

EST.  1856

# City of McMinnville Oregon

2022 - 2023

PROPOSED BUDGET





# 2022-2023 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:

Virginia Ernst  
Debbie Harmon Ferry  
Cherry Haas  
Jerry Hart  
Meredith Maxfield  
Wendy Phoenix  
Alison Seiler

### City Manager

Jeffrey Towery

### Department Heads

Jenny Berg, Library Director  
Scott Burke, Information Systems Director  
Jennifer Cuellar, Finance Director  
Rich Leipfert, Fire Chief  
Susan Muir, Parks & Recreation Director  
Anne Pagano, Public Works Director  
Heather Richards, Planning Director  
Matt Scales, Police Chief



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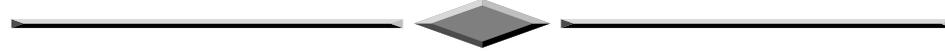
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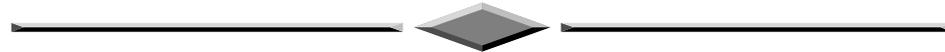
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# **BUDGET MESSAGE**



**City of McMinnville**  
**2022 – 2023**  
**Budget Message**

May, 2022

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

**I. INTRODUCTION**

*It is one of the paradoxes of success that the things and ways which got you there are seldom those things that keep you there.*

*~ Charles Handy*

In July, 2021, the City Council and Budget Committee began a series of Work Sessions and Meetings with the intent to build a shared understanding of the City's structural budget deficit (expenses consistently grow more rapidly than revenues), identification and ranking of the City's core serves, focused primarily on the General Fund, development of a long term strategy intended to better ensure that ongoing services, capital needs and stable reserves can be stabilized and adequately funded. In addition, priority projects and uses for American Rescue Plan Act (ARPA) funds were to be considered.

By October, the Budget Committee had made a series of recommendations and the Council had taken several actions to direct creation and implementation of a multi-faceted revenue strategy and approving 48 ARPA supported projects.

As of the publication of this document, the City Council had given initial direction to implement a combination of revenues intended primarily to fill the ongoing, persistent gap between revenue and expenses but had not yet passed the enabling resolutions

necessary to collect the revenue. As a result, it is possible that this document will be supplemented by an alternate recommended budget at the time the Budget Committee convenes to review and approve the City's Annual Operating Budget for FY 22-23. Depending on any actions taken between budget publication and Budget Committee meetings, the Budget Message will also be updated to reflect the final recommended 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.

***American Rescue Plan Act of 2021***

The City will receive approximately \$7.7 million in federal funds to help address the negative impacts of the COVID-19 Pandemic. The funds must be spent by December 31, 2024. 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. The City Council, Budget Committee, key partners and stakeholders and the community at large were involved in the process to identify and evaluate proposals for use of the funds. Ultimately, the Council decided to focus investment in three broad areas: efficiency measures that reduced annual carrying costs for the City, projects that would demonstrate visible investment in then community and innovative projects that would have significant long term community impacts. Those 48 projects are expected to use up to \$6.7 million of the City's allocation, leaving the opportunity to select additional projects later on.

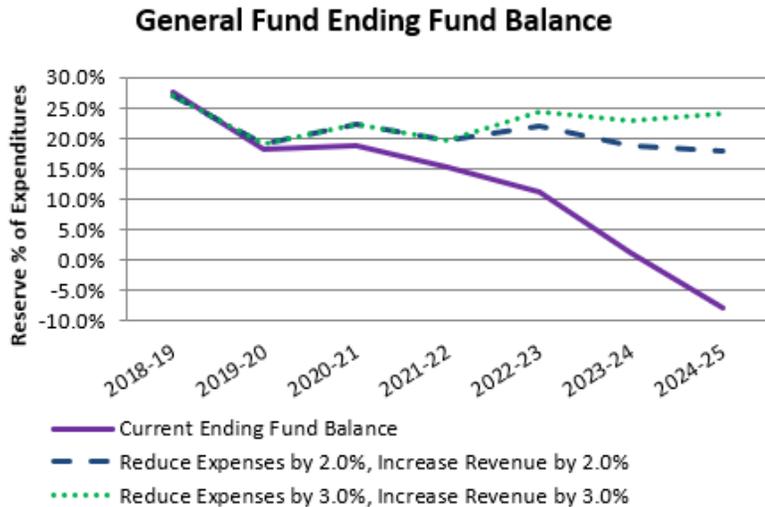
# City of McMinnville

## 2022 – 2023

### Budget Message

#### **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 FY21-22 Adopted Budget. The FY22-23 estimate for reserves is 1.25 months operating vs 0.97 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 FY2022-23 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, though the growth rate is trending down since its ten-year high in 2020. Taxable assessed value is projected to increase 2.66% in 2023 compared to 2022. For 2023, the estimated AV is \$3,185 million.

<u>Year</u>	<u>Taxable 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	3,102	3.82%
2023 Est	3,185	2.66%

**City of McMinnville**  
**2022 – 2023**  
**Budget Message**

**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 \$0.9035 per \$1,000 of assessed value is \$0.03 lower than 2020-21, a decline of almost 3% due to slightly lower debt service payments scheduled this year.

The total proposed City tax rate for fiscal year 2021-22 is estimated to be \$5.9235 per \$1,000 of assessed value (\$5.02 permanent rate plus \$0.9035 debt service tax rate), compared to \$5.9501 (\$5.02 permanent rate plus \$0.9301 debt service estimated tax rate) in 2021-22 a decrease of 0.45%.

An "estimated not to be received" collection factor of 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 35.7%.

**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 67% of the total expenditures in the General Fund budget.

Budgeted FY2022-23 personnel costs are up by \$2.3 million, or 9.77% relative the prior year. \$341,000, or 1.42% of the year over year increase, is due to added staffing capacity included for strengthening core services. \$337,000, or 1.40%, is added staff for grant funded positions. The balance of the higher costs for FY2022-23 is \$1.7 million, or 6.95% year over year increase, is due to the 4% Cost of Living Adjustment (CoLA) this year and increased cost of health insurance plans the last six months of the fiscal year (health insurance renewals range from 3.5% to 4%).

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 6.67%. Nevertheless, the budget includes a 4% CoLA, the contractual maximum of the fire contract and the existing police contract, applied to all staff. Bargaining has gotten underway with represented police department staff for their new contract year starting in FY2022-23 and final bargaining agreement changes which may occur have not been included in the proposed budget.

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.

**City of McMinnville**  
**2022 – 2023**  
**Budget Message**

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, in the current contract, 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 13% compared to FY2021-22.

Workers compensation rates are projected to be flat relative the FY2021-22 premiums budgeted as anticipate the City's experience modifier will be unchanged from 85% in the prior year. This experience modifier means the City's losses were approximately 15% better than the average for SAIF members.

- E. PERS.** City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS). The City's employer contributions represent 7.32% of total expenditures in the 2022-23 proposed budget. Total PERS costs are budgeted at \$6.0 million, an increase of 9% compared to the prior year. The increase is due to the organization-wide increase of gross payroll relative the amended FY2021-22 budget of \$1.7 million. This budget year is the second year in the biennial rates, so no PERS rate increase is at play. 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 will help 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 relative the prior biennial period 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' rates was seen 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 strategic plan within the city organization – 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.

# City of McMinnville

## 2022 – 2023

### Budget Message

#### 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

**City of McMinnville**  
**2022 – 2023**  
**Budget Message**

**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 “2022 – 2023 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**

*Thank you for showing us divisiveness in politics doesn't have to permeate all government and quiet competence can create stunning results in our communities.*

*~ Dan Heath*

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 2022 – 2023 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. 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.

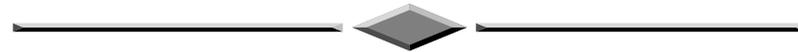
City of McMinnville  
2022 – 2023  
Budget Message

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 2022-23 budget.

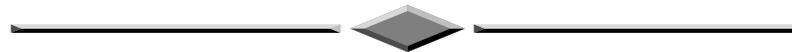
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey R. Towery". The signature is fluid and cursive, with a large initial "J" and "T".

Jeffrey R. Towery  
Budget Officer  
City Manager



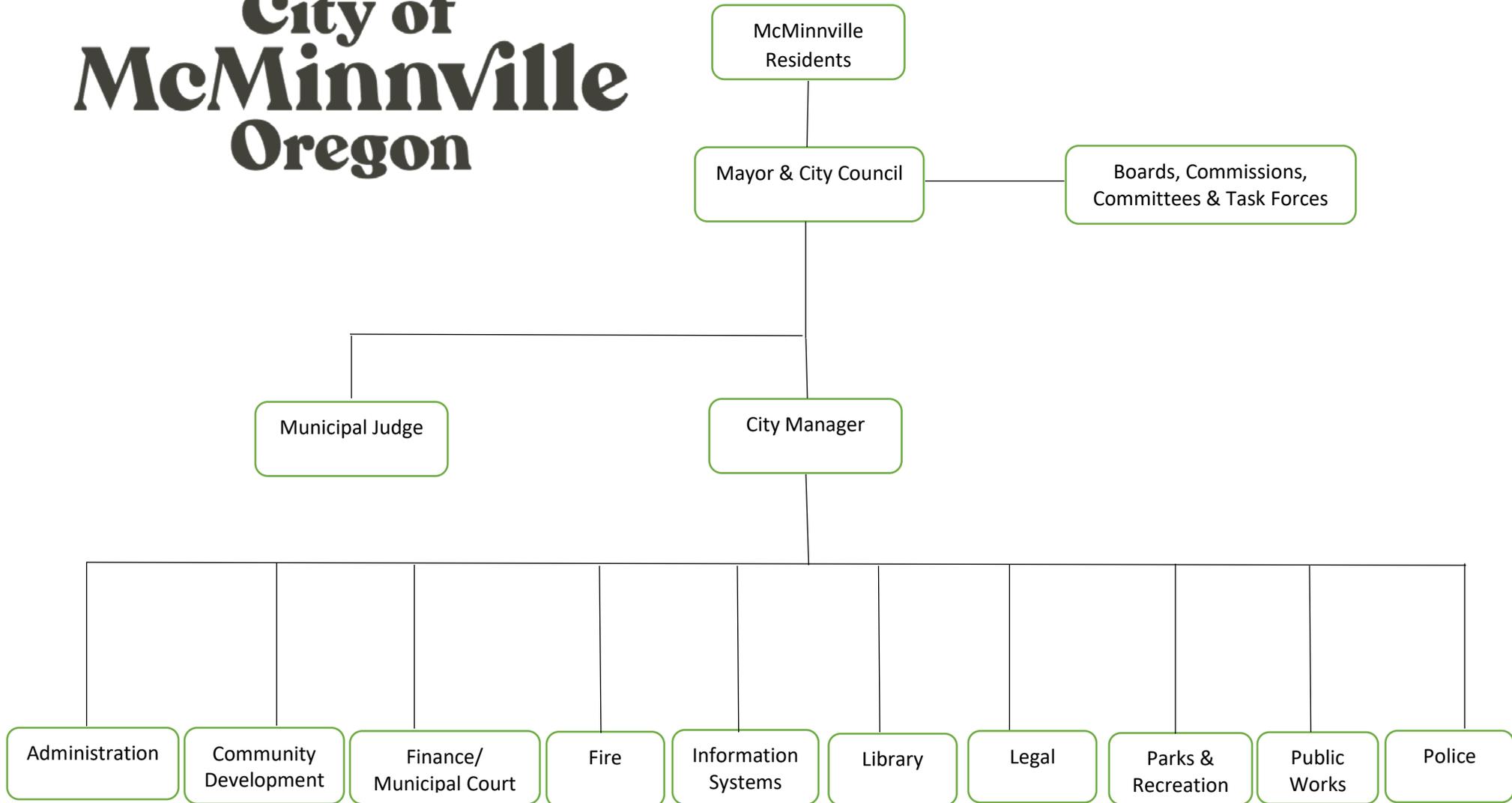
# CITY OVERVIEW



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

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# City of McMinnville Oregon





Note: Goals indicate the overarching mission-critical strategic initiatives from Mac-Town 2032, the City's strategic plan. Objectives indicate the agenda for working toward the goals for a specific fiscal year. Specific steps, outcomes and target dates are developed through Council action and departmental work plans. Arrow signifies 2021 Council Priority goals. Italicized goals indicate Organizational Development Goals.

**GOALS**

**OBJECTIVES**



**CITY GOVERNMENT CAPACITY**

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

- ❖ **Develop Internal and External Communication Strategies: Improve our communication structure internally and with the public**
  - **Develop and implement Branding Project**
  - *Develop & Implement a goal setting process for 2022 goals that is fully informed by financial realities*
  - *Implement quarterly progress review against goal scorecards and financial performance*
  - *Hold a minimum of four City Council Level 10 meetings to improve organizational effectiveness*
  - *Implement City Council quarterly team development opportunities outside of Council meetings*
  - **Maintenance of a current and effective City Council Master Issues List**
- ❖ **Right-Size Services: Address insufficient resources by finding new sustainable funding sources: Looking for ways to bring additional revenue into the City's general fund**
  - **Create strategic plan for \$2-3 million of new revenue streams**
  - *City Council approve the results of the core services analysis*
  - *Staff implement programs using approved core services tool*



**COMMUNITY SAFETY & RESILIENCY**

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

- ❖ **Identify a strategy for long-term increase in stable Public Safety Services**
  - **Complete and implement a Fire District analysis**
  - **Establish a formal Emergency Management Program**
- ❖ **Lead and plan for emergency preparedness**

- 
- *Appoint City representatives to sit on the County Emergency Council. June-Dec representatives attend each quarterly meetings*



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

- ❖ **Create and implement an environmental sustainability and/or a Climate Action Plan**
  - *Quarterly informational items related to Climate Impact distributed to City Council*
  - **Fund & Initiate 3 public facility plans: Transportation System Plan Wastewater Treatment Plan Stormwater Master Plan**
- ❖ **Strategically plan for short and long-term growth and development that will create enduring value for the community**
  - **Complete area plans identified in annual adopted work plan**



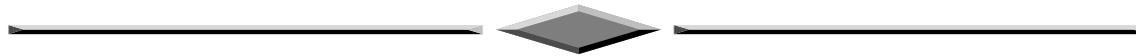
**ECONOMIC PROSPERITY** – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors

- ❖ **Accelerate growth in living wage jobs across a balanced array of industry sectors by supporting Stable Table partners**
  - **Secure funding for key planning and infrastructure projects such as:**
    - **Third Street Improvement design work**
    - **Innovation Center**

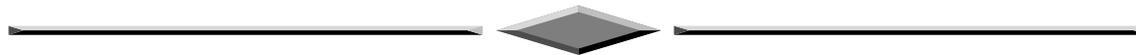


**ENGAGEMENT & INCLUSION** – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity

- ❖ **Develop inclusion plans City-wide and by Department**
  - **DEI Committee create a proposed workplan for Council approval August 2021**



# **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 2019-20 and 2020-21, estimates of fiscal year 2021-22 total activities and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2022-23.

### 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.

- In July 2021, a series of public meetings to address the City Council's annual goal set the month prior to "address insufficient resources by finding new sustainable funding sources" began, parallel to sessions on the status and prioritization of the city's core services.
- In October 2021, the Budget Committee recommended initiating a city services charge, in addition to looking at other options, including franchise fees. In November 2021, resolution 2021-55 was adopted, thus ratifying the City's intent to move forward with adding new resources to support the city's core services, deferred maintenance and new initiatives outlined in MacTown 2032.
- This budget was prepared based on Council feedback that new resources should be included for FY2022-23 as there was little support for balancing the budget by reducing current service levels, as had been done in the FY2021-22 budget cycle.
- In this unusual year, unfortunately, final Council decisions on the amount and mix of new resources to include have not been finalized at the time of publishing this proposed budget. In the period between drafting this balanced budget with its analysis and narratives in late April and the Budget Committee meetings in Mid-May, we hope to have firm guidance from Council. If needed, a companion document will be produced outlining any changes in resource type, amount and city service cost for examination by the budget committee and the public.

### 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.

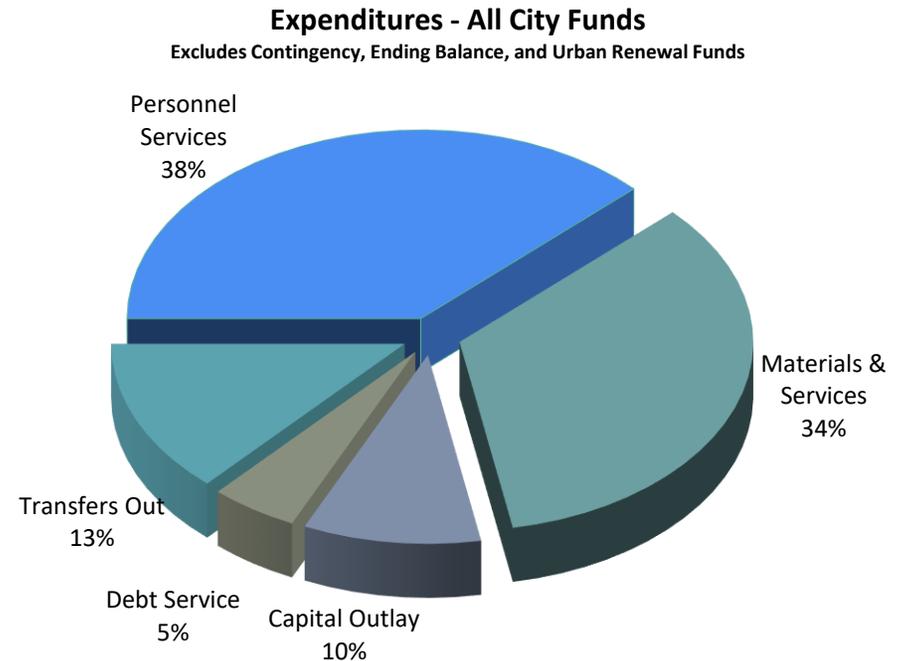
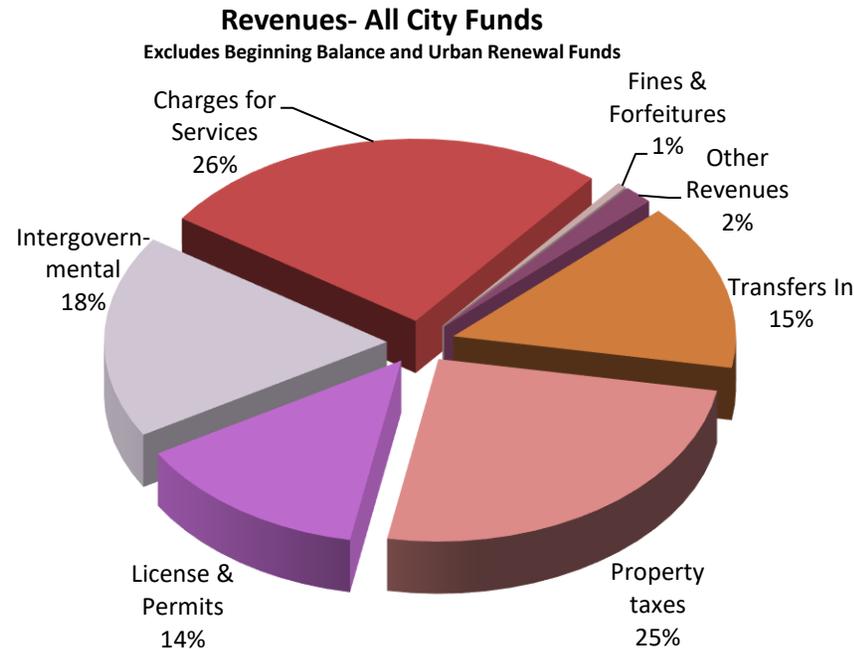
#### McMinnville Urban Renewal District

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 2022 – 2023 Proposed Budget

<b>RESOURCES – by Type</b>	
Beginning Balance	\$62,419,951
Property Taxes	18,789,800
License & Permits	10,163,300
Intergovernmental	13,469,488
Charges for Services	19,594,878
Fines & Forfeitures	393,700
Other Revenues	1,264,968
Transfers In	11,109,207
<b>Total Resources</b>	<b>\$137,205,292</b>

<b>REQUIREMENTS – by Classification</b>	
Personnel Services	\$31,085,618
Materials & Services	28,005,759
Capital Outlay	8,028,498
Debt Service	3,972,013
Transfers Out	10,869,421
Contingency	5,671,500
Ending Balance	49,572,483
<b>Total Requirements</b>	<b>\$137,205,292</b>



### **Resources for All City Funds:**

**Property Tax Revenue** -- \$18.8 million or 25% 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** -- \$19.6 million or 26% of all City revenues. Charges for Services are the largest source of all City revenues. Wastewater Services charges, ambulance transport fees, and Park & Recreation program fees constitute the majority of total Charges for Services.

**Intergovernmental Resources** -- \$13.5 million or 18% 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. This category of revenue has increased as it also includes American Rescue Plan Act (ARPA) federal funding to support recovery efforts from the pandemic and address revenue losses sustained during this unprecedented period.

**Licenses and Permits Revenue** -- \$10.2 million or 14% of all City revenues. Includes franchise fees, payment in lieu of tax, Transient Lodging Tax, local recreational marijuana tax and planning and building fees. This revenue type is up relative prior years as all new general fund sustainable resources are included in this category.

**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** -- \$11.1 million or 15% of all City revenues. Includes revenues from interfund reimbursements for support and engineering services, payments associated

with internal borrowing (including Urban Renewal), transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation and wastewater.

### **Expenditures for All City Funds:**

**Personnel Services Expenditures** -- \$31.1 million or 38% of total City expenditures. \$19.2 million of the Personnel Services expenditures total is for salaries and wages and \$11.9 million is for fringe benefits. Fringe benefits include PERS employer contributions, health insurance premiums, workers compensation premiums, payroll taxes, etc.

