	9	9
<b>13,388</b>	<b>7,269</b>	<b>15,578</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>12,555</b>	<b>12,555</b>	<b>12,555</b>
<b>MATERIALS AND SERVICES</b>						
775	707	1,500	<b>8130 Recreation Program Expenses</b> Fitness program supplies (i.e. exercise belts & hand weights). 21-22: reasonable guess/estimate	750	750	750
<b>775</b>	<b>707</b>	<b>1,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>14,163</b>	<b>7,977</b>	<b>17,078</b>	<b>TOTAL REQUIREMENTS</b>	<b>13,305</b>	<b>13,305</b>	<b>13,305</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
7,175	5,695	8,000	<b>5410 Sales</b> Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. 21-22: reasonable guess/estimate	4,500	4,500	4,500
<b>7,175</b>	<b>5,695</b>	<b>8,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>7,175</b>	<b>5,695</b>	<b>8,000</b>	<b>TOTAL RESOURCES</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,881	3,589	4,000	<b>7660 Materials &amp; Supplies</b> Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop. 21-22: reasonable guess/estimate	2,000	2,000	2,000
<b>1,881</b>	<b>3,589</b>	<b>4,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>1,881</b>	<b>3,589</b>	<b>4,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
1,120	955	1,000	<b>5350 Registration Fees</b> Aquatic Center - Classes & Programs (Lifeguard Training) 21-22: reasonable guess/estimate	750	750	750
<b>1,120</b>	<b>955</b>	<b>1,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>1,120</b>	<b>955</b>	<b>1,000</b>	<b>TOTAL RESOURCES</b>	<b>750</b>	<b>750</b>	<b>750</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	254	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	272	272	272
0	0	15	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	16	16	16
0	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	4	4
0	0	35	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	40	40	40
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	10	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	10	10	10
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>318</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>342</b>	<b>342</b>	<b>342</b>
<b><u>MATERIALS AND SERVICES</u></b>						
236	319	500	<b>8130 Recreation Program Expenses</b> Lifeguard Training Class materials.	500	500	500
<b>236</b>	<b>319</b>	<b>500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>236</b>	<b>319</b>	<b>818</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>842</b>	<b>842</b>	<b>842</b>

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# **PARKS & RECREATION**

## **Community Center & Rec Programs**

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### **Organization Set – Programs**

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

### **Organization Set #**

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



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	0	0	4772 Oregon Alliance of YMCA	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
40,691	27,257	40,000	<b>5380-20 Facility Rentals - Meeting Rooms</b> Community Center general meeting room rentals. Will not do reservations through FY 21, possibly 25% reservations from Jan-Jun 22.	15,000	15,000	15,000
23,762	15,438	20,000	<b>5380-25 Facility Rentals - Auditorium</b> Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc. Will not do reservations through FY 21, possibly 25% reservations from Jan-Jun 22.	10,000	10,000	10,000
2,165	3,591	3,000	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors. Will not do reservations through FY 21, possibly 25% reservations from Jan-Jun 22.	750	750	750
10,999	9,312	11,000	<b>5380-35 Facility Rentals - Athletic Facilities</b> Community Center athletic membership fees for locker room, track, racquetball, basketball, pickleball, and table tennis. Not opening shower program; 50% summer, 75% fall, 90% Winter/Spring 22	4,575	4,575	4,575
12,137	6,618	10,000	<b>5380-40 Facility Rentals - Staff Fees</b> Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. Will not do reservations through FY 21, possibly 25% reservations from Jan-Jun 22.	2,500	2,500	2,500
246	0	200	<b>5380-42 Facility Rentals - Contract Event Security</b> Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	200	200
<b>90,000</b>	<b>62,215</b>	<b>84,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>33,025</b>	<b>33,025</b>	<b>33,025</b>
<b>MISCELLANEOUS</b>						
250	36	2,000	<b>6420 Donations - Parks &amp; Recreation</b>	1,000	1,000	1,000
1,803	2,075	1,800	<b>6600 Other Income</b> Incidental revenue received at Community Center from copy machine, audio/visual equipment user fees, etc .	200	200	200
5,862	0	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>7,915</b>	<b>2,111</b>	<b>3,800</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>97,915</b>	<b>64,326</b>	<b>88,000</b>	<b>TOTAL RESOURCES</b>	<b>34,225</b>	<b>34,225</b>	<b>34,225</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,041	-407	0	<b>7000</b> Salaries & Wages	0	0	0
73,653	110,103	117,659	<b>7000-05</b> Salaries & Wages - Regular Full Time Community Center Manager - 1.00 FTE Recreation Program Coordinator II - 0.20 FTE* Recreation Specialist - 1.00 FTE*	94,537	94,537	94,537
			*Positions will be vacant until 1/1/22.			
49,504	53,597	72,123	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Community Center - 2.03 FTE	54,557	54,557	54,557
1,301	70	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
0	0	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
486	380	0	<b>7300</b> Fringe Benefits	0	0	0
7,577	9,860	11,767	<b>7300-05</b> Fringe Benefits - FICA - Social Security	9,021	9,021	9,021
1,772	2,306	2,752	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,161	2,161	2,161
18,179	36,860	41,123	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	35,239	35,239	35,239
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
13,967	25,744	26,216	<b>7300-20</b> Fringe Benefits - Medical Insurance	17,510	17,510	17,510
2,933	3,600	3,600	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,600	3,600	3,600
157	238	238	<b>7300-25</b> Fringe Benefits - Life Insurance	172	172	172
421	606	648	<b>7300-30</b> Fringe Benefits - Long Term Disability	520	520	520
1,338	2,510	2,382	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,835	1,835	1,835
110	115	140	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	106	106	106
4,428	2,560	503	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
45	77	101	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	101	101	101
<b>176,912</b>	<b>248,217</b>	<b>279,252</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>219,359</b>	<b>219,359</b>	<b>219,359</b>

**MATERIALS AND SERVICES**

10,263	7,662	10,500	<b>7500</b> Credit Card Fees 50%Summer, 75% Fall, 90% Winter/Spring	8,000	8,000	8,000
324	205	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300

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01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
144	317	300	<b>7550</b>	<b>Travel &amp; Education</b>		300	300	300
				Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.				
68,381	73,898	70,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		75,000	75,000	75,000
4,900	5,000	5,600	<b>7610-05</b>	<b>Insurance - Liability</b>		5,700	5,700	5,700
15,800	17,100	20,000	<b>7610-10</b>	<b>Insurance - Property</b>		21,000	21,000	21,000
4,653	4,892	5,000	<b>7620</b>	<b>Telecommunications</b>		5,000	5,000	5,000
46,666	39,115	53,266	<b>7650-10</b>	<b>Janitorial - Services</b>		55,000	55,000	55,000
				Possible expenses due to opening late FY 21. FY22-Expectation that we are open.				
4,250	4,882	3,700	<b>7650-15</b>	<b>Janitorial - Supplies</b>		3,700	3,700	3,700
6,114	4,539	5,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,000	3,000	3,000
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	0	2,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,000	1,000	1,000
27,558	56,631	53,491	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		40,000	40,000	40,000
				Routine annual maintenance and special projects.				
767	670	1,000	<b>7750</b>	<b>Professional Services</b>		1,260	1,260	1,260
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,100	1,100	
				Section 125 Admin Fee	1	60	60	
				City-wide Professional Services	1	100	100	
12,608	17,371	18,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		18,000	18,000	18,000
0	0	3,000	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
				Misc. equipment replacement				
2,833	1,876	2,793	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,123	5,123	5,123
				I.S. Fund materials & supplies costs shared city-wide				
2,072	1,200	6,220	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		5,920	5,920	5,920
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement computers	2	1,800	3,600	
				Printer replacement	1	400	400	
				Activenet annual maintenance	1	1,200	1,200	
				Office 365 licensing	3	240	720	
0	0	0	<b>8130-50</b>	<b>Recreation Program Expenses - Contract Event Security</b>		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.				
<b>207,332</b>	<b>235,358</b>	<b>260,170</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>248,303</b>	<b>248,303</b>	<b>248,303</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>						
0	0	1,750	<b>8710 Equipment</b> Roll-up Door	10,000	10,000	10,000
0	213	0	<b>8750 Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	565	565	565
<b>0</b>	<b>213</b>	<b>1,750</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>10,565</b>	<b>10,565</b>	<b>10,565</b>
<b>384,244</b>	<b>483,788</b>	<b>541,172</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>478,227</b>	<b>478,227</b>	<b>478,227</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
160,319	132,430	180,000	<b>5350 Registration Fees</b> Community Center special interest programs and classes serving children and adults. Revenues are increasing due to program growth. FY 21 Basing on revenue that we brought in the fall 20. FY 22 50% Summer/75% Fall/90% Winter/Spring	100,000	100,000	100,000
-29	0	0	<b>5350-12 Registration Fees - Piano</b> 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
<b>160,290</b>	<b>132,430</b>	<b>180,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6420-27 Donations - Parks &amp; Recreation - Piano</b> 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
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>160,290</b>	<b>132,430</b>	<b>180,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
59,233	36,031	68,596	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 1.29 FTE	45,696	45,696	45,696
3,672	2,234	4,253	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	2,765	2,765	2,765
859	522	995	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	663	663	663
10,874	7,828	18,405	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	13,275	13,275	13,275
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
2,035	1,692	3,238	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	2,157	2,157	2,157
24	10	44	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	30	30	30
<b>76,697</b>	<b>48,317</b>	<b>95,531</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>64,586</b>	<b>64,586</b>	<b>64,586</b>
<b><u>MATERIALS AND SERVICES</u></b>							
29,123	28,565	38,000	<b>8130</b>	<b>Recreation Program Expenses</b> Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors. FY 22 75% FY 21 expenditures	28,500	28,500	28,500
<b>29,123</b>	<b>28,565</b>	<b>38,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
<b>105,820</b>	<b>76,881</b>	<b>133,531</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>93,086</b>	<b>93,086</b>	<b>93,086</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
6,914	5,303	7,250	<b>5350 Registration Fees</b> Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. 25% of typical revenues	3,000	3,000	3,000
<b>6,914</b>	<b>5,303</b>	<b>7,250</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>6,914</b>	<b>5,303</b>	<b>7,250</b>	<b>TOTAL RESOURCES</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
942	61	1,000	<b>8130 Recreation Program Expenses</b> Materials and supplies needed to support Tiny Tots Indoor Playpark.	200	200	200
<b>942</b>	<b>61</b>	<b>1,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>942</b>	<b>61</b>	<b>1,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>200</b>	<b>200</b>	<b>200</b>



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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
679	12,266	11,000	<b>5350 Registration Fees</b> Community Center fees and other revenues received from annual community-wide special event fees; i.e., Alien Abduction Dash, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department. 20%	2,200	2,200	2,200
<b>679</b>	<b>12,266</b>	<b>11,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
<b>679</b>	<b>12,266</b>	<b>11,000</b>	<b>TOTAL RESOURCES</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
5,780	3,781	6,000	<b>8130 Recreation Program Expenses</b> Expenses for major community events or department-sponsored special events including Alien Abduction Dash. 20%	1,200	1,200	1,200
<b>5,780</b>	<b>3,781</b>	<b>6,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>5,780</b>	<b>3,781</b>	<b>6,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 644 - SUMMER STARS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
84,157	76,345	99,000	<b>5350 Registration Fees</b> Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children.	60,000	60,000	60,000
<b>84,157</b>	<b>76,345</b>	<b>99,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>MISCELLANEOUS</b>						
0	12	0	<b>6420-50 Donations</b> Donations - Parks & Recreation - STARS	0	0	0
<b>0</b>	<b>12</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>84,157</b>	<b>76,357</b>	<b>99,000</b>	<b>TOTAL RESOURCES</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 644 - SUMMER STARS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
18,578	18,726	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - KOB - 0.25 FTE*	7,541	7,541	7,541
*Position will be vacant until 1/1/22.						
38,286	33,708	55,977	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Management Assistant - 0.19 FTE Site Director - 0.22 FTE Assistant Site Director - 0.35 FTE Recreation Leadership - 1.18 FTE	59,522	59,522	59,522
0	7	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
3,511	3,248	3,471	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	4,057	4,057	4,057
821	760	812	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	972	972	972
7,607	2,539	7,417	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	10,674	10,674	10,674
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
1,641	438	0	<b>7300-20 Fringe Benefits - Medical Insurance</b>	2,724	2,724	2,724
250	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	750	750	750
27	7	0	<b>7300-25 Fringe Benefits - Life Insurance</b>	14	14	14
101	26	0	<b>7300-30 Fringe Benefits - Long Term Disability</b>	42	42	42
1,326	1,659	2,643	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2,904	2,904	2,904
51	34	45	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	48	48	48
0	2,999	97	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>72,199</b>	<b>64,151</b>	<b>70,462</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>89,248</b>	<b>89,248</b>	<b>89,248</b>
<b>MATERIALS AND SERVICES</b>						
0	104	0	<b>7680 Materials &amp; Supplies - Donations</b> STARS Donations funded through revenue account 6420-50,	0	0	0
11,209	9,952	13,000	<b>8130 Recreation Program Expenses</b> Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts.	13,000	13,000	13,000
<b>11,209</b>	<b>10,055</b>	<b>13,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>83,409</b>	<b>74,206</b>	<b>83,462</b>	<b>TOTAL REQUIREMENTS</b>	<b>102,248</b>	<b>102,248</b>	<b>102,248</b>



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



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
40,000	27,600	40,000	<b>5020-17 McMinnville School Dist #40 - 21st Century Grant</b> KOB may receive \$40k as a sub grantee from MSD #40's 21st CCLC grant.	40,000	40,000	40,000
<b>40,000</b>	<b>27,600</b>	<b>40,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>CHARGES FOR SERVICES</b>						
158,568	135,766	450,000	<b>5350-05 Registration Fees - KOB - Elementary</b> Kids on the Block After-School Program registration fees.	450,000	450,000	450,000
<b>158,568</b>	<b>135,766</b>	<b>450,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
<b>MISCELLANEOUS</b>						
0	0	0	<b>6420 Donations - Parks &amp; Recreation</b> Budget Note: Donations from sources other than Kids on the Block, Inc. earmarked for specific enrichment projects & programs.	2,150	2,150	2,150
0	0	0	<b>6420-05 Donations - Parks &amp; Recreation - Scholarships</b>	0	0	0
33,844	44,366	55,737	<b>6420-15 Donations - Parks &amp; Recreation - KOB, Inc. - Elementary</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	30,310	30,310	30,310
19,674	8,760	24,000	<b>6420-20 Donations - Parks &amp; Recreation - KOB, Inc. - Enrichment</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	24,000	24,000	24,000
43,118	1,328	4,500	<b>6420-25 Donations - Parks &amp; Recreation - KOB, Inc. - Misc</b> Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program.	4,500	4,500	4,500
73	25	100	<b>6600 Other Income</b> Missed Payment fees	100	100	100
<b>96,708</b>	<b>54,479</b>	<b>84,337</b>	<b>TOTAL MISCELLANEOUS</b>	<b>61,060</b>	<b>61,060</b>	<b>61,060</b>
<b>295,276</b>	<b>217,845</b>	<b>574,337</b>	<b>TOTAL RESOURCES</b>	<b>551,060</b>	<b>551,060</b>	<b>551,060</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
34	-504	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
55,733	56,177	66,154	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Program Manager - 0.75 FTE*	22,624	22,624	22,624
			*Position will be vacant until 1/1/22.			
147,356	129,193	303,125	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Management Assistant - 0.56 FTE Site Director - 2.32 FTE Assistant Site Director - 1.90 FTE Recreation Leadership - 5.71 FTE	323,496	323,496	323,496
0	7	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
169	-380	0	<b>7300 Fringe Benefits</b>	0	0	0
12,548	11,484	22,896	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	20,941	20,941	20,941
2,935	2,686	5,354	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	5,020	5,020	5,020
21,183	20,249	64,436	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	52,669	52,669	52,669
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
4,923	1,315	20,638	<b>7300-20 Fringe Benefits - Medical Insurance</b>	8,172	8,172	8,172
750	0	3,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	2,250	2,250	2,250
81	20	108	<b>7300-25 Fringe Benefits - Life Insurance</b>	40	40	40
304	78	364	<b>7300-30 Fringe Benefits - Long Term Disability</b>	124	124	124
1,909	1,861	4,616	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	4,326	4,326	4,326
175	120	265	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	251	251	251
0	10,549	16,798	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	50	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	50	50	50
<b>248,101</b>	<b>232,856</b>	<b>507,804</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>439,963</b>	<b>439,963</b>	<b>439,963</b>
<b>MATERIALS AND SERVICES</b>						
6,457	6,715	8,000	<b>7500 Credit Card Fees</b>	8,000	8,000	8,000
213	79	200	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	200	200	200
800	700	600	<b>7610-05 Insurance - Liability</b>	900	900	900
563	925	575	<b>7620 Telecommunications</b>	575	575	575

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
99	27	50	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		50	50	50
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,150	2,150	2,150
40,253	411	700	<b>7750</b>	<b>Professional Services</b>		1,200	1,200	1,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,100	1,100	
				City-wide Professional Services	1	100	100	
1,889	1,876	2,793	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,561	2,561	2,561
				I.S. Fund materials & supplies costs shared city-wide				
1,435	1,200	4,440	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		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 annual licensing	1	240	240	
8,868	7,847	10,000	<b>8130</b>	<b>Recreation Program Expenses</b>		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. FY 21-Craft packs to schools.				
19,674	8,760	24,000	<b>8130-35</b>	<b>Recreation Program Expenses - Enrichment Programs</b>		24,000	24,000	24,000
				Kids on the Block Enrichment Programs and supplies including music, theater, storytellers science, visiting artists, environmental instruction, all of which broaden participants experience and awareness of the world around them.				
3,118	1,328	50,000	<b>8130-40</b>	<b>Recreation Program Expenses - Miscellaneous</b>		50,000	50,000	50,000
				Kids on the Block expenses for miscellaneous program costs and scholarships.				
5,564	0	5,000	<b>8130-45</b>	<b>Recreation Program Expenses - Workstudy</b>		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.				
<b>88,931</b>	<b>29,867</b>	<b>106,358</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>106,076</b>	<b>106,076</b>	<b>106,076</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	213	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		283	283	283
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>213</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>283</b>	<b>283</b>	<b>283</b>
<b>337,032</b>	<b>262,935</b>	<b>614,162</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>546,322</b>	<b>546,322</b>	<b>546,322</b>



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## **PARKS & RECREATION Recreational Sports**

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### **Organization Set – Programs**

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

### **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 Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
2,490	550	2,500	<b>5380-60 Facility Rentals - Field Rentals</b> Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs. FY 22 at 75% of FY 19 Actual (Covid reduction) possible fee increase offset by soccer clubs using high school facilities. FY 21 Est 20% on possible rentals May/June	1,900	1,900	1,900
<b>2,490</b>	<b>550</b>	<b>2,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
<b>2,490</b>	<b>550</b>	<b>2,500</b>	<b>TOTAL RESOURCES</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-1	-1,605	0	<b>7000</b> Salaries & Wages	0	0	0
77,754	79,680	81,102	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE	81,559	81,559	81,559
9,136	4,982	24,452	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Management Assistant - 0.40 FTE Program Assistant - 0.44 FTE	26,301	26,301	26,301
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
190	-234	0	<b>7300</b> Fringe Benefits	0	0	0
5,212	5,111	6,544	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,525	6,525	6,525
1,219	1,195	1,531	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,565	1,565	1,565
23,564	29,099	32,996	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	33,198	33,198	33,198
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
13,660	14,692	14,958	<b>7300-20</b> Fringe Benefits - Medical Insurance	15,528	15,528	15,528
2,000	2,000	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,000	2,000	2,000
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	108	108	108
405	415	422	<b>7300-30</b> Fringe Benefits - Long Term Disability	424	424	424
2,267	1,845	1,203	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,230	1,230	1,230
33	24	42	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	42	42	42
43	340	206	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
3,262	1,538	3,401	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,401	3,401	3,401
<b>138,850</b>	<b>139,191</b>	<b>168,965</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>171,881</b>	<b>171,881</b>	<b>171,881</b>

**MATERIALS AND SERVICES**

3,868	3,523	5,200	<b>7500</b> Credit Card Fees FY 21 Est at 60% (Yth soc, baseball/softball, adult softball in spring/summer 21) FY 22 at 90% of FY 21 (Covid reduction)	4,700	4,700	4,700
225	105	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	200	200
134	0	300	<b>7550</b> Travel & Education Professional memberships and miscellaneous workshops.	300	300	300
549	207	300	<b>7590</b> Fuel - Vehicle & Equipment	300	300	300

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,100	1,000	1,200	<b>7610-05</b>	<b>Insurance - Liability</b>		1,300	1,300	1,300
200	200	200	<b>7610-10</b>	<b>Insurance - Property</b>		200	200	200
1,950	1,627	1,800	<b>7620</b>	<b>Telecommunications</b>		1,800	1,800	1,800
29	18	50	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		50	50	50
452	387	500	<b>7750</b>	<b>Professional Services</b>		650	650	650
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	500	500	
				Section 125 Admin Fee	1	50	50	
				City-wide Professional Services	1	100	100	
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
1,889	1,935	2,793	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,561	2,561	2,561
				I.S. Fund materials & supplies costs shared city-wide				
2,358	1,200	3,640	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		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	
0	0	0	<b>8130-15</b>	<b>Recreation Program Expenses - Concessions</b>		0	0	0
<b>12,754</b>	<b>10,203</b>	<b>16,183</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>13,501</b>	<b>13,501</b>	<b>13,501</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	213	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		283	283	283
				I.S. Fund capital outlay costs shared city-wide				
<b>0</b>	<b>213</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>283</b>	<b>283</b>	<b>283</b>
<b>151,604</b>	<b>149,607</b>	<b>185,148</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>185,665</b>	<b>185,665</b>	<b>185,665</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
18,489	8,750	17,000	<b>5350 Registration Fees</b> Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs. FY 21 Est -YTD plus 30% of Coed Softball (3 weeks in June) FY 22 - No Fall Coed VB, 90% of FY '20 for winter/spring/summer. Assuming schools will be unavailable in fall of '21 but available beginning Jan '22.	14,000	14,000	14,000
<b>18,489</b>	<b>8,750</b>	<b>17,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>18,489</b>	<b>8,750</b>	<b>17,000</b>	<b>TOTAL RESOURCES</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
4,610	3,118	5,399	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.15 FTE	4,599	4,599	4,599
286	193	334	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	278	278	278
67	45	78	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	67	67	67
207	116	716	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	655	655	655
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	61	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	52	52	52
5	3	5	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	3	3	3
<b>5,175</b>	<b>3,475</b>	<b>6,593</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>5,654</b>	<b>5,654</b>	<b>5,654</b>
<b><u>MATERIALS AND SERVICES</u></b>						
9,897	4,083	12,000	<b>8130 Recreation Program Expenses</b> Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program. FY 21- Coed Softball is the only Adult Sport to run this year. Portopotty fees nearly doubled due to Covid cleaning. FY 22- Portopotty fees nearly doubled. Most expenses are fixed. Game official fees at 90% of FY20.	13,350	13,350	13,350
<b>9,897</b>	<b>4,083</b>	<b>12,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>13,350</b>	<b>13,350</b>	<b>13,350</b>
<b>15,073</b>	<b>7,558</b>	<b>18,593</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>19,004</b>	<b>19,004</b>	<b>19,004</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
88,520	56,220	94,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for fall and spring Youth Soccer seasons. \$7000 goes to needed soccer field maintenance improvements (matched by park maintenance). FY 21 Est - YTD plus 80% for spring, based on 2019 Actuals (\$45,000). FY 22 - 90% Based on 2019 actuals	80,000	80,000	80,000
158	0	300	<b>5380-55 Facility Rentals - Concessions</b> Soccer concessionaire profit sharing with City. FY 21 - No concessions due to Covid FY 22 - No concessions for Fall '21. \$150 for Spring '22.	150	150	150
<b>88,678</b>	<b>56,220</b>	<b>94,300</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>80,150</b>	<b>80,150</b>	<b>80,150</b>
<b>88,678</b>	<b>56,220</b>	<b>94,300</b>	<b>TOTAL RESOURCES</b>	<b>80,150</b>	<b>80,150</b>	<b>80,150</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
18,083	13,358	23,867	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.24 FTE Recreation Program Labor - 0.70 FTE  Increase reflects minimum wage and merit increases. FY 21 Est - YTD plus 50% of hours from FY21 Amended Budget. FY 22 - Added hours for Covid requirements offset possible program participation decreases.	26,049	26,049	26,049
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
1,121	828	1,480	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,575	1,575	1,575
262	194	346	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	377	377	377
252	743	3,162	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	3,713	3,713	3,713
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	897	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	972	972	972
22	14	21	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	21	21	21
<b>19,741</b>	<b>15,137</b>	<b>29,773</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>32,707</b>	<b>32,707</b>	<b>32,707</b>
<b>MATERIALS AND SERVICES</b>						
28,244	30,105	30,000	<b>8130 Recreation Program Expenses</b> Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7000 to cover additional field maintenance. FY 21 - \$7000 additional field maintenance not being spent, due to diminished field use in 2020? Other expenses (shirts, balls, paint) incurred in anticipation of programs running. Portopotty cleaning fees nearly triple. FY 22 - Portopotty fees nearly triple for Fall 2022. 25% decrease in supplies (unused inventory from FY 21).	29,600	29,600	29,600
<b>28,244</b>	<b>30,105</b>	<b>30,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>29,600</b>	<b>29,600</b>	<b>29,600</b>
<b>47,984</b>	<b>45,242</b>	<b>59,773</b>	<b>TOTAL REQUIREMENTS</b>	<b>62,307</b>	<b>62,307</b>	<b>62,307</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
17,547	23,430	20,000	<b>5350 Registration Fees</b> Recreational Sports registration fees or Youth Basketball. FY 21Est - no revenue, program did not run (Covid) FY 22 - 75% of FY20 actual	17,500	17,500	17,500
<b>17,547</b>	<b>23,430</b>	<b>20,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>
<b>17,547</b>	<b>23,430</b>	<b>20,000</b>	<b>TOTAL RESOURCES</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
7,188	9,154	11,149	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.09 FTE Recreation Program Labor - 0.15 FTE  FY 21 Est - YTD (program met for one week, then cancelled due to Covid) FY 22 -75% of FY 20.	6,901	6,901	6,901
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
446	568	691	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	417	417	417
104	133	161	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	100	100	100
511	558	1,477	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	983	983	983
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	365	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	227	227	227
9	10	10	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	6	6	6
<b>8,257</b>	<b>10,422</b>	<b>13,853</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>8,634</b>	<b>8,634</b>	<b>8,634</b>
<b>MATERIALS AND SERVICES</b>						
2,356	2,256	3,000	<b>8130 Recreation Program Expenses</b> T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program. FY 21 Est - YTD, program did not run (Covid)	2,500	2,500	2,500
<b>2,356</b>	<b>2,256</b>	<b>3,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>10,613</b>	<b>12,678</b>	<b>16,853</b>	<b>TOTAL REQUIREMENTS</b>	<b>11,134</b>	<b>11,134</b>	<b>11,134</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
56,914	681	55,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs. FY 21 Est - 80% of original budget (Covid concerns), fees split between FY21 and 22- season runs June and July. FY 22 - 90% of FY19 Actuals	51,000	51,000	51,000
575	0	500	<b>5380-55 Facility Rentals - Concessions</b> Baseball/Softball concessionaire profit sharing with City. FY 21 Est - (no concessions due to Covid)	500	500	500
<b>57,489</b>	<b>681</b>	<b>55,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>51,500</b>	<b>51,500</b>	<b>51,500</b>
<b>MISCELLANEOUS</b>						
15,577	14,216	15,500	<b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8. FY 21 Est - 50% of original budget. (Covid impacts for local businesses)	15,500	15,500	15,500
6,149	1,086	3,000	<b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b> Net income received from annual Youth Baseball and Softball Fundraiser. FY 21 Est - no revenue due to Covid	3,000	3,000	3,000
<b>21,727</b>	<b>15,302</b>	<b>18,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>
<b>79,216</b>	<b>15,983</b>	<b>74,000</b>	<b>TOTAL RESOURCES</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
15,356	4,393	18,703	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.26 FTE Recreation Program Labor - 0.39 FTE	18,484	18,484	18,484
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
952	272	1,160	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,119	1,119	1,119
223	64	272	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	268	268	268
653	224	2,477	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,635	2,635	2,635
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	607	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	594	594	594
18	5	16	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	15	15	15
<b>17,202</b>	<b>4,958</b>	<b>23,235</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>23,115</b>	<b>23,115</b>	<b>23,115</b>
<b>MATERIALS AND SERVICES</b>						
15,577	14,216	15,500	<b>7680 Materials &amp; Supplies - Donations</b> Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships. FY 21 Est - Balls/uniforms purchased FY20 carried over from cancelled season in 2020.	15,500	15,500	15,500
16,937	18,814	20,000	<b>8130 Recreation Program Expenses</b> Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years. FY 21 Est - \$4460 for portable handwash stations and pop-up canopy (Covid - Cares Act). Increased fees for portopotties (Covid). Reduced expenses for equipment/supplies due to carry over from cancelled 2020 season. FY 22 - 90% of 2021 Amended	18,000	18,000	18,000
<b>32,514</b>	<b>33,029</b>	<b>35,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>33,500</b>	<b>33,500</b>	<b>33,500</b>
<b>49,716</b>	<b>37,987</b>	<b>58,735</b>	<b>TOTAL REQUIREMENTS</b>	<b>56,615</b>	<b>56,615</b>	<b>56,615</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
580	654	750	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes.	450	450	450
<b>580</b>	<b>654</b>	<b>750</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>450</b>	<b>450</b>	<b>450</b>
<b>580</b>	<b>654</b>	<b>750</b>	<b>TOTAL RESOURCES</b>	<b>450</b>	<b>450</b>	<b>450</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	49	<b>7000-15 Salaries &amp; Wages - Temporary</b> Recreation Program Labor - 0.01 FTE	50	50	50
0	0	3	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	3	3	3
0	0	1	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	1	1
0	0	6	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	8	8	8
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
0	0	2	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2	2	2
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>61</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>64</b>	<b>64</b>	<b>64</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	50	<b>8130 Recreation Program Expenses</b> Incidental equipment or supplies to support youth sports camps and classes as needed.	50	50	50
<b>0</b>	<b>0</b>	<b>50</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>0</b>	<b>0</b>	<b>111</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>114</b>	<b>114</b>	<b>114</b>

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**PARKS & RECREATION  
Senior Center**

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**Organization Set – Programs**

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

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**RESOURCES**

**CHARGES FOR SERVICES**

11,609	7,220	13,000	<b>5380-20 Facility Rentals - Meeting Rooms</b> Estimated 50% of FY 2019 actual Senior Center meeting room rentals.	5,800	5,800	5,800
303	0	0	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	0	0	0
5,102	3,014	5,000	<b>5380-40 Facility Rentals - Staff Fees</b> Estimated 50% of FY 2019 actual Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours.	2,550	2,550	2,550
8,594	4,922	8,500	<b>5380-45 Facility Rentals - Reception Facilities</b> Estimated 50% of FY 2019 actual Senior Center main hall rentals.	4,300	4,300	4,300
3,600	0	0	<b>5380-50 Facility Rentals - Meal Site</b> Northwest Senior & Disabled Services moved to a new location March 28, 2019	0	0	0
730	424	300	<b>5420 Newsletter</b> Estimated 10% of FY 2019 actual; decreasing subscriptions as part of transition effort to P&R guide Senior Program subscription fees for monthly senior newsletter.	70	70	70
<b>29,938</b>	<b>15,579</b>	<b>26,800</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,720</b>	<b>12,720</b>	<b>12,720</b>

**MISCELLANEOUS**

2,162	18,939	5,000	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities.	2,100	2,100	2,100
5,876	0	0	<b>6420-46 Donations - Parks &amp; Recreation - SC-Fry Family Irrevocable Trust</b> Unused portion of \$10,000 estate donation received in 2013-14. Unused donation funds will carry forward year-to-year until funds are exhausted.	0	0	0
37,729	0	0	<b>6420-60 Donations - Parks &amp; Recreation - Building Improvements</b> Donations received to fund various building improvements such as a roof replacement in August 2018	0	0	0
982	225	300	<b>6600 Other Income</b> Estimated 25% of FY 2019 actual Senior Center equipment rental fees and other incidental revenues.	245	245	245
1,780	2,264	2,000	<b>6600-35 Other Income - Wortman Gallery</b> Estimated 50% of FY 2019 actual 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.	900	900	900



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
48,530	21,429	7,300	<b><u>TOTAL MISCELLANEOUS</u></b>	3,245	3,245	3,245
78,468	37,008	34,100	<b><i>TOTAL RESOURCES</i></b>	15,965	15,965	15,965

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

579	-656	0	<b>7000</b> Salaries & Wages	0	0	0
111,620	119,583	123,424	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Program Supervisor - 1.00 FTE Recreation Program Coordinator II - 0.80 FTE*	76,764	76,764	76,764
			*Position will be vacant until 1/1/22.			
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time	0	0	0
17,352	18,515	30,000	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Senior Center - 1.20 FTE	31,875	31,875	31,875
998	11	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
1,200	1,200	1,200	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
337	-132	0	<b>7300</b> Fringe Benefits	0	0	0
7,965	8,430	9,587	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,572	6,572	6,572
1,863	1,972	2,242	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,575	1,575	1,575
33,596	39,535	45,439	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	26,842	26,842	26,842
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
15,110	16,240	16,512	<b>7300-20</b> Fringe Benefits - Medical Insurance	30,102	30,102	30,102
2,400	2,400	2,400	<b>7300-22</b> Fringe Benefits - VEBA Plan	5,400	5,400	5,400
194	194	194	<b>7300-25</b> Fringe Benefits - Life Insurance	152	152	152
608	640	660	<b>7300-30</b> Fringe Benefits - Long Term Disability	422	422	422
2,302	3,230	3,820	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	2,705	2,705	2,705
65	57	68	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	60	60	60
0	1,664	97	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
870	754	999	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	999	999	999
<b>197,059</b>	<b>213,636</b>	<b>236,642</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>183,468</b>	<b>183,468</b>	<b>183,468</b>

**MATERIALS AND SERVICES**

942	1,065	1,800	<b>7500</b> Credit Card Fees	1,800	1,800	1,800
415	188	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	300	300

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,328	812	1,000	<b>7550</b>	<b>Travel &amp; Education</b>		1,000	1,000	1,000
				Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.				
10,145	9,642	12,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		13,000	13,000	13,000
2,500	1,900	2,000	<b>7610-05</b>	<b>Insurance - Liability</b>		2,200	2,200	2,200
2,700	2,900	3,400	<b>7610-10</b>	<b>Insurance - Property</b>		3,600	3,600	3,600
4,877	6,057	6,100	<b>7620</b>	<b>Telecommunications</b>		6,100	6,100	6,100
19,752	16,018	20,500	<b>7650-10</b>	<b>Janitorial - Services</b>		20,500	20,500	20,500
1,767	1,781	2,200	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,200	2,200	2,200
1,904	1,838	1,700	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,900	1,900	1,900
342	773	1,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,100	2,100	2,100
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
48,956	43,235	18,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		60,500	60,500	60,500
				Routine maintenance & repairs Items from 5 year capital outlay list for FY 21-22				
45,425	6,894	2,000	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>		0	0	0
				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.				
425	378	600	<b>7750</b>	<b>Professional Services</b>		840	840	840
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	700	700	
				Section 125 Admin Fee	1	40	40	
				City-wide Professional Services	1	100	100	
12,005	8,379	8,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		9,000	9,000	9,000
89	411	500	<b>7800</b>	<b>M &amp; S Equipment</b>		500	500	500
0	11,953	2,000	<b>7810</b>	<b>M &amp; S Equipment - Donations</b>		0	0	0
				Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
2,833	2,755	4,189	<b>7840</b>	<b>M &amp; S Computer Charges</b>		3,842	3,842	3,842
				I.S. Fund materials & supplies costs shared city-wide				
1,613	5,387	3,420	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		1,920	1,920	1,920
				<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	

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
331	110	200	<b>8130-05 Recreation Program Expenses - Newsletter</b> Subscriptions decreasing as part of transition effort to P&R guide, postage and supply cost reflects completion of service commitment to subscribers	30	30	30
1,182	1,903	2,000	<b>8135 Wortman Gallery Expenses</b> Estimated 50% of FY 2019 actual Reflects payments to Gallery artists from sales of their art work. May also include small, incidental expenses supporting the Gallery.	590	590	590
<b>159,531</b>	<b>124,379</b>	<b>93,409</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>131,922</b>	<b>131,922</b>	<b>131,922</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	319	0	<b>8750 Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	424	424	424
0	0	23,000	<b>8800 Building Improvements</b>	0	0	0
<b>0</b>	<b>319</b>	<b>23,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>424</b>	<b>424</b>	<b>424</b>
<b>356,591</b>	<b>338,334</b>	<b>353,051</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>315,814</b>	<b>315,814</b>	<b>315,814</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
37,489	25,765	42,000	<b>5350 Registration Fees</b> Estimated 75% of FY 2019 actual Senior Center fees for recreational and special interest classes and programs.	28,100	28,100	28,100
<b>37,489</b>	<b>25,765</b>	<b>42,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>28,100</b>	<b>28,100</b>	<b>28,100</b>
<b>37,489</b>	<b>25,765</b>	<b>42,000</b>	<b>TOTAL RESOURCES</b>	<b>28,100</b>	<b>28,100</b>	<b>28,100</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
20,251	13,848	20,000	<b>8130 Recreation Program Expenses</b> Estimated 75% of FY 2019 actual Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors.	15,190	15,190	15,190
<b>20,251</b>	<b>13,848</b>	<b>20,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>15,190</b>	<b>15,190</b>	<b>15,190</b>
<b>20,251</b>	<b>13,848</b>	<b>20,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>15,190</b>	<b>15,190</b>	<b>15,190</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	0	1,000	<b>5350 Registration Fees</b> Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	1,000	1,000	1,000
<b>0</b>	<b>0</b>	<b>1,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>0</b>	<b>0</b>	<b>1,000</b>	<b>TOTAL RESOURCES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	500	<b>8130 Recreation Program Expenses</b> Costs associated with Senior Center special fund raising events and other major programs.	500	500	500
<b>0</b>	<b>0</b>	<b>500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>0</b>	<b>0</b>	<b>500</b>	<b>TOTAL REQUIREMENTS</b>	<b>500</b>	<b>500</b>	<b>500</b>



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
10,680	5,809	13,500	<b>5350 Registration Fees</b> Discontinuing program for undetermined amount of time Registration income from Senior Center sponsored day-long field trip and tour event registration fees	0	0	0
<b>10,680</b>	<b>5,809</b>	<b>13,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10,680</b>	<b>5,809</b>	<b>13,500</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
13,157	8,492	12,000	<b>8130 Recreation Program Expenses</b> Discontinuing program for undetermined amount of time Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses.	0	0	0
<b>13,157</b>	<b>8,492</b>	<b>12,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>13,157</b>	<b>8,492</b>	<b>12,000</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 668 - OVERNIGHT TOURS	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
183	920	0	5350	Registration Fees	0	0
<b>183</b>	<b>920</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>
<b>183</b>	<b>920</b>	<b>0</b>		<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
37,367	23,377	35,000	<b>5410-05 Sales - Wortman Park Cafe</b> Estimated 50% of FY 2019 actual Revenues from the popular "Wortman Park Café", the Tue/Thu fresh salad, soup, bread and dessert lunch at the Senior Center. The Café averages 70 daily attendees.	18,700	18,700	18,700
<b>37,367</b>	<b>23,377</b>	<b>35,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>18,700</b>	<b>18,700</b>	<b>18,700</b>
<b>37,367</b>	<b>23,377</b>	<b>35,000</b>	<b>TOTAL RESOURCES</b>	<b>18,700</b>	<b>18,700</b>	<b>18,700</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
1,896	5,384	8,100	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.29 FTE	8,916	8,916	8,916
			Due to Northwest Senior & Disability Services no longer staffing the kitchen side of the program.			
118	334	502	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	539	539	539
28	78	117	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	129	129	129
0	0	1,073	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,271	1,271	1,271
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
35	134	202	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	222	222	222
2	5	6	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	7	7	7
<b>2,079</b>	<b>5,935</b>	<b>10,000</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>11,084</b>	<b>11,084</b>	<b>11,084</b>
<b>MATERIALS AND SERVICES</b>						
34,868	19,851	30,000	<b>7660-37 Materials &amp; Supplies - Wortman Park Cafe</b> Increased expenses in relation to revenues due to rebuilding stock after extended COVID closure Food and supply associated with operating the Wortman Park Café	38,350	38,350	38,350
<b>34,868</b>	<b>19,851</b>	<b>30,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>38,350</b>	<b>38,350</b>	<b>38,350</b>
<b>36,947</b>	<b>25,786</b>	<b>40,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>49,434</b>	<b>49,434</b>	<b>49,434</b>



**PARK MAINTENANCE**



## Budget Highlights

- Given the City Council's direction to address General Fund reserve levels, Park Maintenance, like other General Fund departments, will be implementing staff furloughs as a cost savings measure. This will negatively impact park maintenance service levels at least through this budget cycle. Additionally, significant storm events this past winter resulted in unprecedented damage to the park system. Given the General Fund situation, staff has implemented plans to absorb storm clean-up and repairs within the Division's currently allocated resources. This approach was based on the assumption that additional resources via the General Fund would not be available. Since late March of 2021, staff has been working with Oregon Emergency Management in seeking FEMA disaster reimbursement funds, but at this point that funding is not certain. Park maintenance service level changes were developed to keep focus on maintenance efforts that place an emphasis on maintaining park user safety and protecting the City's investment in our park assets. Unfortunately, there is no question that this approach will impact park aesthetics.
- COVID-19 continues to impact the Division's operations. Force preservation strategies such as limiting vehicles to one passenger, and staggering crew start times remain in place. These strategies are tied to the Community Safety & Resiliency priority to proactively plan for to responsibly maintain a safe and resilient community. However COVID related staffing shortages over the past year have also impacted the Division's efforts towards restoring park maintenance service levels. It is important to note that given the current situation there is no excess capacity in the Park Maintenance budget or staff, so the changes in the operating budgeted necessitated by General Fund issues will result in service level impacts.
- The Division has taken on maintenance of the new Jay Pearson Park full time, and will be taking on a planned extension of the BPA Pedestrian pathway in 2021.
- The FY 21-22 proposal does include capital funding to replace a 2006 zero turn mower. This item was a carryover item included in the FY 20-21 mid-year review and deferred to FY 21-22. These mowers are a key component of the Division's mowing fleet.
- Staff will continue to partner with key volunteer and inmate work groups; however the availability of the inmate crew has been impacted by the pandemic. As part of the Division's response to storm damage clean-up, over 20 different volunteer groups have been utilized to help with park debris removal. 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." More typical 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. Unfortunately, with staff and resource limitations proposed, the ability to provide those coordinating resources for volunteer groups will be reduced.