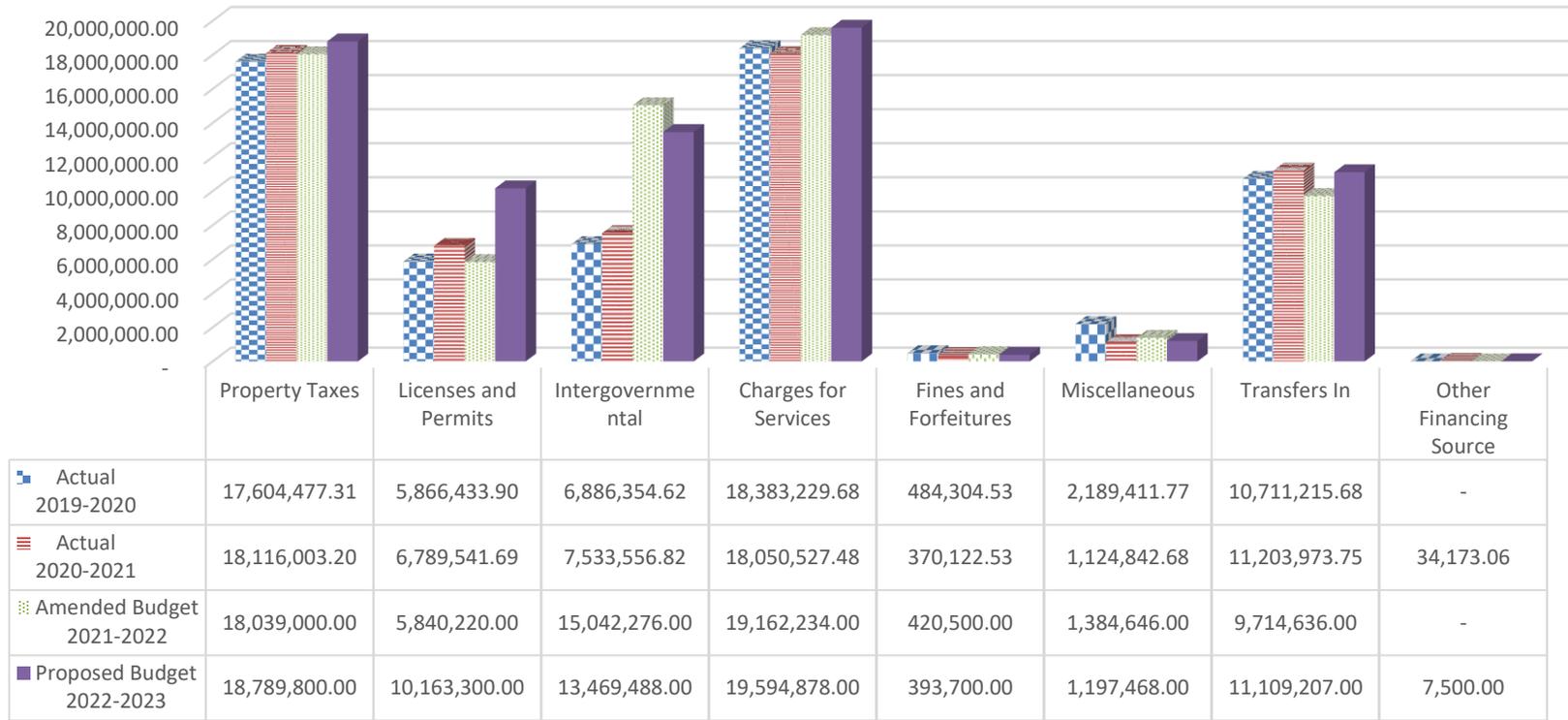
**Materials and Services Expenditures** -- \$28.0 million or 34% of total expenditures, including \$9.1 million for contractual services, utilities, equipment, building maintenance, program expenses, etc. in the General Fund; \$3.3 million for professional services expenditures for Wastewater Capital projects; \$3.0 million in operating costs in the Wastewater Services Fund; \$1.4 million in insurance premiums for general liability, property and workers compensation; and \$1.3 million for operational costs for street maintenance.

**Capital Outlay Expenditures** -- \$8.1 million or 10% of total expenditures, including \$5.0 for Wastewater Capital projects; \$1.8 million in general fund capital costs; \$1.3 million for airport improvements; and \$0.6 million for street improvement projects in the Transportation Fund.

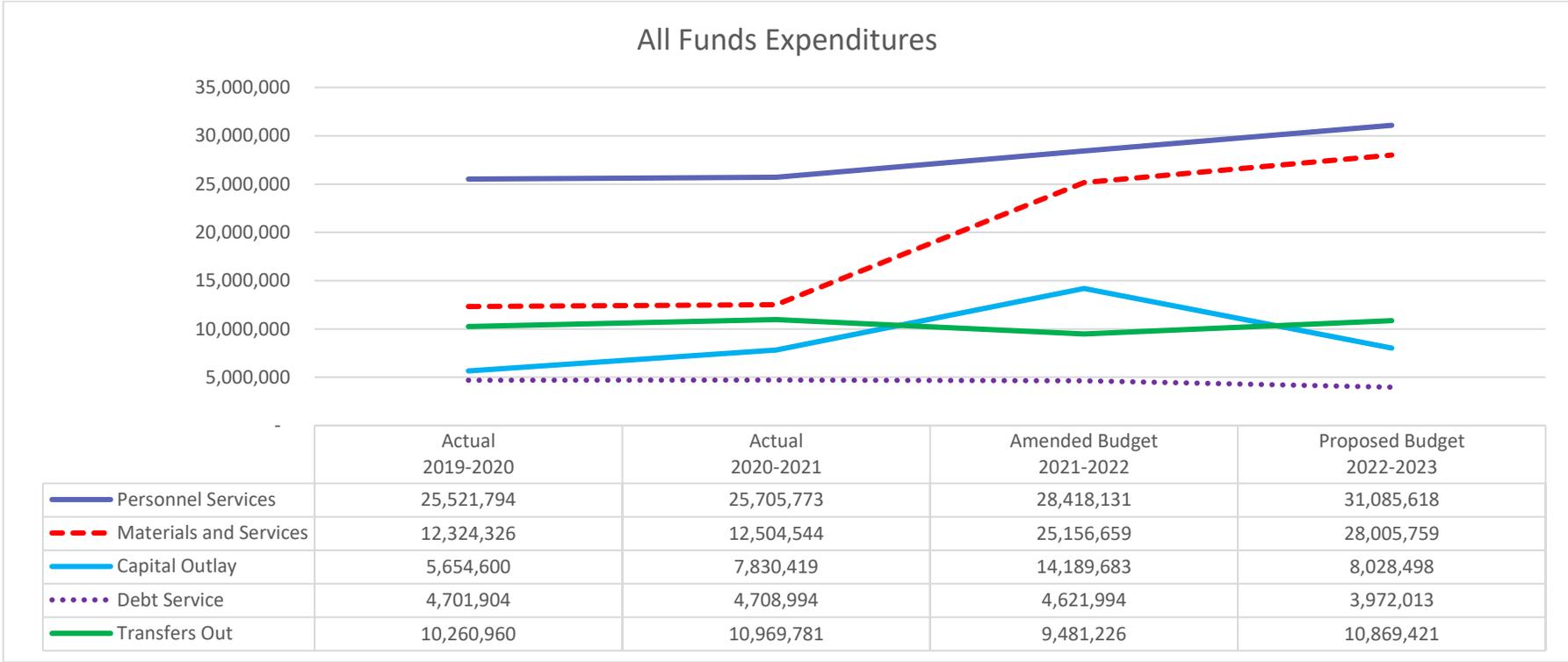
**Debt Service** -- Includes \$4.0 million for principal and interest payments on general obligation bonds, ODOT Dundee Bypass loan, PERS transition liability loan, fire vehicle loan, and loan for urban renewal capital projects.

**Transfers Out Expenditures**-- \$10.9 million or 13% of total expenditures (corresponds approximately to Transfers In Revenue). Primarily includes interfund charges for services, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation, street maintenance and wastewater capital projects.

### All Funds Revenues



The chart above shows **Resources** for all funds of the City, by category, from 2019-20 through the 2022-23 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 65% of all City resources have increased by 13% relative last year. The driver for the increase is the new sustainable resources included in the licenses and permits category. **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 \$6.2 million in user fees transferred from Wastewater Services to Wastewater Capital, \$0.8 million transferred to the Emergency Communications Fund for police, fire and ambulance dispatch, interfund reimbursement for services provided by support departments to operating departments and interfund loan activity between Wastewater Capital and the General Fund.



The chart above shows **Expenditures** for all funds of the City, by category, from 2019-20 through the 2022-23 proposed budget. **Personnel Services** expenditures, at 38% 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. The increase of 9% compared to the amended FY2021-22 budget reflects a 4% Colay increase across the workforce offset by \$391,000 in vacancy savings in the Police and Fire Departments. **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 FY2021-22 Amended Budget peak was principally due to planned capital infrastructure projects for the Wastewater utility's infrastructure. **Debt Service** payments are declining as the City pays off existing loans and has not brought on new debt in the last few years. **Transfers Out** track with Transfers In on the preceding page, the difference being repayment of the debt to the general fund from the urban renewal district (which has its own budget document) is a transfer in but there is no corresponding transfer out.

All City Resources by Fund						
	Actual 2019-2020	Actual 2020-2021	Amended Budget 2021-2022	Proposed Budget 2022-2023	\$ Change 2021-2022 versus 2022-2023	% Change 2021-2022 versus 2022-2023
<b>Resources</b>						
General Fund	28,559,007	29,935,924	30,327,836	38,826,803	8,498,967	28.02%
Grants & Special Assessment	71,186	418,876	7,468,050	3,539,850	(3,928,200)	-52.60%
Transient Lodging Tax	1,067,050	1,125,410	1,199,200	1,680,200	481,000	40.11%
Telecommunications	243,016	246,079	248,020	252,225	4,205	1.70%
Emergency Communications	943,162	947,154	866,080	869,270	3,190	0.37%
Street	2,419,085	2,623,999	2,626,066	2,767,523	141,457	5.39%
Airport	1,198,313	405,840	1,923,309	708,000	(1,215,309)	-63.19%
Transportation	1,764,656	2,298,569	835,248	1,091,248	256,000	30.65%
Park Development	999,075	277,435	330,308	407,500	77,192	23.37%
Debt Service	3,622,044	3,674,813	2,781,000	2,875,800	94,800	3.41%
Building	910,970	801,090	600,008	642,736	42,728	7.12%
Wastewater Services	10,515,066	11,031,424	10,902,367	10,899,510	(2,857)	-0.03%
Wastewater Capital	7,401,965	6,968,026	6,812,529	7,099,998	287,469	4.22%
Ambulance	-	-	-	-	-	0.00%
Information Systems & Services	1,199,489	1,240,789	1,312,300	1,699,478	387,178	29.50%
Insurance Services	1,266,872	1,281,562	1,431,191	1,425,200	(5,991)	-0.42%
<b>Total Resources</b>	<b>62,180,957</b>	<b>63,276,988</b>	<b>69,663,512</b>	<b>74,785,341</b>	<b>5,121,829</b>	<b>7.35%</b>

The table above shows historical trends for all **Resources** of the City, by fund, for 2019-20 through the 2022-23 proposed budget. The two columns on the right compare the 2021-22 amended budget and 2022-23 proposed budget, showing the change by dollar amount and by percentage. In eight of the funds, the percentage change is less than 6%, reflecting the consistency of revenue in these budgets. The increase in General Fund is significant, due to new sustainable resources being included in the proposed budget. For Special Revenue Funds (**Grants and 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. However, as supplemental budgets are issued for federally funded American Rescue Plan Act (ARPA) projects, the revenue and expense will be moved to the fund executing the project. 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 2019-2020	Actual 2020-2021	Amended Budget 2021-2022	Proposed Budget 2022-2023	\$\$ Change 2021-2022 versus 2022-2023	% Change 2021-2022 versus 2022-2023
<b>Requirements</b>						
General Fund	29,472,061	29,760,235	32,765,469	39,422,915	6,657,446	20.32%
Grants & Special Assessment	76,566	424,786	7,474,801	5,269,470	(2,205,331)	-29.50%
Transient Lodging Tax	1,329,535	1,125,171	1,199,200	1,680,200	481,000	40.11%
Telecommunications	242,970	246,057	248,000	252,200	4,200	1.69%
Emergency Communications	1,006,282	947,834	877,609	902,359	24,750	2.82%
Street	2,734,435	2,618,943	2,666,789	3,242,435	575,646	21.59%
Airport	601,619	415,914	1,856,494	802,772	(1,053,722)	-56.76%
Transportation	1,660,381	5,171,114	1,399,501	1,464,498	64,997	4.64%
Park Development	739,682	61,371	70,606	299,260	228,654	323.84%
Debt Service	3,740,450	3,734,950	3,634,900	3,002,150	(632,750)	-17.41%
Building	678,748	646,154	770,566	832,626	62,060	8.05%
Wastewater Services	9,738,611	10,795,731	11,328,177	12,269,996	941,819	8.31%
Wastewater Capital	3,717,250	2,981,176	14,607,899	9,160,278	(5,447,621)	-37.29%
Ambulance	174,483	-	-	-	-	-
Information Systems & Services	1,187,463	1,287,055	1,307,549	1,699,278	391,729	29.96%
Insurance Services	1,595,112	1,780,551	1,660,133	1,660,872	739	0.04%
<b>Total Requirements</b>	<b>58,695,648</b>	<b>61,997,042</b>	<b>81,867,693</b>	<b>81,961,309</b>	<b>93,616</b>	<b>0.11%</b>

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2019-20 through the 2022-23 proposed budget. The two columns on the right compare the 2021-22 amended budget and 2022-23 proposed budget, showing the change by dollar amount and by percentage. For expenses, six of fifteen funds have a percentage change of less than 9%. **General Fund** increase is 20.3% due to year over year increases in current operational cost; deferred maintenance and capital replacement; investments in select core service delivery areas; and expenses associated with one-time grant funds. In four funds there are substantial decreases, representing fewer capital projects slated for the current year in the **Wastewater** and **Airport Funds**, differences in how the ARPA revenue is reflected in the **Grants and Special Assessment** fund, and a reduction in debt service commitment payments. Moving in the other direction, the **Information Systems and Services Fund** increased due to more capital project work next year. The increase in **Transient Lodging** (TLT) cost reflects the rebounding travel and leisure sector activities anticipated next fiscal year. The **Park Development Fund** increase is associated with master planning activities getting underway next year. The **Street Fund** increase is driven by higher costs for engineering services and contract street maintenance. The **Ambulance Fund** continues flat at 0 due to its closure in FY2019-20, with life safety and ambulance services incorporated into the Fire Department in the General Fund.

## **All Funds – Budget Highlights for 2022-23 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 Covid-19 pandemic’s impact on tourism.

**Street Fund** – The pandemic did affect the reserve levels of the Street fund but revenues are anticipated to normalize both through the current year and into the next fiscal year. Accordingly, an increase in street maintenance expenditures is planned for FY2022-23.

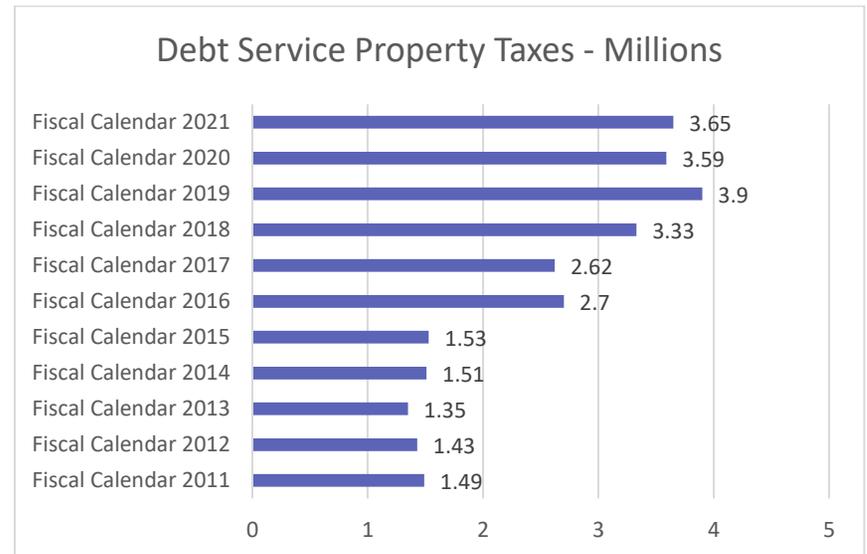
**Airport Maintenance Fund** – Compared to the last three years, the 2022-23 proposed budget includes some project activity, though not as much as the Apron improvement project meant for the FY2021-22 budget. From 2016-17 through 2021-22, the City will have completed over \$9 million in construction 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 2022-23 year, with less than \$120,000 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. An update to the master plan is budgeted for FY2022-23.

**Debt Service Fund** – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$19.7 million in GO bonded debt outstanding issued for construction of the Police Station and Civic Hall, and major street improvements. The bonded debt will be fully paid in 2027 and 2033 respectively. The FY2022-23 property tax levy for debt service is \$2.9 million for an approximate tax rate of \$0.9305 per \$1,000 of assessed value, down 2.6% from the prior year due to the small decline in amortized debt service payments scheduled for next year. 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 \$6.2 million to be transferred to the Wastewater Capital Fund for major projects. Because of the planned increase in franchise fees paid by the utility to the general fund as part of the sustainable resources initiatives to support core city services paid for from that governmental fund, franchise fee expense has doubled relative FY2021-22.

**Wastewater Capital Fund** – The 2022-23 proposed budget includes \$6.4 million for design and construction of two major projects and sewer rehabilitation and reconstruction projects at various locations to address inflow and infiltration.

**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 2022-23 proposed budget includes \$80,000 in American Rescue Plan Act projects, \$1.0 million for computer charges, with \$585,000 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 prior years, transfers to reimburse departments for a substantial fund balance accumulation were made totaling over \$900,000. Neither

FY2021-22 or FY2022-23 no transfer will be made though the fund will continue to pay for the cost of the human resources manager. At the end of the 2022-23 fiscal year, the estimated reserve in the Insurance Services Fund will be \$230,000.

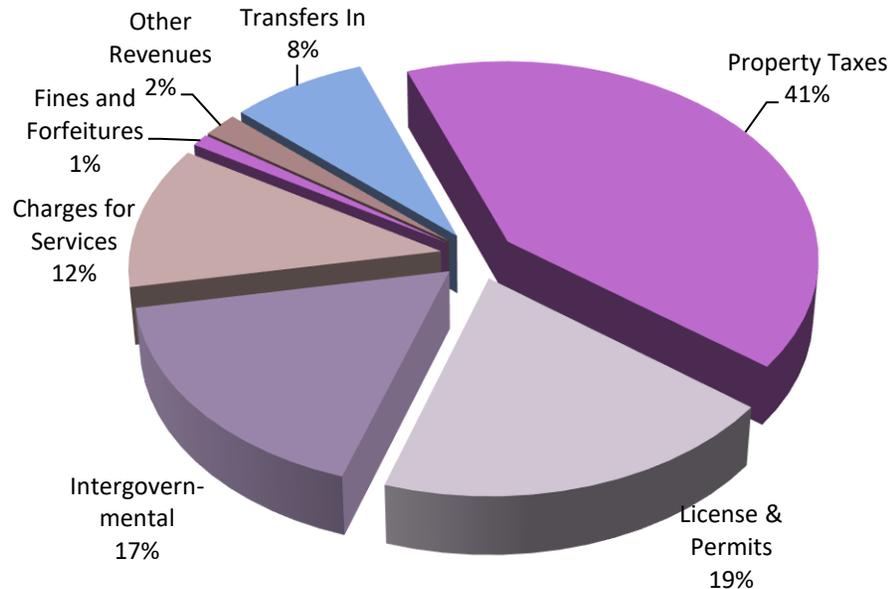
For more information on All Funds of the City, please refer to the **Budget Summaries**, included with every Fund. Budget Summaries contain valuable information, including Budget Highlights, Future Challenges and Opportunities, Cost and FTE (i.e., employee position) Summaries.

## GENERAL FUND 2022 – 2023 Proposed Budget

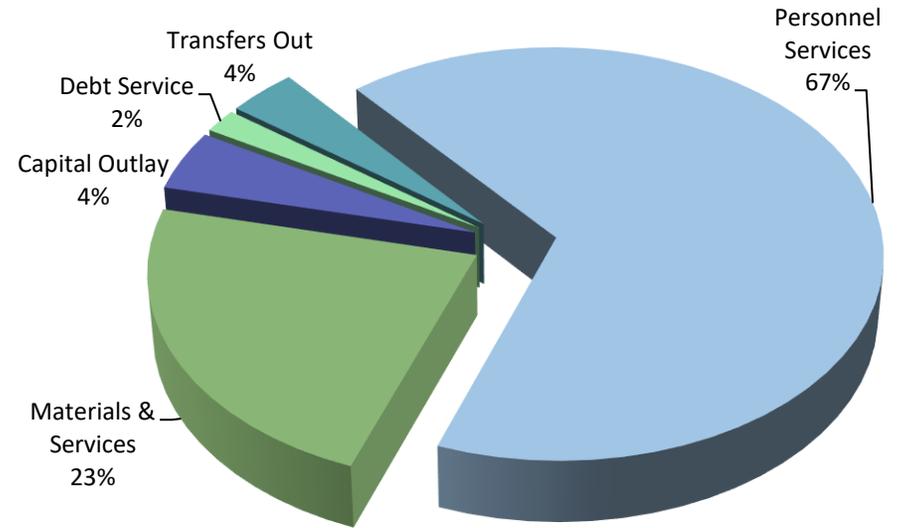
<b>GENERAL FUND RESOURCES – by Type</b>	
Beginning Balance	\$5,159,365
Property Taxes	15,930,000
License & Permits	7,577,450
Intergovernmental	6,645,440
Charges for Services	4,523,672
Fines and Forfeitures	393,700
Other Revenues	764,793
Transfers In	2,991,748
<b>Total Resources</b>	<b>\$43,986,168</b>

<b>GENERAL FUND REQUIREMENTS – by Classification</b>	
Personnel Services	\$26,309,853
Materials & Services	9,057,224
Capital Outlay	1,846,077
Debt Services	731,442
Transfers Out	1,478,319
Contingency	1,000,000
Ending Balance	3,563,253
<b>Total Requirements</b>	<b>\$43,986,168</b>

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

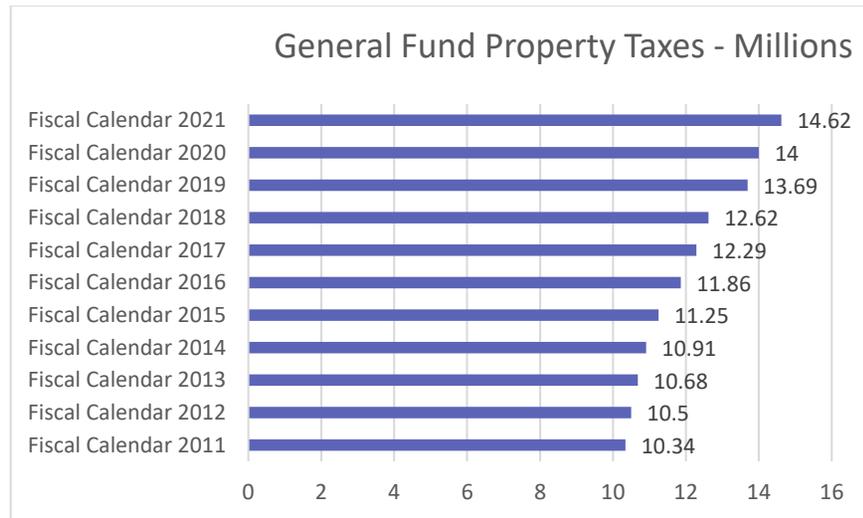


**General Fund Expenditures - By Classification**  
Excludes Contingency and Ending Balance



**General Fund Resources:**

**Property Taxes** – Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2022-23 proposed budget projects \$15.9 million in current operating property tax revenues. Property taxes are 41% of all General Fund revenues.



**Licenses and Permits Revenue** – \$7.6 million or 19% of General Fund revenues. This category of revenue contains the new sustainable resources included in this budget. Included in this total are franchise fees collected by telephone, gas, garbage collection providers; municipal wastewater and a proposed new water franchise fee; 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 the electric customers of the City’s component unit, McMinnville Water & Light, accounting for 56% of all Licenses and Permits revenue.

**Intergovernmental** – \$6.6 million or 17% 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 the covid-19 pandemic are also included here.

**Charges for Services Revenue** – \$4.5 million or 12 % 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, and youth and adult recreational sports.

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

**Transfers In** – \$3.0 million or 8% 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. Finally, \$672,000 in internal fund borrowing from Wastewater Capital Fund to purchase Police, Fire and Engineering vehicles and equipment are included as a transfer.

**General Fund Expenditures:**

**Personnel Services Expenditures** – \$26.3 million or 67% of total General Fund expenditures. Public safety (Police, Fire, and Municipal Court combined) account for \$17.0 million of total General Fund Personnel Services. The investment in public safety represents 65% of the staffing costs in the General Fund and 107 of the 190 full time equivalents (or 56% of the workforce) included in the proposed budget. Cost of living salary adjustments, PERS employer contribution rates,

and health insurance premiums are the most significant factors that impact personnel services costs. In FY2022-23, personnel cost reduction measures include budgeting vacancy savings of \$391,000 in Police and Fire.

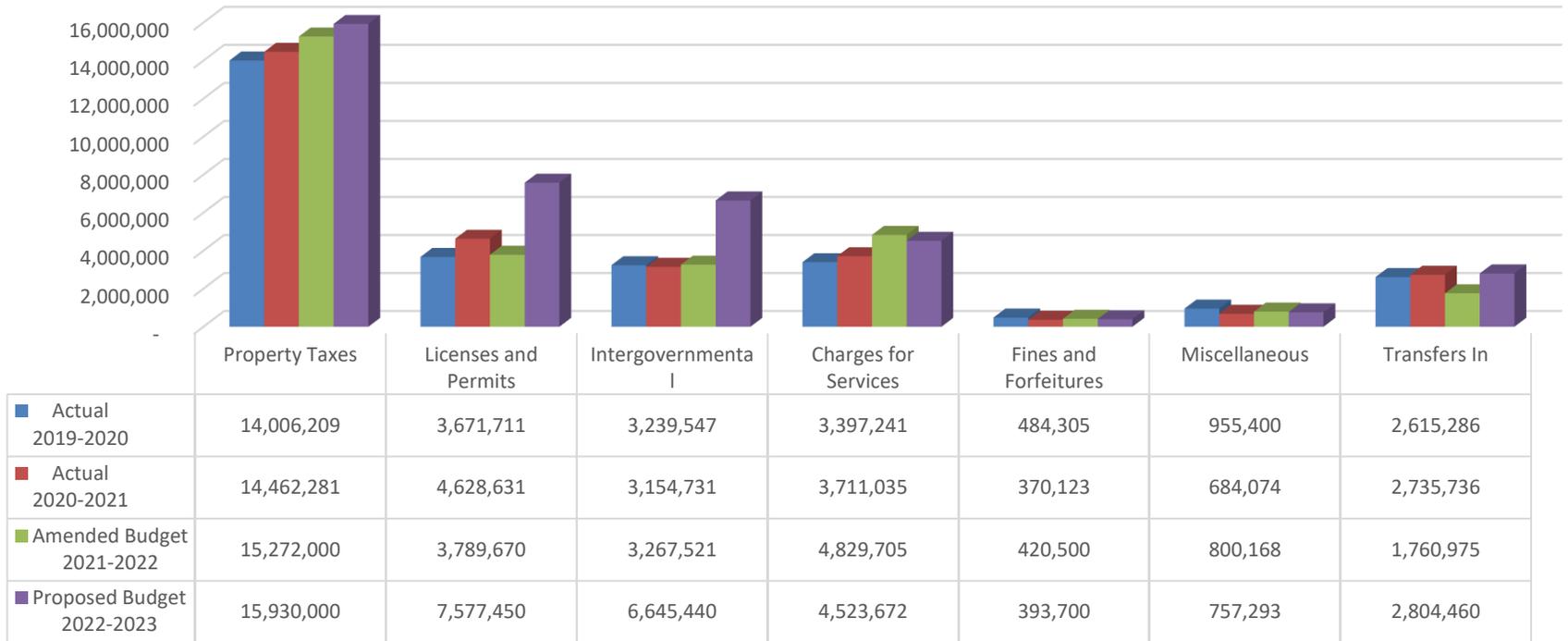
**Materials and Services Expenditures** – \$9.0 million or 23% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 40% of total Materials and Services costs; Parks & Recreation, Park Maintenance, and Library are 23% of total Materials & Services. General Government costs make up the rest: 16% for grant funded activities and 21% for general operating costs. 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 2022-23 proposed budget are \$1.8 million, with 79% of that amount budgeted for grant funded Fire Department vehicles and equipment, Police Department equipment and Library building improvements. The balance is spent on limited capital building improvements, technology and vehicle 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 4% of General Fund expenditures. Includes a transfer to the Emergency Communications Fund for emergency dispatch services.

### General Funds Revenues



The chart above shows historical trends for General Fund **Resources**, by category, from 2019-20 through the 2022-23 proposed budget. **Property Taxes** (41% of all General Fund revenues in 2022-23) 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; the sustainable resources project has added revenue in this category, doubling its level in FY2022-23. **Intergovernmental** revenues include 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. **Transfers In** represent reimbursements from other funds for services provided by the General Fund; its increase for next year is primarily driven by internal borrowing of \$672,000 for capital equipment replacement. **Fines and Forfeitures** revenue is predominantly generated by the Municipal Court. **Miscellaneous** revenues include interest income and other small sources.

General Fund Expenditures - By Department

	Actual 2019-2020	Actual 2020-2021	Amended Budget 2021-2022	Proposed Budget 2022-2023	\$\$ Change 2021-2022 versus 2022- 2023	% Change 2021-2022 versus 2022- 2023
<b>Requirements</b>						
Administration	1,489,257	1,323,691	1,646,287	2,266,509	620,222	37.67%
Finance	651,338	627,950	737,373	983,629	246,256	33.40%
Engineering	952,835	895,215	1,007,065	1,238,639	231,574	22.99%
Planning	1,104,533	1,320,677	1,388,331	3,152,831	1,764,500	127.10%
Police	8,636,846	8,872,778	9,290,101	10,415,538	1,125,437	12.11%
Municipal Court	526,046	546,928	522,412	634,535	112,123	21.46%
Fire	8,505,443	8,930,829	9,428,638	11,148,411	1,719,773	18.24%
Parks & Recreation	2,639,230	1,987,677	3,215,435	3,015,800	(199,635)	-6.21%
Park Maintenance	1,313,861	1,330,573	1,409,913	1,837,611	427,698	30.34%
Library	1,749,014	1,746,641	2,048,105	2,653,024	604,919	29.54%
<b>Total Expenditures</b>	<b>27,568,404</b>	<b>27,582,959</b>	<b>30,693,660</b>	<b>37,346,527</b>	<b>6,652,867</b>	<b>21.68%</b>
General Fund Full Time Equivalent (FTE)	191.57	193.06	190.23	190		

The table above shows historical trends for General Fund **Expenditures**, by Department, from 2019-20 through the 2022-23 proposed budget. The two columns on the right compare the 2021-22 amended budget and 2022-23 proposed budget, showing the change by dollar amount and by percentage. Fluctuations in departmental expenditures are typically due to changes in **Personnel Services** costs (67% of total General Fund expenditures in 2022-23 budget) or, in some departments, by **Materials & Services** costs (23% 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. Every department is increasing relative FY21-22 except Parks and Recreation which has reduced costs by outsourcing of after school programming and generalized reduction of temporary staff. Increases in Administration, Finance, Planning, Municipal Court, Fire, Park Maintenance and Library are driven to added staffing, some funded by grants (Finance, Planning, Municipal Court), new Medicaid reimbursements (Fire), others by core services investments (Admin, Park Maintenance, Library). Administration also has \$220,000 in water as placeholder for costs associated with the City paying its water bills with the advent of the water franchise fee and \$207,000 in higher costs for facility maintenance and computer equipment next year of the current year. Engineering's increase is due to anticipated full staffing after a year of staffing transitions. Planning also includes \$1.4 million in grant funded professional services. Library and Park Maintenance increases also include M&S core service investment dollars and support for capital improvements in parks and the library building. Generalized year over year increases in travel and education budgets that had been reduced in the FY2021-22 austerity budget actions and for fuel costs are also factors in the increased budgets for FY2022-23.

**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 \$22.2 million or 56% 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 \$23.0 million.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$7.5 million or 19% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe environment.

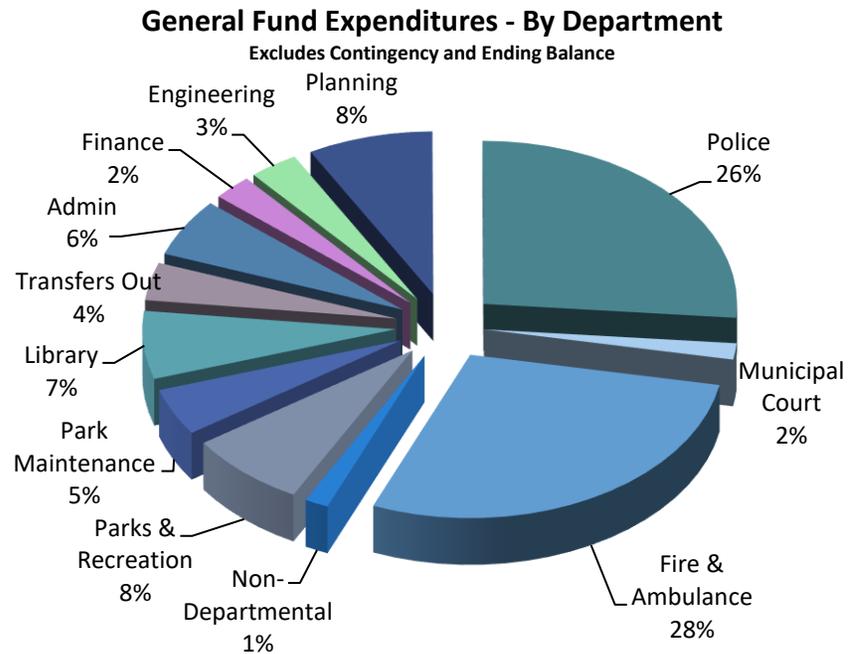
\$3.25 million or 8% of General Fund expenditures are for support services (Administration, Finance)

Engineering and Planning (which includes economic development programming) total \$4.4 million, accounting for 11% of General Fund outlays in FY2022-23.

\$1.5 million or 4% 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, information on MacTown 2032, Future



Challenges and Opportunities, a Department Cost Summary that includes the amount the department draws from unrestricted resources, 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:**

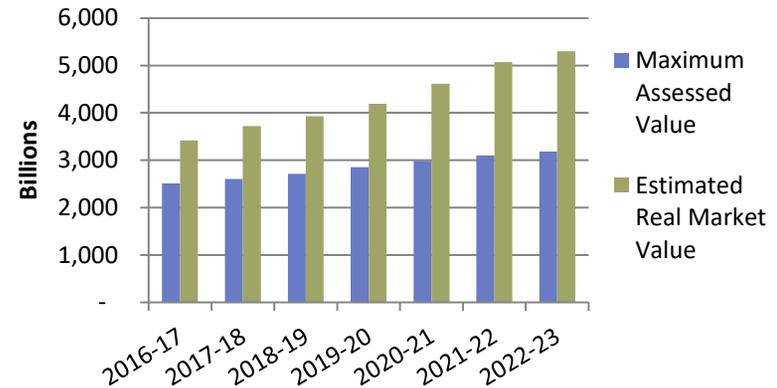
Local, regional, and national economic trends can all affect the City of McMinnville’s budget. For example, interest rates have an impact on the construction industry, which in turn affects the City’s assessed values and property tax revenue. Oregon PERS invests a substantial portion of its portfolio 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 FY22-23 estimated AV would result in approximately \$159,000 in general property tax revenue. In the 2022-23 proposed budget, general property tax revenue is \$15.9 million.

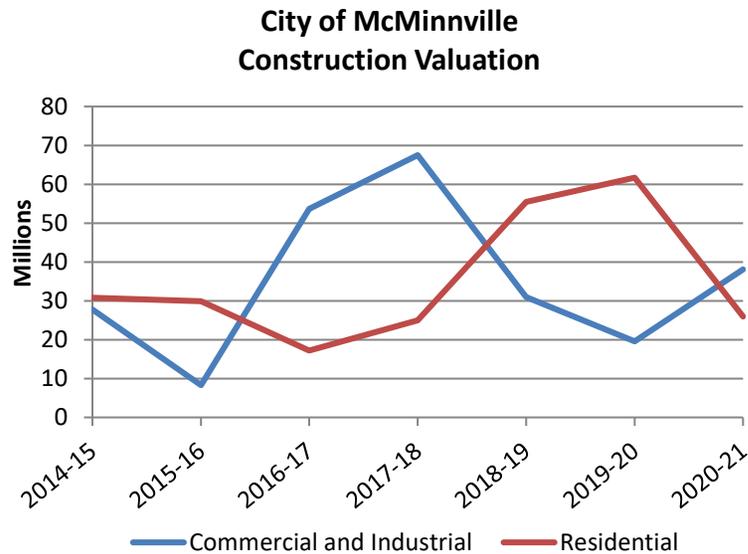
**Assessed and Estimated Real Market Value of Property**



The graph above shows historical trends for the City’s assessed value (AV) and real market value (RMV) from 2016-17 through 2022-23. Numbers for 2016-17 through 2021-22 are actual numbers obtained from the Yamhill County Assessor at the time the tax rolls are calculated and tax bills are sent out in late October each year; numbers for 2022-23 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 2014-15 through 2020-21 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. FY2020-21 saw inverted trends with residential falling below the commercial and industrial valuation. Due to the 3 percent AV

limitation on existing properties, any substantial additional property tax revenue has to be generated from new construction.



**General Fund Expenditures** – With Personnel Services making up 67% 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. While the proportion of personnel services costs became a smaller component of the total General Fund (it was 73% of the proposed budget in FY2021-22), a market-based classification and compensation study of general services salary levels revealed that the City had been falling behind in its compensation for those positions. The amended FY2021-22 budget includes the cost of implementing the results of the

study for current employees. The market survey and consequential salary scale adjustments have come just in time to help limit the negative impacts of the “great resignation” on retaining and recruiting City employees.

Generally, salaries paid to employees are affected by annual cost of living adjustments (CoLA) 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 2022-23 proposed budget includes a 4% maximum CoLA for police and fire employees in those bargaining units. For general service employees, the same 4% CoLA is being applied. Actual inflation shown by the CPI for this period is 6.67%.

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). Strong market returns, as have been experienced the past couple of years, will also tend to dampen the intensity of our rate increases. 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.

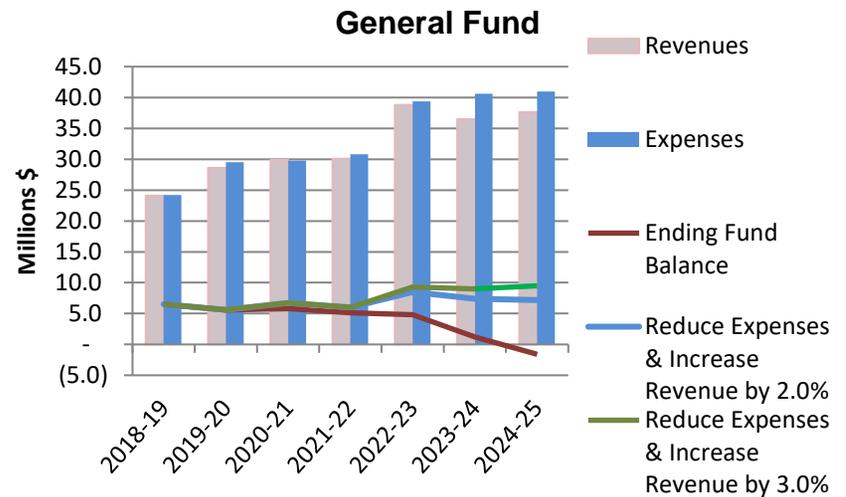
There are two types of reserves in the City’s budget. Contingency reserves are for unforeseen items which may arise during the fiscal year that were not anticipated when the

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 2022-23, 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. FY2022-23’s reserve is estimated at 1.25 months, up from 0.97 months of operating in the prior year’s proposed budget.

The chart below compares General Fund revenues, expenditures and the level of the reserve through 2024-25, as reflected in the City’s financial forecasting model. When forecasting the reserve level based on the 2022-23 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 2024-25. However, the chart also shows that with increased revenue and/or reduction in expenses, the rate of spend down – our curve – can be flattened.

The projections for FY2023-24 and FY2024-25 ending fund balance include \$3.6 million and \$3.4 million respectively in facilities maintenance and capital replacement costs, levels higher than typically are budgeted due to budget constraints. For the add packages in parks maintenance and human resources, because the FY2022-23 budget anticipated a partial year for the first year of the new hires, out years were adjusted to reflect a full year’s personnel cost.



During 2018-19, the City adopted a strategic plan which will help guide decision-making and priorities for the General Fund budget. In 2021, 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 2022-23 proposed budget, please contact Finance Director Jennifer Cuellar at 503-434-2350 or [jennifer.cuellar@mcminnvilleoregon.gov](mailto:jennifer.cuellar@mcminnvilleoregon.gov).

# FY23 Proposed General Fund Budget Balancing

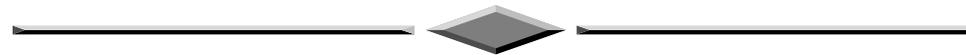
Activity	Budget Amt	Reserve Impact	Total Draw on FY23 Budget	Notes
<b>New core service delivery packages supported by general fund included in balanced budget</b>				
1 Park Maintenance fund up to Base	287,014	29,897	316,911	
2 HR Analyst	74,357	7,746	82,103	
3 Reduce barriers - Summer Fun	15,000	1,563	16,563	Parks and Rec programming
4 MacPac Facilities Continuity Work	110,000	11,458	121,458	Half of initial proposal
6 Library expanded hours	185,705	19,344	205,049	
7 DEI: Summit and Training	15,000	1,563	16,563	
Towed vehicle storage lot lease	30,000	3,125	33,125	Reduces city and owner towed vehicle cost
<b>Total</b>	<b>717,076</b>	<b>74,695</b>	<b>791,771</b>	
<b>New core service delivery packages removed from general fund to balance the budget</b>				
5 Centralize Facilities Maintenance	223,228	23,253	246,481	removed because new program
8 Centralize Fleet Maintenance	51,134	5,326	56,460	based in streets, 50% est allocated cost to gen fund
9 GIS Specialist	74,858	7,798	82,656	
10 Public Engagement	85,000	8,854	93,854	
<b>Total</b>	<b>434,220</b>	<b>45,231</b>	<b>479,451</b>	
<b>Deferred maintenance/capital investment supported by general fund dollars included in balanced budget</b>				
1 IS - VM Backbone Host Servers	15,000		15,000	IS capital costs avr 90% gen fund support
1 IS - Capital account seed money	20,000		20,000	IS capital costs avr 90% gen fund support
1 IS - Storage uplift	50,000		50,000	IS capital costs avr 90% gen fund support
1 MDT's for replacement patrol vehicles (PD)	70,000		70,000	
1 MDT's for AMB replacement (AMB)	24,000		24,000	
2 Bathroom partition - City Park	6,000		6,000	
3 Bathroom partition - W. Wortman	16,000		16,000	

Activity	Budget Amt	Reserve Impact	Total Draw on FY23 Budget	Notes
4 Bathroom partition - Discovery Meadows	13,000		13,000	
1 Senior Center Kitchen	77,300		77,300	Dishwasher, kitchen drain issues, water bottle filling station
2 Senior Center lit event signage	12,000		12,000	
1 Pool deck and locker room painting	10,000	1,042	11,042	textured floors for safety
1 Community Center - refinish indoor courts	35,000	3,646	38,646	basketball/racquetball
1 Ambulance retrofit	200,000		0	supported by interfund loan (5 yr pymts start FY24)
2 Fire Command Vehicles	55,000		0	supported by interfund loan (5 yr pymts start FY24)
3 CPR Device	95,000		0	supported by interfund loan (5 yr pymts start FY24)
4 Fire black top/drill tower sealing	20,000		0	supported by interfund loan (5 yr pymts start FY24)
1 Replace two police dogs	24,500		24,500	
2 Replace 2012 Fusion Detective	46,000		0	supported by interfund loan (5 yr pymts start FY24)
3 Replace 2014 Dodge Charger 834	60,000		0	supported by interfund loan (5 yr pymts start FY24)
4 Replace 2014 Dodge Charger 837	66,000		0	supported by interfund loan (5 yr pymts start FY24)
1 Replace CDC building HVAC	30,000		30,000	
2 Replace 2009 pickup - Engineering	35,000		0	supported by interfund loan (5 yr pymts start FY24)
1 Parking garage - Repair concrete NW corner	35,000	3,646	38,646	
3 Parking garage - Drainage 2nd floor elevator la	5,000	521	5,521	
1 Nelson house - roof/gutters	32,000		32,000	
2 Nelson house - brick chimneys	15,000		15,000	
3 Nelson house - exterior wood stairs	8,000	833	8,833	
4 Nelson house - back flow preventer	7,500	781	8,281	
1 Civic Center - replace light dimming panel	10,000	1,042	11,042	
1 City Hall - hydronic pipe insulation	9,000	938	9,938	
2 City Hall - restore windows S. 2nd floor	10,000	1,042	11,042	
3 City Hall - drainage SW corner	5,000	521	5,521	
4 City Hall - Mechanical/HVAC study	7,500	781	8,281	
<b>Total</b>	<b>1,123,800</b>	<b>14,792</b>	<b>561,592</b>	

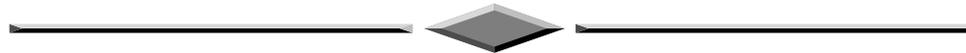
<b>Activity</b>	<b>Budget Amt</b>	<b>Reserve Impact</b>	<b>Total Draw on FY23 Budget</b>	<b>Notes</b>
<b>Deferred maintenance removed from general fund</b>				
1 Discovery Meadows renovation	400,000		400,000	Will include in ARPA 2nd round options
2 Parking Garage - joint seals/caulking	75,000	7,813	82,813	
2 Senior Center bathroom accessibility	200,000		200,000	Will include in ARPA 2nd round options
4 Parking Garage/elevator room	75,000	7,813	82,813	
<b>Total</b>	<b>750,000</b>	<b>15,625</b>	<b>765,625</b>	

**Note:** numbers to the left represent priority designations for the projects.

New core service delivery package were prioritized based on Executive Team input to the City Manager  
Deferred maintenance and capital investments were prioritized 1 - 4 by each department.