*Sunrise at a flooded Joe Dancer Park*

- 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 Mac-Town 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 is intended to meet 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. Unfortunately, resource allocations have not been able to keep up with both inflationary cost increases as well as additional work related to new facilities.

## **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. As noted above, the FY 21-22 budget proposal does not move the Division closer to that goal.

## **Park Services**

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year-round. At this point no changes are planned for any additional restroom closures for permanent facilities, or any reduction in park services ("rounds"). In order to be conservative, staff has assumed that restrooms will continue to be maintained in a COVID compliant manner. However, due to significant costs related to sanitizing temporary restrooms, those will be removed from Airport, West Hills and Starmill (City Park). Should COVID requirements be relaxed, staff will look at moving these back as resources allow.



*Sr. Utility Worker Liz Fliszar (13 years) performs construction inspection at Jay Pearson Park*

## **Turf/Landscape Maintenance**

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. This core service will be reduced in various areas in the park system. These facilities have been identified for irrigation shut downs, which results in reduced irrigation costs (start-ups, repairs, shut downs). Additionally, this change results in reduced mowing costs in these areas. These areas will "go brown" during the summer and remain dry until the fall rains. Parks areas that this will impact include:
  - Neighborhood Parks: Bend O'River, Greenbrier, Village Mill, North Evans and Taylor
  - Linear Parks: East of Westvale to Agee; continuing east to Goucher Street, then north to Apperson.
  - Community Parks: parts of City Park, Kiwanis Park



- Using the Division’s Integrated Pest Management Plan (IPM), 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. Mulch application will be eliminated at some facilities and the application cycle extended at others. These changes result in materials and labor savings, but negatively impact aesthetics and weed control.
- 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 continues to be 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**

- Typical activities include conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. The work also includes mitigating storm damage, which can include pruning, removal and replacement. Given resource constraints, no tree replacements are included in the FY 21-22 funding proposal. Given the impact of winter storms, this will have a negative impact on service levels. These replacements (approximately 270 trees) will need to be programmed in future years as resources allow, and will be done on a systematic basis to replace trees lost during the ice storm this winter. 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.



*Fallen oak tree at Joe Dancer Wetland trail*

## **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. In some instances non safety related repairs may have to be deferred.

## **Skate Park Maintenance**

- Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and clean up of vandalism and graffiti. In some instances other than safety concerns, repairs may need to be deferred.

## **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 (12 years) works with volunteers at Joe Dancer Park*

## **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 2021. In 2013-14, service levels 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. Unfortunately, this budget proposal does not have adequate resources to continue with the process of improving park maintenance service levels.

- The FY 2021-22 budget proposal does not move the Division any closer to improve the Division's capacity to begin to address backlogged maintenance items. 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 FY 2021-22 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, the system currently utilized is no longer supported by the vendor; as such staff will be working with Information Services to explore replacement and upgrade options.

## **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 that is not able to be consistently funded. 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**

- 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.
- 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 City wide priorities.

## **Develop and implement water conservation strategies**

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

## **Americans with Disability Act (ADA) Compliance**

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



*Guy Smith (17 years) and Jeff Hendricks 16 (years) spread material in the Riverside Dog Park.*

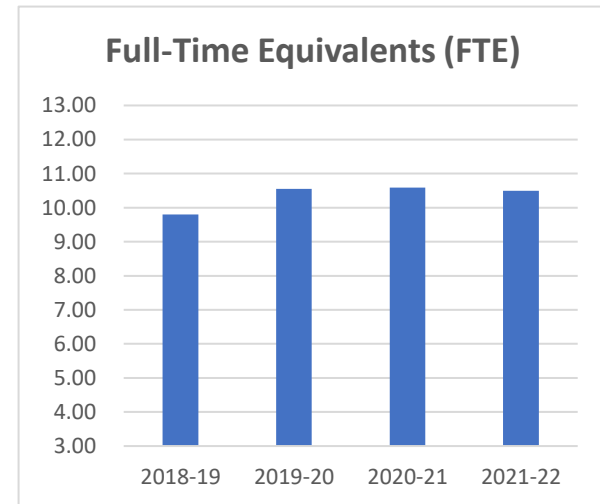
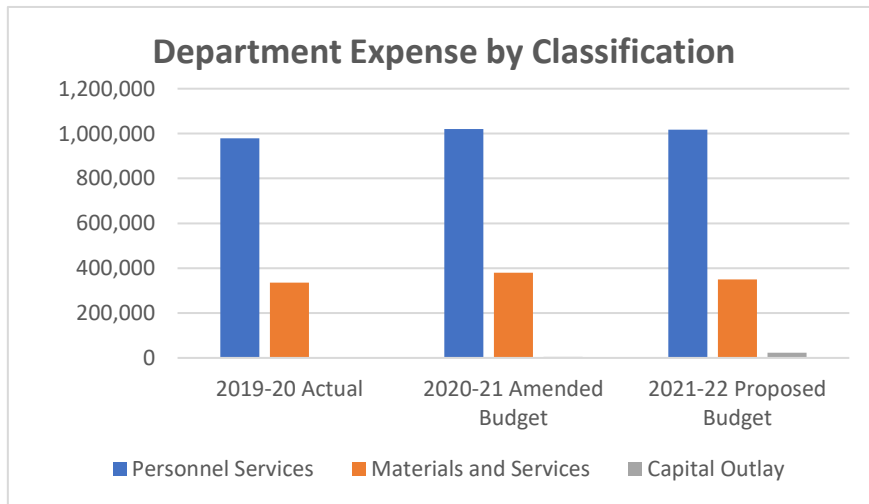


*Double rainbow above Westside Greenway path*

**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	1,894	5,200	2,500	-2,700
Miscellaneous	109	100	0	-100
<b>Revenue Total</b>	<b>2,003</b>	<b>5,300</b>	<b>2,500</b>	<b>-2,800</b>
<b>Expenses</b>				
Personnel Services	978,464	1,020,306	1,016,949	-3,357
Materials and Services	334,972	380,346	350,128	-30,218
Capital Outlay	425	5,000	22,636	17,636
<b>Expenses Total</b>	<b>1,313,861</b>	<b>1,405,652</b>	<b>1,389,713</b>	<b>-15,939</b>
Unrestricted Resources Required	-1,311,857	-1,400,352	-1,387,213	13,139

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	9.80	10.55	10.59	10.49



## **Core Services**

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### **High Priority Services**

- Maintain the City's park asset base, including:
  - Turf/landscape maintenance
  - Tree maintenance
  - Maintenance of park amenities (sport courts, water feature, shelters, drinking fountains, interpretive signage, lighting, etc.)
  - Park building and structure (play equipment, skate park, etc) maintenance
  - Completion of park services, including litter removal, restroom cleaning, general park upkeep, and vandalism repair
- Emergency response to various incidents (weather related, accidents, etc) alongside Street Maintenance and Conveyance System field staff.

### **Medium High Priority Services**

- Recreation sports program facility support
- Community event/volunteer support

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

- 2008** Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.
- 2010** Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.
- 2010** Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.
- 2010** Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.
- 2011** Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.
- 2012** Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to insure constant compliance with Oregon Health Division rules.
- 2014** Parks Maintenance staff plays a key role in Public Work's response to a major February snowstorm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.
- 2014** Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.
- 2016** As part of succession planning, Senior Utility Worker position implemented.
- 2017** Lower City Park upgraded with new small shelter and bridge.
- 2018** Utility Worker I position added as part of a two-year phased process to restore park maintenance service levels.
- 2018** City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.
- 2019** Utility Worker I position added.
- 2019** Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>CHARGES FOR SERVICES</u></b>							
10,538	1,894	5,200	<b>5390</b>	<b>Park Rentals</b> Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.	2,500	2,500	2,500
<b>10,538</b>	<b>1,894</b>	<b>5,200</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b><u>MISCELLANEOUS</u></b>							
45	109	100	<b>6600</b>	<b>Other Income</b>	0	0	0
820	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>	0	0	0
<b>865</b>	<b>109</b>	<b>100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>11,403</b>	<b>2,003</b>	<b>5,300</b>	<b><u>TOTAL RESOURCES</u></b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,201	646	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
497,385	563,025	579,692	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE 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	557,174	557,174	557,174
30,172	22,408	34,096	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Park Maintenance - 1.04 FTE	32,410	32,410	32,410
4,788	4,671	5,650	<b>7000-20 Salaries &amp; Wages - Overtime</b>	5,600	5,600	5,600
2,400	2,400	2,400	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	1,200	1,200
1,707	631	0	<b>7300 Fringe Benefits</b>	0	0	0
32,330	35,903	38,551	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	36,083	36,083	36,083
7,561	8,396	9,017	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	8,649	8,649	8,649
129,106	181,912	187,914	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	180,523	180,523	180,523
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
82,279	108,829	110,080	<b>7300-20 Fringe Benefits - Medical Insurance</b>	142,340	142,340	142,340
14,917	16,500	16,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	18,400	18,400	18,400
881	1,029	1,020	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,020	1,020	1,020
2,731	3,093	3,148	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,026	3,026	3,026
19,064	28,810	31,470	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	30,259	30,259	30,259
211	206	267	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	265	265	265
2,648	5	1,001	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>829,383</b>	<b>978,464</b>	<b>1,020,306</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,016,949</b>	<b>1,016,949</b>	<b>1,016,949</b>

**MATERIALS AND SERVICES**

1,007	402	750	<b>7530 Training</b>	750	750	750
877	881	1,100	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,300	1,300	1,300

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
3,456	2,968	4,500	<b>7550</b>	<b>Travel &amp; Education</b>		2,500	2,500	2,500
					Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.			
12,998	13,835	16,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		17,000	17,000	17,000
23,187	23,977	27,750	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		25,250	25,250	25,250
10,800	12,600	13,800	<b>7610-05</b>	<b>Insurance - Liability</b>		15,200	15,200	15,200
12,100	13,000	15,500	<b>7610-10</b>	<b>Insurance - Property</b>		15,600	15,600	15,600
5,105	6,054	10,000	<b>7620</b>	<b>Telecommunications</b>		8,000	8,000	8,000
2,079	2,394	2,500	<b>7650</b>	<b>Janitorial</b>		3,000	3,000	3,000
20,779	16,704	18,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		18,000	18,000	18,000
1,375	4,990	7,500	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		5,000	5,000	5,000
					Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.			
20,405	16,754	22,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		17,500	17,500	17,500
80,853	89,285	100,000	<b>7720-26</b>	<b>Repairs &amp; Maintenance - Park Maintenance</b>		91,000	91,000	91,000
					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.			
4,434	3,874	4,000	<b>7720-27</b>	<b>Repairs &amp; Maintenance - Park Vandalism</b>		7,000	7,000	7,000
					Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.			
1,717	1,398	2,100	<b>7750</b>	<b>Professional Services</b>		2,480	2,480	2,480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	2,100	2,100	
				Section 125 Admin Fee	1	80	80	
				City-wide Professional Services	1	300	300	
9,425	10,140	10,700	<b>7780-07</b>	<b>Contract Services - Downtown</b>		11,125	11,125	11,125
					Downtown & Alpine Avenue litter patrol and solid waste disposal			
91,544	99,743	102,500	<b>7780-15</b>	<b>Contract Services - Park Maintenance</b>		93,500	93,500	93,500
					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.			
1,932	4,984	3,700	<b>7800-39</b>	<b>M &amp; S Equipment - Parks</b>		2,500	2,500	2,500
					Miscellaneous small equipment for operations and maintenance			
497	599	3,000	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b>		1,000	1,000	1,000
					Miscellaneous small equipment and tools for shop operations and maintenance			
4,250	3,752	5,586	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,763	5,763	5,763
					I.S. Fund materials & supplies costs shared city-wide			

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
5,591	6,639	8,860	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		6,660	6,660	6,660
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen sewer database 25%-shared with Street,Eng, WWS	1	3,500	3,500		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,200	2,200		
			Office 365 licensing	4	240	960		
<b>314,412</b>	<b>334,972</b>	<b>380,346</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>350,128</b>	<b>350,128</b>	<b>350,128</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	425	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		636	636	636
				I.S. Fund capital outlay costs shared city-wide				
0	0	5,000	<b>8750-65</b>	<b>Capital Outlay Computer Charges - Park Maintenance</b>		5,000	5,000	5,000
0	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
74,091	0	0	<b>8850</b>	<b>Vehicles</b>		17,000	17,000	17,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			5' Zero turn mower (replaces 2006 unit)	1	17,000	17,000		
0	0	0	<b>9300-05</b>	<b>Park Improvements - Play Equipment</b>		0	0	0
<b>74,091</b>	<b>425</b>	<b>5,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>22,636</b>	<b>22,636</b>	<b>22,636</b>
<b>1,217,886</b>	<b>1,313,861</b>	<b>1,405,652</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,389,713</b>	<b>1,389,713</b>	<b>1,389,713</b>



# **LIBRARY DEPARTMENT**



## **Budget Highlights**

The McMinnville Public Library builds equity and literacy, saves the earth's resources, assists people during economic downturns, and shapes and reflects the vibrancy of our town. These priorities were highlighted during the COVID-19 challenges of the last year, with the Library responding to the changing needs of the community by offering

- Home delivery of library materials
- Outdoor story times
- Increased service over the phone including technology assistance, book selection, and research assistance
- The new Shelf Help program whereby library staff make curated selections for regularly scheduled delivery to library patrons
- A Stuffie Sleepover event where children brought in their dolls and stuffed animals to spend an exciting night at the Library, engaging in fun activities such as visiting the Police and Fire Departments, using the diving board and floaties at the Aquatic Center, and engaging in an obstacle course at the Community Center.
- Increased digital content for borrowing, including streaming movies through Kanopy, ebooks and audio books through Overdrive, and access to Consumer Reports online, as well as many other digital magazines.
- Books, seeds, and crafts delivered to grade school students through school pick up sites during school shutdowns.

*When I got my library card, that's when my life began.*

—Rita Mae Brown, author



## **Funding Highlights**

While primary funding for the Library comes from the City General Fund, other resources are reflected in fiscal year 2021-22.

- \$ 189,462 - Chemeketa Cooperative Regional Library Service
- \$ 8,000 - Friends of the McMinnville Public Library (likely to be increased due to City budget cuts)
- \$ 31,250 - Library Foundation of McMinnville (likely to be increased due to City budget cuts)
- \$ 5,000 – McMinnville Kiwanis
- \$ 6,590 - Oregon State Ready to Read grant
- \$ 800 – McMinnville Soroptimists

## **Budget Challenges**

The primary cost of library service is staff, materials for borrowing, and technology. With the necessity of reducing the budget came a reduction in these areas.

- As with most general fund personnel, all library staff are furloughed 20% from April 5 through September 6, 2021. While this certainly creates difficulties for reaching the level of service provided pre-pandemic, we do plan to add back some services as the COVID-19 vaccination becomes more widely distributed and social restrictions decrease. We recently moved from 3 open days (23 open hours) to 5 open days (33 open hours).  
*(~\$110,000 reduction in 01-21.7000)*
- The library relies heavily on a well-trained group of volunteers. It was unfortunately necessary to reduce the budget for recognition of these volunteers.  
*(\$1000 reduction in 01-21.7580)*
- A primary challenge of the library is to inform the community of all the services available through the library including books, DVDs, games, puzzles, downloadable audio and video, streaming video, story times, and more. However, it was decided to decrease funding to the public information budget.  
*(\$1000 reduction in 01-21.7660-30)*
- The library has over 70 computers used by staff and the public. While normally on a 3-5 year replacement schedule to keep these computers up to date, this year there will be no computer replacements at the library due to budget constraints.  
*(\$11,000 reduction in 01-21.7840-70)*
- The library has still not recovered the cuts to the book budget from 2012, when the Library Foundation and Friends of the Library stepped in with funds for purchasing books and other items for patrons to borrow. Instead of replenishing this funding in the city budget, the budget has been further reduced. The Friends and Foundation will likely increase their support for

purchasing library materials for borrowing, becoming a primary source of funding instead of their preferred purpose to fund added value programs and resources for the library.  
*(\$19,000 reduction in 01-21.8150)*



## **Mac-Town 2032 Strategic Plan Library Focus**

*This budget reflects the Library's best efforts to continue to creatively focus on the needs of the community and the Goals of Mac-Town 2032 while considering COVID-19 and budget challenges.*

*Below are some of the work that the library continues in support of the priorities of Mac-Town 2032*

### **City Government Capacity**

*Develop and foster local and regional partnerships*

- The McMinnville Public Library partners with local and state libraries to bring you:
  - Oregon Library Passport Card - Bring your McMinnville Public Library Card to any Oregon Public Library to get a library card at that institution and increase your borrowing power!

- Oregon Digital Library Consortium – Use your McMinnville Public Library Card to borrow downloadable ebooks and audiobooks from a collection shared with the members of the Oregon Digital Library Consortium.
- CCRLS (Chemeketa Cooperative Regional Library Service) – Borrow physical and electronic material from 18 different libraries within Polk, Yamhill, and Marion Counties.

### **City Government Capacity**

#### *Develop and foster local and regional partnerships*

- The McMinnville Public Library staff partner with local and regional agencies to bring services to our community:
  - Free tax preparation to over 300 people through AARP and other entities.
  - This summer the McMinnville Public Library and Parks & Recreation Departments will bring a *Summer of Fun* to the community after more than a year of social distancing. We are excited to partner with other City departments, McMinnville Downtown Association, McMinnville Education Foundation, Unidos, YCAP, Evergreen Museum, and many more businesses and organizations.

#### *Invest in the City’s workforce*

- The Public Library Association, a division of the American Library Association, is holding its annual conference in Portland, Oregon in 2022, and the library plans to send staff to this exciting educational conference.
- Library staff proposals can be submitted by any staff member. Proposals are evaluated and implemented by staff, empowering them to pursue their interests while meeting the goals of MacTown-2032.

- Library staff regularly attend training in person and online to build technical, communication, management, leadership, and person to person skills.

### **Mac-Town 2032 Strategic Plan Library Focus cont. Civic Leadership**

#### *Attract and develop future leaders*

- Through volunteer engagement, staff training, and Friends and Foundation Boards the McMinnville Public Library offers options for civic engagement and leadership opportunities.
- 2021 Summer Reading Program and will encourage community involvement and civic engagement through games and incentives, inspiring people to attend community and civic activities. This will increase knowledge and awareness of all that is available in the community. Awareness leads to engagement which can lead to leadership in many forms.

### **Community Safety & Resiliency**

#### *Build a community culture of safety*

- Library staff are trained and practiced in creating a safe environment for those who visit the library. An updated Patron Code of Conduct, regular training on managing difficulties, and quick response from Police and Fire all assist in creating a safe environment.

### **Economic Prosperity**

#### *Improve systems for economic mobility and inclusion*

- Libraries are relied upon during times of economic downturn for online access, job resources, entertainment and connection. The library is continuing to build resources for the community to use during uncertain times.



## Engagement & Inclusion

### *Celebrate the diversity of McMinnville*

- The Library engages with the Hispanic community through programs such as El día de los niños and Book Buddies, with the intention of building relationships and trust with the Latino community. The library is often a place of first engagement with City government, and we want to share this opportunity with other Departments through greater programming and communication with Latinos.
- Library staff were integral in creating the Equity, Diversity, Inclusion & Antiracism Toolkit produced by the Oregon Library Association. This publication will continue to be used in the coming year to build awareness, knowledge, and best practices.

### *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.



## Growth & Development Character

- The McMinnville Public Library is a hub of the community, bringing all walks of life together for a common purpose of education, enrichment, and entertainment. Public libraries serve as a community focal point and culturally enrich a community.
- Work will continue with MacPAC to develop plans for building a new library, which will serve our community for decades into the future. Exciting and innovative library space, programs, and resources have been proven to increase the economy of a community through increased livability, education, and tourism.

*The health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries. —Carl Sagan*

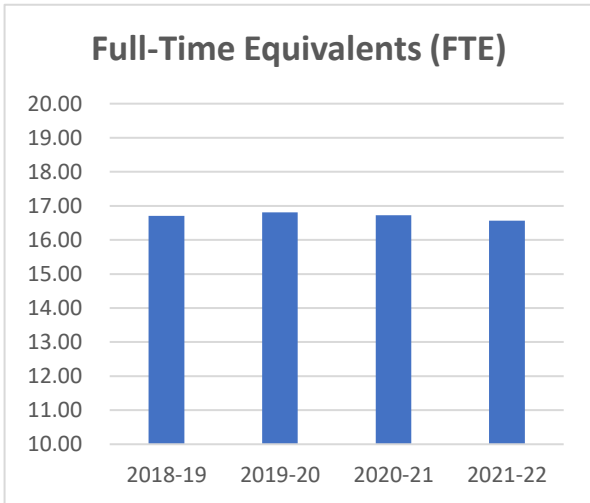
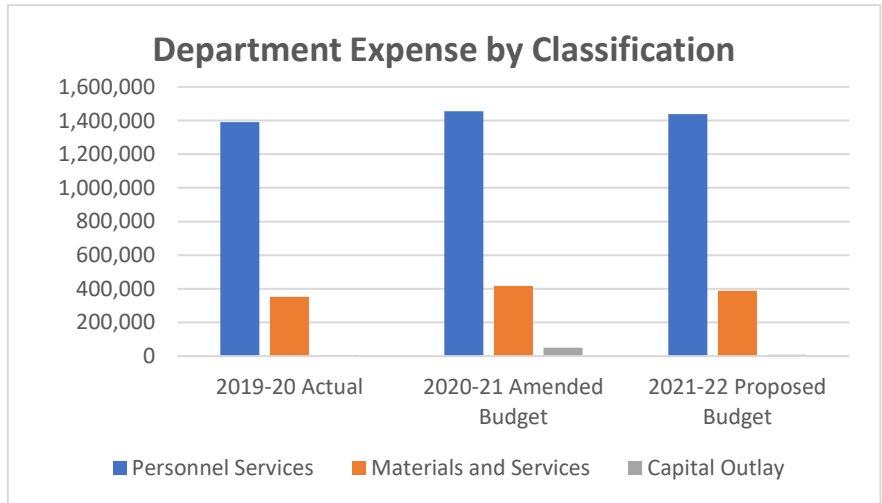


**Department Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	480	500	240	-260
Fines and Forfeitures	15,081	11,000	4,000	-7,000
Intergovernmental	184,147	191,230	196,052	4,822
Miscellaneous	33,818	61,500	51,750	-9,750
<b>Revenue Total</b>	<b>233,526</b>	<b>264,230</b>	<b>252,042</b>	<b>-12,188</b>
<b>Expenses</b>				
Personnel Services	1,390,865	1,455,703	1,438,017	-17,686
Materials and Services	351,878	416,693	388,511	-28,182
Capital Outlay	6,271	50,000	8,477	-41,523
<b>Expenses Total</b>	<b>1,749,014</b>	<b>1,922,396</b>	<b>1,835,005</b>	<b>-87,391</b>
Unrestricted Resources Required	-1,515,488	-1,658,166	-1,582,963	75,203

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	16.71	16.81	16.72	16.56



## **Core Services**

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### **High Priority Services (Service Priority 1)**

- Make available an up to date, relevant, and diverse collection of traditional library materials for borrowing- books, audio, video for all ages and in languages appropriate for the community
- Deliver early literacy programming and education for children and their caregivers
- Maintain a safe and comfortable space for people to read, learn, grow, and inquire
- Offer access to materials from other libraries through an integrated library computer system, education regarding how to use this system, and processing of borrowing materials from other libraries
- Bridge the digital divide by providing computers, internet access, WiFi, printing, and technology training
- Provide confidential library patron account management in person and online

### **Medium High Priority Services (Service Priority 2)**

- Provide an up to date, relevant, and diverse collection of nontraditional library materials for borrowing- downloadable audio and ebooks, games and puzzles, technology, etc. for all ages
- Provide bilingual access to library resources through purchasing of materials in languages appropriate for the community, scheduling bilingual staff at public service desks, and creating materials for the public in appropriate languages
- Assisting patrons in fulfilling library needs, such as recommending research and reading materials, assisting with technology, and training and information regarding using library resources
- Maintain a well-organized, curated collection of library materials for borrowing in person and online

### **Medium Priority Services (Service Priority 3)**

- Offer home delivery of library materials
- Deliver Book Buddies bookmobile outreach to youth in our community who otherwise may not be able to access the library
- Offer education and entertainment programs for children, tweens, and teens
- Build public awareness of library resources and services

### **Medium Low Priority Services (Service Priority 4)**

- Offer education and entertainment programs for adults
- Provide community meeting space

**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.



**2020** Library introduces home delivery in response to the COVID-19 pandemic.



**Before Remodel**



**After Remodel**

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
5,570	5,164	6,000	<b>4780 OR State Aid Grant - Library</b> Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55, Books & Materials-State Grant Materials.	0	0	0
0	0	0	<b>4780-05 OR State Aid Grant - Library - Odd CY</b> The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55, Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	3,090	3,090	3,090
0	0	0	<b>4780-10 OR State Aid Grant - Library - Even CY</b> The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-56, Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	3,500	3,500	3,500
170,094	178,984	185,230	<b>5050 CCRLS - Library</b> Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay.	189,462	189,462	189,462
<b>175,663</b>	<b>184,147</b>	<b>191,230</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>196,052</b>	<b>196,052</b>	<b>196,052</b>
<b>CHARGES FOR SERVICES</b>						
1,243	480	500	<b>5430 Outside City User Fee</b> \$60 per household per year for full borrowing privileges 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.	240	240	240
<b>1,243</b>	<b>480</b>	<b>500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>240</b>	<b>240</b>	<b>240</b>
<b>FINES AND FORFEITURES</b>						
27,687	15,081	11,000	<b>6160 Fines &amp; Lost Books</b> Charges to library patrons for materials borrowed and not returned.	4,000	4,000	4,000
<b>27,687</b>	<b>15,081</b>	<b>11,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>MISCELLANEOUS</b>						
5,191	0	500	<b>6440 Donations - Library</b> General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through account 8160, Donations-Library.	500	500	500
1,249	378	0	<b>6440-05 Donations - Library - Bookmobile</b> 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

Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
20,122	14,718	30,000	<b>6440-10 Donations - Library - Library Foundation Even CY</b> The Library Foundation raises money for the Book Buddies bookmobile program. These funds are expensed through account 01-21.7680-11, Donations - Library Foundation Even CY and 7000-10 and 7000-15, Regular Part Time and Temporary Salaries and Wages.	15,500	15,500	15,500
0	0	0	<b>6440-11 Donations - Library - Library Foundation Odd CY</b> The Library Foundation raises money for the Book Buddies bookmobile program. These funds are expensed through account 01-21.7680-12, Donations - Library Foundation Odd CY and 7000-10 and 7000-15, Regular Part Time and Temporary Salaries and Wages.	15,750	15,750	15,750
0	7,995	8,000	<b>6440-15 Donations - Library - Friends of the Library</b> The Friends of the Library support the purchase of materials for borrowing and library programs. These funds are expensed through account 01-21.7680-16, Donations - Friends of the Library.	8,000	8,000	8,000
0	0	0	<b>6440-20 Donations - Library - Adult Programs</b>	0	0	0
7,681	4,479	5,000	<b>6440-25 Donations - Library - Children's Programs</b> Donations received from the public, granting agencies, and local service groups. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.	4,000	4,000	4,000
0	0	12,000	<b>6440-35 Donations - Library - Kiwanis</b> Donations received from the public, granting agencies, and local service groups. This money expended through expenditure account 8160-35, Donations-Library Kiwanis.	5,000	5,000	5,000
9,837	6,248	6,000	<b>6600-98 Other Income - Library</b> Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.	3,000	3,000	3,000
<b>44,079</b>	<b>33,818</b>	<b>61,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>51,750</b>	<b>51,750</b>	<b>51,750</b>
<b>248,672</b>	<b>233,526</b>	<b>264,230</b>	<b>TOTAL RESOURCES</b>	<b>252,042</b>	<b>252,042</b>	<b>252,042</b>

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
2,159	817	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
516,843	555,631	600,739	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Library Director - 1.00 FTE Library Services Manager - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian III - Circulation - 1.00 FTE Librarian III - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Children's Services - 2.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE	584,846	584,846	584,846
351,242	335,652	325,422	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Librarian II - Reference - 1.23 FTE Library Technical Assistant - Circulation - 2.61 FTE Library Technical Assistant - Technical Services - 0.70 FTE Library Assistant - Children's - 1.05 FTE Library Assistant - Circulation - 1.14 FTE Library Page - 0.83 FTE	324,023	324,023	324,023
<p>\$6,000 of funding comes from the Library Foundation revenue account 01-21.6441-10 for the Book Buddies bookmobile program staffing</p>						
2,765	3,922	3,880	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
33	76	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
4,900	4,503	3,600	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	3,696	3,696	3,696
3,097	-140	0	<b>7300 Fringe Benefits</b>	0	0	0
53,092	54,419	57,884	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	55,212	55,212	55,212
12,417	12,727	13,540	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	13,232	13,232	13,232
222,252	270,801	279,687	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	289,502	289,502	289,502
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
99,957	124,789	142,696	<b>7300-20 Fringe Benefits - Medical Insurance</b>	141,074	141,074	141,074
15,417	19,333	20,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	19,000	19,000	19,000
1,782	1,692	1,728	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,620	1,620	1,620
4,374	4,401	4,498	<b>7300-30 Fringe Benefits - Long Term Disability</b>	4,312	4,312	4,312
592	703	841	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	819	819	819
413	359	385	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	381	381	381
547	916	503	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0



Budget Document Report

**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
284	265	300	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	300	300	300
<b>1,292,164</b>	<b>1,390,865</b>	<b>1,455,703</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,438,017</b>	<b>1,438,017</b>	<b>1,438,017</b>
<b><u>MATERIALS AND SERVICES</u></b>							
908	611	700	<b>7500</b>	<b>Credit Card Fees</b> Charges for credit card payment at circulation desk for lost items and out of area library card fees.	500	500	500
2,241	1,647	2,200	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	2,200	2,200	2,200
9,774	11,527	10,000	<b>7550</b>	<b>Travel &amp; Education</b> Membership in professional organizations, registration and travel to workshops, conferences and seminars.	10,000	10,000	10,000
2,324	1,957	2,500	<b>7580</b>	<b>Volunteer Recognition</b> Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	1,500	1,500	1,500
181	1,430	600	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Fuel costs for home delivery, and mileage reimbursement for homebound program and outreach to preschools and daycares.	2,000	2,000	2,000
21,255	23,022	25,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	23,500	23,500	23,500
13,600	14,100	15,700	<b>7610-05</b>	<b>Insurance - Liability</b>	17,700	17,700	17,700
9,400	9,700	11,300	<b>7610-10</b>	<b>Insurance - Property</b>	11,900	11,900	11,900
13,499	15,660	16,000	<b>7620</b>	<b>Telecommunications</b> Staff telephone service, elevator and alarm phones.	15,000	15,000	15,000
28,060	25,259	30,000	<b>7650</b>	<b>Janitorial</b> Contract janitorial services and supplies and litter patrol.	27,000	27,000	27,000
600	599	650	<b>7660</b>	<b>Materials &amp; Supplies</b> General library and staff room supplies.	650	650	650
649	703	650	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b> Inter-library loan books returned by mail and other library mailing costs.	650	650	650
3,889	3,115	3,500	<b>7660-20</b>	<b>Materials &amp; Supplies - Public Services</b> Supplies for adult services including staff office supplies and copy paper, toner, and supplies for teen and adult computer use.	3,500	3,500	3,500
836	1,702	2,500	<b>7660-30</b>	<b>Materials &amp; Supplies - Public Information</b> Brochures, bookmarks, and other materials to inform public of library services, hours, and contact information.	1,500	1,500	1,500
1,549	1,754	1,000	<b>7660-60</b>	<b>Materials &amp; Supplies - Administration</b>	1,000	1,000	1,000
2,756	1,725	2,000	<b>7660-63</b>	<b>Materials &amp; Supplies - Library Circulation</b> Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service and circulation work group supplies.	2,500	2,500	2,500

Budget Document Report

01 - GENERAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
4,760	5,683	6,000	<b>7660-64</b>	<b>Materials &amp; Supplies - Library Technical Services</b>		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.				
2,490	2,550	2,500	<b>7660-65</b>	<b>Materials &amp; Supplies - Children's Programs</b>		2,000	2,000	2,000
				Supplies for children's services including staff office supplies and copy paper, toner, craft supplies, and miscellaneous costs for children's programming.				
0	0	0	<b>7680-10</b>	<b>Materials &amp; Supplies - Donations - Adult Programs</b>		0	0	0
8,836	6,314	12,000	<b>7680-11</b>	<b>Materials &amp; Supplies - Donations - Library Foundation Even CY</b>		0	0	0
				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.				
0	0	0	<b>7680-12</b>	<b>Materials &amp; Supplies - Donations - Library Foundation Odd CY</b>		0	0	0
				Book Buddies bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-11 includes funds to reimburse this line as well as part-time personnel costs for Book Buddies.				
7,681	4,479	5,000	<b>7680-15</b>	<b>Materials &amp; Supplies - Donations - Children's Programs</b>		0	0	0
				Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.				
0	7,995	8,000	<b>7680-16</b>	<b>Materials &amp; Supplies - Donations - Friends of the Library</b>		0	0	0
15,323	22,863	18,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		18,000	18,000	18,000
27,573	24,541	25,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		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.				
254	0	400	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		600	600	600
				Repairs, maintenance and supplies for the library bookmobile and home delivery vehicle.				
2,249	1,962	2,700	<b>7750</b>	<b>Professional Services</b>		3,530	3,530	3,530
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	2,800	2,800	
				Section 125 Admin Fee	1	330	330	
				City-wide Professional Services	1	400	400	
9,609	7,270	10,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		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.				
5,750	10,505	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>		2,500	2,500	2,500
				Furniture and other items have previously been budgeted in Materials & Supplies. These items will now be tracked here.				
0	0	0	<b>7810-05</b>	<b>M &amp; S Equipment - Donations - Library Foundation</b>		0	0	0
57,606	55,340	82,393	<b>7840</b>	<b>M &amp; S Computer Charges</b>		76,841	76,841	76,841
				I.S. Fund materials & supplies costs shared city-wide				

Budget Document Report

01 - GENERAL FUND


2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
13,133	15,035	27,700	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		16,800	16,800	16,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	20	240	4,800	
				Replacement computers	6	2,000	12,000	
19,831	20,979	22,000	<b>8150-05</b>	<b>Books &amp; Materials - Adult Books</b>		15,000	15,000	15,000
				Fiction and non-fiction print books for adult borrowing.				
2,323	1,312	1,500	<b>8150-15</b>	<b>Books &amp; Materials - Reference Online Database</b>		0	0	0
				Online subscriptions for public use: Cypress Resume and HeritageQuest.				
13,964	15,147	15,500	<b>8150-20</b>	<b>Books &amp; Materials - Children's Books</b>		15,500	15,500	15,500
				Library books, audio visual, and other materials for children ages 0 - 12.				
4,445	4,486	4,500	<b>8150-25</b>	<b>Books &amp; Materials - Young Adult Books</b>		4,500	4,500	4,500
				Library materials for young adults ages 12 - 17.				
4,021	4,558	5,500	<b>8150-30</b>	<b>Books &amp; Materials - Large Print Books</b>		6,500	6,500	6,500
				Large print books for visually impaired adults.				
1,646	1,377	2,000	<b>8150-35</b>	<b>Books &amp; Materials - Spanish Language Materials</b>		2,000	2,000	2,000
				Books, media, magazines and newspapers in Spanish.				
0	0	0	<b>8150-40</b>	<b>Books &amp; Materials - Bookmobile</b>		0	0	0
5,025	4,367	4,500	<b>8150-45</b>	<b>Books &amp; Materials - Periodicals</b>		4,500	4,500	4,500
				Newspaper and magazine subscriptions, including Spanish language titles.				
5,998	8,047	8,500	<b>8150-50</b>	<b>Books &amp; Materials - Audio Visuals-DVD</b>		8,500	8,500	8,500
				Adult nonfiction and entertainment DVDs.				
5,039	5,017	5,500	<b>8150-51</b>	<b>Books &amp; Materials - Audio Visuals-CD Books</b>		0	0	0
				Fiction and nonfiction books on CD.				
0	1,998	2,500	<b>8150-53</b>	<b>Books &amp; Materials - Audio &amp; Ebooks</b>		0	0	0
4,853	5,164	6,000	<b>8150-55</b>	<b>Books &amp; Materials - State Grant Materials Odd CY</b>		3,090	3,090	3,090
				State Ready-to-Read Grant expenditures funded through revenue account 4780-05, Oregon State Aid Grant-Library Odd CY. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.				
0	0	0	<b>8150-56</b>	<b>Books &amp; Materials - State Grant Materials Even CY</b>		3,500	3,500	3,500
				State Ready-to-Read Grant expenditures funded through revenue account 4780-10, Oregon State Aid Grant-Library Even CY. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.				
0	0	2,000	<b>8150-60</b>	<b>Books &amp; Materials - Emerging Collections</b>		0	0	0
				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.				
5,191	0	500	<b>8160</b>	<b>Donations - Library</b>		300	300	300
				Various library purchases and materials funded through revenue account 6440, Donations-Library.				
1,249	378	0	<b>8160-05</b>	<b>Donations - Library - Bookmobile Books</b>		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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	0	<b>8160-10</b>	<b>Donations - Library - Adult Programs</b>	0	0	0
0	0	0	<b>8160-15</b>	<b>Donations - Library - Children's Programs</b>	4,000	4,000	4,000
0	0	0	<b>8160-25</b>	<b>Donations - Library - Library Foundation Even CY</b>	14,500	14,500	14,500
0	0	0	<b>8160-30</b>	<b>Donations - Library - Library Foundation Odd CY</b>	11,250	11,250	11,250
0	0	7,200	<b>8160-35</b>	<b>Donations - Library - Kiwanis</b>	5,000	5,000	5,000
0	0	0	<b>8160-40</b>	<b>Donations - Library - Friends of the Library</b>	8,000	8,000	8,000
<b>340,369</b>	<b>351,878</b>	<b>416,693</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>388,511</b>	<b>388,511</b>	<b>388,511</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	6,271	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	8,477	8,477	8,477
230	0	50,000	<b>8800</b>	<b>Building Improvements</b> Fire Alarm System	0	0	0
<b>230</b>	<b>6,271</b>	<b>50,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>8,477</b>	<b>8,477</b>	<b>8,477</b>
<b>1,632,762</b>	<b>1,749,014</b>	<b>1,922,396</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>1,835,005</b>	<b>1,835,005</b>	<b>1,835,005</b>

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**GENERAL FUND  
NON-DEPARTMENTAL**

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## **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.

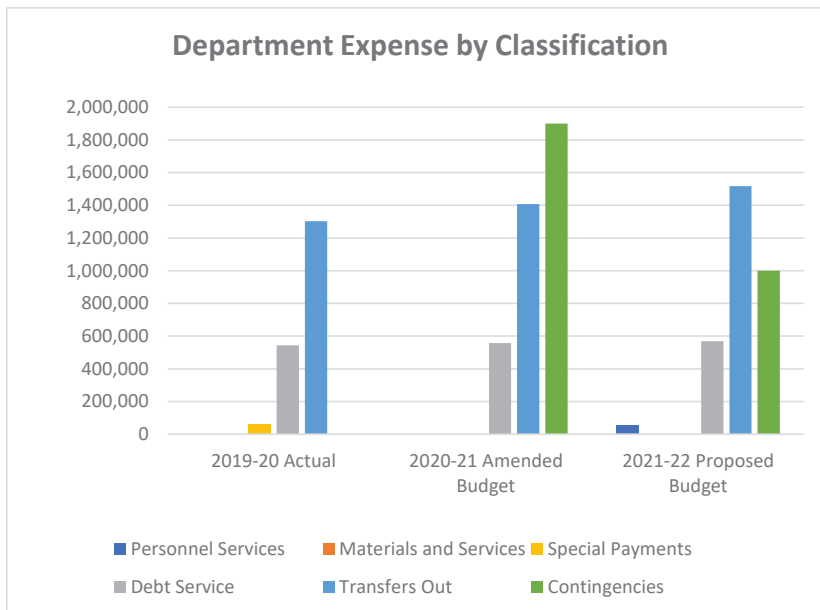
### Future Challenges and Opportunities

- 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**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Intergovernmental	1,760,133	1,186,500	1,116,000	-70,500
Licenses and Permits	3,481,034	3,350,750	3,667,170	316,420
Miscellaneous	520,468	549,248	462,293	-86,955
Other Financing Source	0	0	0	0
Property Taxes	14,006,209	14,900,000	15,272,000	372,000
Transfers In	2,802,574	2,972,827	1,926,913	-1,045,914
<b>Revenue Total</b>	<b>22,570,418</b>	<b>22,959,325</b>	<b>22,444,376</b>	<b>-514,949</b>
<b>Expenses</b>				
Personnel Services	0	0	51,097	51,097
Materials and Services	0	0	0	0
Debt Service	543,951	556,541	569,590	13,049
Special Payments	57,581	0	0	0
Transfers Out	1,302,125	1,407,621	1,516,474	64,146
Contingencies	0	1,900,000	1,000,000	128,292
<b>Expenses Total</b>	<b>1,903,657</b>	<b>3,864,162</b>	<b>3,137,161</b>	<b>-643,241</b>
<b>Unrestricted Resources Available</b>	<b>20,666,760.73</b>	<b>19,095,163.00</b>	<b>19,307,215.00</b>	<b>128,292.00</b>





<b>1916</b>	Voters establish original operating property tax base.	<b>1996</b>	November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.	<b>2002</b>	November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
<b>1980</b>	First library operations 3-year serial levy passed - \$45,000 per year.			<b>2003</b>	Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.
<b>1985</b>	Second library operations 3-year serial levy passed - \$65,000 per year.	<b>1997</b>	January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.	<b>2005</b>	Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.
<b>1986</b>	First police, library, and transportation 3-year serial levy passed - \$300,000 per year.	<b>1997</b>	May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.	<b>2006</b>	Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
<b>1988</b>	March election passed library operations 1-year serial levy - \$80,000 per year.				
<b>1988</b>	November 1988 general election, “Life McMinnville Style” new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.	<b>1997</b>	City’s permanent rate is established at \$5.02.		
<b>1990</b>	November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.	<b>2000</b>	First year City levies entire \$5.02 per thousand assessed value permanent rate.		

- 2006** 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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>PROPERTY TAXES</b>						
13,080,836	13,664,282	14,500,000	<b>4100-05 Property Taxes - Current</b> Permanent operating property tax levy is \$5.02 per \$1,000	14,972,000	14,972,000	14,972,000
618,473	341,926	400,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies.	300,000	300,000	300,000
<b>13,699,308</b>	<b>14,006,209</b>	<b>14,900,000</b>	<b>TOTAL PROPERTY TAXES</b>	<b>15,272,000</b>	<b>15,272,000</b>	<b>15,272,000</b>
<b>LICENSES AND PERMITS</b>						
1,868,128	1,909,687	1,825,000	<b>4205-05 Franchise Fees - McMinnville Water &amp; Light</b> McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users, 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.	2,011,515	2,011,515	2,011,515
4,522	4,984	3,500	<b>4205-06 Franchise Fees - Miscellaneous-Telecommunications</b> Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	3,500	3,500	3,500
33,969	29,877	32,000	<b>4205-07 Franchise Fees - Frontier-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	26,600	26,600	26,600
35,527	29,381	32,500	<b>4205-08 Franchise Fees - Frontier-Telephone</b> Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	27,075	27,075	27,075
167,097	166,965	159,000	<b>4205-15 Franchise Fees - Comcast Communications-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	177,480	177,480	177,480
366,438	393,842	382,500	<b>4205-20 Franchise Fees - Recology Western Oregon</b> Recology - Western Oregon franchise fee was increased from 3% to 4% effective October 2017 and from 4% to 5% effective July 2018	385,000	385,000	385,000
213,094	220,264	215,000	<b>4205-25 Franchise Fees - Northwest Natural</b> NW Natural gas franchise fee is 5%.	215,000	215,000	215,000
0	520,155	512,000	<b>4205-30 Franchise Fees - McMinnville Wastewater Services</b> Wastewater Services franchise fee is 5%.	542,000	542,000	542,000
156,674	201,792	185,000	<b>4215 Marijuana Tax - Local</b> Local City tax is based on 3% of marijuana sales	275,000	275,000	275,000

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
4,222	4,087	4,250	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b> Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	4,000	4,000	4,000
<b>2,849,671</b>	<b>3,481,034</b>	<b>3,350,750</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>3,667,170</b>	<b>3,667,170</b>	<b>3,667,170</b>
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	0	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
0	571,563	288,882	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>	0	0	0
38,796	36,993	38,500	<b>4720</b>	<b>OR State Cigarette Taxes</b> State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.	25,000	25,000	25,000
373,624	401,235	396,000	<b>4730</b>	<b>OR State Revenue Sharing</b> State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.	400,000	400,000	400,000
562,361	599,911	585,000	<b>4750</b>	<b>OR State Liquor Taxes</b> State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.	635,000	635,000	635,000
119,481	150,431	167,000	<b>4755</b>	<b>OR State Marijuana Taxes</b> State shared revenue - statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis	56,000	56,000	56,000
0	0	0	<b>5010-01</b>	<b>Yamhill County - Other County Distributions</b>	0	0	0
<b>1,094,262</b>	<b>1,760,133</b>	<b>1,475,382</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>1,116,000</b>	<b>1,116,000</b>	<b>1,116,000</b>
<b><u>MISCELLANEOUS</u></b>							
151,605	127,503	158,000	<b>6310</b>	<b>Interest</b> Estimated interest income earned on investments	60,000	60,000	60,000
0	0	0	<b>6310-01</b>	<b>Interest - Property taxes</b>	20,000	20,000	20,000
0	36,302	22,000	<b>6600</b>	<b>Other Income</b>	0	0	0
344,496	356,663	369,248	<b>6600-03</b>	<b>Other Income - PERS Transition Liability Reimb</b> 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.	382,293	382,293	382,293
<b>496,101</b>	<b>520,468</b>	<b>549,248</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>462,293</b>	<b>462,293</b>	<b>462,293</b>

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
6,540	8,057	6,977	<b>6900-05</b>	<b>Transfers In - Special Assessments</b>			7,702	7,702	7,702
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Administration and Finance personnel services support.	1	7,702	7,702		
392,821	337,659	339,929	<b>6900-07</b>	<b>Transfers In - Transient Lodging Tax</b>			380,429	380,429	380,429
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Admin & Finance personnel services support.	1	29,998	29,998		
				Transfer 30% of transient lodging taxes collected	1	350,431	350,431		
0	0	0	<b>6900-15</b>	<b>Transfers In - Emergency Communications</b>			1,429	1,429	1,429
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Finance personnel services support.	1	1,429	1,429		
249,418	273,322	305,591	<b>6900-20</b>	<b>Transfers In - Street</b>			281,414	281,414	281,414
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	259,503	259,503		
				Street Fund support of Engineering operations.	1	21,911	21,911		
125,619	143,258	98,190	<b>6900-25</b>	<b>Transfers In - Airport</b>			101,582	101,582	101,582
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Airport Fund support of Engineering operations.	1	7,254	7,254		
				Engineering, Admin, & Finance personnel services support.	1	94,328	94,328		
173,824	191,705	144,253	<b>6900-45</b>	<b>Transfers In - Transportation</b>			109,194	109,194	109,194
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Transportation Fund support of Engineering operations.	1	7,523	7,523		
				Engineering, Admin, & Finance personnel services support.	1	101,671	101,671		
54,723	59,009	58,119	<b>6900-50</b>	<b>Transfers In - Park Development</b>			47,035	47,035	47,035
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	47,035	47,035		
44,031	66,231	68,396	<b>6900-58</b>	<b>Transfers In - Urban Renewal</b>			46,113	46,113	46,113
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Planning personnel services support	1	46,113	46,113		
320,137	0	0	<b>6900-59</b>	<b>Transfers In - Urban Renewal Debt Service</b>			0	0	0

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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
69,875	31,404	17,331	<b>6900-70</b>	<b>Transfers In - Building</b>			18,841	18,841	18,841
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	18,841	18,841		
304,257	331,187	359,141	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			361,697	361,697	361,697
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Services Fund support of Engineering operations.	1	27,236	27,236		
				Engineering, Admin, & Finance personnel services support.	1	334,461	334,461		
228,203	249,194	168,476	<b>6900-77</b>	<b>Transfers In - Wastewater Capital</b>			204,847	204,847	204,847
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Capital Fund support of Engineering operations.	1	15,935	15,935		
				Engineering, Admin, & Finance personnel services support.	1	188,912	188,912		
228,605	174,483	0	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			0	0	0
				Closing the Ambulance Fund and moving remaining balance to the General Fund.					
140,347	552,923	599,331	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			179,333	179,333	179,333
				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	65,245	65,245		
				HR-Insurance Service Fund distribution	1	114,088	114,088		
0	209,542	187,293	<b>6901-59</b>	<b>Transfers In - Interfund Debt - Urban Renewal Debt Service</b>			187,297	187,297	187,297
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Bank loan payment - Principal	1	152,120	152,120		
				Bank loan payment - Interest	1	35,177	35,177		
0	174,600	619,800	<b>6901-77</b>	<b>Transfers In - Interfund Debt - Wastewater Capital</b>			0	0	0
<b>2,338,400</b>	<b>2,802,574</b>	<b>2,972,827</b>	<b>TOTAL TRANSFERS IN</b>				<b>1,926,913</b>	<b>1,926,913</b>	<b>1,926,913</b>
<b>20,477,742</b>	<b>22,570,418</b>	<b>23,248,207</b>	<b>TOTAL RESOURCES</b>				<b>22,444,376</b>	<b>22,444,376</b>	<b>22,444,376</b>

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**01 - GENERAL FUND**

Department : 99 - NON-DEPARTMENTAL  
 Section : N/A  
 Program : N/A

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	51,097	51,097	51,097
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>51,097</b>	<b>51,097</b>	<b>51,097</b>
<b><u>MATERIALS AND SERVICES</u></b>							
0	0	0	<b>7750-25</b>	<b>Professional Services - County charges</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>SPECIAL PAYMENTS</u></b>							
0	0	0	<b>9396</b>	<b>Grant Pass Through Funds</b>	0	0	0
0	57,581	277,532	<b>9396-05</b>	<b>Grant Pass Through Funds - Coronavirus Relief Funds</b>	0	0	0
<b>0</b>	<b>57,581</b>	<b>277,532</b>	<b><u>TOTAL SPECIAL PAYMENTS</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>							
255,780	275,060	295,290	<b>9417-05</b>	<b>PERS Transition Liability - Principal</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	316,540	316,540	316,540
88,716	81,603	73,958	<b>9417-10</b>	<b>PERS Transition Liability - Interest</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	65,753	65,753	65,753
100,000	146,060	149,060	<b>9540-05</b>	<b>Alpine Avenue-Urban Renewal - Principal</b> Payment of principal on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	152,120	152,120	152,120
43,499	41,228	38,233	<b>9540-10</b>	<b>Alpine Avenue-Urban Renewal - Interest</b> Payment of interest on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave	35,177	35,177	35,177
<b>487,995</b>	<b>543,951</b>	<b>556,541</b>	<b><u>TOTAL DEBT SERVICE</u></b>		<b>569,590</b>	<b>569,590</b>	<b>569,590</b>
<b><u>TRANSFERS OUT</u></b>							
728,100	893,670	900,872	<b>9700-15</b>	<b>Transfers Out - Emergency Communications</b>	897,972	897,972	819,282
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			General Fund support for YCOM dispatching service-Police	1	630,553	630,553	
			General Fund support for Emergency Comm equipment debt pmt	1	37,172	37,172	
			General Fund support for YCOM dispatching services-Fire	1	53,045	53,045	
			General Fund support for YCOM dispatching services-Ambulance	1	98,512	98,512	

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**01 - GENERAL FUND**

			Department : 99 - NON-DEPARTMENTAL			2022	2022	2022
2019	2020	2021	Section : N/A			PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	AMENDED	Program : N/A			BUDGET	BUDGET	BUDGET
		BUDGET						
182,630	0	0	<b>9700-58</b>	<b>Transfers Out - Urban Renewal</b>		0	0	0
800,000	0	0	<b>9700-79</b>	<b>Transfers Out - Ambulance</b>		0	0	0
350,177	408,455	456,187	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		456,881	456,881	456,881
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	456,881	456,881	
0	0	50,562	<b>9701-77</b>	<b>Transfers Out - Interfund Debt - Wastewater Capital</b>		161,621	161,621	161,621
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Payment on 2020 Police vehicles - 3	1	37,312	37,312	
				Payment on 2021 Police vehicles - 3	1	38,980	38,980	
				Payment on 2021 Fire Dept Defibrillators	1	53,247	53,247	
				Payment on 2021 Fire Dept vehicle & air compressor	1	26,366	26,366	
				Payment on 2021 Police audio visual equipment	1	5,716	5,716	
<b>2,060,907</b>	<b>1,302,125</b>	<b>1,407,621</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>1,516,474</b>	<b>1,516,474</b>	<b>1,437,784</b>
<b><u>CONTINGENCIES</u></b>								
0	0	1,900,000	<b>9800</b>	<b>Contingencies</b>		1,000,000	1,000,000	1,000,000
<b>0</b>	<b>0</b>	<b>1,900,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
655,396	711,883	508,258	<b>9901-07</b>	<b>Designated End FB - General Fd - LOSAP</b>		685,600	685,600	685,600
				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.				
5,847,768	4,876,208	111,112	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,377,133	1,377,133	1,470,823
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.				
<b>6,503,164</b>	<b>5,588,091</b>	<b>619,370</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>2,062,733</b>	<b>2,062,733</b>	<b>2,156,423</b>
<b>9,052,066</b>	<b>7,491,748</b>	<b>4,761,064</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>5,199,894</b>	<b>5,199,894</b>	<b>5,214,894</b>



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**01 - GENERAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i>	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
30,857,036	35,060,152	36,036,816	<b>TOTAL RESOURCES</b>	35,229,154	35,229,154	35,264,154
30,857,036	35,060,152	36,036,816	<b>TOTAL REQUIREMENTS</b>	35,229,154	35,229,154	35,264,154



**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 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2<sup>nd</sup> Street and 4<sup>th</sup> Street. 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 FY2021-22 fiscal year.
- In FY20-21, unanticipated grants to support economic assistance grants due to the Covid pandemic were included for \$57,000 to local businesses.

## **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**

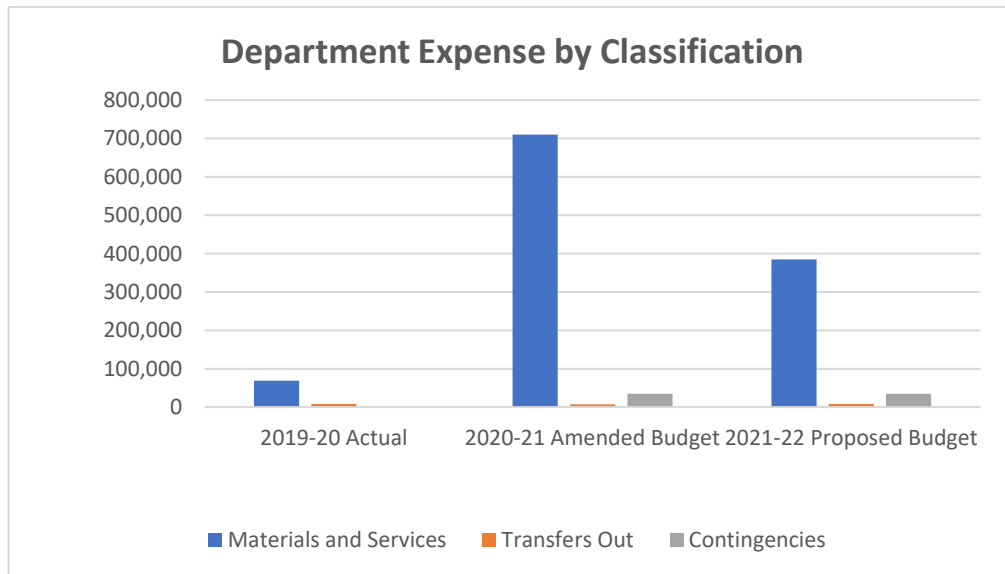
Interest is charged to property owners who do not pay their DEID assessment in a timely manner. This interest is used to partially offset the City's administrative costs and is not passed through to the MDA.

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.

FY2021-22 may also ultimately include additional economic development support activities but at the time of building the budget, the City did not have sufficient information to be able to incorporate it at this time; a supplemental budget process will be used should funding become available for this type of programming.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	145,086	140,779	133,979	-6,800
Intergovernmental	15,000	650,000	325,000	-325,000
Miscellaneous	2,677	3,450	1,250	-2,200
Special Assessments	53,509	60,000	60,000	0
<b>Revenue Total</b>	<b>216,272</b>	<b>854,229</b>	<b>520,229</b>	<b>-334,000</b>
<b>Expenses</b>				
Materials and Services	68,509	710,000	385,000	-325,000
Transfers Out	8,057	6,977	7,702	725
Contingencies	0	35,000	35,000	0
<b>Expenses Total</b>	<b>76,566</b>	<b>751,977</b>	<b>427,702</b>	<b>-324,275</b>
Ending Fund Balance	139,706	102,252	92,527	-9,725



- 1976** City Council establishes Villard Street Local Improvement District.
- 1986** City Council establishes Cleveland Avenue Local Improvement District - \$77,500.
- 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).
- 1987** City Council establishes Michelbook Lane Local Improvement District - \$71,500.
- 1989** City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA.
- 1991** City Council establishes NE Hembree Street Local Improvement District - \$130,000.
- 1991** City Council establishes NE Newby Street Local Improvement District - \$98,000.
- 1992** City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000.
- 1993** City Council establishes Pacific Avenue Local Improvement District - \$30,000.
- 1995** City Council re-establishes DEID – 4th three-year assessment district ~\$42,000.
- 1998** City Council establishes Burnette Road Local Improvement District - \$361,500.
- 1998** City Council re-establishes DEID – 5th three-year assessment district ~\$44,500.
- 1999** City Council establishes Newby Sidewalk Local Improvement District - \$23,000.
- 2001** City Council re-establishes DEID – 6th three-year assessment district ~\$47,000.
- 2004** City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.
- 2007** City Council re-establishes DEID – 8th three-year assessment district.
- 2010** City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.
- 2013** City Council re-established DEID – 10<sup>th</sup> three-year assessment district. DEID assessments collected are passed through to MDA.
- 2015** City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.
- 2019** City is awarded a \$500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.
- 2021** City distributed \$57,000 in Covid-19 relief grants to local businesses.

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
148,632	145,086	140,779	<b>4090</b> Beginning Fund Balance Estimated July 1 carryover from prior year	133,979	133,979	133,979
<b>148,632</b>	<b>145,086</b>	<b>140,779</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>133,979</b>	<b>133,979</b>	<b>133,979</b>
<b>INTERGOVERNMENTAL</b>						
0	15,000	450,000	<b>4520-19</b> Community Development Block Grnt - 2019 Housing Rehabilitation	325,000	325,000	325,000
0	0	0	<b>4546</b> American Rescue Plan	0	7,081,800	7,081,800
0	0	100,000	<b>4548-05</b> Coronavirus Relief Fund (CRF) - Covid-19 Business Assist Fund	0	0	0
0	0	100,000	<b>4595-05</b> OR Business Development Dept - Covid-19 Business Assist Fund	0	0	0
0	0	0	<b>4776-05</b> OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
<b>0</b>	<b>15,000</b>	<b>650,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>325,000</b>	<b>7,406,800</b>	<b>7,406,800</b>
<b>SPECIAL ASSESSMENTS</b>						
53,718	53,509	60,000	<b>6250</b> Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance.  Budget Note: The three-year DEID Assessment District's duration is from August 1, 2019 to July 31, 2022.	60,000	60,000	60,000
<b>53,718</b>	<b>53,509</b>	<b>60,000</b>	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>MISCELLANEOUS</b>						
2,939	2,647	3,400	<b>6310</b> Interest	1,200	1,200	1,200
55	30	50	<b>6310-25</b> Interest - Assessments Interest collected on past due assessment accounts.	50	50	50
<b>2,994</b>	<b>2,677</b>	<b>3,450</b>	<b>TOTAL MISCELLANEOUS</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b>205,344</b>	<b>216,272</b>	<b>854,229</b>	<b>TOTAL RESOURCES</b>	<b>520,229</b>	<b>7,602,029</b>	<b>7,602,029</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	200,000	<b>7595-05 Business Assistance Grant - Covid-19</b>	0	0	0
0	0	0	<b>7710 Materials &amp; Supplies - Grants</b> American Rescue Plan funds	0	7,081,800	7,081,800
53,718	53,509	60,000	<b>8020 McMinnville Downtown Association</b> Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	60,000	60,000	60,000
0	15,000	450,000	<b>8220-19 Yamhill Co Affordable Housing - 2019 Community Dev Block Grant</b>	325,000	325,000	325,000
<b>53,718</b>	<b>68,509</b>	<b>710,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>385,000</b>	<b>7,466,800</b>	<b>7,466,800</b>
<b><u>TRANSFERS OUT</u></b>						
6,540	8,057	6,977	<b>9700-01 Transfers Out - General Fund</b>	7,702	7,702	7,702
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel services support.	1	7,702	7,702
<b>6,540</b>	<b>8,057</b>	<b>6,977</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>7,702</b>	<b>7,702</b>	<b>7,702</b>
<b><u>CONTINGENCIES</u></b>						
0	0	35,000	<b>9800 Contingencies</b>	35,000	35,000	35,000
<b>0</b>	<b>0</b>	<b>35,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
145,086	139,706	102,252	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	92,527	92,527	92,527
<b>145,086</b>	<b>139,706</b>	<b>102,252</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>92,527</b>	<b>92,527</b>	<b>92,527</b>
<b>205,344</b>	<b>216,272</b>	<b>854,229</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>520,229</b>	<b>7,602,029</b>	<b>7,602,029</b>

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
205,344	216,272	854,229	<b>TOTAL RESOURCES</b>	520,229	7,602,029	7,602,029
205,344	216,272	854,229	<b>TOTAL REQUIREMENTS</b>	520,229	7,602,029	7,602,029





**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 2021-22 proposed budget includes a transfer of those discretionary funds to the General Fund.
- Among the revenue streams most impacted by the Covid-19 pandemic is TLT. In FY2020-21, current estimates anticipate revenues under 60% of the last complete fiscal year without Covid (FY2018-19). Current trends show revenues and stays rebounding; the FY2021-22 budget assumes revenues approaching FY2018-19 levels.

## **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 2021-22 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.

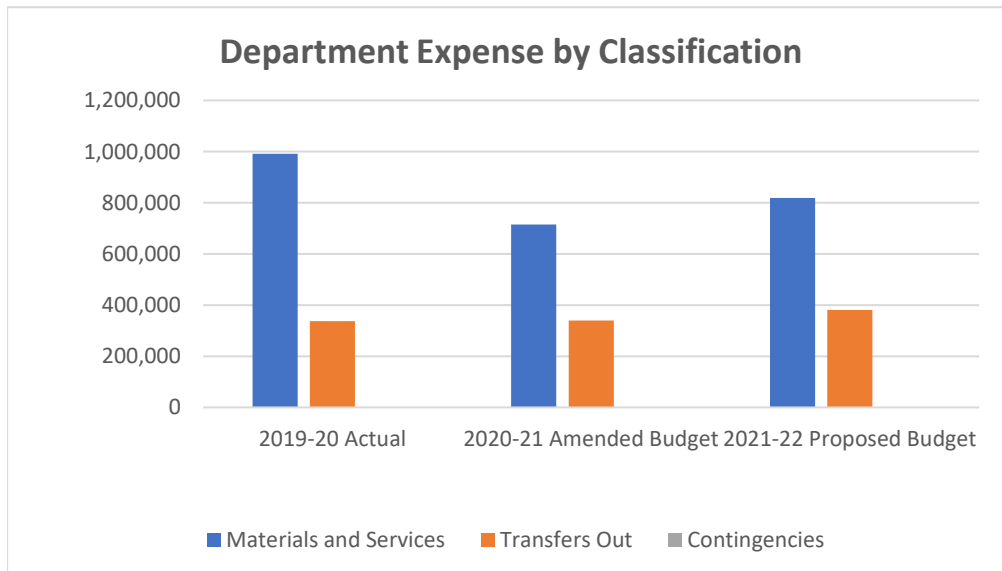
City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Discretionary funds transferred to the General Fund help support administrative, public safety, and cultural services provided by the City.

## **Future Challenges and Opportunities**

- Uncertainty with tourism generally and TLT revenues specifically remains. However, evidence from actual occupancy levels in the 2021 calendar year indicate 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.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	262,486	0	0	0
Licenses and Permits	1,059,160	1,050,000	1,197,000	147,000
Miscellaneous	7,889	4,600	2,200	-2,400
<b>Revenue Total</b>	<b>1,329,535</b>	<b>1,054,600</b>	<b>1,199,200</b>	<b>144,600</b>
<b>Expenses</b>				
Materials and Services	991,876	714,671	818,771	104,100
Transfers Out	337,659	339,929	380,429	40,500
Contingencies	0	0	0	0
<b>Expenses Total</b>	<b>1,329,535</b>	<b>1,054,600</b>	<b>1,199,200</b>	<b>144,600</b>
Ending Fund Balance	0	0	0	0



**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.

**2022** Trends indicate revenue levels approaching the last full fiscal year prior to the pandemic are a reasonable forecast for the year.

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
208,750	262,486	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from prior year	0	0	0
<b>208,750</b>	<b>262,486</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
1,274,661	1,059,160	1,200,000	<b>4220</b> <b>Transient Lodging Tax</b> 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	1,197,000	1,197,000	1,197,000
<b>1,274,661</b>	<b>1,059,160</b>	<b>1,200,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>1,197,000</b>	<b>1,197,000</b>	<b>1,197,000</b>
<b><u>MISCELLANEOUS</u></b>						
810	1,888	2,600	<b>6310</b> <b>Interest</b> Interest on past due transient lodging tax payments	200	200	200
1,925	6,001	2,000	<b>6600</b> <b>Other Income</b> Penalties on past due transient lodging tax payments	2,000	2,000	2,000
<b>2,735</b>	<b>7,889</b>	<b>4,600</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
<b>1,486,147</b>	<b>1,329,535</b>	<b>1,204,600</b>	<b><u>TOTAL RESOURCES</u></b>	<b>1,199,200</b>	<b>1,199,200</b>	<b>1,199,200</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0
569	516	1,100	<b>7750</b>	<b>Professional Services</b>		1,100	1,100	1,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,000	1,000	
				City-wide Professional Services	1	100	100	
830,271	991,360	818,571	<b>8017</b>	<b>Tourism Promotion &amp; Programs</b>		817,671	817,671	817,671
				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.				
<b>830,840</b>	<b>991,876</b>	<b>819,671</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>818,771</b>	<b>818,771</b>	<b>818,771</b>
<b><u>TRANSFERS OUT</u></b>								
392,821	337,659	384,929	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		380,429	380,429	380,429
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer 30% of transient lodging taxes collected	1	350,431	350,431	
				Admin & Finance personnel services support.	1	29,998	29,998	
<b>392,821</b>	<b>337,659</b>	<b>384,929</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>380,429</b>	<b>380,429</b>	<b>380,429</b>
<b><u>ENDING FUND BALANCE</u></b>								
262,486	0	0	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		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.				
<b>262,486</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>1,486,147</b>	<b>1,329,535</b>	<b>1,204,600</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,199,200</b>	<b>1,199,200</b>	<b>1,199,200</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,486,147	1,329,535	1,204,600	<b>TOTAL RESOURCES</b>	1,199,200	1,199,200	1,199,200
1,486,147	1,329,535	1,204,600	<b>TOTAL REQUIREMENTS</b>	1,199,200	1,199,200	1,199,200



# **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**

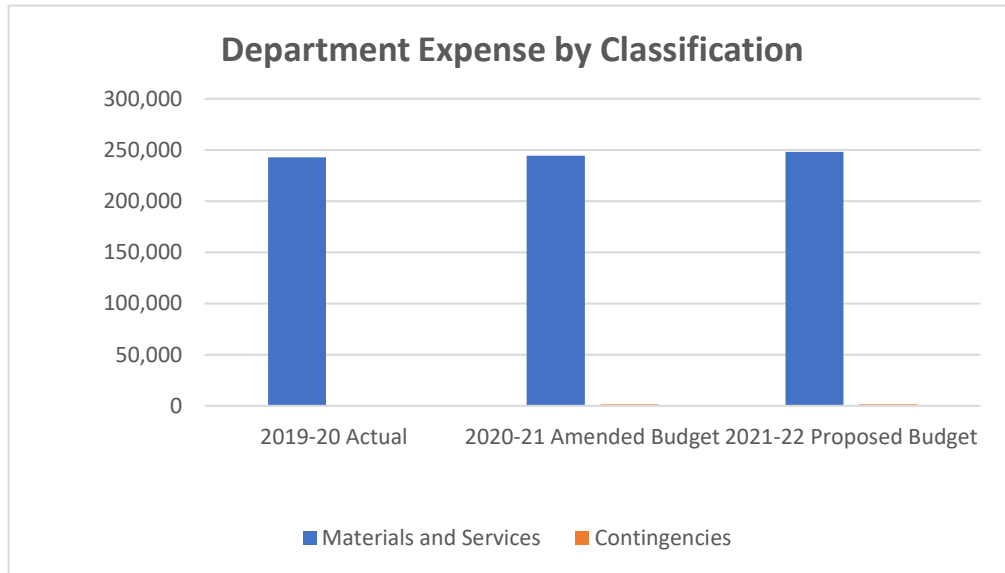
- Cable franchise fees have had a range of actual annual variances from -2.9% to 4.0% with two of the last three years running negative for Comcast, the larger revenue source. FY20-21 revenues are anticipated to be slightly higher for Comcast while former Frontier customers are lagging prior year revenue levels. FY2021-22 revenues are anticipated to be 1% higher than FY2020-21 estimates.
- The revenue impact of Frontier's bankruptcy and its successor firm's plans and customer base level is uncertain.

### **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.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,886	1,986	1,947	-39
Licenses and Permits	242,970	244,250	248,000	3,750
Miscellaneous	47	100	20	-80
<b>Revenue Total</b>	<b>244,903</b>	<b>246,336</b>	<b>249,967</b>	<b>3,631</b>
<b>Expenses</b>				
Materials and Services	242,970	244,250	248,000	0
Contingencies	0	1,500	1,500	-80
<b>Expenses Total</b>	<b>242,970</b>	<b>245,750</b>	<b>249,500</b>	<b>-80</b>
Ending Fund Balance	1,933	586	467	3,711



- 1982** Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.
- 1999** Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001** New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001** New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- 2001** New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.
- 2001** City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.
- 2001** McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.
- 2001** City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002** April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.
- 2003** January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005** MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006** January 2006, Major upgrade of **mcm11.org** website, allowing form submittal and easy access to program listings.
- 2007** Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
- 2008** MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- 2009** “Past sins” settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,850	1,886	1,986	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from the prior year	1,947	1,947	1,947
<b>1,850</b>	<b>1,886</b>	<b>1,986</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>1,947</b>	<b>1,947</b>	<b>1,947</b>
<b><u>LICENSES AND PERMITS</u></b>						
27,793	24,445	27,000	<b>4205-07</b> <b>Franchise Fees - Frontier-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	22,000	22,000	22,000
136,716	136,608	145,000	<b>4205-15</b> <b>Franchise Fees - Comcast Communications-Cable</b> Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.	145,000	145,000	145,000
11,382	9,523	10,250	<b>4275-07</b> <b>Subscriber Fees - PEG - Frontier-Cable</b> \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	8,000	8,000	8,000
71,809	72,394	72,000	<b>4275-15</b> <b>Subscriber Fees - PEG - Comcast-Cable</b> \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	73,000	73,000	73,000
<b>247,700</b>	<b>242,970</b>	<b>254,250</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>248,000</b>	<b>248,000</b>	<b>248,000</b>
<b><u>MISCELLANEOUS</u></b>						
36	47	100	<b>6310</b> <b>Interest</b>	20	20	20
<b>36</b>	<b>47</b>	<b>100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>249,586</b>	<b>244,903</b>	<b>256,336</b>	<b><u>TOTAL RESOURCES</u></b>	<b>249,967</b>	<b>249,967</b>	<b>249,967</b>

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
136,716	136,608	145,000	<b>8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable</b> Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	145,000	145,000	145,000
27,793	24,445	27,000	<b>8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable</b> Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	22,000	22,000	22,000
71,809	72,394	72,000	<b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment.	73,000	73,000	73,000
11,382	9,523	10,250	<b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b> City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment.	8,000	8,000	8,000
<b>247,700</b>	<b>242,970</b>	<b>254,250</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>248,000</b>	<b>248,000</b>	<b>248,000</b>
<b><u>CONTINGENCIES</u></b>						
0	0	1,500	<b>9800 Contingencies</b>	1,500	1,500	1,500
<b>0</b>	<b>0</b>	<b>1,500</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,886	1,933	586	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.	467	467	467
<b>1,886</b>	<b>1,933</b>	<b>586</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>467</b>	<b>467</b>	<b>467</b>
<b>249,586</b>	<b>244,903</b>	<b>256,336</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>249,967</b>	<b>249,967</b>	<b>249,967</b>

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
249,586	244,903	256,336	<b>TOTAL RESOURCES</b>	249,967	249,967	249,967
249,586	244,903	256,336	<b>TOTAL REQUIREMENTS</b>	249,967	249,967	249,967



**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.

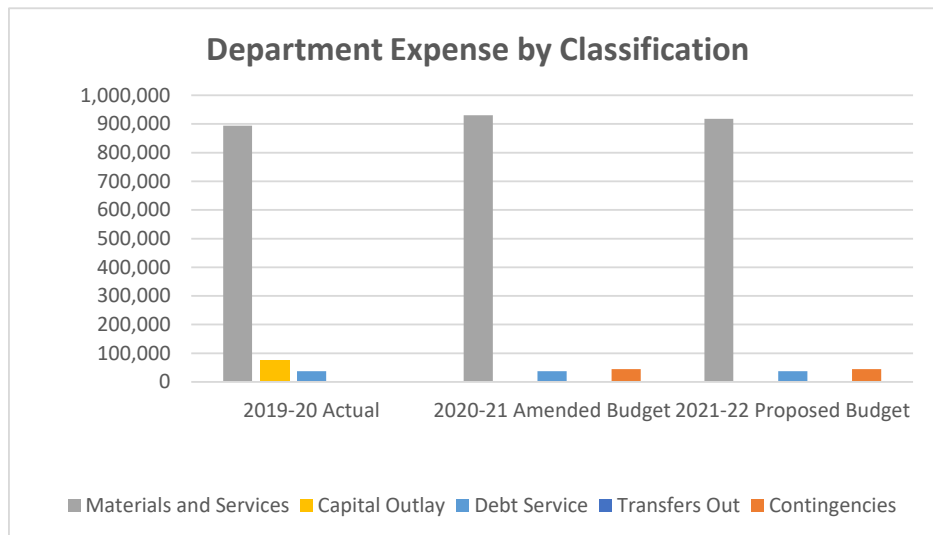
## **Future Challenges and Opportunities**

- Identifying funding sources for maintaining and improving the public safety radio system.