# 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.

## Fund Definitions – Budget Basis

### 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.

## Fund Definitions – Budget Basis

### 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.

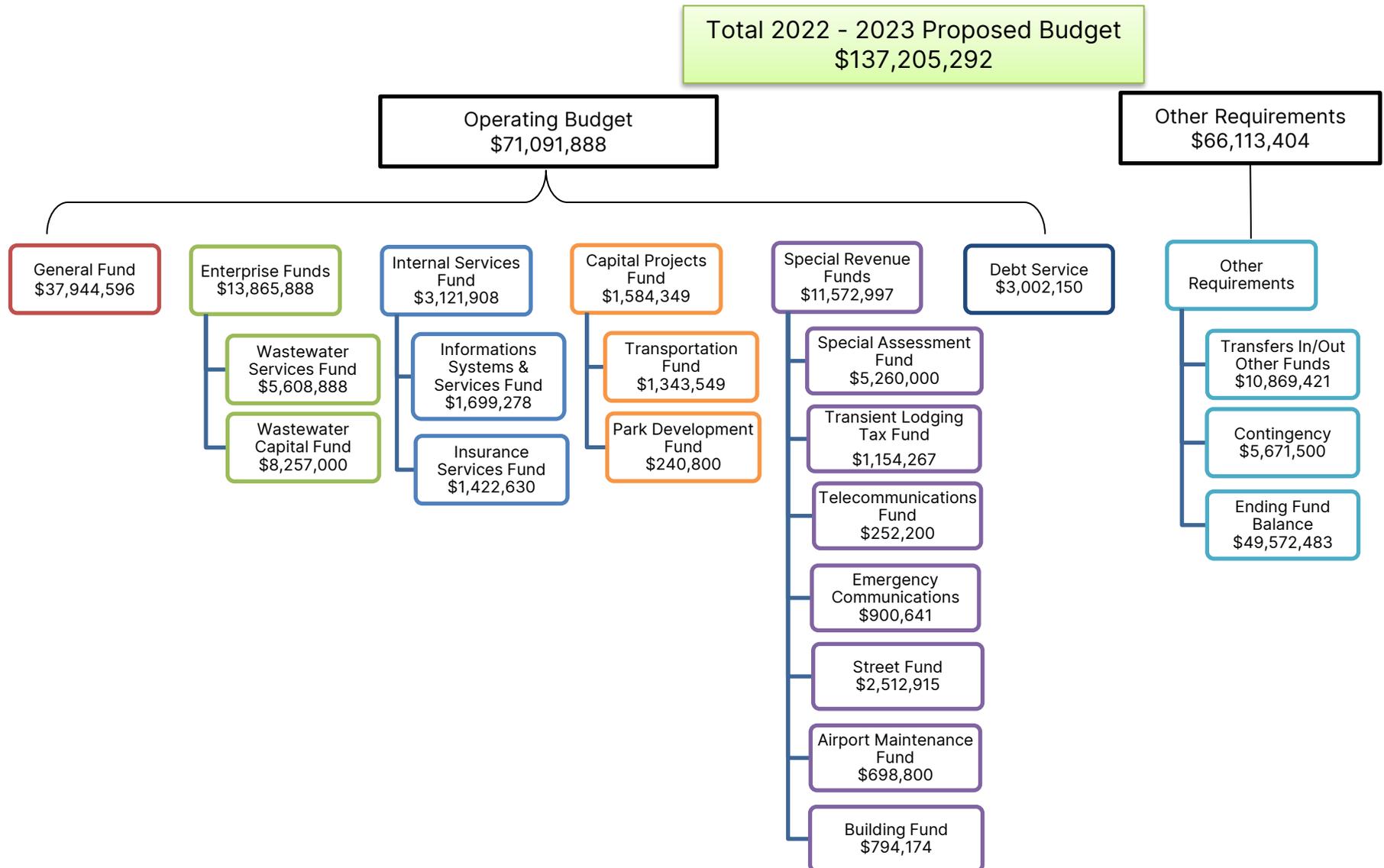
**Budget Organization Chart:** The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$71.0 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$66.1 million). Total "Operating Budget" and "Other Requirements" in the 2022-23 proposed budget are \$137.2 million.

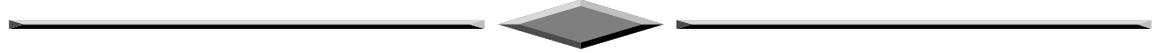
### Urban Renewal Funds

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

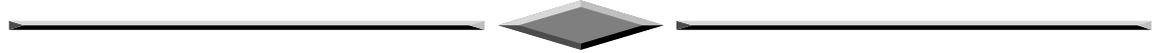
## Budget Organization Chart

## 2022 - 2023 Proposed Budget





# **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 2022-23 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 FY2022-23 but the budget does include 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, 2022, the City's total amount of GO bond debt will be \$19,650,000.

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 for next fiscal year includes \$7.2 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 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2027.

In FY2021-22, the final payment on the 2011 Park Improvement Refunding Bonds was made in August 2021, thus \$5.6 million in

bonds matured.

**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 2019-20 the City issued a five-year capital lease for three Police vehicles. 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.

## Fund Definitions – Budget Basis

### Page II

**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.

The City includes five new internal borrowings (\$672,000) for capital needs in the general fund financed by the millions in excess cash held by the WasteWater Capital Fund (WWC). The purchases include investments in vehicles and equipment for the Engineering, Fire and Police Departments and for the Senior Center. The payments for these will all be done on a five year pay back starting in FY2023-24 with an interest rate set slightly higher than the current Local Government Investment Pool's current rate of return.

FY2022-23 has \$158,000 budgeted in repayments (principal and interest) for prior year's internal borrowing for capital equipment and vehicle purchases in the police and fire departments from the WWC.

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

2022-2023 Proposed Budget

	<b>Date of Issue</b>	<b>Date of Maturity</b>	<b>Amount of Issue</b>	<b>Rate of Interest</b>	<b>Outstanding 6/30/2022</b>	<b>Maturing 2022 - 2023 Principal</b>	<b>Maturing 2022 - 2023 Interest</b>
<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%	\$ 3,775,000	\$ 650,000	\$ 188,750
2011 Park Improvement Refunding Bonds *	10/6/2011	2/1/2021	\$ 5,590,000	2.00 - 4.00%	\$ -	\$ -	\$ -
2015 Transportation Bonds	4/16/2015	2/1/2030	\$ 16,085,000	2.50 - 5.00%	\$ 9,755,000	\$ 1,025,000	\$ 432,750
2018 Transportation Bonds	2/28/2018	2/1/2033	\$ 7,915,000	3.00 - 4.00%	\$ 6,120,000	\$ 480,000	\$ 195,650
TOTAL - General Obligation Bonds			\$ 36,825,000		\$ 19,650,000	\$ 2,155,000	\$ 817,150
<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%	\$ 720,493	\$ 93,677	\$ 21,615
General Fund - Non-Departmental:							
2016 PERS Refinancing Loan	10/31/2016	8/1/2027	\$ 3,525,860	2.73%	\$ 2,169,770	\$ 338,820	\$ 56,961
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031	\$ 2,192,300	2.04%	\$ 1,610,060	\$ 155,230	\$ 32,058
Transportation Fund:							
2013 ODOT Dundee Bypass Loan	7/1/2013	1/25/2036	\$ 3,209,600	2.26%	\$ 2,294,230	\$ 149,398	\$ 51,850
TOTAL - Full Faith and Credit Obligations			\$ 10,297,760		\$ 6,794,553	\$ 737,125	\$ 162,484
<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%	\$ -	\$ -	\$ -
2019 Police Department Vehicles	7/15/2019	7/15/2024	\$ 153,497	3.88%	\$ 62,499	\$ 30,655	\$ 2,425
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026	\$ 228,449	4.15%	\$ 134,453	\$ 31,592	\$ 5,580
TOTAL - Capital Leases			\$ 517,991		\$ 196,952	\$ 62,247	\$ 8,005
<b>TOTAL - Debt</b>			<b>\$ 47,640,751</b>		<b>\$ 26,641,505</b>	<b>\$ 2,954,372</b>	<b>\$ 987,639</b>

\* Matured in Fiscal Year 2021-22



# **PERSONNEL SERVICES SUPPLEMENTAL INFORMATION**



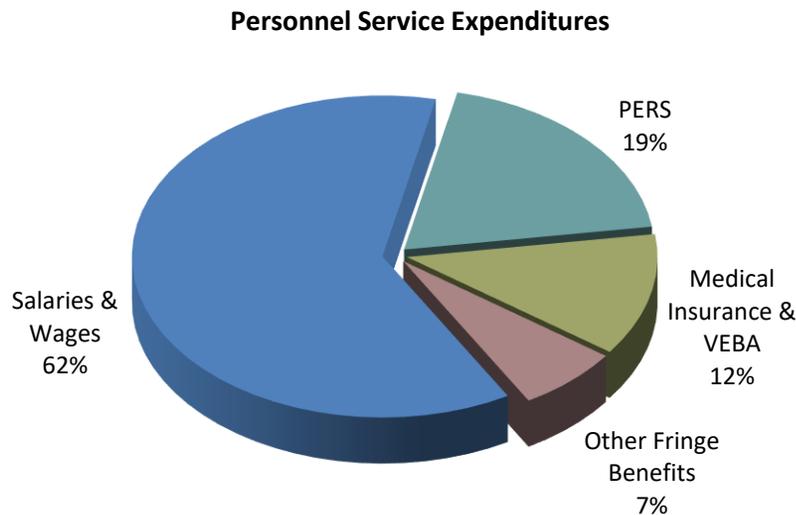
- Personnel Services Overview
  - Personnel Service and Volunteer Comparisons
- Salary Schedules
  - General Service Employees – Semi-Monthly
  - Police Union – Semi-Monthly
  - Fire Union – Semi-Monthly

## Introduction

City of McMinnville personnel services expenditures account for 38% of the City’s total 2022-23 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2022-23 proposed budget, total personnel services cost for all funds is \$31.0 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 38% of total *personnel services* expenditures, or \$11.8 million in the 2022-23 proposed budget. PERS and medical insurance/VEBA costs combined are \$9.8 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):

	Employer Contribution	
	2019-21	2021-23
• 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%

## Personnel Services Overview

- IAP – all members 6.0% 6.0%
- Transition Liability – all members 2.3% 2.3%

Approximately 27% of the City's PERS eligible employees are Tier 1/Tier 2 members; 44% 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 2023, the City's medical insurance premiums are expected to increase by 6% for members of the police union, 3.5% for the Fire union and 3.5% or 4% (depending on medical carrier election) for general service staff compared to last year's budgeted 6% increase in police and 5.25% for the rest of the staff.

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 2022-23 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2023 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, 2021, 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**

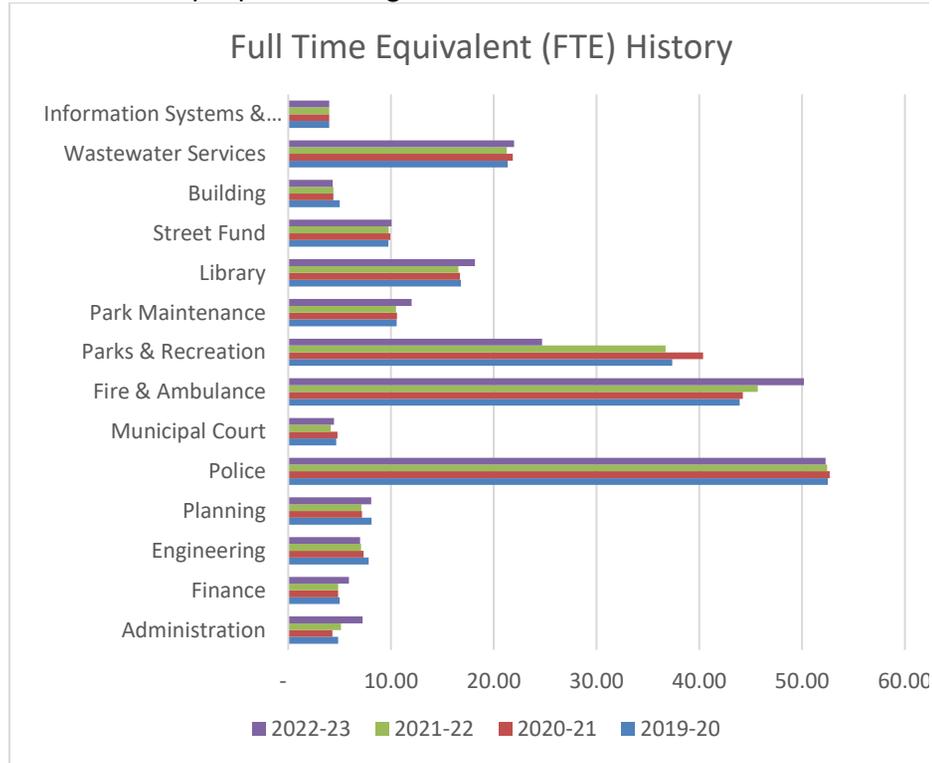
The 2022-23 proposed budget reflects an overall increase of .67 full-time equivalent (FTE) positions.

The tables immediately following this overview provide more detailed information:

- Table #1 Five-year trend of FTE, including FTE in the "Proposed 2022-23" budget, by department
- Table #2 Change in FTE from the "2021-22 Adopted to 2022-23 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

## Personnel Services Overview

The next graph shows changes in FTE from 2019-20 through the 2022-23 proposed budget.



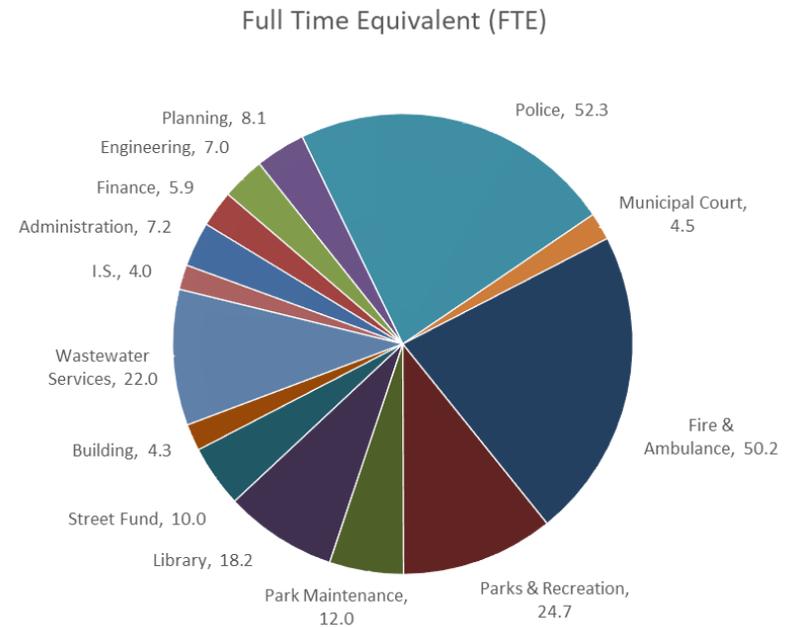
In an effort to budget staffing costs closer to actual, vacancy savings in the two largest workforce groups in the city, the police and fire departments, have been included at \$232,000 and \$159,000 respectively.

### 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 6.67%. Nevertheless, the budget includes a 4% CoLA, the contractual

maximum of the fire contract and the existing police contract, applied to all staff.

The chart below shows FTE included in the 2022-23 proposed budget.



### Significant Changes

#### General Service Workforce

The 2022-23 proposed budget includes the first year of normal usage for the new general service employee salary schedules that will be applied throughout the organization. This salary schedule is included in the budget document.

In 2019, the City of McMinnville (City) contracted with Gallagher to conduct a classification and compensation study for the City that

## Personnel Services Overview

included approximately 200 employees in 155 distinct job titles excluding police and fire. The City of McMinnville's objectives and goals of this study were to:

1. Review current classifications and develop new classification structure.
2. Collect market salary information and provide market comparison with City's current compensation and salary structure.
3. Develop a new pay structure(s) based on internal equity and market results.
4. Develop cost options for implementation of the recommended pay structure(s).

The new market-based classification structure was simplified (the number of titles were reduced by almost half), which ensures greater consistency in salary levels across the city and easier administration.

Of the consultant's implementation recommendations to Council made on October 21, 2020, the adopted implementation represented the middle price point - the most costly implementation would have moved staff into their years of service step even if it was above the mid-point. The staff implementation proposal adopted by Council in March 2022 brought general services employees into their new ranges at the step reflecting years of service to the midpoint as a maximum. All employees, unless they were in one of the handful of positions that had "frozen" values because the pay was above the top of the assigned range, received a minimum increase of 2% relative their FY2020-21 salary.

The implementation did require a supplemental FY2021-22 budget action and this data is included in the FY2021-22 Amended Budget information throughout the budget document. The supplemental action was funded by higher than anticipated

actual beginning balances for the year and made retroactive for the entire fiscal year in consideration of the labor market challenges being felt during this time of the "great resignation."

### Police Bargaining Unit

The police union is currently in contract negotiations with the City. The FY2022-23 budget assumes continuation of the current contract's parameters. Should the contract that is ultimately ratified be more costly than budgeted, a supplemental budget to address any difference will be brought forward.

## Summary

Personnel services expenditures in the 2022-23 proposed budget reflect the City's efforts to maintain the current service level requirements of the public, invest in a handful of areas and allow the City to be able to hire and retain a quality workforce 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 2018-19</b>	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
Administration	4.90	4.86	4.31	5.13	7.24
Finance	6.80	5.00	4.85	4.85	5.90
Engineering	7.82	7.82	7.32	7.08	6.99
Planning	8.10	8.10	7.19	7.12	8.08
Police	52.37	52.49	52.70	52.43	52.27
Municipal Court	4.52	4.67	4.78	4.15	4.46
Fire	16.88	43.92	44.22	45.70	50.18
Parks & Recreation	36.18	37.35	40.38	36.72	24.71
Park Maintenance	9.80	10.55	10.59	10.49	11.99
Library	16.71	16.81	16.72	16.56	18.18
<b>General Fund - Total</b>	<b>164.08</b>	<b>191.57</b>	<b>193.06</b>	<b>190.23</b>	<b>190.00</b>
<b>Street Fund</b>	<b>9.01</b>	<b>9.76</b>	<b>9.93</b>	<b>9.79</b>	<b>10.04</b>
<b>Building</b>	<b>5.00</b>	<b>5.00</b>	<b>4.40</b>	<b>4.38</b>	<b>4.34</b>
Wastewater Services					
Administration	2.10	2.10	2.10	2.10	2.10
Plant	9.40	9.46	9.96	9.39	9.39
Environmental Services	4.44	4.38	4.39	4.38	5.07
Conveyance Systems	5.40	5.40	5.40	5.40	5.40
<b>Wastewater Services - Total</b>	<b>21.34</b>	<b>21.34</b>	<b>21.85</b>	<b>21.27</b>	<b>21.96</b>
<b>Ambulance</b>	<b>25.89</b>	<b>-</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>229.32</b>	<b>231.67</b>	<b>233.24</b>	<b>229.67</b>	<b>230.34</b>
<b>Difference from prior year</b>				<b>+0.67</b>	

**City of McMinnville**  
**Change in Full Time Equivalent (FTE)**  
**2022 Adopted to 2023 Proposed Budget**

**Table #2**

Positions - By Department	Change in FTE	Positions - By Department	Change in FTE	Positions - By Department	Change in FTE
<b><u>Administration</u></b>		<b><u>Municipal Court</u></b>		<b><u>Park Maintenance</u></b>	
Human Resources Analyst	0.25	Finance Director	(0.05)	Maintenance Technician - Senior	0.75
Communications & Engagement Manager	1.00	Court Clerk I	0.18	Extra Help - Park Maintenance	0.75
Management Support Specialist	1.00	Extra Help - Municipal Court Security	0.18		<b>1.50</b>
Extra Help - Administration	(0.10)				
Extra Help - Legal	(0.04)				
	<b>2.11</b>				
		<b><u>Fire</u></b>		<b><u>Library</u></b>	
		Assistant Chief - Training	1.00	Librarian - Adult Services	0.60
		Training Division Chief	(1.00)	Librarian - Reference	0.97
		Firefighters	3.90	Library Technician - Senior - Circulation	0.40
		Extra Help - Fire	0.34	Library Technnician - Childrens	0.23
		Extra Help - Clerical	0.24	Library Technician - Circulation	(1.10)
			<b>4.48</b>	Library Technician - Technical Services	0.30
				Library Assistant	0.22
					<b>1.62</b>
		<b><u>Parks &amp; Recreation</u></b>			
<b><u>Finance</u></b>		Extra Help - Aquatics I, II, & III	0.56	<b><u>Street</u></b>	
Finance Director	0.05	Recreation Program Coordinator II - Community Ce	(0.20)	Extra Help - Streets	0.25
Grant Program Manager (ARPA)	1.00	Recreation Program Coordinator - Community Cen	1.00		<b>0.25</b>
	<b>1.05</b>	Recreation Specialist - Community Center	(1.00)		
		Management Support Technician - Community Cer	1.00	<b><u>Building</u></b>	
		Extra Help - Community Center	0.29	Management Support Technician - Combined De	(0.04)
<b><u>Engineering</u></b>		Classes & Programs Labor - Community Center	0.13		<b>(0.04)</b>
GIS/CAD Specialist	0.33	STARS program eliminated.	(1.94)		
Management Support Technician - Combined Dept	0.33	KOB program eliminated.	(11.49)	<b><u>Wastewater Services</u></b>	
Administrative Specialist II - Public Affairs	(1.00)	Extra Help - Management Assistant - Rec Sports	(0.40)	Laboratory Technician - Senior	1.00
Extra Help - Engineering	0.25	Program Assistant - Recreational Sports	(0.20)	Laboratory Technician	(0.31)
	<b>(0.09)</b>	Extra Help - RP Labor - Recreational Sports	(0.30)		<b>0.69</b>
		Recreation Program Coordinator II - Senior Center	(0.80)		
<b><u>Planning</u></b>		Management Support Technician - Senior Center	0.80	<b><u>Information Systems</u></b>	
Economic Development Planning Coordinator	1.00	Extra Help - Senior Center	(0.53)	No changes	0.00
Management Support Technician - Combined Dept	(0.04)	Classes & Programs Labor - Senior Center	0.98		<b>0.00</b>
	<b>0.96</b>	Extra Help - Senior Center Day Tours	0.01		
		Program Assistant (Wortman Park Café)	0.08	<b>Total Change in Full Time Equivalent (FTE)</b>	<b>0.67</b>
			<b>(12.01)</b>		
<b><u>Police</u></b>					
Extra Help - Police Reserves	(0.01)				
Extra Help - Park Ranger	(0.15)				
	<b>(0.16)</b>				

**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2022 Actual**

**Table #3**

<b>Department</b>	<b>Employees</b>		<b>Volunteers</b>	<b>Grand Total</b>
	<b>Full Time</b>	<b>Part Time</b>	<b>See Volunteer Roster</b>	
Administration	5	1	22	28
Finance	5	-	-	5
Engineering	4	-	-	4
Planning	7	-	72	79
Police	43	2	10	55
Municipal Court	4	1	-	5
Fire				
Fire Administration & Operations	16	-	48	64
Fire Prevention & Life Safety	2	-	-	2
Ambulance	23	-	-	23
Parks & Recreation				
Administration	1	-	-	1
Aquatic Center	3	24	-	27
Community Center & Rec Programs	3	7	17	27
STARS Day Camp	-	-	-	-
Kids On The Block	-	-	-	-
Recreation Sports	1	5	174	180
Senior Center	1	1	14	16
Park Maintenance	8	-	500	508
Library	11	10	109	130
<b>General Fund - Total</b>	<b>137</b>	<b>51</b>	<b>966</b>	<b>1,154</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	-	-	9
Environmental Services	3	1	-	4
Conveyance Systems	5	-	-	5
<b>Wastewater Services - Total</b>	<b>19</b>	<b>1</b>	<b>-</b>	<b>20</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>172</b>	<b>54</b>	<b>972</b>	<b>1,198</b>

# City of McMinnville

## Volunteer Roster - 2021

**Table #4**

Department	# of Volunteers	Notes
<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	
	<u>10</u>	(b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.
<b>Library</b>		
Volunteers	<u>109</u>	
<b>Building</b>		
Board of Appeals	-	(c) <b>Fire &amp; EMS Volunteers</b> are paid a reimbursement for emergency calls based on a point basis computed on number of calls.
Building Code Advisory Board	-	
	-	
<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	
McMinnville Urban Renewal Advisory Committee	11	
Planning Commission	10	
Third Street Improvement Project Advisory Committee	22	
	<u>72</u>	(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. - The Survival Swim Program was temporarily suspended in 2021 due to COVID-19.
<b>Fire &amp; Ambulance</b>		
Fire & EMS Volunteers (c)	48	(f) <b>Recreational Sports Volunteers</b> serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 174 people coached 187 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices, games.
	<u>48</u>	
<b>Parks &amp; Recreation</b>		
Aquatic Center (d) (e)	-	(g) <b>Senior Center Volunteers</b> contributed over 370 hours of their time helping with customer service, support groups, class & program instructors and Friends of the McMinnville Senior Center. Due to COVID-19 and Senior Centers being mandated to remain closed until July 2021, the McMinnville Senior Center volunteer hours are reduced significantly from years past.
Community Center	17	
STARS Day Camp	-	
Recreational Sports (f)	174	
Senior Center Volunteers (g)	14	
Park Project Volunteers (h)	500	
	<u>705</u>	
<b>Airport</b>		
Airport Commission	<u>6</u>	
<b>Total Volunteers</b>	<u><u>972</u></u>	

Semi-Monthly Salary Schedule - General Service

July 1, 2022

4% Projected COLA Increase

Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
B21	Code Compliance Officer Court Clerk I Library Technician, Senior Management Support Technician Utility Worker I	1,637	1,702	1,768	1,833	1,899	1,964	2,030	2,095	2,161	2,226	2,292				
B22	Financial Services Specialist Management Support Specialist Operator I	1,802	1,875	1,947	2,019	2,091	2,163	2,235	2,307	2,379	2,451	2,523				
B23	Code Compliance Officer - Lead Development Review Specialist Management Support Specialist, Senior Senior Court Clerk Utility Worker II	1,968	2,047	2,125	2,204	2,283	2,361	2,440	2,519	2,598	2,676	2,755				
B24	Combination Inspector Information Services Specialist Operator II Plant Mechanic Recreation Program Coordinator Regulatory Compliance Specialist	2,175	2,262	2,349	2,436	2,523	2,610	2,697	2,784	2,871	2,958	3,045				
B25	Combination Inspector, Senior Engineering Technician Laboratory Technician, Senior	2,424	2,520	2,617	2,714	2,811	2,908	3,005	3,102	3,199	3,296	3,393				
B31	Recreation Supervisor	2,175	2,262	2,349	2,436	2,523	2,610	2,697	2,784	2,871	2,958	3,045				
B32	Management Support Supervisor Plant Mechanic, Senior Senior Operator Senior Utility Worker	2,424	2,520	2,617	2,714	2,811	2,908	3,005	3,102	3,199	3,296	3,393				
C41	GIS/CAD Specialist	2,525	2,616	2,706	2,796	2,886	2,976	3,067	3,157	3,247	3,337	3,427	3,518	3,608	3,698	3,788
C42	City Recorder Communications & Engagement Manager Financial Services Analyst Financial Services Analyst - Payroll/Benefits Librarian Planner	2,684	2,780	2,876	2,972	3,068	3,164	3,260	3,355	3,451	3,547	3,643	3,739	3,835	3,931	4,026

Semi-Monthly Salary Schedule - General Service

July 1, 2022

4% Projected COLA Increase

Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
C43	Financial Services Administrator Grant Manager	2,843	2,945	3,046	3,148	3,249	3,351	3,452	3,554	3,655	3,757	3,859	3,960	4,062	4,163	4,265
C44	Court Supervisor Information Services Administrator Maintenance & Operations Supervisor Senior Planner Wastewater Services Supervisor	3,042	3,151	3,259	3,368	3,477	3,585	3,694	3,803	3,911	4,020	4,128	4,237	4,346	4,454	4,563
C51	Library Supervisor Recreation Manager	3,042	3,151	3,259	3,368	3,477	3,585	3,694	3,803	3,911	4,020	4,128	4,237	4,346	4,454	4,563
D61	Human Resources Manager Library Manager	3,479	3,604	3,728	3,852	3,976	4,101	4,225	4,349	4,474	4,598	4,722	4,846	4,971	5,095	5,219
D62	Assistant Chief City Engineer Maintenance & Operations Superintendent Police Captain Wastewater Services Manager	3,638	3,768	3,898	4,028	4,158	4,288	4,418	4,548	4,678	4,808	4,938	5,068	5,198	5,327	5,457
E82	City Attorney Finance Director Fire Chief Information Systems Director Library Director Parks & Recreation Director Planning Director Police Chief Public Works Director	4,592	4,756	4,920	5,084	5,248	5,412	5,576	5,740	5,904	6,068	6,232	6,396	6,560	6,724	6,888
F101	City Manager	5,387	5,580	5,772	5,965	6,157	6,349	6,542	6,734	6,927	7,119	7,311	7,504	7,696	7,889	8,081

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

July 1, 2022

4% Projected 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	3,312	3,480	3,651	3,834	4,026	4,228
Police Sergeant	160	3,153	3,310	3,480	3,651	3,834	4,026
Police Corporal - 12 Hour	158	3,083	3,235	3,399	3,568	3,749	3,934
Police Corporal	157	2,936	3,083	3,235	3,399	3,568	3,749
Police Officer - 12 Hour	155	2,866	3,011	3,163	3,320	3,488	3,660
Police Officer	150	2,730	2,866	3,011	3,163	3,320	3,488
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,174	2,283	2,399	2,517	2,643	2,773
Police Records Specialist	120	2,022	2,124	2,229	2,340	2,459	2,580

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

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<b>Title</b>	<b>Amount</b>	<b>Percent</b>	<b>Range</b>	<b>Step</b>
AA / AS Degree	70	2%	150	F
BA / BS Degree	140	4%	150	F
Intermediate Certificate	140	4%	150	F
Advanced Certificate	279	8%	150	F
Bilingual	174	5%	150	F
Bilingual - Court Certified	349	10%	150	F
ASL Certified	174	5%	150	F
Detective (including sergeant)	174	5%	150	F
K-9	174	5%	150	F
School Resource Officer	174	5%	150	F
Police Training Officer	2.01 / Hour	5%	150	F
Motorcycle Duty	2.01 / Hour	5%	150	F
Officer in Charge	2.01 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

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**Extra Help - Police Employees**

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

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

July 1, 2022

4% Projected COLA Increase

<b>Classification Title</b>	<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Fire Battalion Chief	245	3,625	3,805	3,995	4,194	4,404	4,626
Fire Lieutenant	235	3,224	3,383	3,553	3,730	3,918	4,112
Fire Engineer	230	2,896	3,039	3,191	3,351	3,518	3,693
Deputy Fire Marshal	225	3,005	3,154	3,311	3,478	3,650	3,834
Firefighter	220	2,757	2,896	3,039	3,191	3,351	3,518
Support Services Technician-Fire	203	1,968	2,126	2,283	2,440	2,598	2,755

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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 *	35	1%	220	F
BA / BS Degree	70	2%	220	F
Bilingual	70	2%	220	F
Field Training Officer	106	3%	220	F
Advanced Certificate	106	3%	220	F
Intermediate Certificate	176	5%	220	F
Field Training Officer Coordinator	211	6%	220	F
Paramedic	352	10%	220	F
Acting In Capacity	2.03 / 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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**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, 2022, the beginning fund balance for fiscal year 2022-23 is estimated to be \$5.19 million total with \$4.33 million available as unrestricted funds to support general fund activities.

- **General Fund reserve** --- The 2022-23 budget proposes spending down the beginning fund balance or the reserve to fund current operations. The General Fund unrestricted beginning balance is *budgeted* to decrease from \$4.33 million on July 1, 2022, to \$3.71 million at year's end June 30, 2023 (reserve includes unrestricted ending fund balance and contingency). This is a *budgeted* decrease of approximately \$621,000 over the course of the year, smaller than the decrease of \$1.87 million anticipated in the FY2021-22 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 plans to incrementally increase the reserve level by .25 months the next 4 years with FY2022-23's minimum unrestricted reserve target set at 1.25 months of operating.

- The City typically achieves "savings" during the budget year. This will likely happen in FY2021-22 as well and actual beginning fund balance for FY2022-23 may be higher than the projection included in the proposed budget. "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 continue to focus projections of 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, 2022 is

approximately \$825,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2022-23. In the upcoming year, the Fire Department is evaluating transitioning from the current defined benefit plan to a defined contribution plan. Such a 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
655,396	711,883	677,500	<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.	825,000	0	0
5,847,769	4,876,207	4,761,915	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from the prior year.	4,334,365	0	0
<b>5,661,535</b>	<b>5,588,091</b>	<b>5,439,415</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>5,159,365</b>	<b>0</b>	<b>0</b>
<b>6,503,164</b>	<b>5,588,091</b>	<b>5,439,415</b>	<b><u>TOTAL RESOURCES</u></b>	<b>5,159,365</b>	<b>0</b>	<b>0</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, Communications & Engagement Manager and 0.20 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 Nelson House building.

#### **Mayor & City Council**

- Includes 0.80 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.

#### **Legal**

- Includes the City Attorney and a part time plus paralegal as well as contracted services for the City Prosecutor.

#### **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.
- ARPA support for translation services is also found in this budget section.

#### **Human Resources**

- Includes the Human Resources Manager, the Human Resources Analyst, and the Management Support Specialist. The Human Resources Analyst is budgeted with a Jan 1, 2023, start date.

#### **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 City Manager is currently the President Elect for the International City and County Managers Association (ICMA), a role which is focused on professional ethics, training and development, civic leadership, social justice, DEI, emergency response, and community building and infrastructure.

The City Manager has prioritized:

- Financing options for 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 and practices to recruit the highest quality work force and ensure its long term success.
- 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 remained a feature of FY2021-22, focused on 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 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.

After two years of administrative functions operating in a remote-service delivery model and, wherever possible, public service functions conducted with phone and videoconferencing technologies or by appointment, FY2022-23 will see the administrative staff based in City Hall move to a hybrid approach, taking advantage of the benefit of paperless or remote business processes, and adding back in-person interactions.

The City Manager is prioritizing investments in core services and connecting community partners to the available resources, such as programming supported by the American Rescue Plan Act., These funding sources are intended to support the vibrant private and non-profit sector of McMinnville as we emerge from this extraordinary moment in our history.

### Administration - City Attorney's Office

The City Attorney's office is in transition as we look towards FY2022-23. A recruitment process for a new attorney is just getting underway with hopes to have a new staffer on board the summer of 2022. From a budget perspective, all dollars for basic city legal services is contemplated in the 12 months worth of salary for that position. The City will have a contracted firm(s) during the transition and the assumption is that the vacancy savings and contracted costs will offset each other.

In the event that a prolonged transition period occurs, a supplemental budget process may be required to properly value any incremental costs required to cover the contracted legal services.

The City Attorney's budget also includes the contract for City Prosecutor services and for specialized legal services as needed for land use and employment law.

### **Administration – Human Resources**

While the HR Department anticipates ongoing challenges in recruiting and retaining talent in the City, the adoption of the new classification and compensation structure in FY2021-22 will support these efforts.

In FY2021-22 the HR Manager successfully negotiated a successor collective bargaining agreement with the International Association of Fire Fighters Local 3099 labor union. Collective bargaining with the McMinnville Police Association began in FY2021-22 and may extend into FY2022-23.

FY2021-22 brought continued policy changes related to the COVID-19 pandemic and while restrictions have lifted, and the City's COVID-19 response has changed, there are still anticipated challenges with employee illness and absence related to COVID-19 moving forward into FY2022-23.

In FY2022-23 the new HR Analyst will provide much needed support with recruitments, creating and updated personnel policies, leave administration, and employee relations. The new Management Support Specialist will primarily focus on personnel records management, organizing personnel policies, and administrative tasks associated with workers' compensation claims, unemployment insurance claims, and recruitment. Both positions will ensure the HR Department can provide timely service to departments and employees.

The Diversity, Equity & Inclusion Advisory Committee continues to provide guidance and feedback to City Council and City staff on a variety of topics related to service delivery, outreach and engagement, and training and education.

### **Administration – Communications & Engagement**

During FY2021-22, Administration added a Communications and Engagement professional which will assist the city in our goal of enhancing engagement policy, transparency, and trust with McMinnville's community members.

The Communications & Engagement manager is actively working towards the development of a messaging strategy that supports the city's mission, values, and objectives with eyes on monitoring the public's perception of our effectiveness within the community.

In FY2022-23 financial support has been added to enhance our ability to provide translated materials and programming that is aimed at improving public forums, education, and web-based communication tools.

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

The Administration Department plays a central role in moving forward the work of Mac-Town 2032. FY2021-22 saw organizational development activities including a city-wide core service evaluation process and continued advances on 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 FY2021-22 year are efforts to assure community safety in a financially sustainable manner, with a particular emphasis on a study which evaluated our delivery of ambulance and fire services, the addition of two back-up generators capable of supplying 1,000 KW of power to our

# General Fund – Administration

## 2022 – 2023 Proposed Budget --- Budget Summary

Wastewater Services plant and pump station, integration of body camera software for our police officers, and the addition of a Crime Response Unit dedicated to addressing community livability issues.

We saw community building and infrastructure support through a successful UGB amendment and adoption of the McMinnville Growth Management and Urbanization Plan along with the Adoption of the Yamhill County Transit Plan and 99W Active Transportation Plan.

We prioritized engagement and inclusion by providing free and accessible community events through our Parks and Recreation and Library programs.

In FY2022-23 We hope to see our investments in core services and ARPA dollars put to work to continue the focus on our strategic plan. We're looking at projects that actively support our organizational objectives to engage effectively with stakeholders and enhance overall service delivery.

We plan to demonstrate the strength of our business community and partnerships through the support and development of an Innovation Center and by enhancing our historic downtown via the Third Street Improvement Project.



### 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)

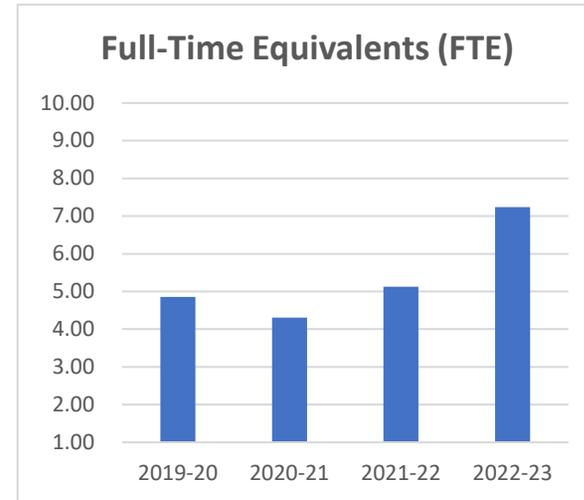
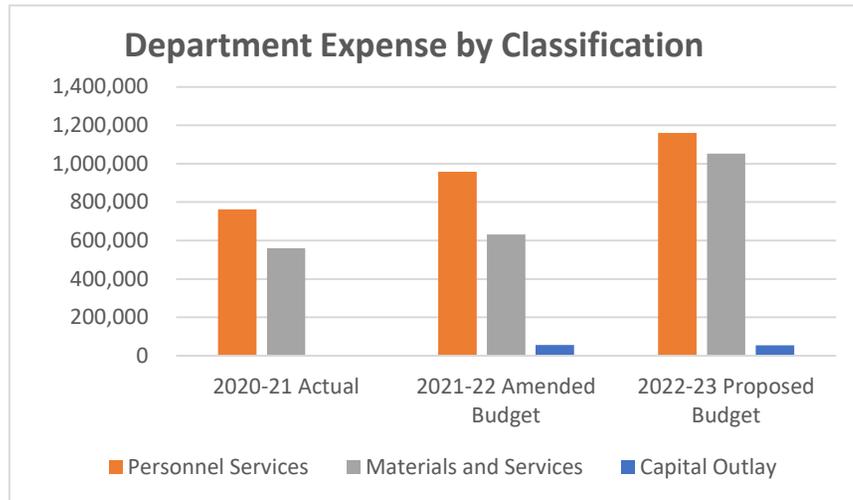
Create diverse housing opportunities that support great neighborhoods

General Fund - Administration

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
Revenue				
Charges for Services	12,708	12,700	0	(12,700)
Intergovernmental	0	0	80,000	80,000
Miscellaneous	1,180	10,000	10,000	0
<b>Revenue Total</b>	<b>13,888</b>	<b>22,700</b>	<b>90,000</b>	<b>67,300</b>
Expenses				
Personnel Services	763,156	959,015	1,159,872	200,857
Materials and Services	560,535	631,424	1,052,845	421,421
Capital Outlay	0	55,848	53,792	(2,056)
<b>Expenses Total</b>	<b>1,323,691</b>	<b>1,646,287</b>	<b>2,266,509</b>	<b>620,222</b>
Unrestricted Resources Required	(1,309,803)	(1,623,587)	(2,176,509)	(552,922)

	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22	Proposed 2022-23
<b>Full-Time Equivalents (FTE)</b>	4.86	4.31	5.13	7.24





- 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 Cowsls
- 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
0	0	0	<b>6600 Other Income</b> Reimbursements for ICMA president role travel expenses	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>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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-2,861	1,772	0	<b>7000</b> Salaries & Wages	0	0	0
170,365	153,252	305,111	<b>7000-05</b> Salaries & Wages - Regular Full Time City Manager - 1.00 FTE City Recorder - 0.20 FTE Communications & Engagement Manager - 1.00 FTE	264,603	0	0
1,312	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
122	220	0	<b>7000-20</b> Salaries & Wages - Overtime	2,100	0	0
0	325	0	<b>7000-25</b> Salaries & Wages - City Employee Recognition	0	0	0
6,000	5,400	6,000	<b>7000-30</b> Salaries & Wages - Auto Allowance City Manager's \$500 per month automobile allowance.	6,000	0	0
-1,654	1,105	0	<b>7300</b> Fringe Benefits	0	0	0
8,930	7,996	12,241	<b>7300-05</b> Fringe Benefits - FICA - Social Security	14,017	0	0
2,695	2,409	3,004	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,164	0	0
68,996	61,790	72,944	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	81,212	0	0
13,017	11,464	12,815	<b>7300-18</b> Fringe Benefits - Retirement Benefit City Manager's deferred compensation contributions - 8% of salary.	14,561	0	0
21,357	19,650	24,360	<b>7300-20</b> Fringe Benefits - Medical Insurance	45,746	0	0
3,150	2,850	3,400	<b>7300-22</b> Fringe Benefits - VEBA Plan	6,200	0	0
120	113	152	<b>7300-25</b> Fringe Benefits - Life Insurance	132	0	0
834	770	948	<b>7300-30</b> Fringe Benefits - Long Term Disability	520	0	0
143	109	175	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	328	0	0
24	21	32	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	74	0	0
<b>292,550</b>	<b>269,248</b>	<b>441,182</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>439,657</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

940	0	1,000	<b>7520</b> Public Notices & Printing	1,000	0	0
179	172	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	0	0
6,839	1,191	5,000	<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	0	0
1,300	1,400	1,500	<b>7610-05</b> Insurance - Liability	1,800	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,071	905	1,200	<b>7620</b>	<b>Telecommunications</b>		1,200	0	0
142	191	400	<b>7660</b>	<b>Materials &amp; Supplies</b>		800	0	0
1,050	174	1,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		1,000	0	0
146	35	100	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		150	0	0
10,621	14,397	3,160	<b>7750</b>	<b>Professional Services</b>		1,400	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		3,560	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
1,805	2,143	4,482	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,146	0	0
				I.S. Fund materials & supplies costs shared city-wide				
2,210	0	840	<b>7840-02</b>	<b>M &amp; S Computer Charges - City Manager's Office</b>		4,640	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	4	240	840	
				Adobe Licensing	1	1,300	1,300	
				Replacement Surface	1	2,500	2,500	
47,967	49,785	52,215	<b>8000</b>	<b>City Memberships</b>		54,000	0	0
<b>74,269</b>	<b>70,392</b>	<b>71,197</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>79,996</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
213	0	494	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,080	0	0
				I.S. Fund capital outlay costs shared city-wide				
<b>213</b>	<b>0</b>	<b>494</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,080</b>	<b>0</b>	<b>0</b>
<b>367,032</b>	<b>339,641</b>	<b>512,873</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>520,733</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	4546 American Rescue Plan	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><u>CHARGES FOR SERVICES</u></b>						
12,708	12,708	12,700	5400-02 Property Rentals - The Nelson House Chamber of Commerce monthly rental income increases in October depending on the June 30 CPI-W increase.	0	0	0
<b>12,708</b>	<b>12,708</b>	<b>12,700</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>12,708</b>	<b>12,708</b>	<b>12,700</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

12,277	12,218	12,500	<b>7600</b>	<b>Utilities</b>		18,000	0	0
				For city hall, civic center and rental building				
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		220,000	0	0
1,000	1,000	1,000	<b>7610-05</b>	<b>Insurance - Liability</b>		1,040	0	0
10,200	12,500	12,300	<b>7610-10</b>	<b>Insurance - Property</b>		13,230	0	0
5,852	5,588	5,500	<b>7620</b>	<b>Telecommunications</b>		6,050	0	0
10,000	10,244	6,500	<b>7650-10</b>	<b>Janitorial - Services</b>		10,500	0	0
2,088	3,950	500	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,500	0	0
233	786	150	<b>7660</b>	<b>Materials &amp; Supplies</b>		150	0	0
4,866	0	500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		500	0	0
10,216	7,323	39,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		44,000	0	0
				Repairs and maintenance projects for City Hall and Civic Hall				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Restore windows	1	10,000	10,000	
				Replace hydronic piping insulation	1	9,000	9,000	
				Install drainage at SW corner of building	1	5,000	5,000	
				General Repairs	1	10,000	10,000	
				Replace Civic Hall Light Dimming Panel, upgrade lighting	1	10,000	10,000	
4,806	3,739	5,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		5,000	0	0
1,314	40	5,000	<b>7720-12</b>	<b>Repairs &amp; Maintenance - Grounds</b>		5,000	0	0
19,458	20,304	23,100	<b>7720-34</b>	<b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>		61,020	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Liability insurance premiums	1	2,970	2,970	
				Property insurance premiums	1	3,550	3,550	
				Repair cast-in place concrete at NW corner	1	35,000	35,000	
				Install drainage at 2nd floor elevator landing	1	5,000	5,000	
				Misc repairs and maintenance	1	3,500	3,500	
				Flower basket program	1	6,000	6,000	
				Lighting	1	5,000	5,000	

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
8,044	6,319	26,300	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		17,280	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Liability insurance premiums	1	260	260		
			Property insurance premiums	1	1,520	1,520		
			Replace exterior wood stairs-west side	1	8,000	8,000		
			Replace backflow preventer	1	7,500	7,500		
526	781	500	<b>7750</b>	<b>Professional Services</b>		7,500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Mechanical/HVAC study	1	7,500	7,500		
7,146	6,900	9,800	<b>7780-17</b>	<b>Contract Services - Parking Structure &amp; Lots</b>		11,000	0	0
24,905	26,514	20,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		26,200	0	0
			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	0	0
3,808	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>132,140</b>	<b>123,604</b>	<b>173,050</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>454,370</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
0	0	10,000	<b>8710</b>	<b>Equipment</b>		0	0	0
0	0	43,000	<b>8800</b>	<b>Building Improvements</b>		47,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replace asphalt shingle roof, gutters, downspouts	1	32,000	32,000		
			Replace brick chimneys	1	15,000	15,000		
<b>0</b>	<b>0</b>	<b>53,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>47,000</b>	<b>0</b>	<b>0</b>
<b>132,140</b>	<b>123,604</b>	<b>226,050</b>	<b>TOTAL REQUIREMENTS</b>			<b>501,370</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