**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	401,382	109,310	95,409	-13,901
Charges for Services	15,480	15,480	15,480	0
Intergovernmental	7,500	7,500	7,500	0
Licenses and Permits	25,782	27,000	23,500	-3,500
Miscellaneous	731	1,000	200	-800
Other Financing Source	0	0	0	0
Transfers In	893,670	900,872	897,972	-2,900
<b>Revenue Total</b>	<b>1,344,545</b>	<b>1,061,162</b>	<b>1,040,061</b>	<b>-21,101</b>
<b>Expenses</b>				
Materials and Services	894,111	930,551	917,478	-13,073
Capital Outlay	75,000	0	0	-34,174
Debt Service	37,172	37,173	37,172	34,174
Transfers Out	0	0	1,429	-13,073
Contingencies	0	45,000	45,000	10,173
<b>Expenses Total</b>	<b>1,006,282</b>	<b>1,012,724</b>	<b>1,001,079</b>	<b>10,173</b>
Ending Fund Balance	338,262	48,438	38,982	-31,274



- 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>
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	860,682
2021 - 2022	860,682

**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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
156,197	401,382	109,310	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from the prior year	95,409	95,409	95,409
<b>156,197</b>	<b>401,382</b>	<b>109,310</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>95,409</b>	<b>95,409</b>	<b>95,409</b>
<b><u>LICENSES AND PERMITS</u></b>						
3,392	3,743	3,000	<b>4205-06</b> <b>Franchise Fees - Miscellaneous-Telecommunications</b> Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	3,000	3,000	3,000
26,648	22,038	24,000	<b>4205-08</b> <b>Franchise Fees - Frontier-Telephone</b> Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	20,500	20,500	20,500
<b>30,041</b>	<b>25,782</b>	<b>27,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>
<b><u>INTERGOVERNMENTAL</u></b>						
7,500	7,500	7,500	<b>5040-05</b> <b>Yamhill Communications Agency - Radio System</b> City funds for radio equipment reserve held by Yamhill County	7,500	7,500	7,500
<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b><u>CHARGES FOR SERVICES</u></b>						
15,990	15,480	15,480	<b>5325</b> <b>System Access Fees</b> Fees charged for access to City's radio system.	15,480	15,480	15,598
<b>15,990</b>	<b>15,480</b>	<b>15,480</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>15,480</b>	<b>15,480</b>	<b>15,598</b>
<b><u>MISCELLANEOUS</u></b>						
2,485	731	1,000	<b>6310</b> <b>Interest</b>	200	200	200
<b>2,485</b>	<b>731</b>	<b>1,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>200</b>	<b>200</b>	<b>200</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET																																																		
<b><u>TRANSFERS IN</u></b>																																																											
728,100	893,670	900,872	<b>6900-01</b>	<b>Transfers In - General Fund</b>			897,972	897,972	819,282																																																		
<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="6"></th> </tr> </thead> <tbody> <tr> <td>General Fund support for Emergency Comm equipment debt payment</td> <td style="text-align: center;">1</td> <td style="text-align: right;">37,172</td> <td style="text-align: right;">37,172</td> <td colspan="6"></td> </tr> <tr> <td>General Fund support for YCOM dispatching services-Police</td> <td style="text-align: center;">1</td> <td style="text-align: right;">630,553</td> <td style="text-align: right;">630,553</td> <td colspan="6"></td> </tr> <tr> <td>General Fund support for YCOM dispatching services-Fire</td> <td style="text-align: center;">1</td> <td style="text-align: right;">53,045</td> <td style="text-align: right;">53,045</td> <td colspan="6"></td> </tr> <tr> <td>General Fund support for YCOM dispatching services-Ambulance</td> <td style="text-align: center;">1</td> <td style="text-align: right;">98,512</td> <td style="text-align: right;">98,512</td> <td colspan="6"></td> </tr> </tbody> </table>										<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	630,553	630,553							General Fund support for YCOM dispatching services-Fire	1	53,045	53,045							General Fund support for YCOM dispatching services-Ambulance	1	98,512	98,512						
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89,000	0	0	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			0	0	0																																																		
<b>817,100</b>	<b>893,670</b>	<b>900,872</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>897,972</b>	<b>897,972</b>	<b>819,282</b>																																																		
<b>1,029,313</b>	<b>1,344,545</b>	<b>1,061,162</b>	<b><u>TOTAL RESOURCES</u></b>				<b>1,040,061</b>	<b>1,040,061</b>	<b>961,489</b>																																																		

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
3,956	3,695	11,320	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		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	
36,178	48,765	45,781	<b>7750</b>	<b>Professional Services</b>		45,476	45,476	45,476
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Audit Fee Allocation		1	1,300	1,300	
			City-wide Professional Services		1	100	100	
			Day Wireless annual maintenance agreement		12	3,673	44,076	
0	3,294	9,750	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
814,445	838,357	863,700	<b>8180-05</b>	<b>YCOM - Other Governmental Services</b>		860,682	860,682	782,110
			City's support for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).					
<b>854,579</b>	<b>894,111</b>	<b>930,551</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>917,478</b>	<b>917,478</b>	<b>838,906</b>
<b>CAPITAL OUTLAY</b>								
0	75,000	0	<b>8710</b>	<b>Equipment</b>		0	0	0
<b>0</b>	<b>75,000</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>DEBT SERVICE</b>								
0	34,538	29,125	<b>9520-05</b>	<b>Equipment-Lease Purchase - Principal</b>		30,333	30,333	30,333
			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	2,634	8,048	<b>9520-10</b>	<b>Equipment-Lease Purchase - Interest</b>		6,839	6,839	6,839
			Interest payment on lease due September 15, 2020.					
<b>0</b>	<b>37,172</b>	<b>37,173</b>	<b>TOTAL DEBT SERVICE</b>			<b>37,172</b>	<b>37,172</b>	<b>37,172</b>
<b>TRANSFERS OUT</b>								
0	0	0	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		1,429	1,429	1,429
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Finance personnel services support.		1	1,429	1,429	
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL TRANSFERS OUT</b>			<b>1,429</b>	<b>1,429</b>	<b>1,429</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>CONTINGENCIES</u></b>						
0	0	45,000	9800 Contingencies	45,000	45,000	45,000
<b>0</b>	<b>0</b>	<b>45,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b><u>ENDING FUND BALANCE</u></b>						
174,733	338,262	48,438	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	38,982	38,982	38,982
<b>174,733</b>	<b>338,262</b>	<b>48,438</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>38,982</b>	<b>38,982</b>	<b>38,982</b>
<b>1,029,312</b>	<b>1,344,544</b>	<b>1,061,162</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>1,040,061</b>	<b>1,040,061</b>	<b>961,489</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,029,313	1,344,545	1,061,162	<b>TOTAL RESOURCES</b>	1,040,061	1,040,061	961,489
1,029,312	1,344,545	1,061,162	<b>TOTAL REQUIREMENTS</b>	1,040,061	1,040,061	961,489





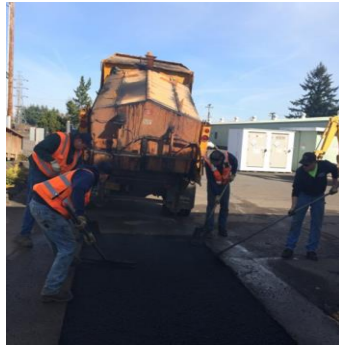
# **STREET FUND**



## **Budget Highlights**

- The pandemic has had a significant impact on revenues for the Street Fund over the past year. Similar to the General Fund, as a cost savings measure to rebuild fund reserves, staff furloughs have been implemented. This will have an impact on the Division's ability to deliver services over the next budget cycle. 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.
- COVID-19 continues to impact the Division's operations. Force preservation strategies such as limiting vehicle to one occupant and staggering crew start times remain in place. These strategies are consistent with the Community Safety and Resiliency priority to proactively plan to responsibly maintain a safe and resilient community.
- The 2021-22 budget proposal continues the second year of funding to increase seasonal labor to address increased maintenance requirements related to newly constructed facilities.
- Winter flooding and ice storm events placed a significant strain on the Division's resources and staff. January flooding impacted roadways and drainage systems. Street crews removed tree related debris from over 380 sites around the community after the ice storm. Staff began meeting with Oregon Emergency Management (OEM) to seek FEMA reimbursement for some of this work, but at this point that funding is uncertain.
- The budget request includes funding to replace a 1996 one ton flatbed pick up. These units are used for a wide variety of tasks related to the Division's mission.
- 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 pavement preservation projects funded through the Transportation Fund.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. This last year staff implemented a "driver feedback" sign program that places these radar units at strategic locations along corridors with noted speeding problems. For FY 21-22 staff has proposed purchasing two additional radar sign assemblies to expand this program.
- 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 fifth 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. Hill Road, Alpine Avenue and Old Sheridan are all roadways that have had storm water quality facilities installed in recent years. These include storm planters, infiltration swales, and detention ponds. These new facilities 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.



**Street Crew Training Session**

- 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 recently installed along Old Sheridan. Street lighting constitutes approximately 26% of the Street Funds 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. Furlough impacts will reduce the "in-house" element of this work this budget cycle.
- 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 typically applies approximately 15,000 pounds of material each year on candidate streets. Furlough impacts will reduce this maintenance effort this budget cycle.

## **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 61 vehicles and 160 various pieces of equipment at the Riverside Drive facility.

### **Right-of-Way (ROW) maintenance**

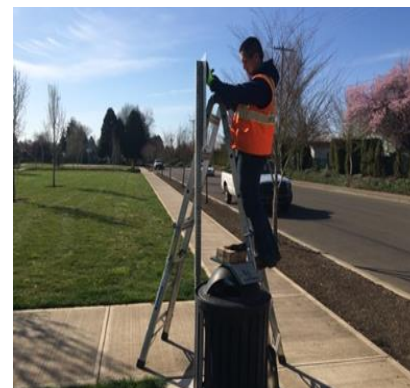
- City-owned areas are maintained on scheduled basis with a combination of City personnel, contract labor, and inmate labor.

### **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 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.
- Furlough impacts will likely increase response times for non-safety related traffic operations work during this budget cycle.



**Carlos Ochoa – New signage installation**

## **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. Furlough impacts will likely extend response time these requests.
- 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 debris clean up. This work is done with both staff and contract forces.

## **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**

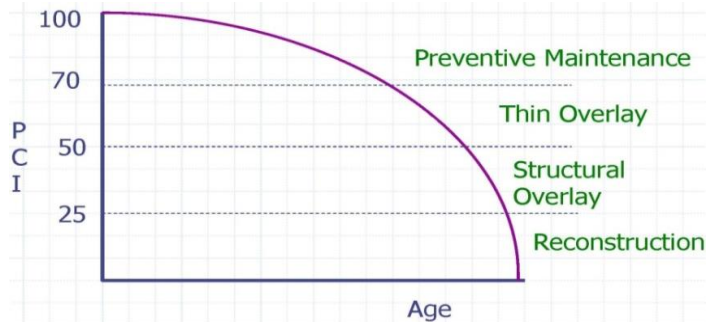
- A portion of the City's gas tax revenue increase from the 2009 House Bill 2001 is dedicated to meet this obligation. Principal and interest payments will be approximately \$200,000 per year over the twenty year life of the loan. Payments began in 2017.

## **Maintenance Planning**

- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts. Staff will be working with Information Services to upgrade the City's existing CMMS this budget cycle.
- 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 \$1.25 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 (south of 8<sup>th</sup> Street) and 2<sup>nd</sup> 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 second round of reporting in January of 2021.

**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 newly constructed storm water planters for Alpine Avenue, Hill Road and Old Sheridan Road have resulted in an increased workload for the Division. However, the City was recently notified that the Oregon DEQ has issued a mercury TMDL (total maximum daily load) limit for the Willamette River. This will require that the City create a mercury minimization plan for storm water, which will then most likely lead to the need to create a storm water utility for the community. Until that time, storm water maintenance costs will primarily remain with the Street Fund.

**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)	21 years
Utility trucks and vans (12)	21 years
Dump trucks (5)	28 years
Construction / maintenance equip (7) **	21 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.

5,732	Street Signs maintained
835	Stop Signs
93,802 lineal ft	Yellow Curb, approximately ½ maintained yearly
13,101 lineal ft	Stop Bar Pavement Markings
153	Crosswalks
210	Pavement Marking Arrows
563	Misc. Pavement Markings – legends, bike lanes, RR crossings
15,000 pounds	Crack Sealant Applied annually
1.3 miles	Gravel Streets maintained



**Jeff York – National Public Works Week**

### **Accessibility**

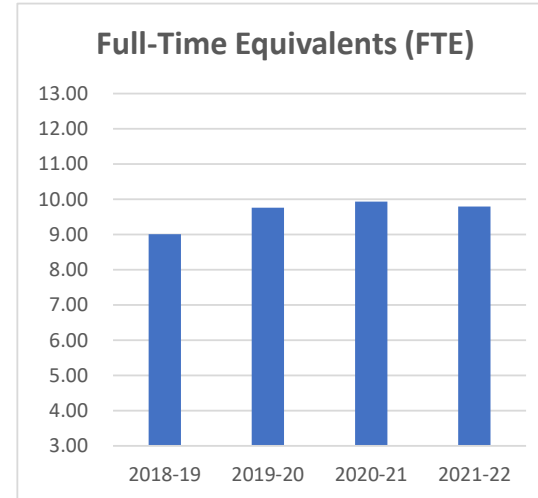
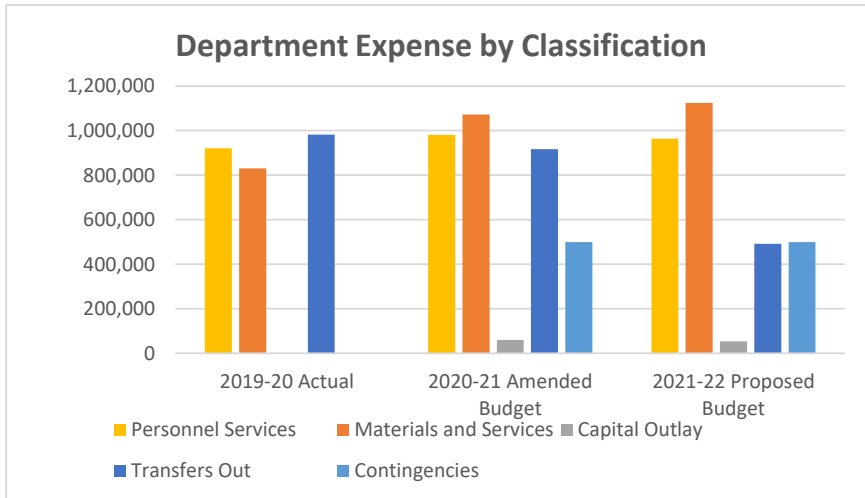
- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35% 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.



**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	2,089,468	1,520,117	1,364,613	-155,504
Intergovernmental	2,359,577	2,675,000	2,600,000	-75,000
Licenses and Permits	6	50	50	0
Miscellaneous	38,347	50,700	20,000	-30,700
Transfers In	21,156	22,889	5,777	-17,112
<b>Revenue Total</b>	<b>4,508,553</b>	<b>4,268,756</b>	<b>3,990,440</b>	<b>-278,316</b>
<b>Expenses</b>				
Personnel Services	921,096	981,149	964,070	-17,079
Materials and Services	829,987	1,072,602	1,124,934	52,332
Capital Outlay	531	60,000	53,277	-6,723
Transfers Out	982,820	916,212	492,055	28,530
Contingencies	0	500,000	500,000	-45,642
<b>Expenses Total</b>	<b>2,734,435</b>	<b>3,529,963</b>	<b>3,134,336</b>	<b>11,418</b>
Ending Fund Balance	1,774,118	738,793	856,104	-289,734

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	9.01	9.76	9.93	9.79





## **Core Services**

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### **High Priority Services**

- Maintain the City's street system asset base, including:
  - Pavement maintenance
  - Traffic control installation and maintenance
  - Pedestrian facility maintenance
  - Right-of-way vegetation and street tree management
  - Storm system management
  - Vehicle/equipment maintenance
- Emergency response to various incidents (weather related, accidents, etc) alongside Park Maintenance and Conveyance System field staff.

### **Medium High Priority Services**

- Community event/volunteer support

<b>1962</b>	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	<b>1997</b>	Public Works Superintendent assumes managerial responsibility over parks maintenance.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.
<b>1976</b>	Downtown core area tree planting completed.	<b>1997</b>	City of McMinnville awarded "Tree CityUSA".		
<b>1986</b>	Crack Sealing Program begins on city streets to prolong street life.	<b>2003</b>	Retrofitted 19 Americans with Disability Act (ADA) approved wheelchair ramps in school zones.	<b>2007</b>	Decorative antique street lights installed along 3 <sup>rd</sup> Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
<b>1987</b>	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	<b>2004</b>	Street Department maintains 97 miles of streets.	<b>2007</b>	City awarded "Tree City USA" designation for the 10 <sup>th</sup> consecutive year.
<b>1990</b>	Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.	<b>2005</b>	Street Department maintains 100 miles of streets.	<b>2008</b>	Public Works crews responded to a 40-year snow & ice event in December.
<b>1990</b>	City maintains 64 miles of paved streets.	<b>2005</b>	200 new street signs were installed.	<b>2008</b>	First slurry seal project on city streets to prolong street life.
<b>1994</b>	Public Works Shops undergo remodel and office modular units set-up to develop office work areas.	<b>2006</b>	Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH wind-related calls due to December 14 <sup>th</sup> storm event.	<b>2009</b>	Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
<b>1994</b>	Street sweeping function partially contracted.				
<b>1996</b>	Seal Coating Program on city streets initiated to prolong street life.				

- |             |  |             |  |             |   |
|-------------|--|-------------|--|-------------|---|
| <b>2010</b> | In 20 <sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.   | <b>2012</b> | Pedestrian crossing at 15 <sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.  | <b>2016</b> | As part of succession planning, Senior Utility Worker position implemented.   |
| <b>2010</b> | Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.  | <b>2012</b> | 2 <sup>nd</sup> & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks  | <b>2017</b> | City awarded "Tree City USA" designation for the 20 <sup>th</sup> consecutive year.   |
| <b>2010</b> | Implemented the use of liquid deicer on streets as a tool during snow and ice events.  | <b>2013</b> | 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. | <b>2019</b> | Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.  |
| <b>2011</b> | City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2 <sup>nd</sup> to Wallace Road.  | <b>2014</b> | Public Works crews in partnership with local contractors responded to a major February snowstorm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.                          | <b>2019</b> | Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.  |
| <b>2011</b> | 8 <sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.                          | <b>2015</b> | 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. | <b>2020</b> | Implemented a Driver Feedback program with the purchase of two Radar Driver Feedback Signs. These signs are pole mounted and will be rotated throughout the City in corridors that have been identified as having excessive speed concerns or complaints. |
| <b>2012</b> | 2 <sup>nd</sup> & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches. |             |  |             |   |

Budget Document Report

**20 - STREET FUND**

Department : N/A  
 Section : N/A  
 Program : N/A

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>BEGINNING FUND BALANCE</b>							
2,097,924	2,089,468	1,520,117	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	1,364,613	1,364,613	1,364,613
<b>2,097,924</b>	<b>2,089,468</b>	<b>1,520,117</b>		<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,364,613</b>	<b>1,364,613</b>	<b>1,364,613</b>
<b>LICENSES AND PERMITS</b>							
16	6	50	<b>4300</b>	<b>Bicycle Fees</b>	50	50	50
<b>16</b>	<b>6</b>	<b>50</b>		<b>TOTAL LICENSES AND PERMITS</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>INTERGOVERNMENTAL</b>							
0	0	0	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
0	42,986	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>	0	0	0
2,474,381	2,316,591	2,675,000	<b>4740</b>	<b>OR State Gas Taxes</b> State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.	2,600,000	2,600,000	2,600,000
<b>2,474,381</b>	<b>2,359,577</b>	<b>2,675,000</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>2,600,000</b>	<b>2,600,000</b>	<b>2,600,000</b>
<b>MISCELLANEOUS</b>							
38,005	32,563	45,700	<b>6310</b>	<b>Interest</b>	15,000	15,000	15,000
8,888	5,784	5,000	<b>6600</b>	<b>Other Income</b>	5,000	5,000	5,000
<b>46,893</b>	<b>38,347</b>	<b>50,700</b>		<b>TOTAL MISCELLANEOUS</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TRANSFERS IN</b>							
5,337	21,156	22,889	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	5,777	5,777	5,777
				Description	Units	Amt/Unit	Total
				HR-Insurance Service Fund distribution	1	5,777	5,777
<b>5,337</b>	<b>21,156</b>	<b>22,889</b>		<b>TOTAL TRANSFERS IN</b>	<b>5,777</b>	<b>5,777</b>	<b>5,777</b>
<b>4,624,551</b>	<b>4,508,553</b>	<b>4,268,756</b>		<b>TOTAL RESOURCES</b>	<b>3,990,440</b>	<b>3,990,440</b>	<b>3,990,440</b>

Budget Document Report

**20 - STREET FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,446	1,172	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
445,650	496,602	511,766	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Superintendent - Public Works - 0.50 FTE Supervisor - Street Maintenance - 0.95 FTE Supervisor - Park Maintenance - 0.05 FTE Supervisor - SS & SD Maintenance - 0.10 FTE Mechanic - Public Works - 0.45 FTE Senior Utility Worker - 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	496,334	496,334	496,334
42,449	38,122	56,140	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Streets - 1.74 FTE	53,100	53,100	53,100
7,902	9,804	8,100	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	7,500	7,500	7,500
320	1,170	1,320	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	120	120	120
1,381	389	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
29,581	32,745	35,791	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	33,702	33,702	33,702
6,918	7,658	8,371	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	8,079	8,079	8,079
113,110	149,158	163,141	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	164,171	164,171	164,171
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
104,692	118,798	126,292	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	131,574	131,574	131,574
18,308	18,525	17,525	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	18,500	18,500	18,500
755	870	864	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	864	864	864
2,409	2,699	2,770	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	2,680	2,680	2,680
28,068	43,057	47,841	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	46,221	46,221	46,221
205	204	227	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	224	224	224
109	123	1,001	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,001	1,001	1,001
<b>803,302</b>	<b>921,096</b>	<b>981,149</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>964,070</b>	<b>964,070</b>	<b>964,070</b>

**MATERIALS AND SERVICES**

1,602	877	1,500	<b>7530</b>	<b>Training</b>	1,250	1,250	1,250
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Budget Document Report

20 - STREET FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,012	766	1,000	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,100	1,100	1,100
3,839	2,987	5,700	<b>7550 Travel &amp; Education</b>	5,000	5,000	5,000
20,857	20,553	22,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	18,000	18,000	18,000
13,384	13,448	15,000	<b>7600 Electric &amp; Natural Gas</b>	13,500	13,500	13,500
59,700	63,200	65,500	<b>7610-05 Insurance - Liability</b>	66,800	66,800	66,800
7,700	8,300	9,600	<b>7610-10 Insurance - Property</b>	10,000	10,000	10,000
5,891	6,852	11,600	<b>7620 Telecommunications</b>	11,600	11,600	11,600
2,079	2,394	2,400	<b>7650 Janitorial</b>	2,900	2,900	2,900
15,492	16,746	17,000	<b>7660 Materials &amp; Supplies</b>	17,500	17,500	17,500
47,025	53,266	80,000	<b>7720 Repairs &amp; Maintenance</b> Materials and supplies for street maintenance activities	78,500	78,500	78,500
0	0	0	<b>7720-05 Repairs &amp; Maintenance - Inventory-InterDept Projects</b>	0	0	0
17,109	32,641	27,500	<b>7720-06 Repairs &amp; Maintenance - Equipment</b>	27,500	27,500	27,500
0	0	0	<b>7720-07 Repairs &amp; Maintenance - Inventory-Equipment</b>	0	0	0
1,392	5,442	7,500	<b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b> Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.	5,000	5,000	5,000
0	0	0	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b>	0	0	0
4,734	4,716	7,500	<b>7720-28 Repairs &amp; Maintenance - Right of Way</b> Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.	6,000	6,000	6,000
19,190	40,182	40,000	<b>7720-30 Repairs &amp; Maintenance - Sidewalks</b> Repair and construction of city sidewalks and wheelchair ramps.	40,000	40,000	40,000
7,515	4,913	10,000	<b>7720-32 Repairs &amp; Maintenance - Traffic Signal</b> Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.	10,000	10,000	10,000
0	43,778	100,000	<b>7720-35 Repairs &amp; Maintenance - Storm Drains</b> Repair of the storm drainage system within the public right-of-way.	100,000	100,000	100,000
4,576	9,936	18,900	<b>7750 Professional Services</b>	19,520	19,520	19,520
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit Fee Allocation	1	3,000	3,000
			Section 125 Admin Fee	1	120	120
			City-wide Professional Services	1	400	400
			Miscellaneous professional services	1	10,000	10,000
			Pavement Rating services	1	6,000	6,000
212,826	189,381	269,600	<b>7780-12 Contract Services - Street Maintenance</b>	329,800	329,800	329,800

Budget Document Report

**20 - STREET FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 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>175,000</td> <td>175,000</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>1,200</td> <td>1,200</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Downtown Sweeping	1	20,000	20,000	Citywide Sweeping	1	175,000	175,000	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	1,200	1,200			
Description	Units	Amt/Unit	Total																																			
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1,727	3,087	3,700	<b>7800 M &amp; S Equipment</b>	3,000	3,000	3,000																																
			Miscellaneous small equipment for operations and maintenance																																			
497	599	3,000	<b>7800-42 M &amp; S Equipment - Shop</b>	1,000	1,000	1,000																																
			Miscellaneous small equipment and tools for shop operations and maintenance																																			
5,194	4,690	6,982	<b>7840 M &amp; S Computer Charges</b>	7,044	7,044	7,044																																
			I.S. Fund materials & supplies costs shared city-wide																																			
9,090	11,311	12,120	<b>7840-75 M &amp; S Computer Charges - Street</b>	9,920	9,920	9,920																																
			<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Hansen sewer database 25%-shared with Eng,Park Maint, WWS</td> <td>1</td> <td>3,500</td> <td>3,500</td> </tr> <tr> <td>ESRI Arcview 17%-shared with Bldg,Plan,Eng,ParkMaint,WWS</td> <td>1</td> <td>2,200</td> <td>2,200</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	Hansen sewer database 25%-shared with Eng,Park Maint, WWS	1	3,500	3,500	ESRI Arcview 17%-shared with Bldg,Plan,Eng,ParkMaint,WWS	1	2,200	2,200	Street Saver maintenance subscription	1	3,500	3,500	Office 365 licensing	3	240	720															
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Office 365 licensing	3	240	720																																			
23,979	12,998	34,500	<b>8190 Signs</b>	34,000	34,000	34,000																																
			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>6,000</td> <td>12,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Sign Maintenance Materials	1	22,000	22,000	Solar pole mounted radar sign assemblies	2	6,000	12,000																							
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252,648	269,265	285,000	<b>8200 Street &amp; Parking Lot Lighting</b>	291,000	291,000	291,000																																
			McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.																																			
0	7,660	15,000	<b>8210 Street Tree Program</b>	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.																																			
<b>739,059</b>	<b>829,987</b>	<b>1,072,602</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,124,934</b>	<b>1,124,934</b>	<b>1,124,934</b>																																

Budget Document Report

**20 - STREET FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>								
164,029	0	55,000	<b>8710</b>	<b>Equipment</b>		47,500	47,500	47,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				1 Ton Flatbed pickup (replaces 1996 unit)	1	47,500	47,500	
0	531	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		777	777	777
				I.S. Fund capital outlay costs shared city-wide				
0	0	5,000	<b>8750-75</b>	<b>Capital Outlay Computer Charges - Street</b>		5,000	5,000	5,000
<b>164,029</b>	<b>531</b>	<b>60,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>53,277</b>	<b>53,277</b>	<b>53,277</b>
<b><u>TRANSFERS OUT</u></b>								
249,418	273,322	305,591	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		281,414	281,414	281,414
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	21,911	21,911	
				Engineering, Admin, & Finance personnel services support.	1	259,503	259,503	
570,000	700,000	600,000	<b>9700-45</b>	<b>Transfers Out - Transportation</b>		200,000	200,000	200,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000	
9,276	9,498	10,621	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		10,641	10,641	10,641
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	10,641	10,641	
<b>828,694</b>	<b>982,820</b>	<b>916,212</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>492,055</b>	<b>492,055</b>	<b>492,055</b>
<b><u>CONTINGENCIES</u></b>								
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	500,000	500,000
<b>0</b>	<b>0</b>	<b>500,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
2,089,468	1,774,118	738,793	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		856,104	856,104	856,104
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
<b>2,089,468</b>	<b>1,774,118</b>	<b>738,793</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>856,104</b>	<b>856,104</b>	<b>856,104</b>
<b>4,624,552</b>	<b>4,508,553</b>	<b>4,268,756</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>3,990,440</b>	<b>3,990,440</b>	<b>3,990,440</b>



Budget Document Report

**20 - STREET FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
4,624,551	4,508,553	4,268,756	<b>TOTAL RESOURCES</b>	3,990,440	3,990,440	3,990,440
4,624,552	4,508,553	4,268,756	<b>TOTAL REQUIREMENTS</b>	3,990,440	3,990,440	3,990,440



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**

## **Budget Highlights**

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- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a temporary office.
- The 2021-22 budget includes FAA grant funding to complete the construction of the Apron & Taxiway Rehabilitation project (no City match required).
- The 2021-22 includes funding to continue managing and removing potential and known obstructions in the runway approach slopes.
- The 2021-22 budget includes both increased revenues and building maintenance commitments outlined in the new long term lease with the Oregon State Police.
- 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 26 federal grants totaling over \$19.6 million dollars.

## **Core Services**

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- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.

- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.
- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional 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.



There are 121 based aircraft at the McMinnville Municipal Airport.

## 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.

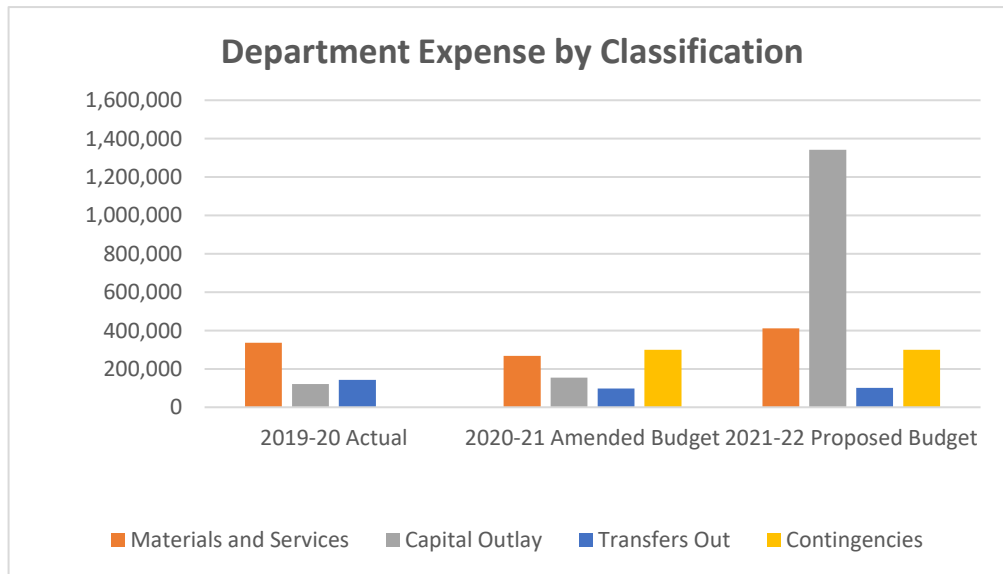


Photo: Washington Dept. Fish & Wildlife

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

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	-33,780	502,357	433,296	-69,061
Charges for Services	345,459	322,100	351,602	29,502
Intergovernmental	837,136	13,500	1,559,207	1,545,707
Miscellaneous	15,718	13,400	12,500	-900
Transfers In	0	155,000	0	-155,000
<b>Revenue Total</b>	<b>1,164,533</b>	<b>1,006,357</b>	<b>2,356,605</b>	<b>1,350,248</b>
<b>Expenses</b>				
Materials and Services	336,501	268,150	410,425	142,275
Capital Outlay	121,860	155,000	1,341,382	1,186,382
Transfers Out	143,258	98,190	101,582	3,392
Contingencies	0	300,000	300,000	0
<b>Expenses Total</b>	<b>601,619</b>	<b>821,340</b>	<b>2,153,389</b>	<b>1,332,049</b>
Ending Fund Balance	562,914	185,017	203,216	18,199



## **Core Services**

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### **High Priority Services**

- Maintain the City's airport asset base, including:
  - Airport Layout Plan project development and completion
  - Contract Airport Manager coordination
  - Land lease and airport tenant management

- 1942** McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.
- 1957** East Hangar is constructed.
- 1973** Airport Layout Plan (ALP) and Master Plan is written.
- 1982** Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.
- 1987** Annual \$60,000 Transfer to Debt Service Fund eliminated.
- 1992** Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.
- 1999** New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.
- 2001** Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.
- 2003** Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.
- 2004** Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.
- 2005** Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.
- 2006** FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.
- 2006** City and Evergreen Aviation reach agreement on partnership for major airport improvements.
- 2007** Environmental and design work begin for major airport improvements.
- 2008** City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
- 2008** New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
- 2009** Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.
- 2010** Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
- 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.
- 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.

EVERGREEN

EVERGREEN

CIRRUS AVE.

NIMBUS LP

Light Beacon

TAXIWAY "A1"

TAXIWAY "A"

AIRCRAFT HANGARS

TAXIWAY "A"

TAXIWAY "A2"

TAXIWAY "A3"

ARMORY WAY

RUNWAY SAFETY AREA

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

RD.

AIRPORT

McMINNVILLE MUNICIPAL AIRPORT

SOUTH

YAMHILL RIVER

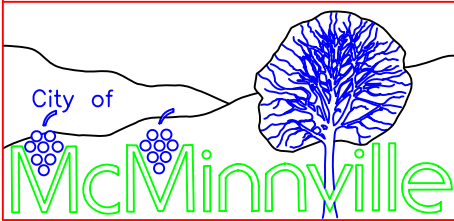
RIVER

Localizer Antenna



35

RUNWAY SAFETY AREA



AIRPORT 2011

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
0	0	0	<b>4025-02</b> Designated Begin FB-Airport Fd - Capital Replacement Reserve	0	0	0
-185,124	-33,780	502,357	<b>4090</b> Beginning Fund Balance Estimated July 1 carryover from prior year	433,296	433,296	433,296
<b>-185,124</b>	<b>-33,780</b>	<b>502,357</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>433,296</b>	<b>433,296</b>	<b>433,296</b>
<b>INTERGOVERNMENTAL</b>						
582,822	822,399	13,500	<b>4580</b> FAA Grant FY21: FAA grant 3-41-0036-018-2018 (90% FAA, 7.5% COAR grant, 2.5% City) FY22: FAA grant 3-41-0036-019-2020 (100% FAA, no City match)	1,467,207	1,467,207	1,467,207
0	0	0	<b>4580-20</b> FAA Grant - CARES Act Airport Grant FY22: FAA grant 3-41-0036-020-2020 (100% FAA, no City match)	69,000	69,000	69,000
0	0	0	<b>4580-21</b> FAA Grant - CRRSA-Coronavirus Response & Rel FY22: FAA grant 3-41-0036-021-2021 (100% FAA, no City match)	23,000	23,000	23,000
72,883	0	0	<b>4775-10</b> ODOT State Grants - Connect Oregon	0	0	0
4,152	14,737	0	<b>4790</b> OR Aviation Department Grant FY21: Critical Oregon Airport Relief (COAR) Program grant 2018-MMV-00015	0	0	0
<b>659,857</b>	<b>837,136</b>	<b>13,500</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>1,559,207</b>	<b>1,559,207</b>	<b>1,559,207</b>
<b>CHARGES FOR SERVICES</b>						
67,039	68,845	66,500	<b>5400-05</b> Property Rentals - Crop Share & USDA	70,800	70,800	70,800
63,595	64,917	60,600	<b>5400-10</b> Property Rentals - Land Leases	66,800	66,800	66,800
134,864	153,099	137,600	<b>5400-15</b> Property Rentals - OSP Building	155,202	155,202	155,202
8,728	8,040	10,300	<b>5400-20</b> Property Rentals - Fixed Base Operator Lease	9,800	9,800	9,800
53,600	50,558	47,100	<b>5400-25</b> Property Rentals - City Hangar	49,000	49,000	49,000
<b>327,826</b>	<b>345,459</b>	<b>322,100</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>351,602</b>	<b>351,602</b>	<b>351,602</b>
<b>MISCELLANEOUS</b>						
1,669	3,162	400	<b>6310</b> Interest	2,500	2,500	2,500
4,197	2,500	0	<b>6600</b> Other Income	0	0	0
7,788	10,056	13,000	<b>6600-40</b> Other Income - Fuel Flowage Fees	10,000	10,000	10,000
<b>13,653</b>	<b>15,718</b>	<b>13,400</b>	<b>TOTAL MISCELLANEOUS</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
<b>TRANSFERS IN</b>						
0	0	155,000	<b>6901-77</b> Transfers In - Interfund Debt - Wastewater Capital	0	0	0

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	155,000	<b>TOTAL TRANSFERS IN</b>	0	0	0
816,211	1,164,533	1,006,357	<b>TOTAL RESOURCES</b>	2,356,605	2,356,605	2,356,605

## 25 - AIRPORT MAINTENANCE FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

12,375	6,700	8,500	<b>7610-05</b>	<b>Insurance - Liability</b>	8,800	8,800	8,800
4,800	5,200	11,900	<b>7610-10</b>	<b>Insurance - Property</b>	12,000	12,000	12,000
469	1,210	4,150	<b>7660</b>	<b>Materials &amp; Supplies</b> Airport restroom, janitorial and office supplies, miscellaneous permits.	4,000	4,000	4,000
69,787	25,330	70,000	<b>7720-40</b>	<b>Repairs &amp; Maintenance - Runway/Taxiway</b>	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
10,802	10,195	18,000	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>	18,100	18,100	18,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Liability Insurance Premiums	1	3,100	3,100
				Miscellaneous Repairs, Maintenance, Landscaping, Etc	1	15,000	15,000
58,241	69,006	77,500	<b>7740-10</b>	<b>Rental Property Repair &amp; Maint - OSP</b>	38,600	38,600	38,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Liability Insurance Premiums	1	700	700
				Property Insurance Premiums	1	3,400	3,400
				Admin Office Heat Pump (RTU #3) Replacement & Generator Wiring	1	10,000	10,000
				Lieutenant Office Heat Pump (RTU #5) Replacement	1	7,000	7,000
				Miscellaneous Building Repairs, Landscaping, Etc	1	17,500	17,500
15,849	952	10,000	<b>7740-15</b>	<b>Rental Property Repair &amp; Maint - Fuel Tanks</b>	10,000	10,000	10,000
49,054	44,325	41,600	<b>7750</b>	<b>Professional Services</b>	42,600	42,600	42,600
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit Fee Allocation	1	1,500	1,500
				City-wide Professional Services	1	100	100
				Contract Airport Management	1	36,000	36,000
				Miscellaneous Professional Services	1	5,000	5,000
99,608	0	0	<b>7760-45</b>	<b>Professional Svcs - Plan/Study - Environmental Design &amp; Const Svc</b>	0	0	0
93,292	167,346	15,000	<b>7770-53</b>	<b>Professional Services - Projects - Apron Rehabilitation</b> Apron rehabilitation/reconstruction project construction services (100% FAA Grant)	194,825	194,825	194,825
7,815	6,237	11,500	<b>8215</b>	<b>Airport Lighting</b> Runway, beacon, street, and parking area lighting maintenance and power costs.	11,500	11,500	11,500

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET												
<b>422,092</b>	<b>336,501</b>	<b>268,150</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>410,425</b>	<b>410,425</b>	<b>410,425</b>												
<b><u>CAPITAL OUTLAY</u></b>																				
133,155	121,860	155,000	<b>8920</b>	<b>Land Improvements</b>		69,000	69,000	69,000												
FY21: JetA fuel tank replacement FY22: Electrical to City Hangars (CARES Act Grant)																				
129,885	0	0	<b>8920-10</b>	<b>Land Improvements - FAA - Runway &amp; Taxiway Const</b>		0	0	0												
0	0	0	<b>8920-11</b>	<b>Land Improvements - FAA - Apron Rehab Construction</b>		1,272,382	1,272,382	1,272,382												
Apron Rehabilitation Project Construction (100% FAA Grant)																				
39,240	0	0	<b>8920-15</b>	<b>Land Improvements - Leasee Improvements</b>		0	0	0												
<b>302,280</b>	<b>121,860</b>	<b>155,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,341,382</b>	<b>1,341,382</b>	<b>1,341,382</b>												
<b><u>TRANSFERS OUT</u></b>																				
125,619	143,258	98,190	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		101,582	101,582	101,582												
<table border="0" style="width:100%"> <thead> <tr> <th style="text-align:left">Description</th> <th style="text-align:right">Units</th> <th style="text-align:right">Amt/Unit</th> <th style="text-align:right">Total</th> </tr> </thead> <tbody> <tr> <td>Airport Fund support of Engineering operations.</td> <td style="text-align:right">1</td> <td style="text-align:right">7,254</td> <td style="text-align:right">7,254</td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td style="text-align:right">1</td> <td style="text-align:right">94,328</td> <td style="text-align:right">94,328</td> </tr> </tbody> </table>									Description	Units	Amt/Unit	Total	Airport Fund support of Engineering operations.	1	7,254	7,254	Engineering, Admin, & Finance personnel services support.	1	94,328	94,328
Description	Units	Amt/Unit	Total																	
Airport Fund support of Engineering operations.	1	7,254	7,254																	
Engineering, Admin, & Finance personnel services support.	1	94,328	94,328																	
0	0	0	<b>9701-77</b>	<b>Transfers Out - Interfund Debt - Wastewater Capital</b>		0	0	0												
<b>125,619</b>	<b>143,258</b>	<b>98,190</b>	<b>TOTAL TRANSFERS OUT</b>			<b>101,582</b>	<b>101,582</b>	<b>101,582</b>												
<b><u>CONTINGENCIES</u></b>																				
0	0	300,000	<b>9800</b>	<b>Contingencies</b>		300,000	300,000	300,000												
<b>0</b>	<b>0</b>	<b>300,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>300,000</b>	<b>300,000</b>	<b>300,000</b>												
<b><u>ENDING FUND BALANCE</u></b>																				
0	0	0	<b>9925-02</b>	<b>Designated End FB - Airport Fd - Capital Replacement Reserve</b>		0	0	0												
-33,780	562,914	185,017	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		203,216	203,216	203,216												
Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.																				
<b>-33,780</b>	<b>562,914</b>	<b>185,017</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>203,216</b>	<b>203,216</b>	<b>203,216</b>												
<b>816,211</b>	<b>1,164,533</b>	<b>1,006,357</b>	<b>TOTAL REQUIREMENTS</b>			<b>2,356,605</b>	<b>2,356,605</b>	<b>2,356,605</b>												

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
816,211	1,164,533	1,006,357	<b>TOTAL RESOURCES</b>	2,356,605	2,356,605	2,356,605
816,211	1,164,533	1,006,357	<b>TOTAL REQUIREMENTS</b>	2,356,605	2,356,605	2,356,605



# **TRANSPORTATION FUND**



## **Budget Highlights**

- Planned capital improvements during fiscal year 2021-22 include:
  - \$ 85,000 for repaving NE 18<sup>th</sup> Street, between NE Hembree Street and NE McDonald Lane as part of the NE High School Sanitary Sewer Rehabilitation Project. This is the last of the pavement preservation projects identified in the voter approved 2014 transportation bond measure;
  - \$200,000 for the application of slurry sealcoat to various City streets; and
  - \$500,000 for the design and installation of a new traffic signal at the Baker Creek Road / Michelbook Lane intersection.
- The 2021-22 proposed budget includes \$ 250,000 to begin the update of the City's Transportation System Plan.
- Also included in the 2021-22 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 transportation capital needs identified in the updated Transportation System Plan.