31,886	47,786	43,004	<b>7000-05</b> Salaries & Wages - Regular Full Time City Recorder - 0.80 FTE	63,498	0	0
5,248	0	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
489	882	0	<b>7000-20</b> Salaries & Wages - Overtime	900	0	0
0	300	0	<b>7000-30</b> Salaries & Wages - Auto Allowance	0	0	0
2,226	2,859	2,629	<b>7300-05</b> Fringe Benefits - FICA - Social Security	3,896	0	0
521	699	614	<b>7300-06</b> Fringe Benefits - FICA - Medicare	934	0	0
9,623	14,046	12,467	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	18,710	0	0
0	637	0	<b>7300-18</b> Fringe Benefits - Retirement Benefit	0	0	0
4,405	5,336	4,462	<b>7300-20</b> Fringe Benefits - Medical Insurance	6,154	0	0
600	750	600	<b>7300-22</b> Fringe Benefits - VEBA Plan	800	0	0
51	70	64	<b>7300-25</b> Fringe Benefits - Life Insurance	48	0	0
174	270	232	<b>7300-30</b> Fringe Benefits - Long Term Disability	142	0	0
33	48	38	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	77	0	0
13	13	14	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	18	0	0
291	291	501	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	500	0	0
<b>55,560</b>	<b>73,987</b>	<b>64,625</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>95,677</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

70,434	1,903	1,500	<b>7520</b> Public Notices & Printing	1,500	0	0
483	432	450	<b>7620</b> Telecommunications	500	0	0
422	152	200	<b>7660</b> Materials & Supplies	200	0	0
1,091	1,479	800	<b>7660-05</b> Materials & Supplies - Office Supplies	800	0	0
122	21	150	<b>7660-15</b> Materials & Supplies - Postage	150	0	0
6,749	2,247	5,030	<b>7750</b> Professional Services	15,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Training and professional support	1	10,000	10,000
			DEI Summit at Linfield	1	5,000	5,000
0	0	0	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	30	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 005 - MAYOR & CITY COUNCIL Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
500	11,485	5,000	<b>7750-06</b>	<b>Professional Services - Community Outreach</b>		10,000	0	0
				Continuing the City Council's public communication efforts				
11,725	13,393	15,586	<b>7840</b>	<b>M &amp; S Computer Charges</b>		18,377	0	0
				I.S. Fund materials & supplies costs shared city-wide				
3,870	2,877	1,680	<b>7840-03</b>	<b>M &amp; S Computer Charges - City Council</b>		1,800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		
				Office 365 Licensing	8	240		
15,728	9,305	17,500	<b>8005</b>	<b>Mayor/City Council Expenses</b>		18,000	0	0
45,000	26,355	10,000	<b>8016</b>	<b>Affordable Housing</b>		10,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>		
				Environmental clean up	1	10,000		
<b>156,124</b>	<b>69,649</b>	<b>57,896</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>76,357</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
1,329	0	1,719	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,860	0	0
				I.S. Fund capital outlay costs shared city-wide				
<b>1,329</b>	<b>0</b>	<b>1,719</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>3,860</b>	<b>0</b>	<b>0</b>
<b>213,013</b>	<b>143,637</b>	<b>124,240</b>	<b>TOTAL REQUIREMENTS</b>			<b>175,894</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>MISCELLANEOUS</u></b>						
0	0	0	6600 Other Income	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>0</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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

127,212	121,827	140,745	<b>7000-05</b> Salaries & Wages - Regular Full Time City Attorney - 1.00 FTE	156,790	0	0
0	28,600	37,578	<b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Specialist - Senior - Legal - 0.50 FTE	38,868	0	0
0	6,090	4,140	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Legal - 0.09 FTE	3,456	0	0
31	0	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
7,354	9,554	11,173	<b>7300-05</b> Fringe Benefits - FICA - Social Security	11,455	0	0
1,794	2,234	2,597	<b>7300-06</b> Fringe Benefits - FICA - Medicare	2,887	0	0
17,807	40,643	52,256	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	57,227	0	0
8,616	21,847	24,620	<b>7300-20</b> Fringe Benefits - Medical Insurance	25,470	0	0
0	4,500	1,500	<b>7300-22</b> Fringe Benefits - VEBA Plan	1,500	0	0
59	198	216	<b>7300-25</b> Fringe Benefits - Life Insurance	120	0	0
307	953	962	<b>7300-30</b> Fringe Benefits - Long Term Disability	444	0	0
79	198	230	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	239	0	0
11	31	38	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	37	0	0
3,175	2,268	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>166,445</b>	<b>238,944</b>	<b>276,055</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>298,493</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

332	317	400	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	0	0
0	2,646	5,400	<b>7545</b> Subscriptions Westlaw legal research subscriptions.	6,000	0	0
1,127	2,355	3,300	<b>7550</b> Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, professional reference materials for the City Attorney.	7,700	0	0
2,400	2,500	2,300	<b>7610-05</b> Insurance - Liability	2,650	0	0
980	1,359	1,000	<b>7620</b> Telecommunications	1,300	0	0
510	472	500	<b>7660-05</b> Materials & Supplies - Office Supplies	500	0	0
69	29	150	<b>7660-15</b> Materials & Supplies - Postage	150	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 008 - LEGAL Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,578	5,509	1,000	<b>7750</b>	<b>Professional Services</b>		20,000	0	0
				Provide City Attorney with legal assistance on projects other than city prosecutorial services.				
153,004	107,656	103,928	<b>7750-09</b>	<b>Professional Services - Legal</b>		104,000	0	0
				Contract city prosecutor services to provide City Attorney with assistance.				
3,283	3,750	3,842	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,411	0	0
				I.S. Fund materials & supplies costs shared city-wide				
7,887	0	720	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		6,920	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	3	240	720	
				Mobile Replacement	1	3,000	3,000	
				Caselle license + annual cost	1	3,200	3,200	
<b>171,170</b>	<b>126,593</b>	<b>122,540</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>153,931</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
372	0	424	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		926	0	0
				I.S. Fund capital outlay costs shared city-wide				
<b>372</b>	<b>0</b>	<b>424</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>926</b>	<b>0</b>	<b>0</b>
<b>337,987</b>	<b>365,536</b>	<b>399,019</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>453,350</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	4546 American Rescue Plan	80,000	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>80,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	1,180	0	6405 Donations - Administration	0	0	0
0	0	0	6490 Donations - Public Art Public donations for the Public Art Program	0	0	0
21,895	0	10,000	6490-10 Donations - Public Art - Dedicated Public donations for specific pieces of artwork for the Public Art Program	10,000	0	0
<b>21,895</b>	<b>1,180</b>	<b>10,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
<b>21,895</b>	<b>1,180</b>	<b>10,000</b>	<b>TOTAL RESOURCES</b>	<b>90,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,110	200	2,000	<b>7720-03 Repairs &amp; Maintenance - Public Art</b>	2,000	0	0
0	0	0	<b>7750 Professional Services</b>	0	0	0
0	0	0	<b>7750-04 Professional Services - Grants</b> ARPA: translation services	80,000	0	0
7,911	13,129	42,400	<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.	14,000	0	0
4,553	1,613	10,000	<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	0	0
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
13,895	0	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.	0	0	0
0	0	0	<b>8015 Community Services</b>	0	0	0
14,000	15,180	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	0	0
22,500	22,500	22,500	<b>8025 Yamhill Co - YCTA</b> Public transportation program support increased in FY23	25,000	0	0
83,301	83,768	93,000	<b>8060 Economic Development</b> MEDP contribution, bypass lobbying, small econ dev projects	93,000	0	0
<b>147,270</b>	<b>136,391</b>	<b>193,900</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>238,000</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
8,000	0	0	<b>8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated</b>	0	0	0
<b>8,000</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>155,270</b>	<b>136,391</b>	<b>193,900</b>	<b>TOTAL REQUIREMENTS</b>	<b>238,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

131,201	113,730	95,350	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Human Resources Manager - 1.00 FTE Human Resources Analyst - 0.50 FTE Management Support Specialist - 1.00 FTE	192,366	0	0
0	0	11,777	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
3,240	4,115	6,500	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Administrative - 0.15 FTE	4,800	0	0
202	367	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
0	0	0	<b>7000-25 Salaries &amp; Wages - City Employee Recognition</b>	0	0	0
0	300	0	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b>	0	0	0
8,003	7,021	6,985	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	11,928	0	0
1,893	1,672	1,607	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,859	0	0
30,498	32,156	31,933	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	56,423	0	0
0	637	0	<b>7300-18 Fringe Benefits - Retirement Benefit</b>	0	0	0
18,151	18,478	20,609	<b>7300-20 Fringe Benefits - Medical Insurance</b>	50,366	0	0
2,250	900	1,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	6,500	0	0
138	140	162	<b>7300-25 Fringe Benefits - Life Insurance</b>	150	0	0
616	648	572	<b>7300-30 Fringe Benefits - Long Term Disability</b>	332	0	0
104	137	100	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	237	0	0
31	29	58	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	84	0	0
907	648	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>197,234</b>	<b>180,977</b>	<b>177,153</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>326,045</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	225	100	<b>7520 Public Notices &amp; Printing</b>	0	0	0
0	0	0	<b>7530 Training</b>	500	0	0
5,316	1,744	1,000	<b>7550 Travel &amp; Education</b> Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials.	8,000	0	0
0	0	2,500	<b>7579 Employee Recognition</b>	2,500	0	0
581	449	550	<b>7620 Telecommunications</b>	800	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
30	541	750	<b>7660</b>	<b>Materials &amp; Supplies</b>		1,000	0	0
101	9	200	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		500	0	0
38	21	100	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		200	0	0
48,209	29,845	5,000	<b>7750</b>	<b>Professional Services</b>		7,500	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		60	0	0
Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses								
938	1,071	1,921	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,411	0	0
31,262	0	720	<b>7840-12</b>	<b>M &amp; S Computer Charges - Human Resources</b>		24,720	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 Licensing	3	240	720		
			NEOGOV Perform & Implementation	1	15,000	15,000		
			Background check system integration	1	3,000	3,000		
			New mobile computers	2	3,000	6,000		
<b>86,476</b>	<b>33,906</b>	<b>12,841</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>50,191</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
106	0	211	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		926	0	0
<b>106</b>	<b>0</b>	<b>211</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>926</b>	<b>0</b>	<b>0</b>
<b>283,816</b>	<b>214,883</b>	<b>190,205</b>	<b>TOTAL REQUIREMENTS</b>			<b>377,162</b>	<b>0</b>	<b>0</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 City has received the Government Finance Officer Association's award for excellence in financial reporting for over 30 straight years.

In 2021-22 fiscal year, the finance department played a key role in developing a sustainable resources plan to better support core services across the city, assure adequate fiscal reserves, devote more resources to maintaining city's physical assets and secure funding for the aspirations of the community as described by the MacTown 2032 strategic plan.

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 5.90, adding a grant manager to provide fiscal, compliance and project management support for activities associated with the American Rescue Plan Act (ARPA) for the duration of that unique, once in a generation funding source.

### **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 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 prioritizing for FY2022-23:

- Implementation of and tracking new revenue sources starting this year to validate revenue projections to actual experience, assure low-income programming is serving the people intended and new payers are charged properly.

# General Fund – Finance

- 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
- Maximize functionality of existing accounting software and implement 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
- FY2022-23 will bring the second election period subject to the local campaign finance ordinance

The financial impacts of the Covid-19 pandemic on the municipal organization and the larger community continued through FY2021-22 and some unknowns remain at the time of drafting this budget. During past two years, 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; this flexible staffing model will continue to be used even as we emerge from the pandemic.

## Mac-Town 2032 Strategic Plan

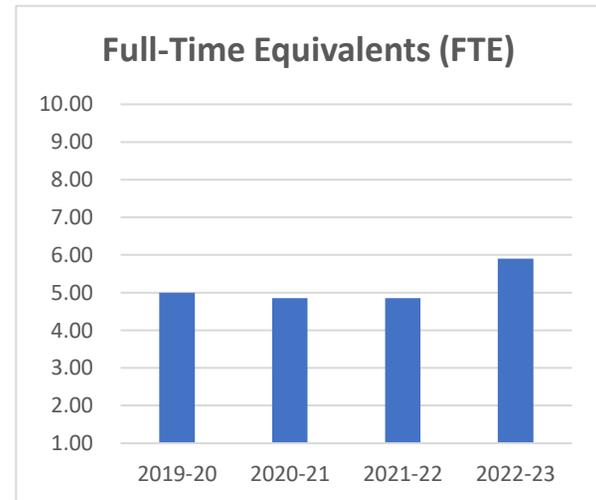
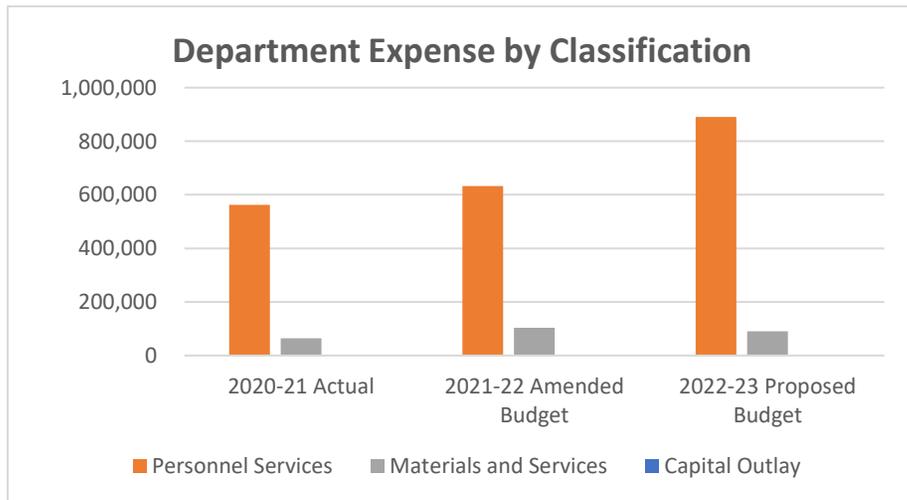
The finance department reviewed its contributions to the Strategic Plan Priorities:

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

General Fund - Finance

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	27,234	26,400	25,000	(1,400)
Intergovernmental	0	0	158,304	158,304
Miscellaneous	1	100	0	(100)
<b>Revenue Total</b>	<b>27,234</b>	<b>26,500</b>	<b>183,304</b>	<b>156,804</b>
<b>Expenses</b>				
Personnel Services	562,937	632,267	890,368	258,101
Materials and Services	65,013	103,976	91,101	(12,875)
Capital Outlay	0	1,130	2,160	1,030
<b>Expenses Total</b>	<b>627,950</b>	<b>737,373</b>	<b>983,629</b>	<b>246,256</b>
Unrestricted Resources Required	600,715	710,873	800,325	89,452
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalentents (FTE)</b>	5.00	4.85	4.85	5.90



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

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4546 American Rescue Plan</b> ARPA funding for Grant Manager	158,304	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>158,304</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
28,584	27,234	26,400	<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 \$30 per lien search; City pays \$12 per search through expenditure account 7750-27, Professional Services-Net Assets.	25,000	0	0
<b>28,584</b>	<b>27,234</b>	<b>26,400</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>25,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
72	1	100	<b>6600-94 Other Income - Finance</b> Miscellaneous Finance Department collections.	0	0	0
<b>72</b>	<b>1</b>	<b>100</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>28,656</b>	<b>27,234</b>	<b>26,500</b>	<b>TOTAL RESOURCES</b>	<b>183,304</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-114	-845	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
354,199	345,258	396,250	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Finance Director - 0.90 FTE Financial Services Administrator - 1.00 FTE Financial Services Specialist - Senior - 1.00 FTE Financial Services Specialist - Senior - Payroll - 1.00 FTE Financial Services Specialist - 1.00 FTE Grant Program Manager (ARPA) - 1.00 FTE	542,392	0	0
4,537	1,196	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
3,553	818	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	0	0
0	700	1,200	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
683	-222	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
21,583	20,927	24,165	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	33,116	0	0
5,048	4,894	5,169	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	7,938	0	0
100,445	100,675	115,124	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	165,392	0	0
78,754	77,973	78,836	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	120,704	0	0
13,250	8,638	8,638	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	13,675	0	0
500	524	524	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	354	0	0
1,773	1,975	1,930	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,004	0	0
305	330	319	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	657	0	0
107	95	112	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	136	0	0
<b>584,624</b>	<b>562,937</b>	<b>632,267</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>890,368</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

149	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
1,273	1,978	2,000	<b>7520</b>	<b>Public Notices &amp; Printing</b>	2,000	0	0
707	612	700	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	500	0	0
9,613	8,913	12,000	<b>7550</b>	<b>Travel &amp; Education</b> Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc.	17,000	0	0
5,000	4,000	4,300	<b>7610-05</b>	<b>Insurance - Liability</b>	5,130	0	0
3,558	3,334	3,500	<b>7620</b>	<b>Telecommunications</b>	3,500	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 03 - FINANCE Section : 013 - ACCOUNTING Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
6,186	5,468	3,500	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		5,000	0	0
551	-831	500	<b>7660-10</b>	<b>Materials &amp; Supplies - Office Supplies Inventory</b>		500	0	0
4,270	4,119	3,200	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		2,000	0	0
0	0	0	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		0	0	0
7,396	2,423	31,230	<b>7750</b>	<b>Professional Services</b>		15,000	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses		1,280	0	0
2,244	2,216	2,100	<b>7750-24</b>	<b>Professional Services - Audit</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses		2,500	0	0
12,192	13,056	12,000	<b>7750-27</b>	<b>Professional Services - Net Assets</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; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets \$12 per lien search.		12,000	0	0
0	2,306	0	<b>7750-57</b>	<b>Professional Services - Financing Administration</b>		0	0	0
2,644	2,261	2,500	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b> Printer / scanner / copier lease and per page cost.		2,000	0	0
0	0	0	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b>		0	0	0
7,504	8,572	10,246	<b>7840</b>	<b>M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide		10,291	0	0
2,577	6,586	16,200	<b>7840-05</b>	<b>M &amp; S Computer Charges - Accounting</b>		12,400	0	0
			<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	
			Lexmark printer maintenance		1	300	300	
			RAM upgrades		2	200	400	
			Scanner Replacement		1	1,000	1,000	
			Laptop Replacement		1	3,000	3,000	
<b>65,864</b>	<b>65,013</b>	<b>103,976</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>91,101</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
850	0	1,130	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide		2,160	0	0
<b>850</b>	<b>0</b>	<b>1,130</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>2,160</b>	<b>0</b>	<b>0</b>
<b>651,338</b>	<b>627,950</b>	<b>737,373</b>	<b>TOTAL REQUIREMENTS</b>			<b>983,629</b>	<b>0</b>	<b>0</b>



# **ENGINEERING DEPARTMENT**



### **Budget Highlights**

During fiscal year 2022-23, 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 design and construction of the Chandler's Addition Sanitary Sewer Rehabilitation project (Wastewater Capital Fund);
- Complete the installation of an emergency stand-by generator at the Cozine Pump Station (Wastewater Capital Fund);
- Continue the design of the 1 Million Gallon Tank and Mixer project – formerly named the Biosolids and Grit System Expansion project (Wastewater Capital Fund);
- Complete 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 Rapid Flashing Beacon Pedestrian Crossing at the Baker Creek Road / Meadows Drive 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 update of the Stormwater Master Plan (Wastewater Capital Fund);
- Complete the plan to address the Willamette River mercury TMDL, required to be complete by September 2022 (Wastewater Services Fund);and
- Begin the design of the Water Reclamation Facility and Operations administration buildings 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**

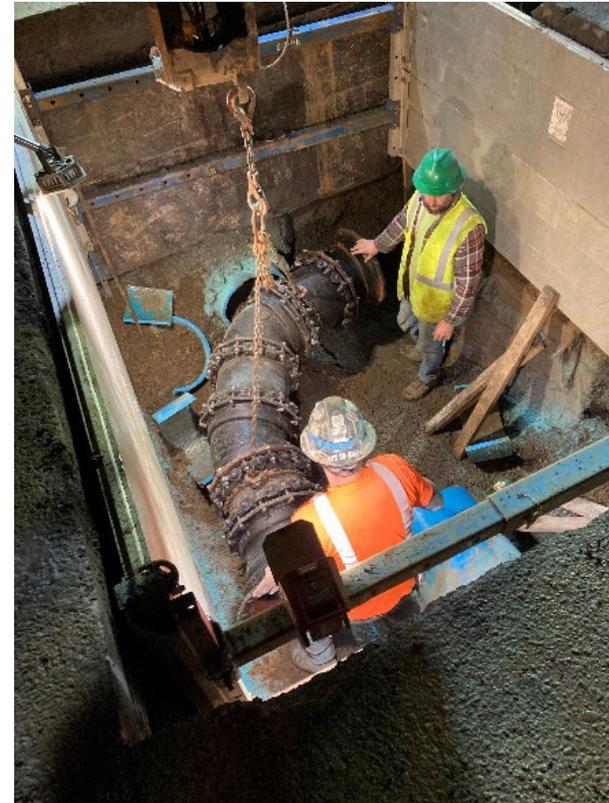
- Monitor public infrastructure improvements constructed as part of privately funded development projects.
- Manage the City's transportation, wastewater, storm sewer, and airport infrastructure and systems.
- Provide project management services for the City's capital improvement projects.
- Administer 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.
- Build redundancy for critical functions within the department.



To date, the Engineering Department has evaluated over 2,400 private sewer laterals.



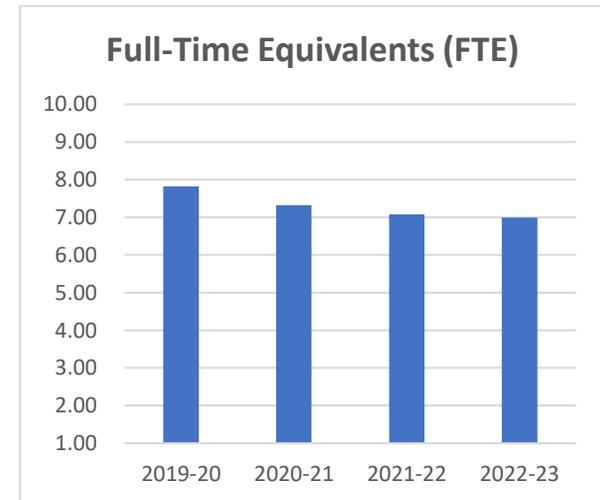
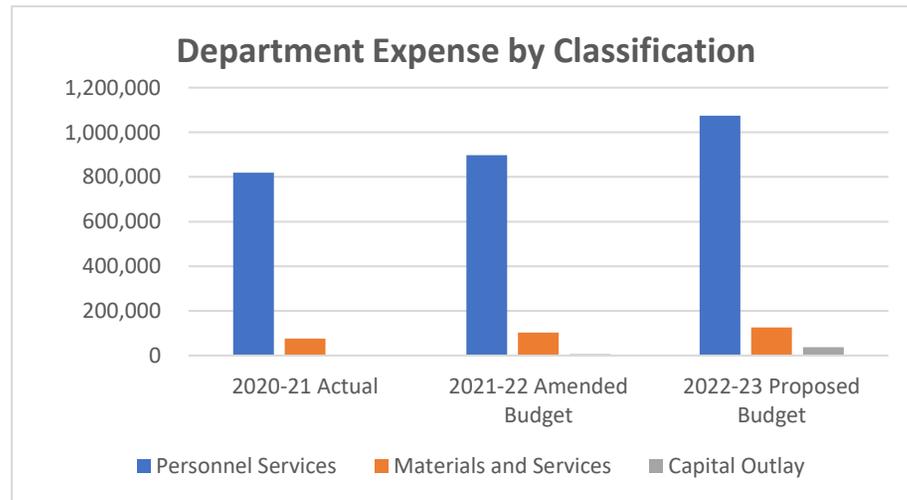
Installation of the temporary sanitary sewer force main Three Mile Lane bridge crossing to allow construction of the new bridge.

General Fund - Engineering

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
Revenue				
Charges for Services	200,811	100,000	150,000	50,000
Miscellaneous	1,267	750	1,000	250
<b>Revenue Total</b>	<b>202,078</b>	<b>100,750</b>	<b>151,000</b>	<b>50,250</b>
Expenses				
Personnel Services	819,167	897,500	1,074,529	177,029
Materials and Services	76,048	103,388	126,022	22,634
Capital Outlay	0	6,177	38,088	31,911
<b>Expenses Total</b>	<b>895,215</b>	<b>1,007,065</b>	<b>1,238,639</b>	<b>231,574</b>
Unrestricted Resources Required	693,137	906,315	1,087,639	181,324

	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22	Proposed 2022-23
<b>Full-Time Equivalentents (FTE)</b>	7.82	7.32	7.08	6.99



**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.

**2021** Community Development Department reorganized and renamed "Public Works Department" with Engineering as a Division within the department



The Engineering Department received 2,205 locate requests in 2021.

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
90,927	200,811	100,000	<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.	150,000	0	0
<b>90,927</b>	<b>200,811</b>	<b>100,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>150,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
1,578	1,267	750	<b>6600-96 Other Income - Engineering</b>	1,000	0	0
<b>1,578</b>	<b>1,267</b>	<b>750</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>92,505</b>	<b>202,078</b>	<b>100,750</b>	<b><u>TOTAL RESOURCES</u></b>	<b>151,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 05 - ENGINEERING Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-8,400	-3,853	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
516,215	484,468	494,478	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Public Works Director - 1.00 FTE City Engineer - 1.00 FTE Project Manager - 1.00 FTE GIS/CAD Specialist - 1.33 FTE Engineering Technician - 2.00 FTE Management Support Technician - Combined Depts - 0.33 FTE	656,635	0	0
0	17,821	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
6,061	5,542	2,992	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Engineering - 0.33 FTE	12,350	0	0
10	698	200	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
6,480	5,005	0	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Community Development Director's \$540 per month automobile allowance.	0	0	0
0	600	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	1,200	0	0
-3,295	-2,667	0	<b>7300 Fringe Benefits</b>	0	0	0
30,903	30,212	35,784	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	40,469	0	0
7,435	7,249	8,061	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	9,718	0	0
158,692	141,640	171,771	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	204,083	0	0
121,573	106,479	149,636	<b>7300-20 Fringe Benefits - Medical Insurance</b>	121,036	0	0
19,500	15,000	21,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	18,640	0	0
657	612	756	<b>7300-25 Fringe Benefits - Life Insurance</b>	400	0	0
2,702	2,509	3,012	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,124	0	0
8,455	7,738	9,624	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	8,680	0	0
131	114	186	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	194	0	0
<b>867,118</b>	<b>819,167</b>	<b>897,500</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,074,529</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

785	657	1,000	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	800	0	0
10,207	5,879	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	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : <b>N/A</b>		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,503	1,728	2,500	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	5,000	0	0
3,622	3,710	4,150	<b>7600</b>	<b>Utilities</b> Department's share of Community Development Center's electricity expense, ~38%.	4,600	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
7,400	8,000	8,100	<b>7610-05</b>	<b>Insurance - Liability</b>	9,240	0	0
1,700	2,100	2,100	<b>7610-10</b>	<b>Insurance - Property</b>	2,240	0	0
8,562	7,674	9,000	<b>7620</b>	<b>Telecommunications</b>	9,000	0	0
4,169	4,762	5,300	<b>7650</b>	<b>Janitorial</b> Department's share of Community Development Center janitorial service and supply costs, ~38%.	5,300	0	0
6,074	5,583	10,000	<b>7660</b>	<b>Materials &amp; Supplies</b> Uniforms, safety equipment, office, engineering, and surveying materials and supplies.	10,000	0	0
298	471	1,650	<b>7720</b>	<b>Repairs &amp; Maintenance</b> Vehicle and equipment repairs and maintenance.	1,650	0	0
2,718	5,880	5,700	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b> Department's share of Community Development Center's repairs and improvements, ~38%.	13,300	0	0
1,772	2,248	4,300	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b> Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%.	9,700	0	0
3,705	5,165	7,040	<b>7750</b>	<b>Professional Services</b>	10,000	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,600	0	0
0	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>	0	0	0
2,922	2,699	4,000	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b> Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.	4,200	0	0
9,230	9,471	10,668	<b>7840</b>	<b>M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide	14,702	0	0
12,383	10,021	17,880	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>	14,690	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : <b>05 - ENGINEERING</b> Section : <i>N/A</i> Program : <i>N/A</i>			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Plotter Maintenance	1	1,200	1,200		
			Large Monitors	5	500	2,500		
			Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,700	3,700		
			ESRI 17% shared with Bldg,Plan,Eng.Street,WWS	1	2,250	2,250		
			Office 365 Licensing	6	240	1,440		
			AutoCAD maintenance 66% - shared with Planning	1	2,800	2,800		
			Adobe Licensing	2	400	800		
<b>77,049</b>	<b>76,048</b>	<b>103,388</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>126,022</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
1,046	0	1,177	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		3,088	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	5,000	<b>8750-10</b>	<b>Capital Outlay Computer Charges - Engineering</b>		0	0	0
7,623	0	0	<b>8850</b>	<b>Vehicles</b>		35,000	0	0
<b>8,668</b>	<b>0</b>	<b>6,177</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>38,088</b>	<b>0</b>	<b>0</b>
<b>952,835</b>	<b>895,215</b>	<b>1,007,065</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,238,639</b>	<b>0</b>	<b>0</b>



## **PLANNING DEPARTMENT**



### **Organization Set – Sections**

- **Administration**
- **Current Planning**
- **Long Range Planning**
- **Code Compliance**
- **Economic Development**

### **Organization Set #**

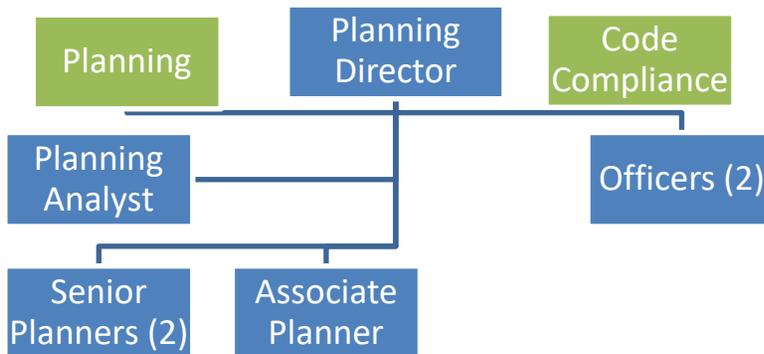
**01-07-001**  
**01-07-025**  
**01-07-028**  
**01-07-031**  
**01-07-035**

**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 (001), Current Planning (025), Long Range Planning (028), and Code Compliance (031).



*Organizational structure for the Planning/Code Compliance Program*

**What’s New for FY 2022/2023**

The Planning Department Fund has added an economic development sub fund (035) in FY 2022/2023. This is due to the addition of a \$750,000 grant secured by Representative Ron Noble for McMinnville business recovery and resiliency, \$500,000 in McMinnville ARPA funds for the Engineering and Construction Documents of the Third Street Improvement Project, and \$250,000 in McMinnville ARPA funds for a public infrastructure study of the Innovation Center. This sub fund includes one new FTE that will be funded through the grant and ARPA funds to move these projects forward. (More information is included later in this budget summary.)

**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.
- Implement Noble Grant and the Innovation Center
- Staff the McMinnville Urban Renewal Agency.

### **Code Compliance and Community Relations**

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

**PLANNING PROGRAM:** The Planning program provides four primary services: current planning, long-range planning, citizen involvement, and economic development. With 4.75 FTEs, the Planning Department in 2021 issued 116 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.

### **2021 ACCOMPLISHMENTS: Planning**

In 2021, planning focused on smaller land-use projects such as minor partitions, planned development amendments and historic landmarks alterations. No new subdivisions and no new housing planned developments were approved since large tracts of developable land are no longer available within the city limits.



The Planning team worked on several long-range planning initiatives in an effort to expedite opportunities within the urban growth boundary for future development.

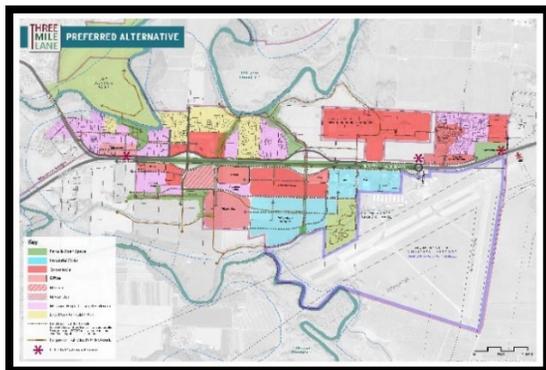
A new annexation process was developed and approved. A new residential design and development standards chapter for the McMinnville Municipal Code was developed and approved in order to allow for more housing types in McMinnville and more opportunities for homeownership at all income levels. An Active Trans Plan (bicycle and pedestrian safety plan) for Highway 99W was developed in partnership with ODOT, a Safe Routes to School Plan with the McMinnville School District was developed for Patton Middle School and Sue Buel Elementary School, and the Three Mile Lane Area Plan was initiated.

# General Fund – Planning

**Residential Site and Design Review Standards:** 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.

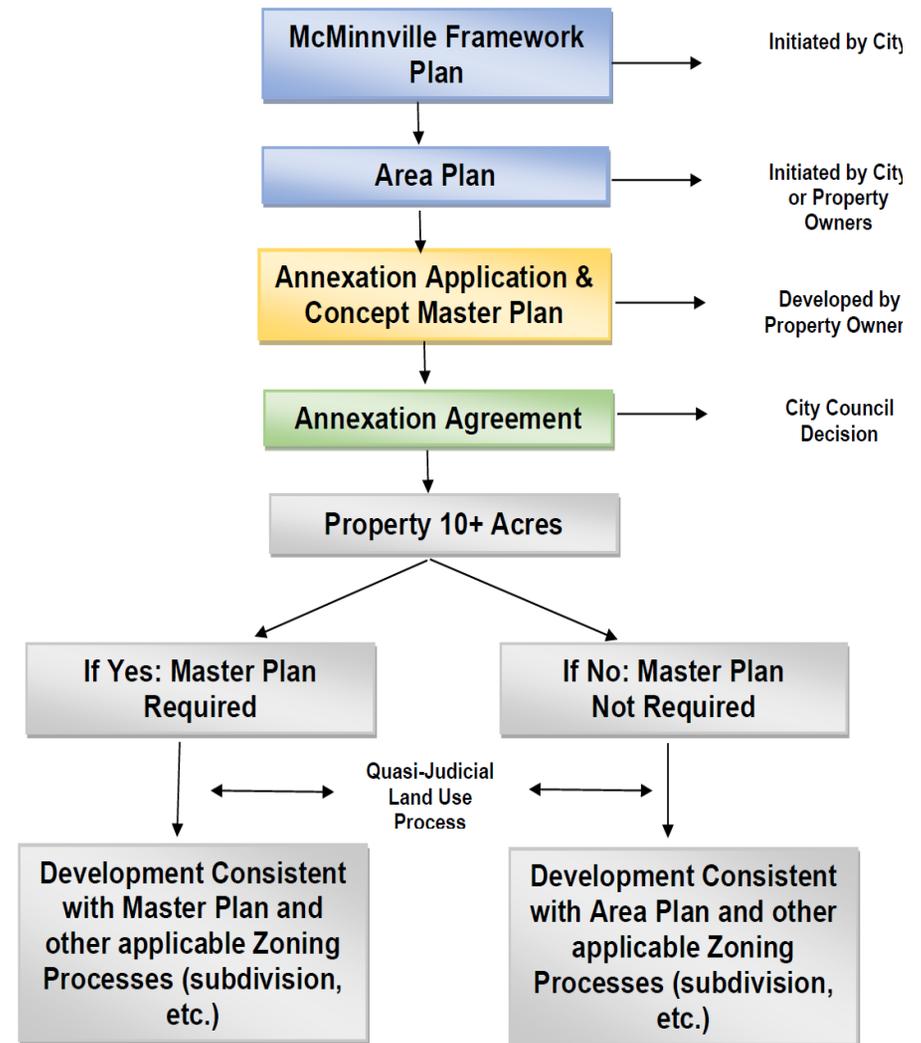


*Shaping Up – Missing Middle Housing – Residential Site and Design Review Standards Informational Materials.*



*Three Mile Lane Area Plan, Preferred Concept*

*Summary Graphic of Annexation Process:*



# General Fund – Planning

**Supporting Public Engagement:** The Planning Department continued to adapt to the changing conditions of COVID. 80% of the planners continued to work remotely in the first half of the fiscal year providing 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 64 public meetings, and 1482 volunteer hours (value of \$31,122 hours) as the community continued to plan for McMinnville’s future. The Department then worked with the IT Department to develop the technology necessary to merge into a hybrid in-person and virtual meeting environment for the second half of the fiscal year.

ENGAGED CITIZEN INVOLVEMENT	
<b>VOLUNTEER COMMITTEES</b>	
• Planning Commission	<b>6 Standing Committees</b>
• Historic Landmarks Committee	<b>79 Volunteers Meeting Monthly</b>
• Landscape Review Committee	<b>64 Public Meetings</b>
• Affordable Housing Task Force	<b>1482 Volunteer Hours</b>
• Economic Vitality Leadership Council	<b>\$31,122 Volunteer Value</b>
• Urban Renewal Advisory Committee	

**Business Assistance Grants:** The Planning Department staffs the McMinnville Urban Renewal program which distributed \$125,000 in business assistance grants in 2021.

**CDBG Manufactured Home Repair Grants:** In partnership with the Yamhill Affordable Housing Corporation, the Planning Department awarded \$200,000 of CDBG grants to 33 households for manufactured home repairs.

GRANT PROJECTS	
<b>EMERGENCY BUSINESS ASSISTANCE GRANTS</b>	<b>MANUFACTURED HOME REPAIR GRANTS</b>
Issued <b>\$125,000</b> in business assistance grants.	In partnership with the Yamhill County Affordable Housing Corporation, awarded <b>\$200,000</b> CDBG grants to <b>33</b> households for manufactured home repairs.

## 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.



*Volunteer Property Clean – Up, Fall Haul Event*

## 2021 ACCOMPLISHMENTS: Code Compliance

*Annual Caseload Review:* The code compliance officers worked on 359 cases achieving voluntary compliance on 98% of the cases.

CASELOAD	
<p><b>359</b> Cases</p>	<p><b>98%</b> Voluntary Compliance</p>

- Made 56 medication deliveries through the continuation of the Prescription Pickup and Delivery Program
- Assisted in responding to 42 complaints regarding camping and trespassing on City property
- Hosted Fall Haul and matched volunteers with residents in need of cleanup assistance at five sites around the City
- Worked with residents and property owners to resolve 359 code compliance cases
- Continued to make use of efficiencies in administrative code language to abate five properties when voluntary compliance was not achievable



## **The Planning Department’s 2022-23 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 2021 by developing Area Plans for the Fox Ridge Road Area and the Southwest Area; facilitate the coordination of the Transportation System Plan Update, prepare the City’s response to HB 2003 (2019 Legislative Session) by refining the June 2020 draft Housing Needs Analysis and Housing Production Strategy to include the recent UGB boundary amendment, and HB 2001 planning.
- **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. And new for this year will be the addition of an economic development sub fund and Project Manager FTE to implement the \$750,000 Noble Grant for McMinnville Business Recovery and Resiliency and to support

# General Fund – Planning

the City’ public infrastructure feasibility study for the Innovation Center and engineering for the Third Street Improvement Project.

SLFRP BUSINESS ASSISTANCE GRANT – McMinnville Business Recovery and Resiliency		
<b>Business Community Issue #1</b> (Immediate): Lack of workforce for businesses that depend on, on site employees, resulting in businesses limiting their operational hours.		
Projects: Provide grants that invest in recruitment and retention programs that entice employees back into the workforce and develop loyalty for employees to stay. These could be bonuses (hiring and loyalty), childcare and housing assistance, etc.		
Program	Amount	Compliance
Business Assistance Grants for Workforce Recruitment and Retention	\$190,000	2. Address negative economic impacts
Purchase and Distribute COVID products to Businesses	\$10,000	1. Supporting the public health response
Projects for Issue #1 TOTAL:	\$200,000	
<b>Business Community Issue #2</b> (Long-Term): Pipeline of trained workforce to support local businesses.		
Proposed Projects: Invest in a workforce development full-time coordinator for two years to develop localized workforce training programs based on local data needs and opportunities, such as specialized training, apprenticeships and internships. Market the programs into the community (schools and current workforce). Provide apprenticeships scholarships. Set-up sustainable programs with enduring value.		
Program	Amount	Compliance
Hire a Workforce Development Coordinator to Develop Local Workforce Programs (2 Year FTE)	\$200,000	2. Address negative economic impacts
Collect Data to Understand Business Needs	\$50,000	2. Address negative economic impacts
Develop an Apprenticeship Program with Chemeteka Community College	\$50,000	2. Address negative economic impacts
Projects for Issue #2 TOTAL:	\$300,000	
<b>Business Community Issue #3</b> (Near-Term and Long-Term): After the instability of the COVID pandemic, businesses are struggling with how to adapt and pivot to changing needs.		
Projects: Invest in mentorship and forgivable loan programs to provide training and support for business resiliency and recovery.		
Program	Amount	Compliance
Develop a 40/60 Loan Forgiveness Program with MESO	\$200,000	2. Address negative economic impacts
Develop Bilingual Business Training / Mentorship	\$50,000	2. Address negative economic impacts
Projects for Issue #3 TOTAL:	\$250,000	
TOTAL PROGRAM COSTS	\$750,000	

**\$750,000 Noble Grant for Business Recovery and Resiliency**

- o **Code Compliance/Enforcement:** a comprehensive centralized code compliance and enforcement program that serves the City of McMinnville.
- o **Urban Renewal:** Provide comprehensive staff support and guidance to McMinnville’s Urban Renewal program.



## **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 2022-23 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.

<p><b>City Government Capacity – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus.</b></p>
<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 continue to promote and refine electronic permitting opportunities and communication strategies.</li> </ul>
<p><b>Strategy:</b> <i>Identify and focus on the city’s core services</i> Planning/code compliance staff have been working towards a full cost recovery system for permitting services and nuisance abatement.</p>

### **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 2022, 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 2022, 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 2022, planning staff will be working with the community on updating several Comprehensive Plan chapters and policies.
- In 2022, Planning will work with the Communications Specialist on DEI public facility plan that is grant funded by the DLCD.

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

- In 2022, 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 2022, 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 2022, 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 2022, 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

- Housing supply will become more and more critical as developable land opportunities become more and more scarce within the city limits and the opportunity to annex land within the expanded UGB is still a couple of years removed.
- Fully staffing the planning program continues to be challenging. The standard for planning staff in Oregon is one FTE per 5,000 people in population. McMinnville currently has 5.08 FTE devoted to planning activities for a population of approximately 35,000 people.
- 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.

- 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.

### Core Services

The Planning and Code Compliance team rely on FTEs and professional services for their programs.

The Code Compliance team is currently working at a mid-level of service for its core services.

The Planning team is working at a base level of services for its core services. Below is a chart itemizing what the Planning team would need in terms of FTEs and Professional Services dollars in order to achieve each level of service.

Base Level	Mid Level	Optimal Level
5.0 FTEs \$325,000 Professional Services	6.50 FTEs \$325,000 Professional Services	8.0 FTEs \$400,000 Professional Services
Current Level of service.	Add 1.5 FTE <i>Associate Planner</i> <i>0.50 GIS Planner</i>	Add 3.0 FTEs plus \$50,000 professional services. <i>Planning Manager</i> <i>Associate Planner</i> <i>GIS Planner</i>



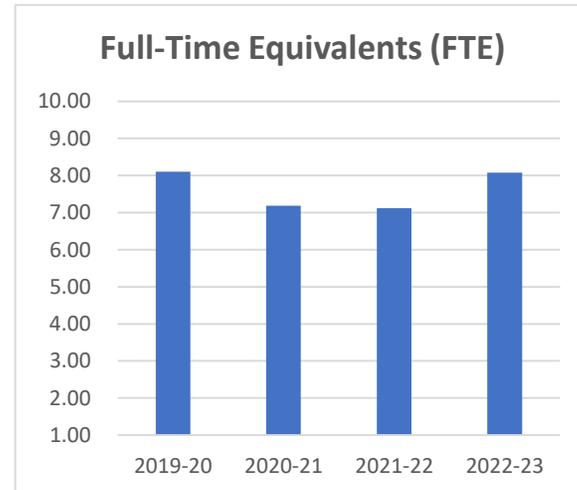
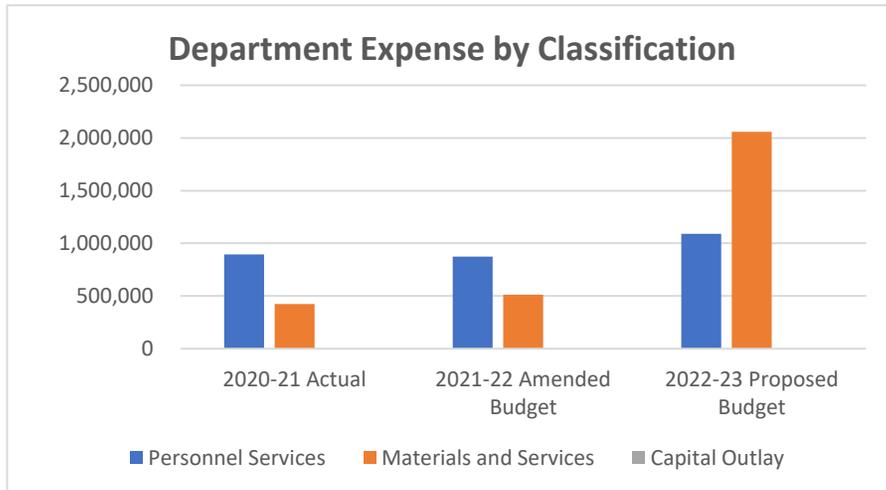
*Looking out on the new public park at Baker Creek North*

General Fund - Planning

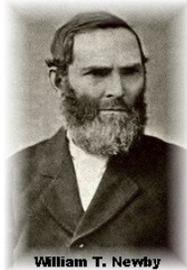
**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	158	7,500	7,500	0
Intergovernmental	76,126	10,000	1,607,000	1,597,000
Licenses and Permits	148,720	90,000	140,000	50,000
Miscellaneous	982	0	250	250
<b>Revenue Total</b>	<b>225,986</b>	<b>107,500</b>	<b>1,754,750</b>	<b>1,647,250</b>
Expenses				
Personnel Services	895,364	873,496	1,090,886	217,390
Materials and Services	425,313	513,249	2,059,242	1,545,993
Capital Outlay	0	1,586	2,703	1,117
<b>Expenses Total</b>	<b>1,320,677</b>	<b>1,388,331</b>	<b>3,152,831</b>	<b>1,764,500</b>
Unrestricted Resources Required	1,094,691	1,280,831	1,398,081	117,250

	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22	Proposed 2022-23
<b>Full-Time Equivalents (FTE)</b>	8.10	7.19	7.12	8.08



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



William T. Newby

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

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

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



**1948** First McMinnville Planning Commission appointed.

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



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

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

**1993** City residents exceed more than 20,000.

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

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

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

**2004** Following more than a

**2005** decade of explosive growth, McMinnville is Oregon’s 15<sup>th</sup> most populated city at over 30,000 people.

**2006** Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



# General Fund – Planning Dept

## Historical Highlights

**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.

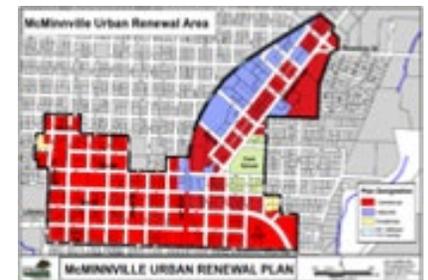
**2012** An Urban Renewal Feasibility Study is initiated to examine the possible creation of a local urban renewal district.