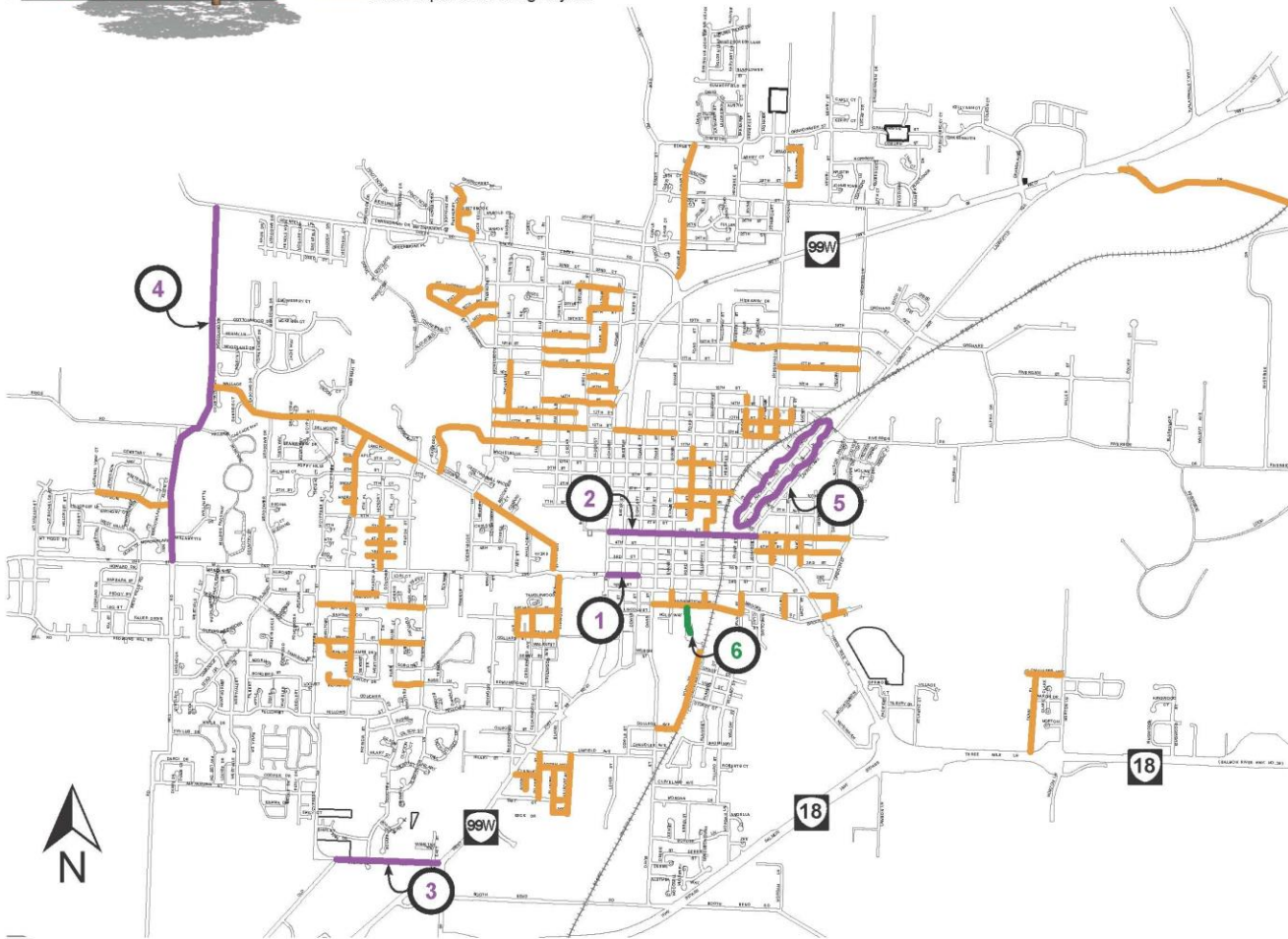


In early 2021, the \$4.8-million Old Sheridan Road Improvements project was completed, improving vehicular, pedestrian, and bicycle safety between SE Cypress Lane and Highway 99W. This project was the last of the five major Capital Improvements identified in the transportation bond measure approved by the voters in 2014.





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

### Sidewalk/Pedestrian Safety Projects

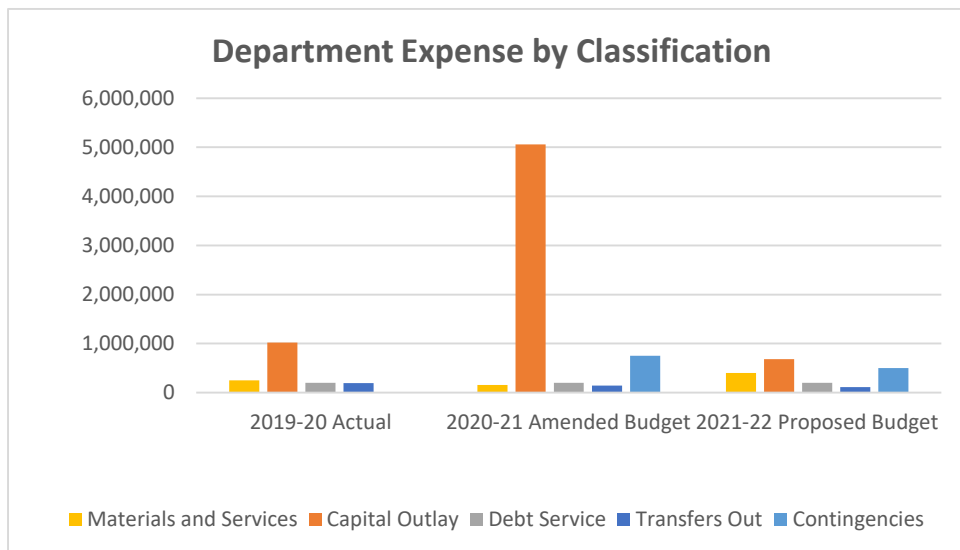
- 6** **SE Ford:** add sidewalk to SE Ford from Washington to Cozine Creek
- School/Public Facility Sidewalk/Pedestrian Improvements:** add sidewalks and pedestrian safety improvements in various areas adjacent to schools and public facilities. An example would be Star Mill Way adjacent to Lower City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

### Street Repair and Repaving

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

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	5,699,016	5,509,663	2,983,528	-2,526,135
Charges for Services	744,944	400,000	400,000	0
Intergovernmental	201,248	1,201,248	201,248	-1,000,000
Miscellaneous	118,464	109,400	34,000	-75,400
Other Financing Source	0	0	0	0
Transfers In	700,000	600,000	200,000	-400,000
<b>Revenue Total</b>	<b>7,463,672</b>	<b>7,820,311</b>	<b>3,818,776</b>	<b>-4,001,535</b>
<b>Expenses</b>				
Materials and Services	249,233	157,900	398,500	240,600
Capital Outlay	1,018,195	5,060,000	685,000	-4,375,000
Debt Service	201,248	201,249	201,248	-1
Transfers Out	191,705	144,253	109,194	-35,059
Contingencies	0	750,000	500,000	-250,000
<b>Expenses Total</b>	<b>1,660,381</b>	<b>6,313,402</b>	<b>1,893,942</b>	<b>-250,000</b>
Ending Fund Balance	5,803,291	1,506,909	1,924,834	-3,751,535



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

<b>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.	City collector streets and to upgrade about 140 corner curb ramps to current standards.	<b>2017</b>	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:
<b>1999</b>	In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.	<b>2010</b>	City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.	<ul style="list-style-type: none"> <li>• Adding sidewalk along Ford Street south of 1st Street;</li> <li>• Upgrades to the Fellows Street / Agee Street crossing;</li> <li>• Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);</li> <li>• Upgrades to the Michelbook Lane / Ash Street crossing;</li> <li>• Upgrades to the Galloway Street / 15th Street crossing;</li> <li>• Completion of the Star Mill Way - Wallace Road sidewalk; and</li> <li>• Sidewalk improvements along Grandhaven Street (Lucas Drive to Grandhaven Drive)</li> </ul>
<b>2000</b>	Pedestrian improvements along Fellows Street west of 99W are installed - bond project.	<b>2010</b>	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.	
<b>2006</b>	City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.	<b>2013</b>	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.	
<b>2007</b> City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.	<b>2014</b>	The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.		
<b>2009</b>	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			



**2017** The NE 5<sup>th</sup> Street Improvement Project is completed, the first of the five capital improvement projects identified in the voter approved transportation bond measure, improving safety in the corridor and providing an alternate east west connection in the downtown core area.



**2018** The Alpine Avenue Improvements Project is completed, the second of the five capital improvement projects identified in the voter approved transportation bond measure.



**2019** The 1<sup>st</sup> and 2<sup>nd</sup> Street Pedestrian Safety Improvements project is completed, the third of the five capital improvement projects identified in the voter approved transportation bond measure.



**2019** The NW Hill Road Improvements Project is completed, the fourth of the five capital improvement projects identified in the voter approved transportation bond measure.



**2021** The Old Sheridan Road Improvements project is completed, the last of the five capital improvement projects identified in the voter approved transportation bond measure.





Budget Document Report

**45 - TRANSPORTATION FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET														
<b>RESOURCES</b>																				
<b>BEGINNING FUND BALANCE</b>																				
2,243,937	2,533,096	2,834,865	<b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b> 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.	0	0	0														
8,300,612	3,112,267	2,281,360	<b>4045-15 Designated Begin FB-Transport Fd - Bond Proceeds</b> Proceeds carried forward from GO bonds designated for projects, as defined in November 2014 ballot measure	0	0	0														
-174,077	53,653	393,438	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	2,983,528	2,983,528	2,983,528														
<b>10,370,473</b>	<b>5,699,016</b>	<b>5,509,663</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>2,983,528</b>	<b>2,983,528</b>	<b>2,983,528</b>														
<b>INTERGOVERNMENTAL</b>																				
201,248	201,248	1,201,248	<b>4810 OR Federal Exchange - TEA 21</b> The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. For FY22, 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).	201,248	201,248	201,248														
<b>201,248</b>	<b>201,248</b>	<b>1,201,248</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>201,248</b>	<b>201,248</b>	<b>201,248</b>														
<b>CHARGES FOR SERVICES</b>																				
664,848	744,944	400,000	<b>5500 System Development Charges</b> Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.	400,000	400,000	400,000														
<b>664,848</b>	<b>744,944</b>	<b>400,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>														
<b>MISCELLANEOUS</b>																				
41,092	63,363	79,600	<b>6310 Interest</b>	24,000	24,000	24,000														
149,844	55,101	29,800	<b>6310-30 Interest - Bond</b>	10,000	10,000	10,000														
0	0	0	<b>6600 Other Income</b>	0	0	0														
<b>190,936</b>	<b>118,464</b>	<b>109,400</b>	<b>TOTAL MISCELLANEOUS</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>														
<b>TRANSFERS IN</b>																				
570,000	700,000	600,000	<b>6900-20 Transfers In - Street</b>	200,000	200,000	200,000														
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td>Gas tax revenues used to fund Transportation Fund expenses.</td> <td>1</td> <td>200,000</td> <td>200,000</td> <td colspan="3"></td> </tr> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
Gas tax revenues used to fund Transportation Fund expenses.	1	200,000	200,000																	
<b>570,000</b>	<b>700,000</b>	<b>600,000</b>	<b>TOTAL TRANSFERS IN</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>														

Budget Document Report

**45 - TRANSPORTATION FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
11,997,505	7,463,672	7,820,311	<b>TOTAL RESOURCES</b>	3,818,776	3,818,776	3,818,776

Budget Document Report

45 - TRANSPORTATION FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	7750	Professional Services	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
69,797	41,645	52,900			48,500	48,500	48,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit Fee Allocation	1	10,000	10,000
				City-wide Professional Services	1	500	500
				Yamhill Parkway Committee Support	1	18,000	18,000
				Miscellaneous Consulting Services	1	20,000	20,000
0	0	0	7750-57	Professional Services - Financing Administration	0	0	0
0	0	0	7760-10	Professional Svcs - Plan/Study - Transportation System Plan Transportation System Plan Update (FY22 - FY 23)	250,000	250,000	250,000
0	0	0	7770-20	Professional Services - Projects - Baker Cr Rd & Michelbook signal Traffic study and engineering design for new traffic signal.	100,000	100,000	100,000
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement	0	0	0
4,263	0	0	7770-67	Professional Services - Projects - Street Resurfacing	0	0	0
10,189	0	0	7770-70	Professional Services - Projects - 2nd Street Improvements	0	0	0
47,492	0	0	7770-73	Professional Services - Projects - Hill Road Improvements	0	0	0
336,190	207,588	105,000	7770-74	Professional Services - Projects - Old Sheridan Road Consulting services related to Old Sheridan Road improvements project (bond measure)	0	0	0
<b>467,931</b>	<b>249,233</b>	<b>157,900</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>398,500</b>	<b>398,500</b>	<b>398,500</b>

**CAPITAL OUTLAY**

0	0	0	9000-20	Traffic Signals - Baker Cr Rd & Michelbook Installation of new traffic signal.	400,000	400,000	400,000
93,692	116,745	0	9020-05	Street Resurfacing - Seal Coating Slurry seal application on various City streets.	200,000	200,000	200,000
0	50	1,500,000	9020-10	Street Resurfacing - Contract Overlays Pavement overlay of various City streets, primarily using fund exchange resources.	0	0	0
800,252	396,844	60,000	9020-20	Street Resurfacing - Bond Measure Street repair and repaving projects	85,000	85,000	85,000
22,798	0	0	9030-05	Street Improvements - 2nd Street	0	0	0
14,769	0	0	9030-06	Street Improvements - 5th Street	0	0	0
2,598,287	6,590	0	9030-08	Street Improvements - Hill Road North	0	0	0
0	497,966	3,500,000	9030-09	Street Improvements - Old Sheridan Road Old Sheridan Road corridor improvements (bond measure)	0	0	0



Budget Document Report

**45 - TRANSPORTATION FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,890,937	0	0	<b>9030-11</b>	<b>Street Improvements - 1st &amp; 2nd Street Pedestrian</b>		0	0	0
34,750	0	0	<b>9030-12</b>	<b>Street Improvements - Pedestrian &amp; Safety</b>		0	0	0
0	0	0	<b>9150-05</b>	<b>Developer Reimbursement - Storm Drainage</b>		0	0	0
			Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.					
<b>5,455,486</b>	<b>1,018,195</b>	<b>5,060,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>685,000</b>	<b>685,000</b>	<b>685,000</b>
<b><u>DEBT SERVICE</u></b>								
154,409	157,899	161,468	<b>9472-05</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Principal</b>		146,097	146,097	146,097
			Payment on ODOT loan for Phase I of project					
46,839	43,349	39,781	<b>9472-10</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Interest</b>		55,151	55,151	55,151
			Interest payment for City's loan balance					
<b>201,248</b>	<b>201,248</b>	<b>201,249</b>	<b>TOTAL DEBT SERVICE</b>			<b>201,248</b>	<b>201,248</b>	<b>201,248</b>
<b><u>TRANSFERS OUT</u></b>								
173,824	191,705	144,253	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		109,194	109,194	109,194
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Transportation Fund support of Engineering operations.	1	7,523	7,523		
			Engineering, Admin, & Finance personnel services support.	1	101,671	101,671		
<b>173,824</b>	<b>191,705</b>	<b>144,253</b>	<b>TOTAL TRANSFERS OUT</b>			<b>109,194</b>	<b>109,194</b>	<b>109,194</b>
<b><u>CONTINGENCIES</u></b>								
0	0	750,000	<b>9800</b>	<b>Contingencies</b>		500,000	500,000	500,000
<b>0</b>	<b>0</b>	<b>750,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
2,533,096	3,044,236	1,200,924	<b>9945-05</b>	<b>Designated End FB - Transport Fd - Transportation SDC</b>		0	0	0
			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.					
3,112,267	2,352,288	0	<b>9945-15</b>	<b>Designated End FB - Transport Fd - Bond Proceeds</b>		0	0	0
			It is anticipated that all bond proceeds will be spent in 2018-19					
53,652	406,768	305,985	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,924,834	1,924,834	1,924,834
			It is anticipated that all bond proceeds will be spent by the end of fiscal year 2019-20					
<b>5,699,016</b>	<b>5,803,291</b>	<b>1,506,909</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>1,924,834</b>	<b>1,924,834</b>	<b>1,924,834</b>
<b>11,997,504</b>	<b>7,463,672</b>	<b>7,820,311</b>	<b>TOTAL REQUIREMENTS</b>			<b>3,818,776</b>	<b>3,818,776</b>	<b>3,818,776</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
11,997,505	7,463,672	7,820,311	<b>TOTAL RESOURCES</b>	3,818,776	3,818,776	3,818,776
11,997,504	7,463,672	7,820,311	<b>TOTAL REQUIREMENTS</b>	3,818,776	3,818,776	3,818,776



## **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**

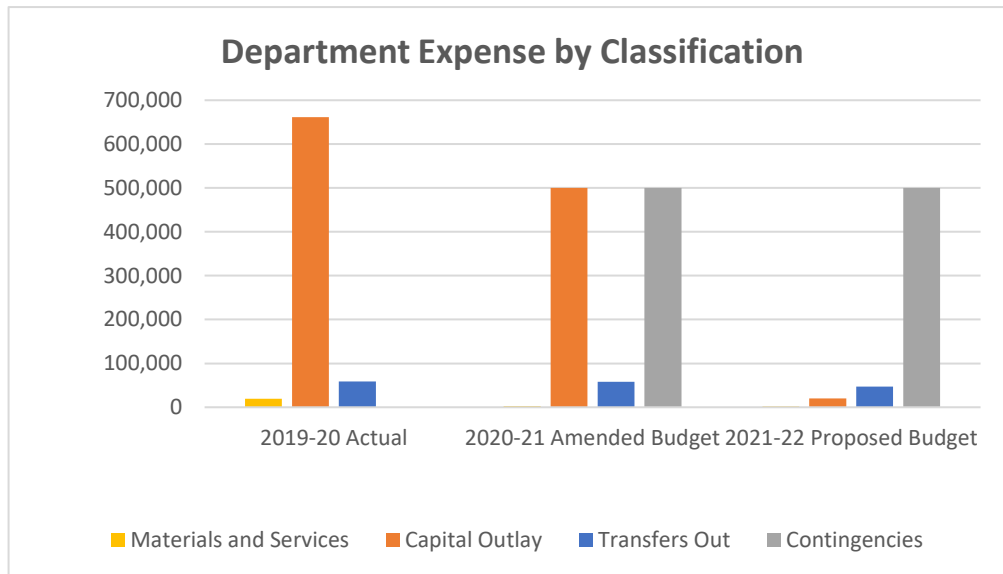
- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. After almost 20 years, it needs to be updated to create a vision for the next 20 years of park development in McMinnville. The Planning Commission work plan tentatively has this planning 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. At this time, they are not adequately funded.
- 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). Leading with diversity, equity and inclusion in all of our plans is not only best management practices but reflects our values as a city.
- 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.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,215,820	1,249,209	1,604,028	354,819
Charges for Services	620,594	400,000	320,000	-80,000
Intergovernmental	132,980	0	0	0
Miscellaneous	245,501	22,508	10,308	-12,200
Transfers In	0	0	0	0
<b>Revenue Total</b>	<b>2,214,894</b>	<b>1,671,717</b>	<b>1,934,336</b>	<b>262,619</b>
<b>Expenses</b>				
Materials and Services	19,530	2,500	1,700	-800
Capital Outlay	661,143	500,000	20,000	-480,000
Transfers Out	59,009	58,119	47,035	-11,084
Contingencies	0	500,000	500,000	0
<b>Expenses Total</b>	<b>739,682</b>	<b>1,060,619</b>	<b>568,735</b>	<b>-491,884</b>
Ending Fund Balance	1,475,213	611,098	1,365,601	754,503



**1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.

**1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.

**1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.

**1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.

**1960** Wortman Park acquisition completed - Wortman/ Koch family donations.

**1968** Quarry Park Site on West Second Street acquired from State of Oregon.

**1977** Airport Park completed.

**1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.

**1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.

**1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.

**1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.

**1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.

**1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.

**1993** Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

**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.
- 2004** From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004** Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004** In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 2005** Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.
- 2006** McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.
- 2007** McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.

- 2007** The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.
- 2007** The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.
- 2008** The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
- 2009** The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
- 2009** A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
- 2010** McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and

seasonal areas with asphalt pathways throughout.

- 2010** Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

- 2010** Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

- 2010** McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

- 2011** "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.

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

- 2015** Neighborhood park planning workshops for the NW Neighborhood park (later named the Jay Pearson 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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
993,921	1,159,097	0	<b>4050-05</b> Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds	0	0	0
16,000	16,000	16,000	<b>4050-25</b> 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
25,623	40,722	1,233,209	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,588,028	1,588,028	1,588,028
Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future.						
<b>1,035,544</b>	<b>1,215,820</b>	<b>1,249,209</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>1,604,028</b>	<b>1,604,028</b>	<b>1,604,028</b>
<b><u>INTERGOVERNMENTAL</u></b>						
107,670	132,980	0	<b>4770-27</b> OR State Park & Recreation Grant - NW Neighborhood Park	0	0	0
<b>107,670</b>	<b>132,980</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
690,880	620,594	400,000	<b>5500</b> 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.  This reflects a 20% decline in permits per anticipated trends.	320,000	320,000	320,000
<b>690,880</b>	<b>620,594</b>	<b>400,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
<b><u>MISCELLANEOUS</u></b>						
16,053	16,051	17,200	<b>6310</b> Interest Interest earned on SDC, grant, intergovernmental, etc balances	10,000	10,000	10,000
16,435	10,262	5,000	<b>6310-30</b> Interest - Bond	0	0	0
0	60,000	0	<b>6360-16</b> Grants - The Collins Foundation	0	0	0
0	25,000	0	<b>6360-18</b> Grants - Ford Family Foundation	0	0	0
0	308	308	<b>6450</b> 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	133,880	0	<b>6450-21</b> Donations - Park Development - NW Neighborhood Park	0	0	0

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	0	6600 Other Income	0	0	0
<b>32,488</b>	<b>245,501</b>	<b>22,508</b>	<b>TOTAL MISCELLANEOUS</b>	<b>10,308</b>	<b>10,308</b>	<b>10,308</b>
<b>1,866,582</b>	<b>2,214,894</b>	<b>1,671,717</b>	<b>TOTAL RESOURCES</b>	<b>1,934,336</b>	<b>1,934,336</b>	<b>1,934,336</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0
2,847	2,396	2,000	<b>7750 Professional Services</b> Audit fee allocation	1,700	1,700	1,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit Fee Allocation	1	1,600	1,600
			City-wide Professional Services	1	100	100
500	500	500	<b>7750-57 Professional Services - Financing Administration</b>	0	0	0
80,427	16,634	0	<b>7770-27 Professional Services - Projects - NW Neighborhood Park</b>	0	0	0
<b>83,775</b>	<b>19,530</b>	<b>2,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	189,793	0	<b>8725-05 Equipment - Donations - NW Park Playground</b> Additional donations for Jay Pearson Park.	0	0	0
0	0	500,000	<b>9250 Park Construction</b> Unanticipated park development either as grant match or to provide partnership opportunities for projects in the Parks Master Plan that qualify for SDC funding.	0	0	0
512,264	471,349	0	<b>9250-25 Park Construction - NW Neighborhood Park</b> Donor signage added, etc.	20,000	20,000	20,000
0	0	0	<b>9300-25 Park Improvements - Heather Hollow City Park</b> For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs.  Budget Note: Project funded 100% by donation.	0	0	0
<b>512,264</b>	<b>661,143</b>	<b>500,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b><u>TRANSFERS OUT</u></b>						
54,723	59,009	58,119	<b>9700-01 Transfers Out - General Fund</b>	47,035	47,035	47,035
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Parks & Rec Admin, Admin, & Finance personnel services support.	1	47,035	47,035
<b>54,723</b>	<b>59,009</b>	<b>58,119</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>47,035</b>	<b>47,035</b>	<b>47,035</b>
<b><u>CONTINGENCIES</u></b>						
0	0	500,000	<b>9800 Contingencies</b>	500,000	500,000	500,000

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	500,000	<b>TOTAL CONTINGENCIES</b>	500,000	500,000	500,000
<b>ENDING FUND BALANCE</b>						
1,159,097	1,374,327	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
40,723	84,886	595,098	9999 Unappropriated Ending Fd Balance <small>All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent</small>	1,349,601	1,349,601	1,349,601
<b>1,215,820</b>	<b>1,475,213</b>	<b>611,098</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>1,365,601</b>	<b>1,365,601</b>	<b>1,365,601</b>
<b>1,866,582</b>	<b>2,214,895</b>	<b>1,671,717</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,934,336</b>	<b>1,934,336</b>	<b>1,934,336</b>

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,866,582	2,214,894	1,671,717	<b>TOTAL RESOURCES</b>	1,934,336	1,934,336	1,934,336
1,866,582	2,214,894	1,671,717	<b>TOTAL REQUIREMENTS</b>	1,934,336	1,934,336	1,934,336



# **DEBT SERVICE FUND**



## **Budget Highlights**

### **Debt Service – Current Property Taxes**

- In FY2021-22, the City will levy \$2,904,650 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 \$0.9301 per \$1,000 of assessed property value. This tax rate is down over one quarter from last year's rate of \$1.2685 per \$1,000 because the Park Bond will be paid off in August 2021 prior to the November FY2021-22 tax collection cycle.
- 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 FY2021-22.
- **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.

### **Ending Fund Balance (EFB)**

- Ending Fund Balance is 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**

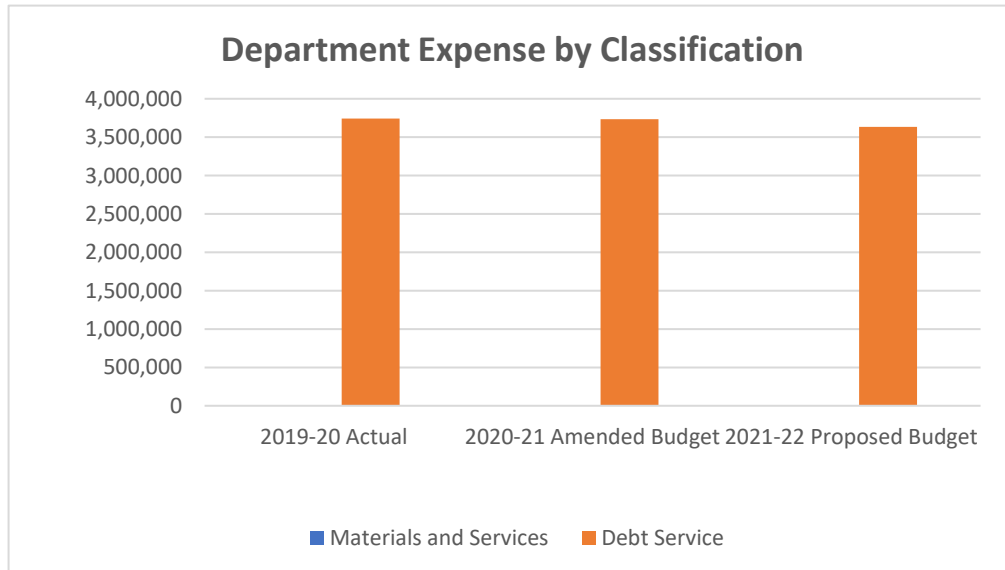
- Major capital projects, building repairs, and equipment related to general services provided by the City can be funded with either general operating revenues or by the issuance of debt.
- The City issued general obligation bonds to fund the Police Station, Civic Hall, Park System improvements, and 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
- 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.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,474,640	1,290,297	1,302,284	11,987
Intergovernmental	0	0	0	0
Miscellaneous	23,776	44,700	14,000	-30,700
Property Taxes	3,598,268	3,582,100	2,767,000	-815,100
Transfers In	0	0	0	0
<b>Revenue Total</b>	<b>5,096,684</b>	<b>4,917,097</b>	<b>4,083,284</b>	<b>-833,813</b>
<b>Expenses</b>				
Materials and Services	0	0	0	0
Debt Service	3,740,450	3,734,950	3,634,900	-100,050
<b>Expenses Total</b>	<b>3,740,450</b>	<b>3,734,950</b>	<b>3,634,900</b>	<b>-100,050</b>
Ending Fund Balance	1,356,234	1,182,147	448,384	-733,763





- 1969** Voters approve \$710,000 six-year sewage disposal general obligation bond issue.
- 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.
- 1978** March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.
- 1978** November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.
- 1980** February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.
- 1982** May 1982, voters approve a seven-year property tax serial levy to construct airport office building.
- 1982** August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.
- 1984** Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.
- 1986** September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.
- 1989** Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.
- 1995** Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.
- 1996** Bonds issued for advance refunding of 1989 bonds.
- 1996** Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.
- 1997** Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.
- 2002** November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.
- 2006** Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.
- 2011** 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.
- 2012** Projects in Public Safety Facilities Construction Fund completed.
- 2014** November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements
- 2015** Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
- 2015** First series of GO bonds approved in 2014 are issued
- 2016** Second series of GO bonds approved in 2014 are issued
- 2021** Park System Improvement bonds retired, reducing the 2022 property tax millage rate for city bond measures by over one quarter

Budget Document Report

**60 - DEBT SERVICE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
148,900	135,500	121,500	<b>4060-27</b> <b>Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b> 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	0	0	0
570,000	580,000	600,000	<b>4060-32</b> <b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b> 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	0	0	0
35,700	30,000	21,300	<b>4060-33</b> <b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b> 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	0	0	0
290,925	273,425	255,125	<b>4060-35</b> <b>Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b> 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	0	0	0
0	118,150	111,550	<b>4060-36</b> <b>Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1</b>	0	0	0
222,260	337,565	180,822	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	1,302,284	1,302,284	1,302,284
<b>1,267,785</b>	<b>1,474,640</b>	<b>1,290,297</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>1,302,284</b>	<b>1,302,284</b>	<b>1,302,284</b>
<b><u>PROPERTY TAXES</u></b>						
3,782,431	3,508,374	3,507,100	<b>4100-05</b> <b>Property Taxes - Current</b> \$2,904,650 2021-2022 debt service property tax levy (\$202,650) Less uncollected taxes - 7.5% \$2,702,000 2021-2022 Current property taxes  Debt Service property tax rate estimated at \$0.9301 per \$1,000 of assessed value compared to \$1.2646 in 2020-21	2,702,000	2,702,000	2,702,000
125,702	89,895	75,000	<b>4100-10</b> <b>Property Taxes - Prior</b> Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	65,000	65,000	65,000
<b>3,908,133</b>	<b>3,598,268</b>	<b>3,582,100</b>	<b><u>TOTAL PROPERTY TAXES</u></b>	<b>2,767,000</b>	<b>2,767,000</b>	<b>2,767,000</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	<b>5010-01</b> <b>Yamhill County - Other County Distributions</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<b>MISCELLANEOUS</b>			
29,860	23,776	44,700	<b>6310 Interest</b>	10,000	10,000	10,000
0	0	0	<b>6310-01 Interest - Property taxes</b>	4,000	4,000	4,000
<b>29,860</b>	<b>23,776</b>	<b>44,700</b>	<b>TOTAL MISCELLANEOUS</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>5,205,778</b>	<b>5,096,684</b>	<b>4,917,097</b>	<b>TOTAL RESOURCES</b>	<b>4,083,284</b>	<b>4,083,284</b>	<b>4,083,284</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
0	0	0	7750-25 Professional Services - County charges	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEBT SERVICE</b>						
670,000	700,000	725,000	9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 2015 Public Safety Building Bond Refunding principal payment due February 1, 2018.	650,000	650,000	650,000
148,900	135,500	121,500	9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1 2015 Public Safety Building Bond Refunding interest payment due February 1, 2018.	110,625	110,625	110,625
148,900	135,500	121,500	9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 2015 Public Safety Building Bond Refunding principal payment due August 1, 2017.	110,625	110,625	110,625
875,000	915,000	950,000	9475-05 2015 Transportation Bond - Principal - Feb 1 2015 Transportation Bond principal payment due February 1, 2018	980,000	980,000	980,000
290,925	273,425	255,125	9475-10 2015 Transportation Bond - Interest - Feb 1 2015 Transportation Bond interest payment due February 1, 2018	240,875	240,875	240,875
290,925	273,425	255,125	9475-15 2015 Transportation Bond - Interest - Aug 1 2015 Transportation Bond interest payment due August 1, 2017	240,875	240,875	240,875
440,000	440,000	450,000	9476-05 2018 Transportation Bond - Principal - Feb 1	465,000	465,000	465,000
230,788	118,150	111,550	9476-10 2018 Transportation Bond - Interest - Feb 1	104,800	104,800	104,800
0	118,150	111,550	9476-15 2018 Transportation Bond - Interest - Aug 1	104,800	104,800	104,800
570,000	580,000	600,000	9485-05 2011 Park Bond Refunding - Principal - Aug 1 2011 Park Refunding Bond principal payment due August 1, 2017	615,000	615,000	615,000
30,000	21,300	12,300	9485-10 2011 Park Bond Refunding - Interest - Feb 1 2011 Park Refunding Bond interest payment due February 1, 2018	0	0	0
35,700	30,000	21,300	9485-15 2011 Park Bond Refunding - Interest - Aug 1 2011 Park Refunding Bond interest payment due August 1, 2017	12,300	12,300	12,300
<b>3,731,138</b>	<b>3,740,450</b>	<b>3,734,950</b>	<b>TOTAL DEBT SERVICE</b>	<b>3,634,900</b>	<b>3,634,900</b>	<b>3,634,900</b>
<b>ENDING FUND BALANCE</b>						
135,500	121,500	110,625	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	0	0	0
580,000	600,000	615,000	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	0	0	0

Budget Document Report

**60 - DEBT SERVICE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
30,000	21,300	12,300	<b>9960-33</b> <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b> 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	0	0	0
273,425	255,125	240,875	<b>9960-35</b> <b>Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b> 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	0	0	0
118,150	111,550	104,800	<b>9960-36</b> <b>Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1</b> 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	0	0	0
337,565	246,759	98,547	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> 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.	448,384	448,384	448,384
<b>1,474,640</b>	<b>1,356,234</b>	<b>1,182,147</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>448,384</b>	<b>448,384</b>	<b>448,384</b>
<b>5,205,778</b>	<b>5,096,684</b>	<b>4,917,097</b>	<b>TOTAL REQUIREMENTS</b>	<b>4,083,284</b>	<b>4,083,284</b>	<b>4,083,284</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
5,205,778	5,096,684	4,917,097	<b>TOTAL RESOURCES</b>	4,083,284	4,083,284	4,083,284
5,205,778	5,096,684	4,917,097	<b>TOTAL REQUIREMENTS</b>	4,083,284	4,083,284	4,083,284

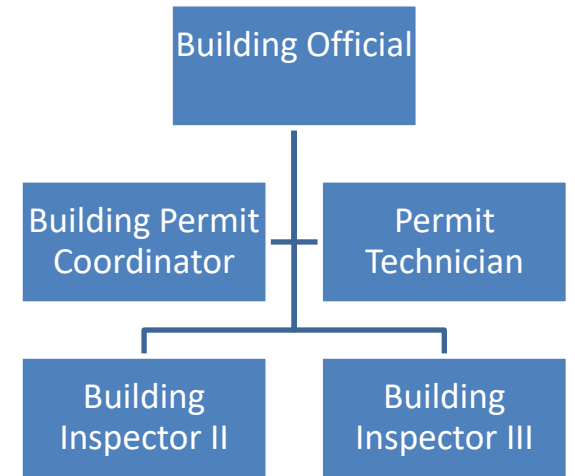


**BUILDING FUND**



## 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 2020 the Building division transitioned to an electronic plan review software program allowing developers to submit their plans electronically and provide efficiencies internally in terms of review and routing of the permits.
- The 2021-22 budget is a status quo budget, anticipating a reduction in building permit activity due to developable land constraints within the City of McMinnville. Staff will continue to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



*Organizational structure of the Building Division*

## Summary of Core Services

**(Detailed matrix is provided at the end of this budget summary)**

### 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.



## 2020 Accomplishments

PERMITS ISSUED			
RESIDENTIAL - \$34,831,346		COMMERCIAL - \$25,699,191	
<b>139</b>	<b>12</b>	<b>15</b>	<b>28</b>
Single Family Dwelling Units	Multi-Family Units	New Commercial Buildings	New Commercial Additions

**Residential Construction:** The 2020 construction season in McMinnville saw a dip in housing construction due to limited land supply, with a focus on subdivision build-out on the western edge of the city limits and a small lot, small home subdivision on the northern edge of the city limits.



*West Hills Subdivision*

**Commercial Construction:** However, some significant commercial projects were constructed such as the rehabilitation of the historic Taylor Dale building on Third Street and its new construction sibling, Taylor Dale II, and the construction of new headquarters for First Federal Bank, also on Third Street.



*First Federal Headquarters*

**Adjusting to the COVID Pandemic:** On March 13, 2020, the Building Division closed its in-person permit counter to the public and immediately launched a virtual permitting, plan review and socially distanced inspection environment. 50% of the building staff went into a remote work environment, working from home, and continued to provide 100% of the permit plan review and construction inspections with the aid of e-permitting software, electronic plan review software and videography for inspections. Staff continued to process permits, review plans, provide inspections, and met with developers to discuss their projects. For those that were not comfortable with electronic submittals and when hard copies needed to be transferred between the building team and customers, a system of in and out boxes were developed outside the front entry of the Community Development Center building. These boxes were sanitized regularly throughout the day and deep cleaned at night in order to ensure staff safety and customer safety.



Boxes for plan set exchanges during COVID shutdowns.

## **Future Challenges and Opportunities**

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.

## **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 2021-22 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 2021-22.

### ***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 incorporated Bluebeam electronic plan review software into its customer service program to move towards an electronic plan review platform just in time for the onset of COVID shutdowns. This transition allowed the Building team to maintain 100% program delivery during COVID shutdowns. 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 partnered with the Fire Department and the Code Compliance team to update Chapter 15 of the McMinnville Municipal Code – the dangerous building ordinance.



*Socially distanced on-site inspections*



*Small Lot, Small Home Subdivision Foundations*



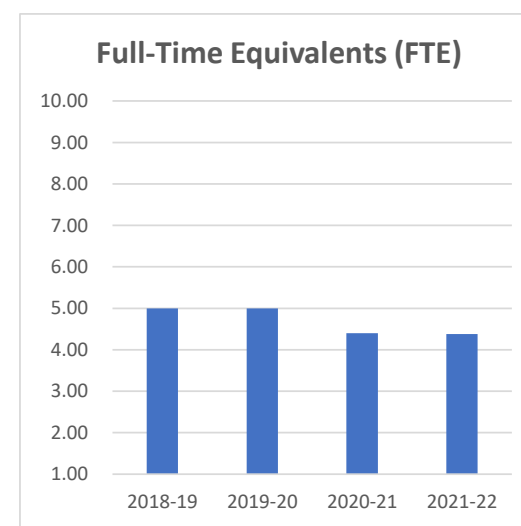
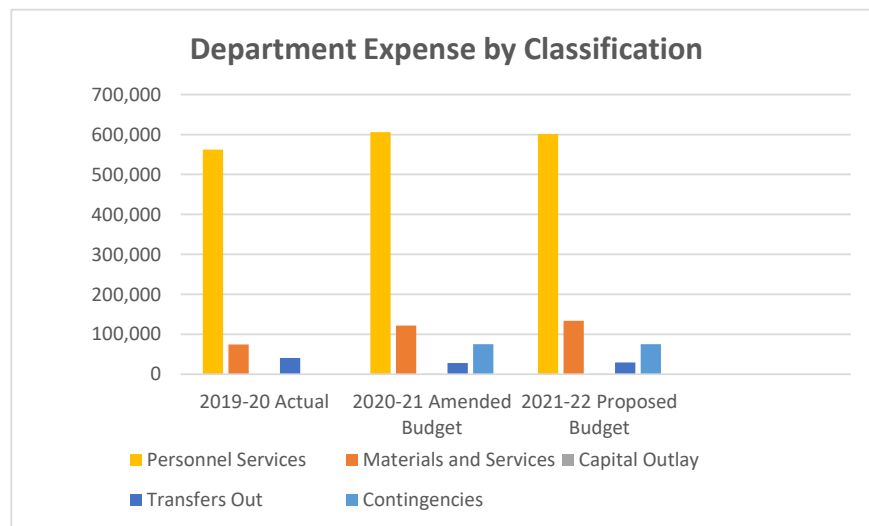
*Small Lot, Small Home Subdivision Construction*

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,272,547	1,245,112	1,417,473	172,361
Intergovernmental	1,765	0	0	0
Licenses and Permits	866,805	582,000	582,000	0
Miscellaneous	31,473	37,500	15,000	-22,500
Transfers In	10,928	14,969	2,888	-12,081
<b>Revenue Total</b>	<b>2,183,517</b>	<b>1,879,581</b>	<b>2,017,361</b>	<b>137,780</b>
<b>Expenses</b>				
Personnel Services	562,624	605,876	601,203	-4,673
Materials and Services	74,390	122,006	134,039	12,033
Capital Outlay	832	1,000	906	-94
Transfers Out	40,902	27,952	29,482	1,530
Contingencies	0	75,000	75,000	0
<b>Expenses Total</b>	<b>678,748</b>	<b>831,834</b>	<b>840,630</b>	<b>0</b>
Ending Fund Balance	1,504,769	1,047,747	1,176,731	137,780

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	5.00	5.00	4.40	4.38



## **Core Services**

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### **High Priority Services (Service Priority 1)**

- Field Inspection Services
  - Inspect work to verify a safe and proper installation in the field
  - Identify corrections needed and recheck work after corrections are complete
- Perform review of plans prior to issuing a permit to commence work
  - Saves the time and expense of identifying issues for the first time after work is complete
  - Ensures a document exists of the intended scope and work

### **Medium High Priority Services (Service Priority 2)**

- Consultation Services
  - Supports users to navigate the regulatory process
  - Identifies issues that may not have been known to owner and design team
  - Provides answers to questions raised by the design team
- Addressing
  - Ensures a logical and systematic addressing system across the community
  - Acts as the “official” keeper of addressing if confusion or disputes exist around addressing
- ADA Coordination
  - Assesses City facilities for compliance with ADA accessibility
  - Provides in-house consulting with City staff teams and designers addressing accessibility
  - Satisfies Federal mandate for the role
- Record Retention
  - Keeper of permitting records for all work within the City
  - Plans are often not always retained by private sector leaving City as only source
  - Retention timelines set by Oregon Administrative Rule without clear consequence if not retained
    - Forever for publicly owned buildings
    - 10 years for commercial buildings
    - 2 years for one and two family residence.

- 1969** State of Oregon adopts 1968 edition of National Electrical Code.
- 1970s** Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.
- 1988** City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.
- 1991** Building Division Advisory Board created from various stakeholders in the building community.
- 1994** Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.
- 1995** Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.
- 1997** Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.
- 1997** Building Division management moved into newly created Community Development Department with ultimate goal of a “one-stop” development center.
- 2000** Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.
- 2002** City Council increases building permit fees increasing revenues to self-supporting level in Building Division.
- 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%.
- 2006** An additional inspector position filled.
- 2007** Division moved to new Community Development Center.
- 2009** Downturn in construction industry, eliminated one inspector position upon staff retirement.
- 2010** Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.
- 2012** General Fund transfer of \$50,000 to support Building Division activities.
- 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.
- 2012** Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.

**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.

**2019** Transitioned to a new epermitting software program.

**2020** Transitioned to a new electronic plan review software program.

Budget Document Report

**70 - BUILDING FUND**

Department : N/A  
 Section : N/A  
 Program : N/A

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
1,280,798	1,272,547	1,245,112	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 carryover from prior year	1,417,473	1,417,473	1,417,473
<b>1,280,798</b>	<b>1,272,547</b>	<b>1,245,112</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>1,417,473</b>	<b>1,417,473</b>	<b>1,417,473</b>
<b><u>LICENSES AND PERMITS</u></b>							
534,232	578,603	410,000	<b>4400-05</b>	<b>Building Fees - Building Permit Fees</b> Building plan review and permit fees; fire and life safety plan review fees.	410,000	410,000	410,000
89,825	163,653	90,000	<b>4400-10</b>	<b>Building Fees - Mechanical Permit Fees</b> Mechanical plan review and permit fees.	90,000	90,000	90,000
93,634	122,773	80,000	<b>4400-15</b>	<b>Building Fees - Plumbing Permit Fees</b> Plumbing plan review and permit fees.	80,000	80,000	80,000
860	1,505	1,500	<b>4400-20</b>	<b>Building Fees - Mobile Home Permit Fees</b> Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	1,500	1,500
17	271	500	<b>4400-25</b>	<b>Building Fees - Miscellaneous Permit Fees</b> Miscellaneous Building Division charges including re-inspection fees.	500	500	500
0	0	0	<b>4400-30</b>	<b>Building Fees - Local Option Permit Fees</b>	0	0	0
<b>718,569</b>	<b>866,805</b>	<b>582,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>582,000</b>	<b>582,000</b>	<b>582,000</b>
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	0	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
0	1,765	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>	0	0	0
<b>0</b>	<b>1,765</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
24,364	24,986	32,500	<b>6310</b>	<b>Interest</b>	15,000	15,000	15,000
6,870	6,487	5,000	<b>6600-97</b>	<b>Other Income - Building</b> Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	0	0	0
<b>31,234</b>	<b>31,473</b>	<b>37,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b><u>TRANSFERS IN</u></b>							
2,668	10,928	14,969	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>	2,888	2,888	2,888



Budget Document Report

**70 - BUILDING FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			HR-Insurance Service Fund distribution	1	2,888	2,888
<b>2,668</b>	<b>10,928</b>	<b>14,969</b>	<b><u>TOTAL TRANSFERS IN</u></b>		<b>2,888</b>	<b>2,888</b>
<b>2,033,269</b>	<b>2,183,517</b>	<b>1,879,581</b>	<b><u>TOTAL RESOURCES</u></b>		<b>2,017,361</b>	<b>2,017,361</b>

Budget Document Report

**70 - BUILDING FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,317	782	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
180,433	247,153	268,619	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.25 FTE Building Inspector III - 1.00 FTE Building Inspector II - 1.00 FTE Building Permit Coordinator - 1.00 FTE	249,095	249,095	249,095
44,881	3,830	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b> Permit Technician - Combined Depts - 0.38 FTE	16,586	16,586	16,586
118,951	94,721	101,400	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Building Official - 0.75 FTE	101,535	101,535	101,535
6,154	882	7,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	7,500	7,500	7,500
720	60	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
-77	4,487	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
21,342	20,976	23,407	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	22,669	22,669	22,669
4,991	4,906	5,474	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,434	5,434	5,434
85,249	103,837	118,667	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	120,785	120,785	120,785
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
42,200	62,509	63,254	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	60,792	60,792	60,792
6,250	10,750	8,950	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,250	8,250	8,250
410	423	396	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	404	404	404
1,258	1,436	1,468	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,452	1,452	1,452
3,868	4,912	5,616	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	5,599	5,599	5,599
121	96	124	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	101	101	101
0	863	1,001	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,001	1,001	1,001
<b>518,068</b>	<b>562,624</b>	<b>605,876</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>601,203</b>	<b>601,203</b>	<b>601,203</b>

**MATERIALS AND SERVICES**

3,065	8,484	9,000	<b>7500</b>	<b>Credit Card Fees</b>	12,000	12,000	12,000
246	0	500	<b>7520</b>	<b>Public Notices &amp; Printing</b> 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

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
722	474	600	<b>7540</b>	<b>Employee Events</b>		800	800	800
				Costs shared city-wide for employee training, materials, and events.				
7,994	1,474	9,500	<b>7550</b>	<b>Travel &amp; Education</b>		9,500	9,500	9,500
				Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.				
1,679	1,015	1,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		1,500	1,500	1,500
2,556	2,383	2,700	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		2,700	2,700	2,700
				Division's share of Community Development Center's electricity expense, ~25%.				
4,100	5,400	6,000	<b>7610-05</b>	<b>Insurance - Liability</b>		5,400	5,400	5,400
1,200	1,700	2,000	<b>7610-10</b>	<b>Insurance - Property</b>		2,000	2,000	2,000
7,857	9,542	9,000	<b>7620</b>	<b>Telecommunications</b>		9,000	9,000	9,000
2,701	2,743	2,900	<b>7650</b>	<b>Janitorial</b>		3,500	3,500	3,500
				Division's share of Community Development Center janitorial service and supplies cost, ~25%.				
20,507	5,344	9,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		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.				
74	22	1,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		1,000	1,000	1,000
				Repairs and maintenance of vehicles and office equipment.				
4,607	1,788	2,500	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		3,750	3,750	3,750
				Division's share of Community Development Center's repairs and improvements, ~25%.				
1,140	1,166	2,800	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		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%.				
7,851	593	1,300	<b>7750</b>	<b>Professional Services</b>		1,350	1,350	1,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,100	1,100	
				Section 125 Admin Fee	1	50	50	
				City-wide Professional Services	1	200	200	
24,395	19,122	35,000	<b>7750-33</b>	<b>Professional Services - Contract Inspections</b>		35,000	35,000	35,000
				Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.				
22,971	0	8,000	<b>7750-36</b>	<b>Professional Services - Contract Plan Review</b>		8,000	8,000	8,000
				Contract plan reviews and engineering services on commercial projects.				
1,550	1,480	2,900	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		3,000	3,000	3,000
				Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		1,000	1,000	1,000
				Vehicle retrofits or maintenance				

Budget Document Report

**70 - BUILDING FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
6,214	7,344	10,976	<b>7840</b>	<b>M &amp; S Computer Charges</b>		8,209	8,209	8,209
				I.S. Fund materials & supplies costs shared city-wide				
20,482	4,317	4,830	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		14,030	14,030	14,030
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Arcview 17%-shared with Park	1	2,200	2,200	
				Maint,Plan,Eng,Street,WWS				
				Office 365 licensing	7	240	1,680	
				Replacement mobile computers	3	2,500	7,500	
				Large monitors w/stands	3	550	1,650	
				Accela peripherals	1	1,000	1,000	
<b>141,909</b>	<b>74,390</b>	<b>122,006</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>134,039</b>	<b>134,039</b>	<b>134,039</b>
<b>CAPITAL OUTLAY</b>								
0	832	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		906	906	906
				I.S. Fund capital outlay costs shared city-wide				
1,825	0	0	<b>8750-80</b>	<b>Capital Outlay Computer Charges - Building</b>		0	0	0
19,770	0	1,000	<b>8850</b>	<b>Vehicles</b>		0	0	0
				Vehicle for new inspector position				
<b>21,594</b>	<b>832</b>	<b>1,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>906</b>	<b>906</b>	<b>906</b>
<b>TRANSFERS OUT</b>								
69,875	31,404	17,331	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		18,841	18,841	18,841
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Engineer, Plan, Admin, & Finance personnel services support.	1	18,841	18,841	
9,276	9,498	10,621	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		10,641	10,641	10,641
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	10,641	10,641	
<b>79,151</b>	<b>40,902</b>	<b>27,952</b>	<b>TOTAL TRANSFERS OUT</b>			<b>29,482</b>	<b>29,482</b>	<b>29,482</b>
<b>CONTINGENCIES</b>								
0	0	75,000	<b>9800</b>	<b>Contingencies</b>		75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>ENDING FUND BALANCE</b>								
1,272,547	1,504,769	1,047,747	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,176,731	1,176,731	1,176,731
				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				

Budget Document Report

**70 - BUILDING FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,272,547	1,504,769	1,047,747	<b>TOTAL ENDING FUND BALANCE</b>	1,176,731	1,176,731	1,176,731
2,033,269	2,183,517	1,879,581	<b>TOTAL REQUIREMENTS</b>	2,017,361	2,017,361	2,017,361

Budget Document Report

**70 - BUILDING FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
2,033,269	2,183,517	1,879,581	<b>TOTAL RESOURCES</b>	2,017,361	2,017,361	2,017,361
2,033,269	2,183,517	1,879,581	<b>TOTAL REQUIREMENTS</b>	2,017,361	2,017,361	2,017,361



## **WASTEWATER SERVICES**



<b><u>Organization Set – Departments</u></b>	<b><u>Organization Set #</u></b>
<b>• Administration</b>	<b>75-01</b>
<b>• Plant</b>	<b>75-72</b>
<b>• Environmental Services</b>	<b>75-74</b>
<b>• Conveyance Systems</b>	<b>75-78</b>
<b>• Non-Departmental</b>	<b>75-99</b>

## **Budget Highlights**

- The 2021-22 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 26th 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 2021-22 proposed budget includes a \$6,013,408 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.
- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.



As part of the preventive maintenance program, mechanic David Chitwood, who prefers Joey, is greasing shaft bearings on one of the oxidation ditches.

- 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.



A crew from Stettler Construction uses a crane to install a drive assembly into secondary clarifier #3.

#### **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 interceptors.
- Continue to place markers identifying stormwater catch basins that drain to river.

### **Conveyance Systems**

- Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.

- 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.



A new van was purchased for the Conveyance System, which is equipped with tools and updated technology used to inspect the sanitary sewer lines, including CCTV cameras which is also pictured.



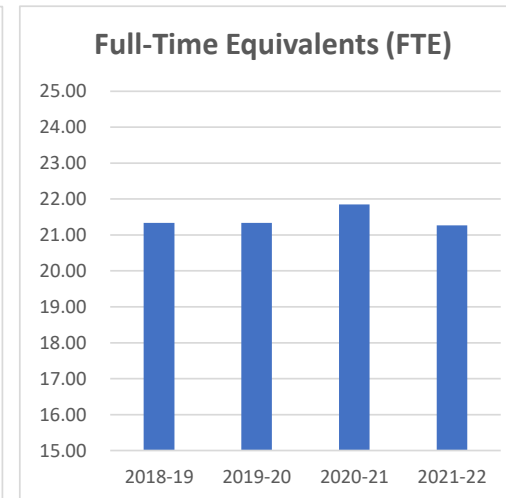
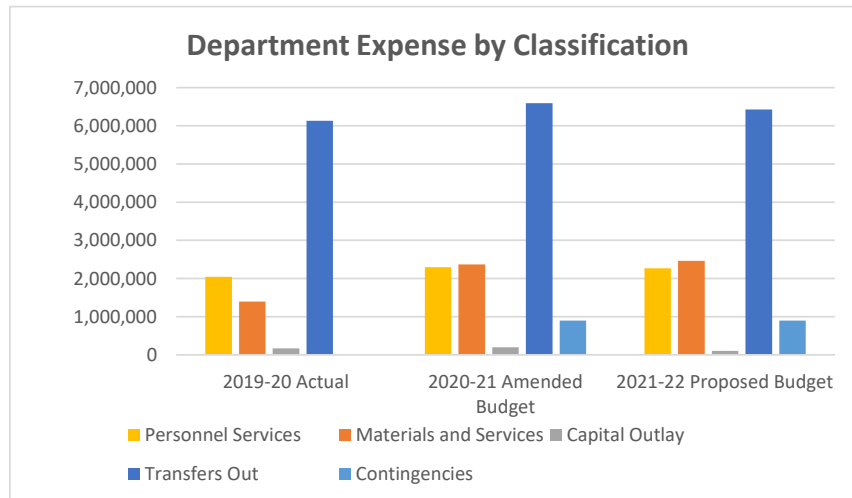
### **Storm Water Management**

- 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 finalized the Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. The City will begin developing a plan to address the TMDL. The proposed 2021-22 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.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	2,922,803	3,301,490	3,600,859	299,369
Charges for Services	10,389,872	10,314,367	10,866,328	551,961
Intergovernmental	35,419	0	0	0
Licenses and Permits	0	0	0	0
Miscellaneous	34,734	55,800	21,000	-34,800
Transfers In	55,041	57,237	14,442	-42,795
<b>Revenue Total</b>	<b>13,437,869</b>	<b>13,728,894</b>	<b>14,502,629</b>	<b>773,735</b>
<b>Expenses</b>				
Personnel Services	2,044,366	2,294,266	2,264,941	-29,325
Materials and Services	1,394,563	2,371,410	2,460,194	88,784
Capital Outlay	168,100	197,500	107,826	-89,674
Transfers Out	6,131,582	6,590,241	6,428,981	-161,260
Contingencies	0	900,000	900,000	0
<b>Expenses Total</b>	<b>9,738,611</b>	<b>12,353,417</b>	<b>12,161,942</b>	<b>-191,475</b>
Ending Fund Balance	3,699,258	1,375,477	2,340,687	965,210

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	21.34	21.34	21.85	21.27



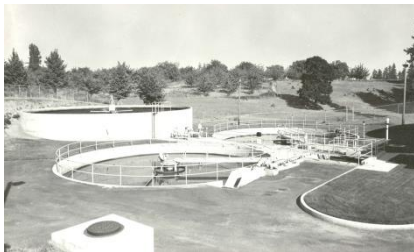
## **Core Services**

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### **High Priority Services**

- Maintain the City's wastewater conveyance and treatment asset base, including:
  - Wastewater treatment operations and maintenance
  - Pretreatment program management, and industrial monitoring as required by DEQ
  - Laboratory analysis and operations for DEQ permit compliance
  - Conveyance system maintenance
  - Emergency operations

- 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.

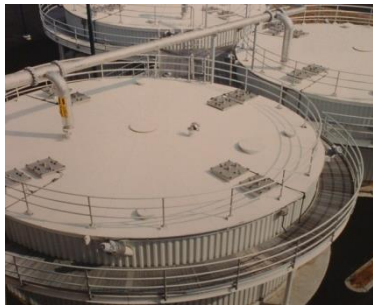
**2013** Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

**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.



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,000,000	1,000,000	1,000,000	<b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b> Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 1	0	0	0
1,725,631	1,922,803	2,301,490	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	3,600,859	3,600,859	3,600,859
<b>2,725,631</b>	<b>2,922,803</b>	<b>3,301,490</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>3,600,859</b>	<b>3,600,859</b>	<b>3,600,859</b>
<b>2,725,631</b>	<b>2,922,803</b>	<b>3,301,490</b>	<b>TOTAL RESOURCES</b>	<b>3,600,859</b>	<b>3,600,859</b>	<b>3,600,859</b>



# **ADMINISTRATION**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
-301	154	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
161,462	144,939	152,131	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	157,514	157,514	157,514
135	77	499	<b>7000-20 Salaries &amp; Wages - Overtime</b>	200	200	200
59	82	0	<b>7300 Fringe Benefits</b>	0	0	0
9,679	8,725	9,464	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	9,541	9,541	9,541
2,264	2,040	2,213	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,287	2,287	2,287
49,966	52,619	55,412	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	56,528	56,528	56,528
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
30,373	30,854	31,416	<b>7300-20 Fringe Benefits - Medical Insurance</b>	32,610	32,610	32,610
5,200	4,200	4,200	<b>7300-22 Fringe Benefits - VEBA Plan</b>	4,200	4,200	4,200
218	227	228	<b>7300-25 Fringe Benefits - Life Insurance</b>	226	226	226
772	778	814	<b>7300-30 Fringe Benefits - Long Term Disability</b>	842	842	842
3,408	4,164	4,478	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	4,663	4,663	4,663
48	44	48	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	48	48	48
318	12,132	1,001	<b>7300-40 Fringe Benefits - Unemployment</b>	1,001	1,001	1,001
<b>263,602</b>	<b>261,033</b>	<b>261,904</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>269,660</b>	<b>269,660</b>	<b>269,660</b>
<b><u>MATERIALS AND SERVICES</u></b>						
1,300	1,045	1,237	<b>7530 Training</b> Safety meetings, training films, posters, and handouts, etc.	1,200	1,200	1,200
3,226	2,145	2,400	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	2,800	2,800	2,800

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
15,077	8,922	17,500	<b>7550</b>	<b>Travel &amp; Education</b>		15,000	15,000	15,000
				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.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Professional memberships	1	1,000	1,000	
				Training/conferences	1	11,800	11,800	
				Certifications/LME licenses renewal and exam	1	2,200	2,200	
64,800	67,200	69,700	<b>7610-05</b>	<b>Insurance - Liability</b>		72,500	72,500	72,500
68,900	73,300	82,700	<b>7610-10</b>	<b>Insurance - Property</b>		86,600	86,600	86,600
20,591	22,154	31,000	<b>7620</b>	<b>Telecommunications</b>		28,000	28,000	28,000
				Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
11,899	12,700	13,000	<b>7650</b>	<b>Janitorial</b>		13,500	13,500	13,500
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial service contract	1	12,500	12,500	
				Janitorial supplies	1	1,000	1,000	
26,232	22,103	30,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		29,000	29,000	29,000
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
7,922	8,179	8,000	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		8,000	8,000	8,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability Insurance Premiums	1	200	200	
				Property Insurance Premiums	1	700	700	
				Misc maintenance, repair, etc	1	7,100	7,100	
41,973	19,167	240,300	<b>7750</b>	<b>Professional Services</b>		240,300	240,300	240,300
				Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.				

## 75 - WASTEWATER SERVICES FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit Fee Allocation	1	6,900	6,900
			Section 125 Admin Fee	1	50	50
			City-wide Professional Services	1	800	800
			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	650	650
			ACWA membership/program fees	1	4,800	4,800
			Rental agreement	1	1,500	1,500
			Mercury TMDL implementation plan development	1	200,000	200,000
21,323	27,431	30,000	<b>7790 Maintenance &amp; Rental Contracts</b>			
			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>
			Landscape contract	1	43,000	43,000
			Elevator maintenance contract	1	2,300	2,300
			Fire alarm system inspection contract and monitoring	1	1,000	1,000
			Fire extinguisher and backflow preventer certification	1	3,700	3,700
17,943	17,248	26,533	<b>7840 M &amp; S Computer Charges</b>			
			I.S. Fund materials & supplies costs shared city-wide			
23,953	27,262	39,650	<b>7840-85 M &amp; S Computer Charges - WWS</b>			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement workstations	4	1,600	6,400
			Printer maintenance	1	600	600
			Printer replacement	1	1,200	1,200
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,Park Maint	1	2,200	2,200
			Hansen sewer database 25%-shared with Street,Park Maint, Eng	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	2,700	2,700
			Win 911 software	1	500	500
			Office 365 licensing	10	240	2,400
			Swift Comply software	1	3,050	3,050
0	6,923	0	<b>8229 Customers Helping Customers matching funds</b>			
43,848	44,631	47,000	<b>8260 Permit &amp; Basin Council Fees</b>			
			State and federal agency fees and permits.			
				50,000	50,000	50,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			DEQ National Pollutant Discharge Elim (NPDES)	1	34,300	34,300		
			Federal USGS monitoring site fee - Yamhill	1	16,500	16,500		
			DEQ certification program fee	1	1,900	1,900		
			DEQ stormwater program fee	1	1,350	1,350		
			Oregon Hazardous substance fee	1	325	325		
			Electrical inspection	1	625	625		
<b>368,987</b>	<b>360,410</b>	<b>639,020</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>663,864</b>	<b>663,864</b>	<b>663,864</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	2,020	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		2,826	2,826	2,826
				I.S. Fund capital outlay costs shared city-wide				
0	0	5,000	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>		5,000	5,000	5,000
0	0	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
0	11,999	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
<b>0</b>	<b>14,019</b>	<b>5,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>7,826</b>	<b>7,826</b>	<b>7,826</b>
<b>632,589</b>	<b>635,462</b>	<b>905,924</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>941,350</b>	<b>941,350</b>	<b>941,350</b>



**PLANT**



## 75 - WASTEWATER SERVICES FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
-1,201	1,084	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
529,459	474,224	556,671	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> 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	555,137	555,137	555,137
0	15,272	33,868	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
8,974	17,405	13,777	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.39 FTE	11,816	11,816	11,816
10,645	14,482	14,999	<b>7000-20 Salaries &amp; Wages - Overtime</b>	14,000	14,000	14,000
151	1,759	0	<b>7300 Fringe Benefits</b>	0	0	0
32,487	31,048	38,398	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	35,148	35,148	35,148
7,598	7,261	8,979	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	8,424	8,424	8,424
136,635	131,638	180,378	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	172,031	172,031	172,031
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
123,148	124,495	171,148	<b>7300-20 Fringe Benefits - Medical Insurance</b>	144,274	144,274	144,274
20,000	19,333	25,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	19,000	19,000	19,000
936	864	1,080	<b>7300-25 Fringe Benefits - Life Insurance</b>	934	934	934
2,913	2,582	3,236	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,034	3,034	3,034
15,503	19,763	25,021	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	23,472	23,472	23,472
210	176	230	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	239	239	239
<b>887,457</b>	<b>861,386</b>	<b>1,072,785</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>987,509</b>	<b>987,509</b>	<b>987,509</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7550 Travel &amp; Education</b>	0	0	0
3,780	3,188	5,500	<b>7590 Fuel - Vehicle &amp; Equipment</b> Gas and diesel - vehicles, rolling stock and generators.	4,500	4,500	4,500



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
396,309	360,391	420,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>	Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	410,000	410,000	410,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electricity	1	390,000	390,000	
				Natural gas	1	20,000	20,000	
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0
109,763	131,842	120,000	<b>7690</b>	<b>Chemicals</b>	Various chemicals used at the Water Reclamation Facility.	120,000	120,000	120,000
				<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	
30,365	24,327	34,000	<b>7720-04</b>	<b>Repairs &amp; Maintenance - Supplies</b>	Supplies related to the Water Reclamation Facility and pump stations.	34,000	34,000	34,000
				<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	
141,563	157,976	205,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.	200,000	200,000	200,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Instrumentation and controls	1	9,000	9,000
			Rental equipment	1	3,000	3,000
			Building and structure repairs	1	15,000	15,000
			Electrical systems	1	10,000	10,000
			HVAC systems	1	8,000	8,000
			Mechanical equipment repairs	1	95,000	95,000
			Landscape and irrigation	1	4,000	4,000
			Chemical delivery systems	1	4,000	4,000
			Pump station SCADA systems	1	9,000	9,000
			UV lamps	1	18,000	18,000
			Biofilter media	1	25,000	25,000
2,780	2,748	8,000	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b>			
			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	2,500	2,500
			Preventative maintenance	1	1,000	1,000
338	293	330	<b>7750 Professional Services</b>			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Section 125 Admin Fee	1	280	280
135,378	178,125	180,000	<b>7780-25 Contract Services - Biosolids</b>			
			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
1,937	1,199	5,000	<b>7800 M &amp; S Equipment</b>			
			Equipment necessary for plant and pump station operations and maintenance.			
<b>822,212</b>	<b>860,088</b>	<b>977,830</b>	<b>TOTAL MATERIALS AND SERVICES</b>			
			<b>958,780</b>	<b>958,780</b>	<b>958,780</b>	<b>958,780</b>
			<b>CAPITAL OUTLAY</b>			
0	0	15,000	<b>8710 Equipment</b>			
			Plant equipment replacement			
0	0	0	<b>8800 Building Improvements</b>			
0	0	0	<b>8850 Vehicles</b>			
<b>0</b>	<b>0</b>	<b>15,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,709,669</b>	<b>1,721,474</b>	<b>2,065,615</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,946,289</b>	<b>1,946,289</b>	<b>1,946,289</b>



**ENVIRONMENTAL SERVICES**



## 75 - WASTEWATER SERVICES FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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### REQUIREMENTS

#### PERSONNEL SERVICES

1,198	-20	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
215,032	258,728	253,061	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Supervisor - Environmental Services - 1.00 FTE Senior Environmental Technician - 1.00 FTE Environmental Technician II - 1.00 FTE Laboratory Technician - 1.00 FTE	265,421	265,421	265,421
5,949	6,213	11,479	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.38 FTE	11,816	11,816	11,816
0	0	1,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	699	699	699
500	1,200	1,200	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
595	232	0	<b>7300 Fringe Benefits</b>	0	0	0
13,764	16,183	16,539	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	16,815	16,815	16,815
3,219	3,785	3,869	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,030	4,030	4,030
50,347	66,396	77,450	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	84,291	84,291	84,291
0	0	0	<b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
39,112	38,375	42,770	<b>7300-20 Fringe Benefits - Medical Insurance</b>	57,898	57,898	57,898
5,000	6,000	6,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	8,000	8,000	8,000
369	405	432	<b>7300-25 Fringe Benefits - Life Insurance</b>	432	432	432
1,204	1,242	1,380	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,446	1,446	1,446
6,656	9,349	10,727	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	11,229	11,229	11,229
86	83	101	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	101	101	101
<b>343,029</b>	<b>408,171</b>	<b>426,008</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>462,178</b>	<b>462,178</b>	<b>462,178</b>

#### MATERIALS AND SERVICES

14,778	22,539	23,000	<b>7660 Materials &amp; Supplies</b> Materials and supplies to support permit, pretreatment, and laboratory work and activities.	26,000	26,000	26,000												
			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Permit lab materials and supplies to support permit</td> <td style="text-align: center;">1</td> <td style="text-align: right;">24,000</td> <td style="text-align: right;">24,000</td> </tr> <tr> <td>Pretreatment training and outreach supplies</td> <td style="text-align: center;">1</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">2,000</td> </tr> </tbody> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Permit lab materials and supplies to support permit	1	24,000	24,000	Pretreatment training and outreach supplies	1	2,000	2,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>															
Permit lab materials and supplies to support permit	1	24,000	24,000															
Pretreatment training and outreach supplies	1	2,000	2,000															

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
5,203	8,323	10,000	<b>7750</b>	<b>Professional Services</b>			13,350	13,350	13,350
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Section 125 Admin Fee	1	50	50		
				Lab instrumentation calibration/fume hood certification	1	2,700	2,700		
				DI Water system rental/sanitization	1	3,600	3,600		
				Pretreatment assistance	1	7,000	7,000		
31,316	39,746	48,000	<b>7780-30</b>	<b>Contract Services - Lab</b>			50,000	50,000	50,000
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.					
4,400	6,287	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>			5,000	5,000	5,000
				Laboratory instrumentation or sampling monitoring equipment					
<b>55,696</b>	<b>76,894</b>	<b>86,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>94,350</b>	<b>94,350</b>	<b>94,350</b>
<b><u>CAPITAL OUTLAY</u></b>									
0	0	27,500	<b>8710</b>	<b>Equipment</b>			0	0	0
				Laboratory equipment replacement					
<b>0</b>	<b>0</b>	<b>27,500</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>398,725</b>	<b>485,065</b>	<b>539,508</b>	<b>TOTAL REQUIREMENTS</b>				<b>556,528</b>	<b>556,528</b>	<b>556,528</b>



# **CONVEYANCE SYSTEMS**



**Organization Set – Sections**

- **Sanitary**

**Organization Set #**

**75-78-320**

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

310	186	0	<b>7000</b> Salaries & Wages	0	0	0
299,831	322,420	333,873	<b>7000-05</b> Salaries & Wages - Regular Full Time Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE Utility Worker II - 3.60 FTE	339,595	339,595	339,595
2,196	1,500	3,001	<b>7000-20</b> Salaries & Wages - Overtime	2,500	2,500	2,500
1,080	1,080	1,080	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	1,080	1,080	1,080
376	200	0	<b>7300</b> Fringe Benefits	0	0	0
18,540	19,896	20,954	<b>7300-05</b> Fringe Benefits - FICA - Social Security	20,763	20,763	20,763
4,336	4,653	4,902	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,976	4,976	4,976
78,663	99,531	103,613	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	108,744	108,744	108,744
0	0	0	<b>7300-16</b> Fringe Benefits - PERS Employer Incentive Program	0	0	0
28,980	36,919	37,572	<b>7300-20</b> Fringe Benefits - Medical Insurance	38,994	38,994	38,994
4,575	5,775	5,400	<b>7300-22</b> Fringe Benefits - VEBA Plan	5,400	5,400	5,400
559	583	588	<b>7300-25</b> Fringe Benefits - Life Insurance	588	588	588
1,643	1,760	1,806	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,842	1,842	1,842
12,798	19,164	20,654	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	20,986	20,986	20,986
117	110	126	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	126	126	126
<b>454,005</b>	<b>513,776</b>	<b>533,569</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>545,594</b>	<b>545,594</b>	<b>545,594</b>

**MATERIALS AND SERVICES**

15,909	15,836	23,000	<b>7590</b> Fuel - Vehicle & Equipment	23,000	23,000	23,000
1,000	1,002	1,500	<b>7600</b> Electric & Natural Gas Electric costs associated with Conveyance building.	1,200	1,200	1,200
12,536	22,125	22,000	<b>7720-04</b> Repairs & Maintenance - Supplies Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	18,000	18,000	18,000
18,080	7,998	22,000	<b>7720-06</b> Repairs & Maintenance - Equipment Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	18,000	18,000	18,000
22,219	24,581	23,000	<b>7720-14</b> Repairs & Maintenance - Vehicles Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	26,000	26,000	26,000

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A		2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
33,777	21,420	50,000	<b>7720-36</b>	<b>Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	30,000	30,000	30,000
8,209	0	10,000	<b>7750</b>	<b>Professional Services</b> Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.	10,000	10,000	10,000
3,613	4,209	5,000	<b>7800</b>	<b>M &amp; S Equipment</b> Conveyance System maintenance equipment.	5,000	5,000	5,000
<b>115,343</b>	<b>97,171</b>	<b>156,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>131,200</b>	<b>131,200</b>	<b>131,200</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0
0	34,386	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
77,166	119,695	150,000	<b>9110-05</b>	<b>Sanitary Sewer Replacements - Mainline/Lateral</b> Preservation repair and replacement of sewer system mainlines and manholes.	100,000	100,000	100,000
<b>77,166</b>	<b>154,081</b>	<b>150,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>646,514</b>	<b>765,028</b>	<b>840,069</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>776,794</b>	<b>776,794</b>	<b>776,794</b>





**NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>								
<b>INTERGOVERNMENTAL</b>								
0	0	0	<b>4545</b>	<b>Federal FEMA Grant</b>		0	0	0
0	35,419	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>		0	0	0
<b>0</b>	<b>35,419</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>								
15,175	10,052	13,200	<b>5400-40</b>	<b>Property Rentals - House</b> Riverside Drive house rental income.		13,200	13,200	13,200
6,426	13,110	13,125	<b>5400-45</b>	<b>Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.		13,128	13,128	13,128
10,207,145	10,291,658	10,241,136	<b>5520</b>	<b>Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.		10,750,000	10,750,000	10,750,000
61,812	75,052	46,906	<b>5530</b>	<b>Septage Fees</b> Dumping fees collected from haulers for septic tank and portable toilet waste.	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	90,000	90,000	90,000
<b>10,290,558</b>	<b>10,389,872</b>	<b>10,314,367</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>10,866,328</b>	<b>10,866,328</b>	<b>10,866,328</b>
<b>MISCELLANEOUS</b>								
26,997	31,046	54,800	<b>6310</b>	<b>Interest</b>		20,000	20,000	20,000
33,888	3,688	1,000	<b>6600</b>	<b>Other Income</b>		1,000	1,000	1,000
0	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>		0	0	0
<b>60,885</b>	<b>34,734</b>	<b>55,800</b>	<b>TOTAL MISCELLANEOUS</b>			<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>TRANSFERS IN</b>								
13,342	55,041	57,237	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		14,442	14,442	14,442
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	14,442	14,442	
<b>13,342</b>	<b>55,041</b>	<b>57,237</b>	<b>TOTAL TRANSFERS IN</b>			<b>14,442</b>	<b>14,442</b>	<b>14,442</b>
<b>10,364,786</b>	<b>10,515,066</b>	<b>10,427,404</b>	<b>TOTAL RESOURCES</b>			<b>10,901,770</b>	<b>10,901,770</b>	<b>10,901,770</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET												
<b>REQUIREMENTS</b>																				
<b>MATERIALS AND SERVICES</b>																				
0	0	0	<b>7500</b>	<b>Credit Card Fees</b>		50,000	50,000	50,000												
0	0	512,060	<b>8227</b>	<b>Franchise Fee expense</b>		542,000	542,000	542,000												
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	<b>8229</b>	<b>Customers Helping Customers matching funds</b>		20,000	20,000	20,000												
<b>0</b>	<b>0</b>	<b>512,060</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>612,000</b>	<b>612,000</b>	<b>612,000</b>												
<b>TRANSFERS OUT</b>																				
304,257	331,187	359,141	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		361,697	361,697	361,697												
<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>Wastewater Services Fund support of Engineering operations.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">27,236</td> <td style="text-align: right;">27,236</td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">334,461</td> <td style="text-align: right;">334,461</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	27,236	27,236	Engineering, Admin, & Finance personnel services support.	1	334,461	334,461
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
Wastewater Services Fund support of Engineering operations.	1	27,236	27,236																	
Engineering, Admin, & Finance personnel services support.	1	334,461	334,461																	
6,429,189	5,752,934	6,177,497	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		6,013,408	6,013,408	6,013,408												
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> </tr> </thead> <tbody> <tr> <td>Ratepayer contribution for FY22</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,013,408</td> <td style="text-align: right;">6,013,408</td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Ratepayer contribution for FY22	1	6,013,408	6,013,408				
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
Ratepayer contribution for FY22	1	6,013,408	6,013,408																	
46,669	47,461	53,603	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		53,876	53,876	53,876												
<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>Information Systems personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">53,876</td> <td style="text-align: right;">53,876</td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	Information Systems personnel services support.	1	53,876	53,876				
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																	
Information Systems personnel services support.	1	53,876	53,876																	
<b>6,780,115</b>	<b>6,131,582</b>	<b>6,590,241</b>	<b>TOTAL TRANSFERS OUT</b>			<b>6,428,981</b>	<b>6,428,981</b>	<b>6,428,981</b>												
<b>CONTINGENCIES</b>																				
0	0	900,000	<b>9800</b>	<b>Contingencies</b>		900,000	900,000	900,000												
<b>0</b>	<b>0</b>	<b>900,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>900,000</b>	<b>900,000</b>	<b>900,000</b>												
<b>ENDING FUND BALANCE</b>																				
1,000,000	1,000,000	1,000,000	<b>9975-05</b>	<b>Designated End FB - WW Svc Fd - Sewer A/R</b>		0	0	0												
Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30																				

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,922,803	2,699,258	375,477	<b>9999 Unappropriated Ending Fd Balance</b> 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	2,340,687	2,340,687	2,340,687
<b>2,922,803</b>	<b>3,699,258</b>	<b>1,375,477</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>2,340,687</b>	<b>2,340,687</b>	<b>2,340,687</b>
<b>9,702,918</b>	<b>9,830,840</b>	<b>9,377,778</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>10,281,668</b>	<b>10,281,668</b>	<b>10,281,668</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
13,090,416	13,437,869	13,728,894	<b>TOTAL RESOURCES</b>	14,502,629	14,502,629	14,502,629
13,090,416	13,437,869	13,728,894	<b>TOTAL REQUIREMENTS</b>	14,502,629	14,502,629	14,502,629



**WASTEWATER CAPITAL FUND**



## **Budget Highlights**

- \$ 8,540,000 Design and construction of the Solids Treatment Capacity Improvements project.
- \$ 1,075,000 – 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.
- \$ 2,440,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$ 800,000 – Planned major equipment replacement projects, including the addition of an emergency generator at the Cozine Pump Station, Influent Screen Replacements, Programmable Logic Controller Upgrades; Roof replacement on the Water Reclamation Facility Administration Building.
- \$ 350,000 – Water Reclamation Facility Master Plan updates
- \$ 6,013,408 – 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**

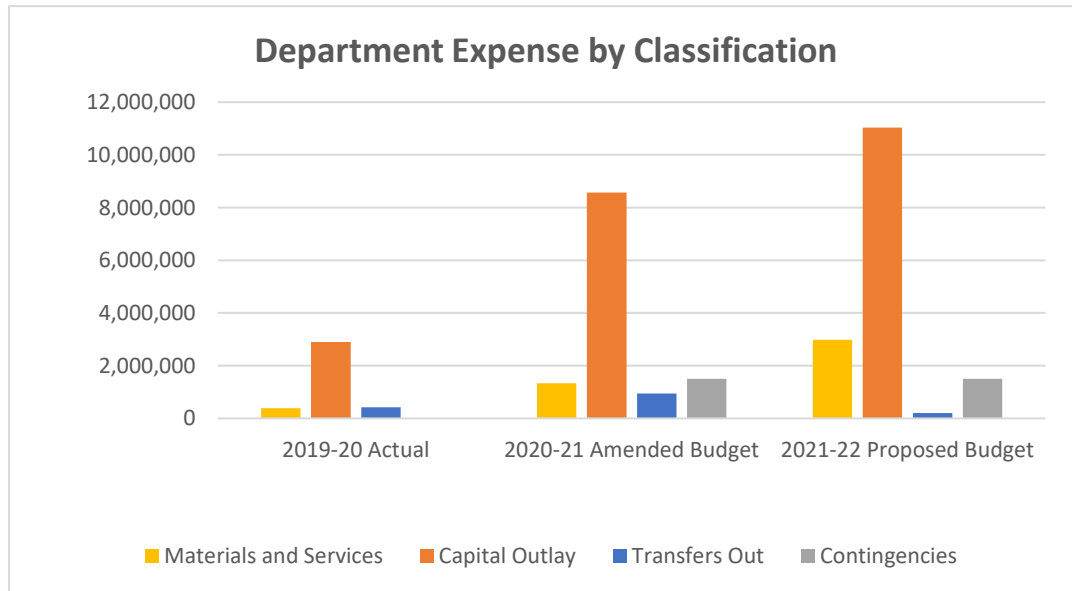
- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future 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 recoating of tertiary clarifiers #1 & #2 and ATAD #3 at the Water Reclamation Facility.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	28,522,742	31,800,628	35,130,802	3,330,174
Charges for Services	1,104,163	325,000	325,000	0
Miscellaneous	544,868	692,900	312,500	-380,400
Transfers In	5,752,934	6,228,059	6,175,029	-53,030
<b>Revenue Total</b>	<b>35,924,707</b>	<b>39,046,587</b>	<b>41,943,331</b>	<b>2,896,744</b>
<b>Expenses</b>				
Materials and Services	390,965	1,335,500	2,979,800	1,644,300
Capital Outlay	2,902,492	8,575,000	11,035,000	2,460,000
Transfers Out	423,794	943,276	204,847	-738,429
Contingencies	0	1,500,000	1,500,000	0
<b>Expenses Total</b>	<b>3,717,250</b>	<b>12,353,776</b>	<b>15,719,647</b>	<b>3,365,871</b>
Ending Fund Balance	32,207,457	26,692,811	26,223,684	-469,127





- 1969** Voters approve \$710,000 six-year sewage disposal general obligation bond issue.
- 1987** Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.
- 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.
- 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.
- 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.
- 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.
- 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.
- 1995** New Water Reclamation Facility and Raw Sewage Pump Station complete.
- 1996** Major repair and replacement of Cozine Trunk Line and Pump Station complete.
- 2000** July 2000, \$3,590,000 State of Oregon Bond Bank Water/Wastewater 10-Year Loan to continue funding significant sewer system improvements.
- 2000** Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- 2001** Evans Street Sewer Reconstruction Project complete.
- 2002** High School Basin Sewer Reconstruction Project complete.
- 2003** Three Mile Lane Pump Station #1 Replacement Project complete.

**2004** February 2004, \$23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.

**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.



**2020** The 12<sup>th</sup> Street Sanitary Sewer Rehabilitation Project was completed.

**2020** Design Work begins for the Biosolids Storage and Grit System Expansion Project.

**2021** Emergency Stand-by Generators are installed at the Water Reclamation Facility and Raw Sewage Pump Station.

## 77 - WASTEWATER CAPITAL FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
3,401,200	3,138,300	2,855,600	<b>4077-99</b>	2,552,100	2,552,100	2,552,100
<b>Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve</b>						
20,879,605	25,384,442	28,945,028	<b>4090</b>	32,578,702	32,578,702	32,957,702
<b>Beginning Fund Balance</b>						
Estimated July 1 undesignated carryover from prior year						
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.						
<b>24,280,805</b>	<b>28,522,742</b>	<b>31,800,628</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>35,130,802</b>	<b>35,130,802</b>	<b>35,509,802</b>
<b><u>CHARGES FOR SERVICES</u></b>						
1,031,922	1,104,163	325,000	<b>5500</b>	325,000	325,000	325,000
<b>System Development Charges</b>						
Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system.						
<b>1,031,922</b>	<b>1,104,163</b>	<b>325,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>
<b><u>MISCELLANEOUS</u></b>						
535,455	539,468	680,400	<b>6310</b>	300,000	300,000	300,000
<b>Interest</b>						
0	0	2,500	<b>6500-05</b>	2,500	2,500	2,500
<b>Private Sewer Lateral - Loan Repayment</b>						
Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.						
4,250	5,400	10,000	<b>6500-10</b>	10,000	10,000	10,000
<b>Private Sewer Lateral - Penalty</b>						
Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.						
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	<b>6600</b>	0	0	0
<b>Other Income</b>						
<b>539,705</b>	<b>544,868</b>	<b>692,900</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>312,500</b>	<b>312,500</b>	<b>312,500</b>
<b><u>TRANSFERS IN</u></b>						
6,429,189	5,752,934	6,177,497	<b>6900-75</b>	6,013,408	6,013,408	6,013,408
<b>Transfers In - Wastewater Services</b>						
Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.						
<u>Description</u>				<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
Ratepayer contribution for FY22				1	6,013,408	6,013,408

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	50,562	<b>6901-01</b>	<b>Transfers In - Interfund Debt - General Fund</b>		161,621	161,621	161,621
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Payment on 2021 Police vehicles -3	1	38,980	38,980	
				Payment on 2021 Police audio visual equipment	1	5,716	5,716	
				Payment on 2021 Fire Dept vehicle & air compressor	1	26,366	26,366	
				Payment on 2021 Fire Dept defibrilators	1	53,247	53,247	
				Payment on 2020 Police vehicles - 3	1	37,312	37,312	
0	0	0	<b>6901-25</b>	<b>Transfers In - Interfund Debt - Airport Maintenance</b>		0	0	0
<b>6,429,189</b>	<b>5,752,934</b>	<b>6,228,059</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>6,175,029</b>	<b>6,175,029</b>	<b>6,175,029</b>
<b>32,281,621</b>	<b>35,924,707</b>	<b>39,046,587</b>	<b><u>TOTAL RESOURCES</u></b>			<b>41,943,331</b>	<b>41,943,331</b>	<b>42,322,331</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
26,376	12,167	22,500	<b>7750 Professional Services</b>	28,800	28,800	28,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Audit Fee Allocation	1	13,100	13,100
			City-wide Professional Services	1	700	700
			Miscellaneous Professional Services - Wastewater Capital	1	15,000	15,000
0	0	0	<b>7770-05 Professional Services - Projects - Master Plan Update</b>	350,000	350,000	350,000
			Update of Water Reclamation Facilities Plan & Conveyance System Master Plan (FY22-FY23)			
0	70,350	250,000	<b>7770-40 Professional Services - Projects - Grit System Expansion</b>	440,000	440,000	440,000
			Engineering services for the grit system expansion project.			
0	145	400,000	<b>7770-41 Professional Services - Projects - New 1MB tank &amp; mixer</b>	1,500,000	1,500,000	1,500,000
			Engineering services for the construction of an additional biosolids storage tank.			
306,385	120,741	2,000	<b>7770-44 Professional Services - Projects - Filtration System Expansion</b>	0	0	0
			Engineering services for the tertiary filtration system expansion project.			
32,481	43,631	50,000	<b>7770-49 Professional Services - Projects - 3 Mile Ln Bridge Force Main</b>	75,000	75,000	75,000
			Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge.			
111,353	143,109	165,000	<b>7770-57 Professional Services - Projects - I&amp;I Reduction Design</b>	140,000	140,000	140,000
			Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.			
0	0	440,000	<b>7770-59 Professional Services - Projects - Admin Building Addition/Upgrade</b>	440,000	440,000	440,000
			Design services for Admin building project			
0	821	3,500	<b>8230 Private Sewer Lateral Repair Incentive</b>	3,500	3,500	3,500
			Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.			
0	0	2,500	<b>8240-10 Private Sewer Lateral Loans - Low Income Loans</b>	2,500	2,500	2,500
			"Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.			
<b>476,595</b>	<b>390,965</b>	<b>1,335,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>2,979,800</b>	<b>2,979,800</b>	<b>2,979,800</b>



Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>ENDING FUND BALANCE</u></b>						
3,138,300	2,855,600	2,552,100	<b>9977-99</b> <b>Designated End FB - WW Cap Fd - PERS Refinancing Reserve</b>	2,226,800	2,226,800	2,226,800
25,384,442	29,351,857	24,140,711	<b>9999</b> <b>Unappropriated Ending Fd Balance</b> 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.	23,996,884	23,996,884	23,996,884
<b>28,522,742</b>	<b>32,207,457</b>	<b>26,692,811</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>26,223,684</b>	<b>26,223,684</b>	<b>26,223,684</b>
<b>32,281,621</b>	<b>35,924,707</b>	<b>39,046,587</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>41,943,331</b>	<b>41,943,331</b>	<b>42,322,331</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
32,281,621	35,924,707	39,046,587	<b>TOTAL RESOURCES</b>	41,943,331	41,943,331	42,322,331
32,281,621	35,924,707	39,046,587	<b>TOTAL REQUIREMENTS</b>	41,943,331	41,943,331	42,322,331





**AMBULANCE FUND**



**Ambulance has been moved into the General Fund - Fire Department.  
2019-20 Actuals, 2020-21 Amended Budget and 2021-22 Proposed Budget are in  
the General Fund – Fire Department (01-15-079).**

**Actual amounts for Fiscal Year 2019 continue to be in the Ambulance Fund.**

Budget Document Report

**79 - AMBULANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,465,788	1,572,898	0	<b>4079-05</b> 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
-302,263	-1,398,415	0	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	0	0	0
<b>1,163,525</b>	<b>174,483</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
76,936	0	0	<b>4840-05</b> OR Conflagration Reimbursement - Personnel	0	0	0
10,000	0	0	<b>5035-05</b> Amity Fire District - Paramedic Ambulance	0	0	0
<b>86,936</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
3,293,431	0	0	<b>5700</b> Transport Fees	0	0	0
136,080	0	0	<b>5710</b> FireMed Fees	0	0	0
<b>3,429,511</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
279	0	0	<b>6310</b> Interest	0	0	0
2,672	0	0	<b>6600</b> Other Income	0	0	0
4,891	0	0	<b>6600-05</b> Other Income - Workers' Comp Reimbursement	0	0	0
26,581	0	0	<b>6610</b> Collections - EMS	0	0	0
<b>34,422</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>						
800,000	0	0	<b>6900-01</b> Transfers In - General Fund	0	0	0
58,285	0	0	<b>6900-85</b> Transfers In - Insurance Services	0	0	0
<b>858,285</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL TRANSFERS IN</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>5,572,680</b>	<b>174,483</b>	<b>0</b>	<b><u>TOTAL RESOURCES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**79 - AMBULANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

<b>PERSONNEL SERVICES</b>							
5,101	0	0	<b>7000</b>	Salaries & Wages	0	0	0
1,917,627	0	0	<b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0
61,767	0	0	<b>7000-10</b>	Salaries & Wages - Regular Part Time	0	0	0
3,196	0	0	<b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
334,606	0	0	<b>7000-20</b>	Salaries & Wages - Overtime	0	0	0
375	0	0	<b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	0	0	0
5,318	0	0	<b>7300</b>	Fringe Benefits	0	0	0
139,203	0	0	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
32,768	0	0	<b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
615,263	0	0	<b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
359,375	0	0	<b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0
86,531	0	0	<b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0
2,625	0	0	<b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0
9,518	0	0	<b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0
55,312	0	0	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
862	0	0	<b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	<b>7300-40</b>	Fringe Benefits - Unemployment	0	0	0
<b>3,629,446</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>MATERIALS AND SERVICES</b>							
6,368	0	0	<b>7500</b>	Credit Card Fees	0	0	0
3,069	0	0	<b>7540</b>	Employee Events	0	0	0
27,106	0	0	<b>7550</b>	Travel & Education	0	0	0
30,886	0	0	<b>7590</b>	Fuel - Vehicle & Equipment	0	0	0
5,269	0	0	<b>7600</b>	Electric & Natural Gas	0	0	0
25,000	0	0	<b>7610-05</b>	Insurance - Liability	0	0	0
14,300	0	0	<b>7610-10</b>	Insurance - Property	0	0	0

Budget Document Report

**79 - AMBULANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
23,503	0	0	<b>7620 Telecommunications</b>	0	0	0
17,408	0	0	<b>7630-05 Uniforms - Employee</b>	0	0	0
2,851	0	0	<b>7650 Janitorial</b>	0	0	0
27,804	0	0	<b>7660 Materials &amp; Supplies</b>	0	0	0
5,666	0	0	<b>7660-15 Materials &amp; Supplies - Postage</b>	0	0	0
107,312	0	0	<b>7660-45 Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>	0	0	0
1,174	0	0	<b>7660-55 Materials &amp; Supplies - Oxygen</b>	0	0	0
3,995	0	0	<b>7720-06 Repairs &amp; Maintenance - Equipment</b>	0	0	0
18,662	0	0	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b>	0	0	0
55,325	0	0	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b>	0	0	0
669	0	0	<b>7720-16 Repairs &amp; Maintenance - Radio &amp; Pagers</b>	0	0	0
19,301	0	0	<b>7735 Rental Property</b>	0	0	0
112,130	0	0	<b>7750 Professional Services</b>	0	0	0
22,481	0	0	<b>7790 Maintenance &amp; Rental Contracts</b>	0	0	0
16,000	0	0	<b>7800 M &amp; S Equipment</b>	0	0	0
10,355	0	0	<b>7800-09 M &amp; S Equipment - Radios</b>	0	0	0
22,665	0	0	<b>7840 M &amp; S Computer Charges</b>	0	0	0
40,275	0	0	<b>7840-95 M &amp; S Computer Charges - Ambulance</b>	0	0	0
5,577	0	0	<b>8070 FireMed Promotion</b>	0	0	0
6,758	0	0	<b>8270-05 Revenue Adjustments - Bad-Debt Writeoffs</b>	0	0	0
109,183	0	0	<b>8270-20 Revenue Adjustments - Firemed Writeoffs</b>	0	0	0
382,989	0	0	<b>8270-25 Revenue Adjustments - Turned To Collections</b>	0	0	0
39,499	0	0	<b>8270-30 Revenue Adjustments - Public Agency Writeoffs</b>	0	0	0
<b>1,163,580</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>			
38,273	0	0	<b>8710 Equipment</b>	0	0	0
4,204	0	0	<b>8800 Building Improvements</b>	0	0	0
196,679	0	0	<b>8850 Vehicles</b>	0	0	0
<b>239,156</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**79 - AMBULANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b><u>TRANSFERS OUT</u></b>						
228,605	174,483	0	<b>9700-01 Transfers Out - General Fund</b> Closing the Ambulance Fund and moving remaining balance to the General Fund.	0	0	0
89,000	0	0	<b>9700-15 Transfers Out - Emergency Communications</b>	0	0	0
48,410	0	0	<b>9700-80 Transfers Out - Information Systems</b>	0	0	0
<b>366,015</b>	<b>174,483</b>	<b>0</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,572,898	0	0	<b>9979-05 Designated End FB - Ambulance - EMS A/R</b>	0	0	0
-1,398,415	0	0	<b>9999 Unappropriated Ending Fd Balance</b>	0	0	0
<b>174,483</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>5,572,680</b>	<b>174,483</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**79 - AMBULANCE FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
5,572,680	174,483	0	<b>TOTAL RESOURCES</b>	0	0	0
5,572,680	174,483	0	<b>TOTAL REQUIREMENTS</b>	0	0	0



# **INFORMATION SYSTEMS & SERVICES FUND**



- **Budgeted Computer Equipment – By Department**

## **Budget Highlights**

- The 2021-22 proposed budget does not include any changes in personnel. With ongoing events and continuing budget uncertainties, efforts will continue to focus on enabling a mobile workforce, efficiently matching resources with services and servicing infrastructure 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 strengthen our data and network security position, using computer security awareness training, phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.
- contingency planning and practicing restoration and recovery efforts in different scenarios.
- 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.
- Replacing storage/network core fabric switches as scheduled to ensure on-site system stability and provide room for expansion in the future. Continue to evaluate network bandwidth and capacity and keep moving from a 1 GB network to a 10 GB network backbone to support data needs and network growth.
- Continued extension into cloud based and hosted processing in both departmental applications and services as well as infrastructure and authentication. 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, while working with departments on

## **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 – look toward improved budget forecasting and reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Continue to mobilize our workforce and support City employees in every scenario – working from home, on-site, or a variety of hybrid situations.
- Continue deployment of Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.
- Embrace and extend remote work tools wherever possible throughout the City – training, collaboration, mobile work and service delivery. .
- 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 incorporate recent branding changes and work to provide a coordinated message throughout all City communication channels.
- Continue to support Public Safety partners as our Fire department integrates and extends mobile and data service partnerships to other local agencies.

## **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 2021-22 the Information Systems Department will support plan in the following manner:

## **City Government Capacity**

- Gain efficiencies from technology and equipment investments

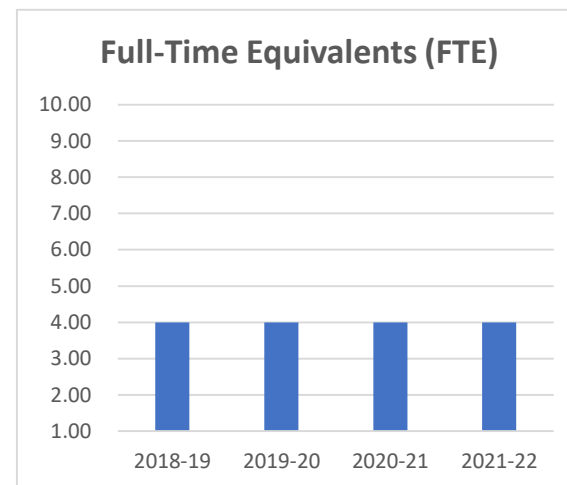
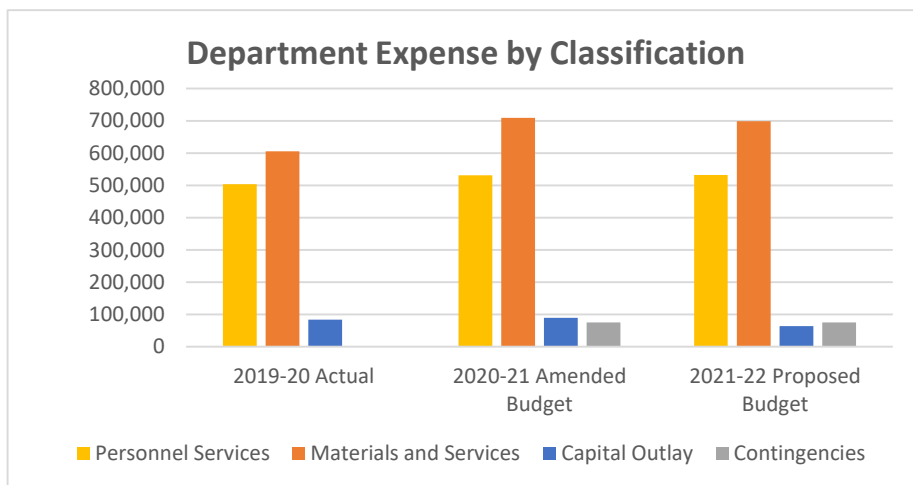
After successfully combining the City's existing phone systems into one Voice-over-IP (VoIP) system in partnership with Yamhill County, IS will continue to improve phone services to deliver productivity options and increased mobile functionality.

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.

**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	204,460	176,038	402,010	225,972
Charges for Services	664,424	798,570	762,310	-36,260
Intergovernmental	56,183	0	0	0
Miscellaneous	3,969	5,100	2,000	-3,100
Transfers In	474,912	531,032	532,039	1,007
<b>Revenue Total</b>	<b>1,403,948</b>	<b>1,510,740</b>	<b>1,698,359</b>	<b>187,619</b>
<b>Expenses</b>				
Personnel Services	503,047	531,032	532,039	1,007
Materials and Services	605,475	709,470	698,910	-10,560
Capital Outlay	83,654	89,100	63,400	-25,700
Contingencies	0	75,000	75,000	0
<b>Expenses Total</b>	<b>1,192,176</b>	<b>1,404,602</b>	<b>1,369,349</b>	<b>-35,253</b>
Ending Fund Balance	211,772	106,138	329,010	222,872

	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22
<b>Full-Time Equivalents (FTE)</b>	4.00	4.00	4.00	4.00



## **Core Services – Information Systems**

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### **Communications**

- Provide email services - desktop, mobile, web to all employees, council/committee members
- Provide desktop phones, wiring, voicemail/integration service to all employees
- Provide desktop phones, wiring, voicemail/integration service to all employees
- Maintain City Website for external communications, assist departments with editing webpages, provide citizen feedback and other form based input options

### **Infrastructure / Security**

- Provide network backbone services for all employees and city services - switching, wiring, fiber, wireless, internet connection
- Maintain operational data backups and disaster recovery readiness for city data and services.
- Maintain city infrastructure and data security for all city services - including spam blocking, malware filtering antivirus, firewall, intrusion detection, surveillance camera systems and building security systems
- Maintain and develop policies, procedures and standards to ensure a secure and efficient operational technological environment throughout the City.

### **Equipment / Tools**

- Coordinate and manage all City computer deployments, including desktops, laptops, mobile integration, software integration
- Maintain Printing / Scanning / copier services for all city services and departments
- Provide mobile 'in-vehicle' computers 'MDT's for Public Safety - 24/7 services for PD and FD

### **Support**

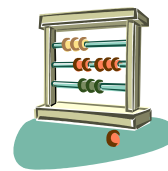
- Maintain current computer desktop / laptop operating systems and applications, ensure updates are current, ensure compliance with external agencies as required.
- Assist the City in planning for future technologies, planning technology upgrades pursuing efficiencies and most cost effective work solutions.
- Provide excellent customer service, daily support and training for all employee technology needs, build solutions to help employees do their jobs better.
- Maintain and support major systems for each City department - New World, ESO, RMS, Accela, Caselle, Hansen, etc.
- Manage vendor relationships, partner agency relationships, work with internal departments to drive effective technology solutions across the City

- 1993** City's first Information Systems Manager hired.
- 1995** Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.
- 1995** First system administrative specialist hired to help with expanding City IS needs.
- 1996** City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!
- 1998** City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.
- 2001** McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.
- 2002** IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.
- 2003** Partnership formed with Yamhill County for management of IS services; City director position eliminated.
- 2004** Physical location of IS Department moved from Fire Station to Community Center.
- 2005** Completed move of all City telephones back onto City-County telephone system.
- 2006** Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.
- 2006** Completion of new computer equipment room with backup generator in Community Center.
- 2006** Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.
- 2006** Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.
- 2007** Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.
- 2008** Supported the project of moving all communications for the City to the new Public Safety Building.
- 2009** Began implementation of redundant server strategy for "hot" site backup of City applications.
- 2010** Began utilizing virtual server technology and moved to Storage Area Network devices.
- 2011** Development of an IS strategic plan.
- 2011** Fully implemented electronic ticketing software for Police Department.
- 2012** Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.

- 2013** Implemented a fully electronic agenda system for the conducting of City Council meetings.
- 2014** Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.
- 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.
- 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.

**2020** Moved the City to a mobile workforce where over 80% of city employees were able to work remotely using rapidly deployed mobile meeting tools, work-from-home hardware setups and VPN connectivity from anywhere.

**2020** Upgraded the City to Microsoft Office 365



The Storage Area Network devices on the City network have total storage capacity of over 80 terabytes.

Information Systems Services Fund - Computer equipment by department

<u>Fund - Department</u>	<u>Computer Equipment</u>	<u>\$s</u>	<u>Department Total</u>
<b>Administration, City Manager</b>			
01-01-002	Office 365 licensing (4)	840	<u>840</u>
<b>Administration, City Council</b>			
01-01-005	Office 365 licensing(7)	1,680	<u>1,680</u>
<b>Administration, Legal</b>			
01-01-008	Office 365 licensing (3)	720	<u>720</u>
<b>Administration, Human Resources</b>			
01-01-012	Office 365 licensing(1)	240	<u>240</u>
<b>Finance</b>			
01-03-013	Printer maintenance - Lexmark	300	
	Office 365 licensing (5)	1,200	
	Debt Tracker app	6,500	
	New Scanner	1,000	
	Surface Replacements(3)	7,200	
			<u>16,200</u>
<b>Engineering</b>			
01-05	Hansen RFP	5,000	
	Plotter maintenance	1,200	
	Office 365 licensing (7)	1,680	
	Desktop replacements (2)	3,800	
	Printer	1,800	
			<u>13,480</u>

Information Systems Services Fund - Computer equipment by department

**Planning Administration**

01-07-001	Office 365 licensing	240	
			<u>240</u>

**Planning Current**

01-07-025	ESRI Software - 12.5 %	1,100	
	AutoCAD Maintenance	650	
	Office 365 licensing	480	
			<u>2,230</u>

**Planning Long Range**

01-07-028	ESRI Software - 12.5 %	1,100	
	AutoCAD Maintenance	650	
	Office 365 licensing	480	
			<u>2,230</u>

**Planning Code Enforcement**

01-07-031	Office 365 licensing	480	
			<u>480</u>

**Police**

01-11-040	Desktop Replacement - 3	4,500	
	Office 365 licensing(47)	11,280	
	Surface Replacement (3)	6,000	
	Spare Zebra mobile printer	1,000	
	MDT Repair	2,000	
	Printer replacement	1,200	
			<u>25,980</u>

**Municipal Court**

01-13-060	Office 365 licensing(5)	1,200	
			<u>1,200</u>

**Fire**

01-15-070	Lexipol policy software	5,000	
	Mobile replacements	12,500	
	Cradlepoints	2,600	
	Surface/laptop Replacement (5)	12,500	
	Office 365 licensing	3,600	
			<u>16,100</u>

Information Systems Services Fund - Computer equipment by department

**Fire - Ambulance**

01-15-079

Office 365 licensing	3000	
Surface	2,000	
R12 peripherals	3,000	
		<b>8,000</b>

**Park & Rec Administration**

01-017-001

Activenet mobile	12,000	
Office 365 licensing	240	
		<b>12,240</b>

**Park & Rec Aquatic Center**

01-17-087

Office 365 licensing	720	
Surface	2,500	
Activenet Peripherals	1,000	
		<b>4,220</b>

**Park & Rec Community Center**

01-17-090

Office 365 licensing	720	
Workstation - 2	3,600	
Printer replacement	400	
		<b>4,720</b>

**Park & Rec KOB**

01-17-093

Office 365 licensing	240	
		<b>240</b>

**Park & Rec Recreational Sports**

01-17-096

Office 365 licensing	240	
		<b>240</b>

**Park & Rec, Senior Center**

01-17-099

Office 365 licensing	720	
		<b>720</b>

**Park Maintenance**

01-19

Hansen RFP	5,000	
Office 365 licensing	960	
		<b>5,960</b>



Information Systems Services Fund - Computer equipment by department

<b>Library</b>	01-21			
		Office 365 licensing	4,800	
		Replacement computers	12,000	
				<u><b>16,800</b></u>
<b>Street</b>	20			
		Hansen RFP	5,000	
		Office 365 licensing	720	
				<u><b>5,720</b></u>
<b>Building</b>	70			
		Office 365 licensing	1,680	
		Replacement mobile computers	7,500	
		Large monitors with stands	1,650	
		Accela Peripherals	1,000	
				<u><b>11,830</b></u>
<b>Wastewater Services</b>	75-01			
		Hansen RFP	5,000	
		Printer maintenance	600	
		Printer replacement	1,200	
		Office 365 licensing	2,400	
		Workstations - 4	6,400	
				<u><b>15,600</b></u>
		<b>Total</b>		<u><b>167,910</b></u>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
15,075	15,075	15,075	<b>4080-15</b> 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
180,843	189,385	160,963	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	386,935	386,935	386,935
<b>195,918</b>	<b>204,460</b>	<b>176,038</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>402,010</b>	<b>402,010</b>	<b>402,010</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	56,183	50,000	<b>4548</b> Coronavirus Relief Fund (CRF)	0	0	0
<b>0</b>	<b>56,183</b>	<b>50,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
458,368	522,686	687,479	<b>6000-01</b> 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.	646,634	646,634	646,634
14,284	16,533	24,102	<b>6000-20</b> Charges for Equipment & Services - Street Fund	22,741	22,741	22,741
28,520	12,493	15,806	<b>6000-70</b> Charges for Equipment & Services - Building Fund	23,145	23,145	23,145
41,896	46,530	71,183	<b>6000-75</b> Charges for Equipment & Services - Wastewater Services Fund	69,790	69,790	69,790
62,940	66,182	0	<b>6000-79</b> Charges for Equipment & Services - Ambulance Fund	0	0	0
<b>606,008</b>	<b>664,424</b>	<b>798,570</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>762,310</b>	<b>762,310</b>	<b>762,310</b>
<b><u>MISCELLANEOUS</u></b>						
4,205	3,924	5,100	<b>6310</b> Interest	2,000	2,000	2,000
222	45	0	<b>6600</b> Other Income	0	0	0
<b>4,427</b>	<b>3,969</b>	<b>5,100</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b><u>TRANSFERS IN</u></b>						
350,177	408,455	456,187	<b>6900-01</b> Transfers In - General Fund	456,881	456,881	456,881
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Information Systems personnel services support.	1	456,881	456,881

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
9,276	9,498	10,621	<b>6900-20</b>	<b>Transfers In - Street</b>			10,641	10,641	10,641
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	10,641	10,641		
9,276	9,498	10,621	<b>6900-70</b>	<b>Transfers In - Building</b>			10,641	10,641	10,641
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	10,641	10,641		
46,669	47,461	53,603	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			53,876	53,876	53,876
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Information Systems personnel services support.	1	53,876	53,876		
48,410	0	0	<b>6900-79</b>	<b>Transfers In - Ambulance</b>			0	0	0
<b>463,808</b>	<b>474,912</b>	<b>531,032</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>532,039</b>	<b>532,039</b>	<b>532,039</b>
<b>1,270,161</b>	<b>1,403,948</b>	<b>1,560,740</b>	<b><u>TOTAL RESOURCES</u></b>				<b>1,698,359</b>	<b>1,698,359</b>	<b>1,698,359</b>

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

484	269	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
302,105	321,223	339,809	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Information Systems Director - 1.00 FTE Information Systems Analyst III - 1.00 FTE Information Systems Analyst II - 2.00 FTE	333,155	333,155	333,155
2,716	3,343	4,000	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b> For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.	5,000	5,000	5,000
2,400	2,400	2,400	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,400	2,400	2,400
614	115	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
18,492	19,714	21,465	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	20,605	20,605	20,605
4,325	4,611	5,021	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	4,939	4,939	4,939
68,432	87,366	93,281	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	98,933	98,933	98,933
0	0	0	<b>7300-16</b>	<b>Fringe Benefits - PERS Employer Incentive Program</b>	0	0	0
49,724	53,453	54,364	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	56,356	56,356	56,356
8,000	8,000	8,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,000	8,000	8,000
432	432	432	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	432	432	432
1,664	1,768	1,858	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,822	1,822	1,822
209	267	310	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	305	305	305
97	87	92	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	92	92	92
<b>459,694</b>	<b>503,047</b>	<b>531,032</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>532,039</b>	<b>532,039</b>	<b>532,039</b>

**MATERIALS AND SERVICES**

907	419	800	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	600	600	600
3,162	3,439	12,000	<b>7550</b>	<b>Travel &amp; Education</b> Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences.	3,000	3,000	3,000
304	0	500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Fuel and repair expense for IS Department vehicle	200	200	200
3,400	3,400	3,600	<b>7610-05</b>	<b>Insurance - Liability</b>	4,000	4,000	4,000
500	500	600	<b>7610-10</b>	<b>Insurance - Property</b>	600	600	600

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
9,259	10,738	10,000	<b>7620</b>	<b>Telecommunications</b>		10,000	10,000	10,000
				Information Services Department telephones, cell phones, and modem lines.				
4,643	9,251	4,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,500	5,500	5,500
				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, supplies	1	500	500	
				Shipping costs, returns	1	500	500	
				Keyboards, mice, cables, misc supplies	1	3,500	3,500	
				Headsets, webcams	1	1,000	1,000	
0	5	1,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		500	500	500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Building related maintenance activities	1	500	500	
1,987	0	2,500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		2,000	2,000	2,000
				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	1,500	1,500	
0	45	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0
25,482	16,944	63,100	<b>7750</b>	<b>Professional Services</b>		38,200	38,200	38,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit Fee Allocation	1	1,900	1,900	
				Section 125 Admin Fee	1	100	100	
				City-wide Professional Services	1	200	200	
				Website services	1	5,000	5,000	
				Civic Building A/V maintenance	1	1,000	1,000	
				Application, network, design & support services	1	30,000	30,000	
638	0	0	<b>7770-03</b>	<b>Professional Services - Projects - ERP</b>		0	0	0
38,807	38,904	43,000	<b>7792</b>	<b>Hardware Maintenance &amp; Rental Contracts</b>		45,000	45,000	45,000
9,045	6,739	10,000	<b>7792-20</b>	<b>Hardware Maintenance &amp; Rental Contracts - Police</b>		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	<b>7792-30</b>	<b>Hardware Maintenance &amp; Rental Contracts - Fire</b>		0	0	0
0	0	0	<b>7792-95</b>	<b>Hardware Maintenance &amp; Rental Contracts - Ambulance</b>		0	0	0
138,002	152,313	202,830	<b>7794</b>	<b>Software Maintenance &amp; Rental Contracts</b>		225,000	225,000	225,000

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	480	<b>7794-02</b>	<b>Software Maintenance &amp; Rental Contracts - City Manager's Office</b>		840	840	840
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	4	240	840	
0	0	1,680	<b>7794-03</b>	<b>Software Maintenance &amp; Rental Contracts - City Council</b>		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	1,200	<b>7794-05</b>	<b>Software Maintenance &amp; Rental Contracts - Accounting</b>		7,700	7,700	7,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	5	240	1,200	
				Debt tracker software app	1	6,500	6,500	
0	4,290	240	<b>7794-08</b>	<b>Software Maintenance &amp; Rental Contracts - Legal</b>		720	720	720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	3	240	720	
9,135	8,663	10,930	<b>7794-10</b>	<b>Software Maintenance &amp; Rental Contracts - Engineering</b>		11,280	11,280	11,280
				<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	2,200	2,200	
				AutoCAD maintenance-66% shared with Planning	1	2,600	2,600	
				Adobe Creative Cloud maintenance	1	1,300	1,300	
				Office 365 licensing	7	240	1,680	
0	0	240	<b>7794-12</b>	<b>Software Maintenance &amp; Rental Contracts - Human Resources</b>		720	720	720
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	3	240	720	
4,936	3,460	0	<b>7794-15</b>	<b>Software Maintenance &amp; Rental Contracts - Planning</b>		0	0	0
0	0	240	<b>7794-16</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Administration</b>		240	240	240
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	240	240	
0	0	2,130	<b>7794-17</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Current</b>		2,230	2,230	2,230
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI software share - 12.5%	1	1,100	1,100	
				AutoCAD maintenance share	1	650	650	
				Office 365 licensing	2	240	480	

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	2,130	<b>7794-18</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Long Range</b>		2,230	2,230	2,230
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI software share - 12.5%	1	1,100	1,100	
				AutoCAD maintenance	1	650	650	
				Office 365 licensing	2	240	480	
0	0	480	<b>7794-19</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Code Compliance</b>		480	480	480
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	2	240	480	
40,703	42,357	55,300	<b>7794-20</b>	<b>Software Maintenance &amp; Rental Contracts - Police</b>		64,580	64,580	64,580
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				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	
				Central Square mobile support	1	8,100	8,100	
				Central Square RMS maintenance	1	9,800	9,800	
				WebLEDS maintenance	1	1,200	1,200	
				E-ticketing maintenance-67% shared with Muni Court	1	8,600	8,600	
				E-ticketing annual hosting fee	1	800	800	
				Netmotion maintenance - 50% shared with Fire, Amb	1	2,700	2,700	
				Office 365 licensing	47	240	11,280	
				EvidenceOnQ maintenance (with DigitalEvidence)	1	17,000	17,000	
6,817	8,233	10,500	<b>7794-25</b>	<b>Software Maintenance &amp; Rental Contracts - Municipal Court</b>		11,500	11,500	11,500
				<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	5,500	5,500	
				E-ticketing import	1	500	500	
				Office 365 licensing	5	240	1,200	

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET	
15,355	14,108	23,300	<b>7794-30</b>	<b>Software Maintenance &amp; Rental Contracts - Fire</b>			25,500	25,500	25,500
				<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	8,500	8,500		
				Netmotion MDT maintenance-25% shared with Amb, Police	1	1,300	1,300		
				Central Square mobile/switch maintenance-65% shared with Amb	1	5,600	5,600		
				Target training - 50% shared with Amb	1	4,000	4,000		
				Fire inspection software maintenance	1	2,500	2,500		
				Office 365 licensing	15	240	3,600		
1,200	1,200	2,040	<b>7794-35</b>	<b>Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b>			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	1,920	<b>7794-40</b>	<b>Software Maintenance &amp; Rental Contracts - Aquatic Center</b>			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	1,920	<b>7794-45</b>	<b>Software Maintenance &amp; Rental Contracts - Community Center</b>			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	1,440	<b>7794-50</b>	<b>Software Maintenance &amp; Rental Contracts - Kids on the Block</b>			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 annual licensing	1	240	240		
1,200	1,200	1,440	<b>7794-55</b>	<b>Software Maintenance &amp; Rental Contracts - Recreational Sports</b>			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	1,920	<b>7794-60</b>	<b>Software Maintenance &amp; Rental Contracts - Senior Center</b>			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		
5,012	5,331	6,610	<b>7794-65</b>	<b>Software Maintenance &amp; Rental Contracts - Park Maintenance</b>			6,660	6,660	6,660



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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen sewer database 25%-shared with Street,Eng, WWS	1	3,500	3,500		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS	1	2,200	2,200		
			Office 365 licensing	4	240	960		
0	0	4,000	<b>7794-70 Software Maintenance &amp; Rental Contracts - Library</b>				4,800	4,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 licensing	20	240	4,800		
8,511	8,831	9,870	<b>7794-75 Software Maintenance &amp; Rental Contracts - Streets</b>				9,920	9,920
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen sewer database 25%-shared with Eng,Park Maint, WWS	1	3,500	3,500		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,ParkMaint,WWS	1	2,200	2,200		
			Street Saver maintenance subscription	1	3,500	3,500		
			Office 365 licensing	3	240	720		
11,686	2,044	3,830	<b>7794-80 Software Maintenance &amp; Rental Contracts - Building</b>				3,880	3,880
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview 17%-shared with Park Maint,Plan,Eng,Street,WWS	1	2,200	2,200		
			Office 365 licensing	7	240	1,680		
20,434	20,419	24,850	<b>7794-85 Software Maintenance &amp; Rental Contracts - Wastewater Services</b>				28,150	28,150
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,Park Maint	1	2,200	2,200		
			Hansen sewer database 25%-shared with Street,Park Maint, Eng	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	2,700	2,700		
			Win 911 software	1	500	500		
			Office 365 licensing	10	240	2,400		
			Swift Comply software	1	3,050	3,050		

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET	
23,434	16,736	24,050	<b>7794-95</b>	<b>Software Maintenance &amp; Rental Contracts - Ambulance</b>			26,570	26,570	26,570
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				ESO Chart maintenance	1	12,500	12,500		
				Netmotion maintenance-shared with PD, FD	1	1,300	1,300		
				Central Square maintenance-35%, shared with FD	1	3,000	3,000		
				ESO personnel maintenance-50%, shared with FD	1	1,350	1,350		
				Target software maintenance-50%, shared with FD	1	4,100	4,100		
				Office 365 licensing	18	240	4,320		
0	7,704	59,000	<b>7800-15</b>	<b>M &amp; S Equipment - Information Systems</b>			3,000	3,000	3,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				IS Workstation / tablet upgrades	1	3,000	3,000		
19,806	27,641	24,000	<b>7800-18</b>	<b>M &amp; S Equipment - Hardware</b>			17,000	17,000	17,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				UPS Replacements	2	2,500	5,000		
				NAS Replacement storage	1	3,000	3,000		
				Network switch replacements	1	9,000	9,000		
0	0	0	<b>7800-21</b>	<b>M &amp; S Equipment - Software</b>			0	0	0
0	0	0	<b>7800-24</b>	<b>M &amp; S Equipment - Inventory</b>			0	0	0
				Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.					
0	0	0	<b>7840</b>	<b>M &amp; S Computer Charges</b>			0	0	0
0	2,139	0	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>			0	0	0
2,110	3,870	2,100	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>			0	0	0
4,183	4,817	5,600	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>			8,500	8,500	8,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Lexmark printer maintenance	1	300	300		
				Scanner	1	1,000	1,000		
				Mobile computers / docking stations	3	2,400	7,200		
0	3,597	0	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>			0	0	0
2,809	3,720	3,000	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>			6,800	6,800	6,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Printer	1	1,800	1,800		
				Plotter maintenance	1	1,200	1,200		
				Desktop replacements	2	1,900	3,800		
3,491	31,262	0	<b>7840-12</b>	<b>M &amp; S Computer Charges - Human Resources</b>			0	0	0
13,226	1,253	0	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>			0	0	0

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	0	<b>7840-16</b>	<b>M &amp; S Computer Charges - Planning Administration</b>		0	0	0
0	0	3,150	<b>7840-17</b>	<b>M &amp; S Computer Charges - Planning Current</b>		0	0	0
0	0	2,250	<b>7840-18</b>	<b>M &amp; S Computer Charges - Planning Long Range</b>		0	0	0
0	0	300	<b>7840-19</b>	<b>M &amp; S Computer Charges - Planning Code Compliance</b>		0	0	0
46,330	36,181	20,800	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		15,700	15,700	15,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Printer replacement	1	1,200	1,200	
				Printer maintenance	1	1,000	1,000	
				Spare Zebra mobile printer	1	1,000	1,000	
				Desktop replacements	3	1,500	4,500	
				Mobile computer replacements	3	2,000	6,000	
				MDT Repair	1	2,000	2,000	
3,519	3,517	8,100	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		0	0	0
22,423	37,304	12,500	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>		20,100	20,100	20,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lexipol policy software	1	5,000	5,000	
				Mobile computer replacements	5	2,500	12,500	
				Cradlepoints	2	1,300	2,600	
0	31	0	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		12,000	12,000	12,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet Mobile	1	12,000	12,000	
4,241	3,846	2,500	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		3,500	3,500	3,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet peripherals	1	1,000	1,000	
				Mobile computer replacement	1	2,500	2,500	
872	102	4,300	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		4,000	4,000	4,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement computers	2	1,800	3,600	
				Printer replacement	1	400	400	
235	0	3,000	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		0	0	0
1,159	0	2,200	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		0	0	0
414	4,294	1,500	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		0	0	0
579	1,308	2,250	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		0	0	0

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
13,133	20,530	23,700	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		12,000	12,000	12,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement computers	6	2,000	12,000		
579	2,480	2,250	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		0	0	0
8,796	2,273	1,000	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		10,150	10,150	10,150
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement mobile computers	3	2,500	7,500		
			Large monitors w/stands	3	550	1,650		
			Accela peripherals	1	1,000	1,000		
3,519	6,271	14,800	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		8,200	8,200	8,200
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement workstations	4	1,600	6,400		
			Printer maintenance	1	600	600		
			Printer replacement	1	1,200	1,200		
0	0	0	<b>7840-90</b>	<b>M &amp; S Computer Charges - Sewer Maintenance</b>		0	0	0
16,842	11,455	6,000	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Mobile computer	1	2,000	2,000		
			R12 peripherals	1	3,000	3,000		
5,247	5,509	8,000	<b>8280</b>	<b>Data Communications</b>		8,000	8,000	8,000
<b>562,869</b>	<b>605,475</b>	<b>759,470</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>698,910</b>	<b>698,910</b>	<b>698,910</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	29,549	0	<b>8730-05</b>	<b>Equipment - Computers - Hardware</b>		40,000	40,000	40,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replace Juniper core switching	1	15,000	15,000		
			VM backbone host replacement	1	15,000	15,000		
			Capital account seed money	1	10,000	10,000		
0	0	0	<b>8730-10</b>	<b>Equipment - Computers - Software</b>		0	0	0
0	0	0	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		0	0	0
7,295	0	5,000	<b>8750-10</b>	<b>Capital Outlay Computer Charges - Engineering</b>		5,000	5,000	5,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Hansen RFP project	1	5,000	5,000		
0	0	0	<b>8750-15</b>	<b>Capital Outlay Computer Charges - Planning</b>		0	0	0
0	0	0	<b>8750-16</b>	<b>Capital Outlay Computer Charges - Planning Administration</b>		0	0	0

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	0	<b>8750-17</b>	<b>Capital Outlay Computer Charges - Planning Current</b>		0	0	0
0	0	0	<b>8750-18</b>	<b>Capital Outlay Computer Charges - Planning Long Range</b>		0	0	0
0	0	0	<b>8750-19</b>	<b>Capital Outlay Computer Charges - Planning Code Enforcement</b>		0	0	0
34,019	37,430	46,000	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		0	0	0
0	0	16,100	<b>8750-30</b>	<b>Capital Outlay Computer Charges - Fire</b>		0	0	0
0	0	5,000	<b>8750-65</b>	<b>Capital Outlay Computer Charges - Park Maintenance</b>		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen RFP project	1	5,000	5,000	
0	0	5,000	<b>8750-75</b>	<b>Capital Outlay Computer Charges - Street</b>		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen RFP project	1	5,000	5,000	
1,825	0	0	<b>8750-80</b>	<b>Capital Outlay Computer Charges - Building</b>		0	0	0
0	0	5,000	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>		5,000	5,000	5,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen RFP project	1	5,000	5,000	
0	16,675	7,000	<b>8750-95</b>	<b>Capital Outlay Computer Charges - Ambulance</b>		3,400	3,400	3,400
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs	1	3,400	3,400	
0	0	0	<b>8750-98</b>	<b>Capital Outlay Computer Charges - ERP</b>		0	0	0
<b>43,139</b>	<b>83,654</b>	<b>89,100</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>63,400</b>	<b>63,400</b>	<b>63,400</b>
<b><u>CONTINGENCIES</u></b>								
0	0	75,000	<b>9800</b>	<b>Contingencies</b>		75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b><u>ENDING FUND BALANCE</u></b>								
15,075	15,075	15,075	<b>9980-15</b>	<b>Designated End FB - Info Sys Fd - Financial System Reserve</b>		15,075	15,075	15,075
189,385	196,697	91,063	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		313,935	313,935	313,935
Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations								
<b>204,460</b>	<b>211,772</b>	<b>106,138</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>329,010</b>	<b>329,010</b>	<b>329,010</b>
<b>1,270,161</b>	<b>1,403,948</b>	<b>1,560,740</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,698,359</b>	<b>1,698,359</b>	<b>1,698,359</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
1,270,161	1,403,948	1,560,740	<b>TOTAL RESOURCES</b>	1,698,359	1,698,359	1,698,359
1,270,161	1,403,948	1,560,740	<b>TOTAL REQUIREMENTS</b>	1,698,359	1,698,359	1,698,359



**INSURANCE SERVICES FUND**



## **Budget Highlights**

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- **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 10% and liability premiums by 10% compared to 2020-21 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 budgeted consistently with the prior year.
  - CIS is working on a significant change in the delivery of workers compensation insurance coverage starting in FY2021-22. For this reason, a higher contingency for the year is budgeted compared to the past in case the new cost structure combined with the possibility of a reduced multi-line insurance credit is reduced for property and liability insurance lines.

- City of McMinnville experience modifier for 2021-22 was 85%, unchanged compared to the prior year. 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. No “refund” to funds will be made in FY2021-22.

In 2021-22, 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 the HR Manger in the organization that serve all departments and helps reduce the City’s risk profile 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**

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- 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**

- City County Insurance is embarking on a partnership with SAIF and created the CIS servicing group underwritten by SAIF. CIS will continue to provide risk management, loss control, return to work services and online training. SAIF will be the workers' compensation carrier and provide financial strength, coverage and claims management services.
- 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.

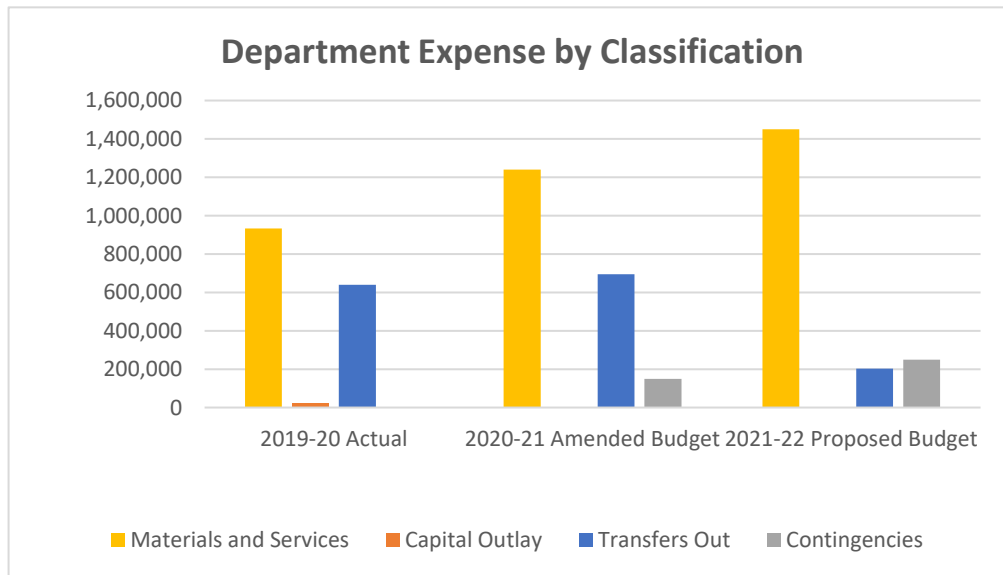
The retrospective rate plan is beneficial to the City when claims are low and the City pays a limited amount for claims incurred during the fiscal year.

- 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.



**Fund Cost Summary**

	2019-20 Actual	2020-21 Amended Budget	2021-22 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,794,009	1,528,500	922,845	-605,655
Charges for Services	1,101,054	1,272,134	1,291,691	19,557
Miscellaneous	165,818	153,100	139,500	-13,600
<b>Revenue Total</b>	<b>3,060,881</b>	<b>2,953,734</b>	<b>2,354,036</b>	<b>-599,698</b>
<b>Expenses</b>				
Materials and Services	932,464	1,240,750	1,449,600	208,850
Capital Outlay	22,600	0	0	0
Transfers Out	640,048	694,426	202,440	-491,986
Contingencies	0	150,000	250,000	100,000
<b>Expenses Total</b>	<b>1,595,112</b>	<b>2,085,176</b>	<b>1,902,040</b>	<b>-183,136</b>
Ending Fund Balance	1,465,769	868,558	451,996	-416,562



**1985** City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).

**1986** City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.

**1989** City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.

**1991** Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.

**2003** Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.

**1995** Insurance Services Fund surplus funds Community Center seismic retrofit.

**1995** Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.

**1997** City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.

**2000** Fire union members first begin medical insurance cost sharing – 10% of premium.

**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.

**2003** Police union members first begin medical insurance cost sharing – 5% of premium.

**2006** CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.

**2006** City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.

**2009** Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.

**2012** Insurance Services Fund surplus allocated to operating departments.

**2015** Insurance Services Fund surplus allocated to operating departments.

**2018** Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration.

**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**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,920,886	1,794,009	1,528,500	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	922,845	922,845	922,845
<b>1,920,886</b>	<b>1,794,009</b>	<b>1,528,500</b>		<b>922,845</b>	<b>922,845</b>	<b>922,845</b>
<b><u>CHARGES FOR SERVICES</u></b>						
375,000	397,400	434,600	<b>6050-05</b> <b>Insurance - Liability</b> 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.	448,100	448,100	448,100
214,300	223,500	267,800	<b>6050-10</b> <b>Insurance - Property</b> 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.	280,300	280,300	280,300
356,151	480,154	569,734	<b>6070</b> <b>Workers' Compensation Insurance</b> Charges to payroll operating departments and funds for worker's compensation insurance coverage.	563,291	563,291	563,291
<b>945,451</b>	<b>1,101,054</b>	<b>1,272,134</b>		<b>1,291,691</b>	<b>1,291,691</b>	<b>1,291,691</b>
<b><u>MISCELLANEOUS</u></b>						
36,457	27,302	34,100	<b>6310</b> <b>Interest</b>	10,000	10,000	10,000
29,744	32,385	18,000	<b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b>	25,000	25,000	25,000
0	0	0	<b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b>	5,000	5,000	5,000
6,886	26,638	26,000	<b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b>	22,000	22,000	22,000
0	500	0	<b>6600</b> <b>Other Income</b>	0	0	0
76,325	78,994	75,000	<b>6600-15</b> <b>Other Income - City County Insurance Services</b> Revenue from CIS multi-line credit	77,500	77,500	77,500
<b>149,412</b>	<b>165,818</b>	<b>153,100</b>		<b>139,500</b>	<b>139,500</b>	<b>139,500</b>
<b>3,015,749</b>	<b>3,060,881</b>	<b>2,953,734</b>		<b>2,354,036</b>	<b>2,354,036</b>	<b>2,354,036</b>

## 85 - INSURANCE SERVICES FUND

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
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### REQUIREMENTS

#### MATERIALS AND SERVICES

1,383	1,164	1,500	<b>7750</b>	<b>Professional Services</b>	1,800	1,800	1,800
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Audit Fee Allocation	1	1,700	1,700
				City-wide Professional Services	1	100	100
521,984	580,616	620,900	<b>8300</b>	<b>Property &amp; Liability Ins Premium</b>	728,400	728,400	728,400
				Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.			
26,152	0	0	<b>8330-16</b>	<b>Liability Aggregate Deductible - 2015 - 2016</b>	0	0	0
				Liability deductible year open with no open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000			
5,526	0	25,000	<b>8330-18</b>	<b>Liability Aggregate Deductible - 2017 - 2018</b>	5,000	5,000	5,000
				Liability deductible year open with two open claim. 2017-18 fiscal year general liability deductible amount is \$50,000			
8,125	1,073	23,750	<b>8330-19</b>	<b>Liability Aggregate Deductible - 2018 - 2019</b>	25,000	25,000	25,000
				Liability deductible year open with three open claim. 2018-19 fiscal year general liability deductible amount is \$50,000			
0	42,616	14,600	<b>8330-20</b>	<b>Liability Aggregate Deductible - 2019 - 2020</b>	2,400	2,400	2,400
				2019-20 fiscal year general liability deductible amount is \$50,000			
0	0	50,000	<b>8330-21</b>	<b>Liability Aggregate Deductible - 2020 - 2021</b>	25,000	25,000	25,000
0	0	0	<b>8330-22</b>	<b>Liability Aggregate Deductible - 2021 - 2022</b>	50,000	50,000	50,000
16,226	0	0	<b>8350-14</b>	<b>Workers' Compensation - 2013 - 2014 Retro Closed</b>	0	0	0
				No open workers' compensation claims for this plan year.			
15,548	0	0	<b>8350-15</b>	<b>Workers' Compensation - 2014 - 2015 Retro Closed</b>	0	0	0
				No open workers' compensation claims for this plan year			
-2,228	115	0	<b>8350-16</b>	<b>Workers' Compensation - 2015 - 2016 Retro Closed</b>	0	0	0
				No open workers' compensation claims for this plan year			
-5,554	0	0	<b>8350-17</b>	<b>Workers' Compensation - 2016 - 2017 Retro</b>	0	0	0
				No open workers' compensation claims for this plan year			
34,437	425	5,000	<b>8350-18</b>	<b>Workers' Compensation - 2017 - 2018 Retro</b>	0	0	0
				One open workers' compensation claim for this plan year			
339,378	38,714	30,000	<b>8350-19</b>	<b>Workers' Compensation - 2018 - 2019 Retro</b>	10,000	10,000	10,000
				Three open workers' compensation claims for this plan year.			
0	236,297	100,000	<b>8350-20</b>	<b>Workers' Compensation - 2019 - 2020 Retro</b>	50,000	50,000	50,000
				Seven open workers' compensation claims for this plan year.			

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	300,000	<b>8350-21</b>	<b>Workers' Compensation - 2020 - 2021 Retro</b>		100,000	100,000	100,000
				Includes initial contribution paid to CIS for 2020-21 fiscal year and paid losses for claims incurred during the 2020-21 fiscal year				
0	0	0	<b>8350-22</b>	<b>Workers' Compensation - 2021 - 2022</b>		400,000	400,000	400,000
32,139	25,972	25,000	<b>8370-05</b>	<b>Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b>		25,000	25,000	25,000
				The City's property insurance carries a \$1,000 deductible.				
0	0	5,000	<b>8370-10</b>	<b>Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>		5,000	5,000	5,000
8,646	5,473	40,000	<b>8370-15</b>	<b>Property &amp; Auto Damage Claims - Automobile Damage</b>		22,000	22,000	22,000
				The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.				
<b>1,001,761</b>	<b>932,464</b>	<b>1,240,750</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,449,600</b>	<b>1,449,600</b>	<b>1,449,600</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	22,600	0	<b>8850-10</b>	<b>Vehicles - Replacement</b>		0	0	0
<b>0</b>	<b>22,600</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
140,347	552,923	599,331	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		179,333	179,333	179,333
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	65,245	65,245	
				HR - Insurance Service Fund distribution	1	114,088	114,088	
5,337	21,156	22,889	<b>9700-20</b>	<b>Transfers Out - Street</b>		5,777	5,777	5,777
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	5,777	5,777	
2,668	10,928	14,969	<b>9700-70</b>	<b>Transfers Out - Building</b>		2,888	2,888	2,888
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	2,888	2,888	
13,342	55,041	57,237	<b>9700-75</b>	<b>Transfers Out - Wastewater Services</b>		14,442	14,442	14,442
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				HR-Insurance Service Fund distribution	1	14,442	14,442	
58,285	0	0	<b>9700-79</b>	<b>Transfers Out - Ambulance</b>		0	0	0
<b>219,979</b>	<b>640,048</b>	<b>694,426</b>	<b>TOTAL TRANSFERS OUT</b>			<b>202,440</b>	<b>202,440</b>	<b>202,440</b>
<b><u>CONTINGENCIES</u></b>								
0	0	150,000	<b>9800</b>	<b>Contingencies</b>		250,000	250,000	250,000

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
0	0	150,000	<b>TOTAL CONTINGENCIES</b>	250,000	250,000	250,000
<b>ENDING FUND BALANCE</b>						
1,794,009	1,465,769	868,558	<b>9999 Unappropriated Ending Fd Balance</b> Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations	451,996	451,996	451,996
<b>1,794,009</b>	<b>1,465,769</b>	<b>868,558</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>451,996</b>	<b>451,996</b>	<b>451,996</b>
<b>3,015,750</b>	<b>3,060,881</b>	<b>2,953,734</b>	<b>TOTAL REQUIREMENTS</b>	<b>2,354,036</b>	<b>2,354,036</b>	<b>2,354,036</b>

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2019 ACTUAL	2020 ACTUAL	2021 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2022 PROPOSED BUDGET	2022 APPROVED BUDGET	2022 ADOPTED BUDGET
3,015,749	3,060,881	2,953,734	<b>TOTAL RESOURCES</b>	2,354,036	2,354,036	2,354,036
3,015,750	3,060,881	2,953,734	<b>TOTAL REQUIREMENTS</b>	2,354,036	2,354,036	2,354,036





# **GLOSSARY**



**Accrual basis of accounting** – Method of accounting recognizing revenues when earned and expenses when incurred without regard to cash flow timing. [ORS 294.311(1)].

**Allocation** – The methodology with which funds pay for their share of support services including legal, human resources, financial services, payroll, and engineering services.

**Adopted budget** – Financial plan itemizing all resources and the use thereof adopted by the governing body. (ORS 294.456).

**Ad valorem tax** – Tax based on the assessed valuation of property. Property taxes are an ad valorem tax.

**Appropriation** – Authorization to spend a specific amount of money for a specific purpose during a budget period. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body. [ORS 294.311(3)].

**Approved budget** – The budget approved by the budget committee. The data from the approved budget is published in the Financial Summary in the local newspaper before the budget hearing. (ORS 294.406).

**Assessed valuation (AV)** – the taxable assessed value applied to real estate or other property by the county assessor or the state as a basis for levying taxes. This amount is multiplied by the tax rate to determine the total amount of property taxes to be imposed. It is the lesser of the property's maximum assessed value or real market value.

**Assessment date** – The date the real market value of property is set – January 1.

**Asset** – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**Assigned beginning balance** – the category established by GASB 54 to mean funds which are assigned for specific use by the governing body of the organization.

**Audit** – The annual review and appraisal of an entity's accounts and fiscal affairs conducted by an accountant under contract, or the Secretary of State, in accordance with Oregon budget law. (ORS 297.425).

**Audit report** – A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders, and regulations.

**Basis of accounting** – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

**Beginning net working capital** – Net resources less expenditures carried over to the following fiscal year and available for appropriation.

**Bond** – A written promise to pay a specified sum of money (face value or principal amount) at a specified date or dates in the future [maturity date(s)], together with periodic interest at a specified rate.

**Budget** – A written report showing the local government’s comprehensive financial plan. It must include a balanced statement of actual resource and expenditures during each of the last two years, or budget period, and estimated revenues and expenditures for the current and upcoming year or budget period. [ORS 294.311(4)].

**Budget Committee** – Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government. (ORS 294.414).

**Budget message** – A written explanation of the budget and the local government’s financial priorities. It is prepared and presented by the budget officer. (ORS 294.403).

**Budget Officer** – Person appointed by the governing body to assemble budget material and information and to prepare or supervise the preparation of the proposed budget. (ORS 294.331).

**Budget transfers** – Resources moved from one fund to finance activities in another fund. They are shown as “transfers out” in the originating fund and “transfers in” in the receiving fund.

**Capital budget** – A plan of proposed capital outlays and the means of financing them.

**Capital outlay** – An expenditure category encompassing all material and property expenditures of \$10,000 or greater, with an expected useful life exceeding one year. This includes, but is not limited to, expenses incurred in the purchase of land; the purchase, improvement, or repair of city facilities; or the acquisition or replacement of city equipment.

**Capital improvement plan** – An annual, updated plan of capital expenditures covering one or more budget periods for public facilities and infrastructure (buildings, streets, etc.) with estimated costs, sources of funding and timing of work.

**Capital project** – Those activities resulting in the acquisition or improvement of major capital items such as land, buildings, and city facilities.

**Capital fund** – A fund established to account for dedicated funds for a specific future capital expenditure.

**Cash basis** – System of accounting under which revenues are accounted for when received in cash and expenses are accounted for when paid. [ORS 294.311(7)].

**Contingency** – An expenditure classification for those resources reserved to fulfill unforeseen demands and expenditures.

**Contractual services** –A formal agreement or contract entered into with another party for services. Services obtained in this category usually include repairs, professional fees or services.

**Committed beginning balance** – the category established by GASB 54 to mean funds which are committed for specific use by the governing body of the organization.

**Community Development Department** – the city department that includes public works, engineering, airport and wastewater services.

**Community Development Block Grants (CDBG)** – Federal program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Within federal agency Housing and Urban Development (HUD).

**Community Emergency Response Team (CERT)** –Educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT operations are based with Yamhill County.

**Cost of Living Adjustment (CoLA)** – an escalator used to increase costs by an established metric to adjust for inflation. The City uses a CoLA for annual salary and wage scale increase as well as with certain fees and contracts.

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**Debt service** – Payment of interest and principal on an obligation resulting from the issuance of debt.

**Debt service fund** – A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**Depreciation** – The allocation of the cost of a capital asset over the estimated service life of the asset.

**Diversity, Equity and Inclusion (DEI)** – work related to diversity, equity, and inclusion, aligned with the City's strategic plan, Mactown 2032, to achieve culturally responsive service delivery, programming, and communication strategies.

**Employee benefits** – Social security; medicare; PERS retirement; group health, dental and life insurance; workers' compensation; section 125 plans; unemployment; and health savings plan.

**Enterprise funds** – Funds established to account for activities financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

**Expenditure** – A liability incurred for personnel, materials & services, debt service, capital outlay, or other requirements during a budgetary period.

**Expense** – Outflow or other use of assets or incurrence of liabilities (or combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing, major or central operations.

**Fiscal year (FY)** – A 12-month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operation. The City's fiscal year is July 1st through June 30th.

**Full faith and credit obligations (FFCO)** – debt backed by the full faith, credit of the government, including the general fund.

**Full time equivalent (FTE)** – One FTE is the equivalent of one employee who works 40 hours per week on average. A .50 FTE equals one employee who averages 20 hours per week of work. Two people working 20 hours per week equal one FTE.

**Fund** – A fund is a fiscal and accounting entity with a self-balancing set of accounts, recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund balance** – The balance remaining in a fund after expenditures have been subtracted from resources.

**Fund type** – One of eleven fund types in general categories including general fund, special revenue, debt service, capital projects, permanent funds, enterprise, internal service, pension trust, investment trust, private purpose trust, and agency funds. [GAAFR 26/27]. Descriptions of all the City's funds and respective fund types are found in the Financial Overview section of the budget document.

**General Fund** – A fund established for the purpose of accounting for all financial resources and liabilities of the governmental entity except those required to be accounted for in other funds by special regulation, restrictions, or limitations.

**General obligation (GO) bonds** – A bond backed by the full faith, credit, and taxing power of the government. GO bonds must be approved by the voters.

**Generally accepted accounting principles (GAAP)** – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines or general application, but also detailed practices and procedures.

**Governmental accounting** – The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments.

**Governing body** – County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit.

**Grants** – Contributions or gifts of cash or other assets.

**Indirect service** – Allocated costs of general administrative departments that are required to manage the city and provide support to all funds.

**Infrastructure** – Facilities on which the continuance and growth of a community depend, such as roads, bridges, and drainage system.

**Interfund loan** – Loans made from one fund to another (ORS 294.468). The City has used interfund borrowing to fund capital needs at a lower interest rate and transactional cost of borrowing.

**Internal service funds** – Funds established to account for any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. (ORS 294.343). The City has two that provide Information Services and Insurance Services to the organization.

**Kids on the Block (KOB)** – An after-school enrichment program currently managed by the City Parks and Recreation Department.

**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 but is excluded from the calculation of the City's operating reserve level.

**Levy** – The amount of ad valorem tax certified by a local government for the support of governmental activities.

**Liabilities** – Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future.

**Local option tax** – Taxing authority (voter-approved by a double majority, except in even numbered years) that is in addition to taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless designated for a capital project, in which case they are limited to the useful life of the project or 10 years, whichever is less.

**MacTown 2032** – City's strategic plan which articulates its *vision* – a collaborative and caring city inspiring an exceptional quality of life, *mission* – delivering high-quality services in collaboration with partners for a prosperous, safe and livable community, and *values* – stewardship, equity, courage and accountability. The plan, issued in January 2019 after an interactive process that included over 100 community members, local organizations and 1,000 survey takers, lays out community defined strategic priorities that will ground the work of the City for the next 15 or more years.

**Materials and services** – An expenditure category encompassing non-capital, non- personnel expenditures. These include expenses for travel and training, operational and program needs, and contracted services.

**Maximum assessed value (MAV)** – The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of three percent per year on existing property. The three percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

**Modified accrual basis of accounting** – A basis of accounting where revenues are recognized when they are both measurable and available and expenditures are recognized at a time when liability is incurred pursuant to appropriation authority.

**Non-spendable beginning balance** – the category established by GASB 54 to mean funds which are unable to be spent in the fiscal year; City of McMinnville non-spendable items are pre-paid expenses.

**Operating budget** – That portion of an annual budget that applies to non-capital projects, non-capital outlays, transfers, contingency and unappropriated ending fund balance. The combined categories of personnel services and materials and services can be combined to provide the operating budget.

**Ordinance** – A formal legislative enactment by the governing body. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the jurisdiction.

**Oregon revised statutes (ORS)** – The set of laws established by a vote of the people or the Oregon State legislature.

**Part time plus employees** – Employees that work 20 hours or more a week, compensated on an hourly basis, with a limited range of fringe benefits.

**Personnel services** – An expenditure classification encompassing all expenditures relating to employees. This includes union and non-union labor costs, employee benefits, and payroll tax expenses.

**Permanent tax rate** – The maximum rate of ad valorem property taxes that a local government can impose exclusive of other voter approved levies. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. The City's permanent rate is \$5.02 per \$1,000 taxable assessed value.

**Program** – A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the governmental entity is responsible (sub-unit or categories or functional areas).

**Program budget** – A method of budgeting whereby resources are allocated to the functions or activities rather than to specific items of cost. Services are broken down into identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives.

**Public Employee Retirement System (PERS)** – State government, public schools, community colleges, and many local governments (cities, counties, and special districts) participate in PERS. Approximately 900 public employers, covering about 95 percent of all public employees in Oregon. The City contributes the employer rate (changes each biennia) and the employee's rate (the 6% pick up).

**Publication** – Public notice given by publication in a newspaper of general circulation within the boundaries of the local government.

**Real market value (RMV)** – The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

**Reserve** – The City of McMinnville calculates its reserve as the sum of contingencies and unappropriated, unrestricted ending fund balance. The City Reserve Policy states that all funds (with a few specified exceptions) must budget to achieve an ending fund balance of two month's worth of operating expenses (Personnel Services and Materials and Services). The General Fund has a five year plan to rebuild its reserve to this target level (by FY2025-26).

**Resolution** – A formal order of a governing body; of lower legal status than an ordinance.

**Resources** – Total amounts available for appropriation including estimated revenues, transfers in and beginning net working capital.

**Restricted beginning balance** – the category established by GASB 54 to mean funds which are committed for specific use by contract, law or grant agreement.

**Revenue** – Receipts for the fiscal year including transfers and excluding beginning net working capital. The major categories of revenue include taxes, intergovernmental revenues, grants, charges for services, interest and rents, fines and forfeitures, other revenues and transfers in.

**Revised budget** – A budget which includes all changes made to the original adopted budget as a result of budget adjustments and the supplemental budget process.



**Special revenue funds** – Funds used to account for receipts from revenue sources that are legally restricted or otherwise designated for special projects.

**Supplemental budget** – A financial plan prepared to meet unexpected needs or to spend resources not anticipated when the original budget was adopted. It cannot be used to authorize a tax.

**System development charge (SDC)** – A fee paid at the time a permit is issued which is restricted to projects which will mitigate the impact on a specific service.

**Tax levy** – The total amount eligible to be raised by general property taxes.

**Tax rate** – The amount of tax levied for each \$1,000 of assessed valuation. The tax rate is multiplied by the assessed valuation to determine the tax imposed.

**Transfers** – Legally authorized interfund transfers of resources from one fund to another fund.

**Transient Lodging Tax (TLT)** – a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging. ORS 320.300(4). The City's tax rate is 10% of rental income. The law requires a minimum of 70% of revenues to be spent on tourism. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT collected and the remaining 30% is transferred to the General Fund.

**Unappropriated ending fund balance** – A classification for those resource amounts not appropriated for any purpose and reserved for ensuing fiscal years. This may include specific reserves for buildings or equipment or may be generally reserved funds for no specific purpose.

**Urban Renewal District** – a district is activated when the city or county governing body declares by ordinance that a blighted area exists in the city or county and there is a need for an urban renewal agency (URA) to function in the area. The City of McMinnville Urban Renewal Agency is an example of a URA.

**User fees** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**Voluntary Employees Beneficiary Association plan (VEBA)** – An employer-sponsored trust used to help employees pay for qualified medical expenses. All benefits eligible employees have a V EBA plan as part of their benefit package.