**2013** Principal Planner Ron Pomeroy elected MDA Board President.

**2014** The Council holds public hearings and adopts the Northeast Gateway Planned Development Overlay.

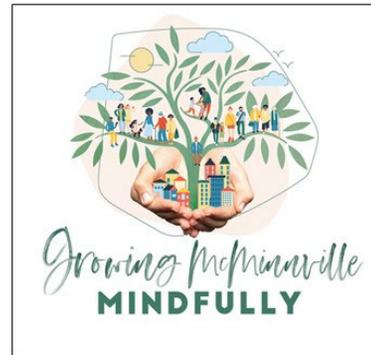
**2014** The Council adopts the City’s first Urban Renewal Plan. The 175-acre district includes land within the Northeast Gateway and historic downtown areas.



**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 is 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>MISCELLANEOUS</b>						
180	982	0	6600-99 Other Income - Planning	0	0	0
<b>180</b>	<b>982</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>180</b>	<b>982</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

2,468	-5,124	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
39,262	21,013	24,939	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.10 FTE Development Review Specialist - 0.15 FTE	23,191	0	0
0	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
170	-1,582	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
2,375	1,267	1,627	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	1,404	0	0
555	296	318	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	336	0	0
11,439	6,594	7,783	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	6,737	0	0
7,445	4,885	5,060	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	5,234	0	0
1,200	750	750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	750	0	0
43	27	26	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	15	0	0
216	121	120	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	30	0	0
734	358	417	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	315	0	0
9	5	5	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	5	0	0
<b>65,916</b>	<b>28,611</b>	<b>41,045</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>38,017</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
0	1,152	0	<b>7520</b>	<b>Public Notices &amp; Printing</b>	0	0	0
55	52	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	0	0
0	68	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
3,526	3,613	4,000	<b>7600</b>	<b>Utilities</b> Department's share of Community Development Center electricity expense.	4,440	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
7,500	7,400	7,100	<b>7610-05</b>	<b>Insurance - Liability</b>	8,240	0	0
1,800	1,900	1,900	<b>7610-10</b>	<b>Insurance - Property</b>	2,050	0	0
1,111	4,049	5,000	<b>7620</b>	<b>Telecommunications</b>	400	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 001 - ADMINISTRATION Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,067	4,658	5,200	<b>7650</b>	<b>Janitorial</b>		5,200	0	0
					Department's share of Community Development Center janitorial service and supply costs.			
976	4,169	7,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,500	0	0
					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
2,646	5,726	5,550	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		12,950	0	0
					Department's share of Community Development Center's repairs and improvements.			
1,726	2,189	4,200	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		9,400	0	0
175	1,472	2,700	<b>7750</b>	<b>Professional Services</b>		0	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		1,910	0	0
					Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses			
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
7,251	6,372	8,500	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		8,700	0	0
					Copier Lease, HVAC, Fire/Security Alarm, Parking Lot Sweeping, Orkin, Holiday Lights, Misc (Planning share of CDC Building)			
1,271	1,339	1,601	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,838	0	0
817	0	240	<b>7840-16</b>	<b>M &amp; S Computer Charges - Planning Administration</b>		240	0	0
				<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Office 365 Licensing		1	240	240
<b>32,921</b>	<b>44,157</b>	<b>53,891</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>61,268</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
145	0	177	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		386	0	0
0	0	0	<b>8750-16</b>	<b>Capital Outlay Computer Charges - Planning Administration</b>		0	0	0
<b>145</b>	<b>0</b>	<b>177</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>386</b>	<b>0</b>	<b>0</b>
<b>98,982</b>	<b>72,768</b>	<b>95,113</b>	<b>TOTAL REQUIREMENTS</b>			<b>99,671</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
88,869	120,061	65,000	<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).	105,000	0	0
42,580	28,660	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.	35,000	0	0
<b>131,449</b>	<b>148,720</b>	<b>90,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>140,000</b>	<b>0</b>	<b>0</b>
<b>131,449</b>	<b>148,720</b>	<b>90,000</b>	<b>TOTAL RESOURCES</b>	<b>140,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
170,567	180,955	190,521	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.25 FTE Senior Planner - 1.00 FTE Planner - 0.50 FTE Development Review Specialist - 0.55 FTE Management Support Technician - Combined Depts - 0.25 FTE	208,654	0	0
0	0	9,952	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
382	54	0	<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>	600	0	0
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
10,373	11,031	12,364	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	12,660	0	0
2,426	2,535	2,820	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	3,034	0	0
52,957	55,312	63,489	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	64,095	0	0
31,871	32,436	36,742	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	37,386	0	0
4,750	4,900	5,200	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	5,150	0	0
243	244	280	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	153	0	0
943	1,009	1,062	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	366	0	0
3,189	3,291	3,516	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	2,695	0	0
47	43	71	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	83	0	0
<b>277,747</b>	<b>291,811</b>	<b>326,017</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>334,876</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

1,208	1,417	3,000	<b>7500</b>	<b>Credit Card Fees</b> Fees paid to offer credit card payment services - monthly and percentage of overall credit card transactions.	2,000	0	0
6,106	5,805	6,000	<b>7520</b>	<b>Public Notices &amp; Printing</b> Legal notices for public hearings, public open houses, printing brochures, forms and surveys.	8,000	0	0
310	200	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	0	0
3,138	1,436	6,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissioner training.	6,000	0	0
460	255	300	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	500	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 025 - CURRENT PLANNING Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,931	0	0	<b>7620</b>	<b>Telecommunications</b>		1,500	0	0
				Cell phones for planners				
1,040	1,898	2,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,500	0	0
				Office supplies and work station support.				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	2,665	4,000	<b>7750</b>	<b>Professional Services</b>		27,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transcriptionist Services - Planning Commission	1	5,000	5,000	
				Contract Transportation Planning	1	15,000	15,000	
				Legal Services	1	7,500	7,500	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		0	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0
5,314	5,014	6,813	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,146	0	0
1,299	4,068	2,230	<b>7840-17</b>	<b>M &amp; S Computer Charges - Planning Current</b>		12,905	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI software - 12.5%	1	1,125	1,125	
				AutoCAD Maintenance	1	700	700	
				Office 365 Licensing	2	240	480	
				Adobe InDesign renewal	1	400	400	
				Mobile replacement	1	3,000	3,000	
				PC Laptops/Mobiles	5	1,600	7,200	
<b>20,805</b>	<b>22,758</b>	<b>31,243</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>67,451</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
602	0	752	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,081	0	0
0	0	0	<b>8750-17</b>	<b>Capital Outlay Computer Charges - Planning Current</b>		0	0	0
<b>602</b>	<b>0</b>	<b>752</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,081</b>	<b>0</b>	<b>0</b>
<b>299,155</b>	<b>314,569</b>	<b>358,012</b>	<b>TOTAL REQUIREMENTS</b>			<b>403,408</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
9,570	719	10,000	<b>4535 Federal NPS CLG Grant</b> Federal National Park Service Certified Local Government grant for historic preservation program.	12,000	0	0
0	75,407	0	<b>4778 OR Dept of Land Conservation &amp; Dev (DLCD)</b> Technical Assistance and Planning grants.	95,000	0	0
<b>9,570</b>	<b>76,126</b>	<b>10,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>107,000</b>	<b>0</b>	<b>0</b>
<b>9,570</b>	<b>76,126</b>	<b>10,000</b>	<b>TOTAL RESOURCES</b>	<b>107,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
149,145	164,884	166,891	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.30 FTE Senior Planner - 1.00 FTE Planner - 0.50 FTE Development Review Specialist - 0.20 FTE Management Support Technician - Combined Depts - 0.05 FTE	183,712	0	0
0	0	4,976	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
27,387	67,494	0	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
382	54	0	<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>	600	0	0
0	0	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
10,792	14,225	10,396	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	11,152	0	0
2,524	3,327	2,492	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,673	0	0
45,097	76,810	53,756	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	56,845	0	0
24,766	26,107	29,066	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	26,178	0	0
3,700	4,000	4,150	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	3,650	0	0
205	212	232	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	123	0	0
825	918	942	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	378	0	0
3,197	4,260	3,176	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	2,476	0	0
44	46	61	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	71	0	0
<b>268,063</b>	<b>362,335</b>	<b>276,138</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>287,858</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	13,490	10,000	<b>7520</b>	<b>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	0	0
255	413	400	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employees training, materials and events.	400	0	0
4,707	1,526	6,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in professional organizations. Staff training. Planning Commissioner training.	7,000	0	0
1,931	0	0	<b>7620</b>	<b>Telecommunications</b> Cell phones for planners (split 50/50 between current and long range planning)	1,500	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 028 - LONG RANGE PLANNING Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,414	2,246	5,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		9,000	0	0
				Office supplies and work station support. GIS Staff - Work Station and Office Supplies				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
				CLG Grant Materials and Supplies				
190,789	272,531	349,500	<b>7750</b>	<b>Professional Services</b>		414,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Legal Services	1	20,000	20,000	
				Transcriptionist	1	4,500	4,500	
				Fox Ridge Road Area Plan (FY 22 Carryover)	1	120,000	120,000	
				Southwest Area Plan	1	150,000	150,000	
				HB 2003 HNA/HPS/EOA Adoption	1	75,000	75,000	
				Consultant Services	1	30,000	30,000	
				DEI PFP Grant Match	1	15,000	15,000	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		20	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
8,023	50,407	10,000	<b>7750-04</b>	<b>Professional Services - Grants</b>		107,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DLCD DEI PFP Equity Grant	1	60,000	60,000	
				CLG - Historic Preservation Education	1	12,000	12,000	
				DLCD TA HB 2003 Grant	1	35,000	35,000	
2,131	2,539	3,394	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,940	0	0
1,299	1,553	2,230	<b>7840-18</b>	<b>M &amp; S Computer Charges - Planning Long Range</b>		9,505	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI software	1	1,125	1,125	
				AutoCAD Maintenance	1	700	700	
				Office 365 Licensing	2	240	480	
				PC Laptops/Mobiles	5	1,600	7,200	
<b>213,548</b>	<b>344,705</b>	<b>386,524</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>561,865</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
241	0	374	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		618	0	0
0	0	0	<b>8750-18</b>	<b>Capital Outlay Computer Charges - Planning Long Range</b>		0	0	0
<b>241</b>	<b>0</b>	<b>374</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>618</b>	<b>0</b>	<b>0</b>
<b>481,852</b>	<b>707,041</b>	<b>663,036</b>	<b>TOTAL REQUIREMENTS</b>			<b>850,341</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
0	158	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	0	0
<b>0</b>	<b>158</b>	<b>7,500</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
0	0	0	<b>6407-31 Donations-Planning - Code Compliance</b>	250	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>250</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>158</b>	<b>7,500</b>	<b><u>TOTAL RESOURCES</u></b>	<b>7,750</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

0	0	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
123,782	128,341	136,336	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.10 FTE Code Compliance Officer - Lead - 1.00 FTE Code Compliance Officer - 1.00 FTE Development Review Specialist - 0.10 FTE Management Support Technician - Combined Depts - 0.03 FTE	149,075	0	0
0	0	1,659	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
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
7,435	7,719	8,431	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	9,020	0	0
1,739	1,805	1,973	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,161	0	0
33,814	35,249	40,498	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	43,308	0	0
30,997	29,284	33,104	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	39,581	0	0
4,600	4,600	4,652	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	5,690	0	0
238	237	244	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	133	0	0
687	745	748	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	332	0	0
2,316	2,367	2,554	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	2,010	0	0
47	41	97	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	97	0	0
3,170	2,219	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>208,825</b>	<b>212,607</b>	<b>230,296</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>251,407</b>	<b>0</b>	<b>0</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	0	0
1,000	630	4,000	<b>7520</b>	<b>Public Notices &amp; Printing</b> Print materials for door hangers, property notices, certified mailings.	4,000	0	0
292	194	300	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials and events.	300	0	0
3,923	1,238	3,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships in OCEA, staff training.	6,000	0	0
496	500	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	1,250	0	0
1,931	2,741	4,000	<b>7620</b>	<b>Telecommunications</b>	3,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 031 - CODE COMPLIANCE Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	92	600	<b>7630</b>	<b>Uniforms</b>		600	0	0
4,652	477	7,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		5,000	0	0
				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	5,368	18,050	<b>7750</b>	<b>Professional Services</b>		18,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hearings Officer	1	3,000	3,000	
				Abatement	1	15,000	15,000	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		60	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
1,911	2,143	2,561	<b>7840</b>	<b>M &amp; S Computer Charges</b>		2,940	0	0
1,299	311	480	<b>7840-19</b>	<b>M &amp; S Computer Charges - Planning Code Compliance</b>		480	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	2	240	480	
<b>15,502</b>	<b>13,693</b>	<b>41,591</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>41,730</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
217	0	283	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		618	0	0
0	0	0	<b>8750-19</b>	<b>Capital Outlay Computer Charges - Planning Code Enforcement</b>		0	0	0
<b>217</b>	<b>0</b>	<b>283</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>618</b>	<b>0</b>	<b>0</b>
<b>224,544</b>	<b>226,300</b>	<b>272,170</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>293,755</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 035 - ECONOMIC DEVELOPMENT Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>								
<b>INTERGOVERNMENTAL</b>								
0	0	0	<b>4546</b>	<b>American Rescue Plan</b>		750,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Third Street Improvement Project	1	500,000	500,000	
				Innovation Center - Facility Analysis	1	250,000	250,000	
0	0	0	<b>4546-05</b>	<b>American Rescue Plan - SFRF Bus Recovery &amp; Resiliency</b>		750,000	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>		<b>1,500,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL RESOURCES</b>		<b>1,500,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 07 - PLANNING Section : 035 - ECONOMIC DEVELOPMENT Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
0	0	0	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Planning Coordinator - 1.00 FTE	109,150	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	6,604	0	0
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1,583	0	0
0	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	31,708	0	0
0	0	0	<b>7300-20 Fringe Benefits - Medical Insurance</b>	22,116	0	0
0	0	0	<b>7300-22 Fringe Benefits - VEBA Plan</b>	6,000	0	0
0	0	0	<b>7300-25 Fringe Benefits - Life Insurance</b>	60	0	0
0	0	0	<b>7300-30 Fringe Benefits - Long Term Disability</b>	0	0	0
0	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,484	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	23	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>178,728</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7660-25 Materials &amp; Supplies - Grants</b>	10,000	0	0
0	0	0	<b>7750-04 Professional Services - Grants</b> McMinnville Business Recovery and Resiliency Grant - SFRF Fund Innovation Center - City ARPA Third Street Improvement Project - City ARPA	1,310,928	0	0
0	0	0	<b>7840 M &amp; S Computer Charges</b>	0	0	0
0	0	0	<b>7840-14 M &amp; S Computer Charges - Planning Econ Development</b>	6,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Mobile Computer / Licensing	1	6,000	6,000
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,326,928</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
0	0	0	<b>8750 Capital Outlay Computer Charges</b>	0	0	0
0	0	0	<b>8750-14 Capital Outlay Computer Charges - Planning Econ Development</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>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>1,505,656</b>	<b>0</b>	<b>0</b>



# **POLICE DEPARTMENT**



## **Organization Set – Sections**

- Chief's Office**
- Field Operations**
- Investigations and Support**

## **Organization Set #**

**01-11-040**  
**01-11-043**  
**01-11-046**

**Budget Highlights**

The McMinnville Police Department (MPD) is committed to the safety and livability of our community. The 2022-23 proposed budget reflects MPD’s best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. This year’s budget reflects the add back of frozen positions due to last year’s budget cuts. We will be adding back one full time police officer vacancy, as well as one part time office specialist.



**Core Services**

**Field Operations**

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

**Investigations and Support Division**

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

**Administrative**

- o Budget, Accounts Payable, Payroll
- o Police records management and reporting required by law
- o Records requests, i.e., information, police report copies, etc.
- o Volunteer Coordination
- o Community Relations
- o Facilitate community safety and educational events, i.e., National Night Out, Kids’ Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Coffee with a Cop, and Senior Citizen Safety and Awareness programs.

**Professional Standards**

To ensure the highest standards and best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). Accreditation through the Alliance helps to ensure that the department’s policies and practices are consistent with Oregon and Federal law, as well as state and national standards. In the spring of 2019, the Police Department was reaccredited through the OAA, and we will look to renew our state accreditation in the fall of 2022. As such, we will continue to follow OAA standards as we prepare for reaccreditation.

**2022-2023 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 State of MPD and Opportunities for Growth**

#### **The Past Year**

As we emerge from the pandemic the dedicated group of employees at MPD weathered the storm, never flinching at the face of adversity, we were there for the community during the most difficult times. Employees continued to show up to the office, and we only closed the front office for a couple of months as the pandemic surged through our community. We will continue to provide services to our city and citizens during what could be characterized as a challenging time. Outside of the pandemic, heightened scrutiny of our profession, legislative mandates, and the decriminalization of large portion of narcotic laws has changed what it's like to police in Oregon. These issues, coupled with the homeless and mental health crisis within our community, has caused some of our officers to leave the profession and seek other opportunities. Statewide issues have made policing more labor intensive and complex, yet we show up every day.

With all the challenges and complexities our organization faces, MPD welcomes these changes as opportunities to look at issues with a fresh set of eyes and seek out non-traditional solutions to complex community issues and expectations.

MPD appreciates the faith our City and City Council have in us to be there for them. With the large amount of sworn officer turnover it is critical that any new staff we hire 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.

While we look to fill vacancies within the organization, we are uniquely positioned to prepare the department to move forward in ways we have never seen. We will look to hire employees who fit MPD's organizational culture and work hard to laser focused

on the goal of making McMinnville the safest place to live, learn, work, and play.

#### **This Year and Years Beyond**

The strength MPD is its employees and volunteers. They are intelligent, thoughtful, and dedicated to providing the best service possible to our citizens. MPD's staff is among the best and brightest in the State of Oregon and are continually looking for ways to improve the services we provide.

As our organization grows older, MPD needs to ensure we are building a bench of future leaders. We have filled the rank of corporal in 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. With the retirement of a Captain, we will seek to fill this position through a formal hiring process. In addition, I have requested training funds to cover the cost of formal statewide training classes or courses. We recognize a few formal leadership positions could retire this year, and we need to be prepared to fill them from our leadership bench.

We hope to expand our technology package to include updated in car video systems as well as body worn cameras for our officers. We have already begun testing body cameras, and our budget reflects grant funds to cover 100% of the cost to purchase this product.

In addition, we had requested funds to purchase an unmanned aircraft system (UAS) commonly known as a drone. A drone will make the work of our first responders significantly safer and easier. Drones are an invaluable for saving the lives of law enforcement officers and the public. Whether it's a chaotic scene or a search of a missing person, drones have proven to be a cost-effective resource that law enforcement agencies have deployed in the recent years to assist us in our day-to-day operations.

## General Fund – Police

## 2022 – 2023 Proposed Budget --- Budget Summary

Lastly, we are requesting funds to purchase two new canines. We lost one canine, Axell over a year ago due to illness and did not have the funds to purchase one fiscal 2021-22, and sadly, Canine Jack, had to retire early in 2022 due to illness. We anticipate one will be an apprehension canine, while the other will be narcotics detection canine. These dedicated canines are an invaluable resource to our community and organization.

### **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 2022-23 the MPD will continue to 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, 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 have invested 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 through our Peer Support program.
- 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.



## 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 these 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. We have had staff attend DEI training as way to improve our organization and understand explicit and implicit bias.
- Grow City's employees and Boards and Commissions to reflect our community.
  - MPD will continue to look to bring in a diverse workforce which reflects our City's demographic make-up. We will seek opportunities for our staff to take part in boards or committees which will open up opportunities to forge new relationships with our diverse city and its citizens.

## Economic Prosperity

- Maintain and enhance our high quality of life
  - Although one would not think of police department as having a role in economic prosperity, we find ourselves on the frontline of ensuring we maintain our city's high quality of life. MPD will continuously strive to meet the expectations of our citizens and business community by ensuring it is safe and livable. Our crime rate is a direct reflection on the livability of our city, and MPD will ensure that we are proactive and attentive to the

needs of our city and citizens so that we may all prosper.

### ARPA Project

- Consultant work for Mental Health response
  - Historically those in our community who suffer from mental health crisis, homelessness, and addiction have inappropriately been funneled into a public safety pathway to deal with incidents within our community. This has generally pulled resources from the police department who are equipped to handle some incidents; however, they are not necessarily the most effective at finding long term and wrap around solutions for those in need. The City has chosen to use some ARPA funds to study how a community-based system solution to keep public safety out of many of these types of calls. We believe these community-based solutions will provide better long-term outcomes for those in crisis by having those with the expertise to take the lead and find positive outcomes for those who need, or desire help. This project will consist of contracting with a consultant who could best provide a "road map" for our community. The consultant would provide information about how to right size a program for a community our size, utilizing existing programs inside the county or finding new entities to invest in and partner with.

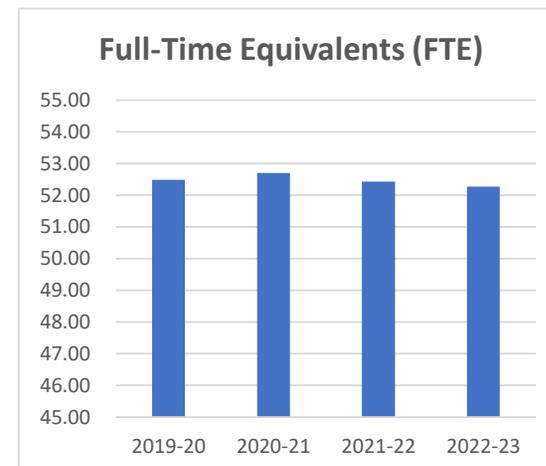
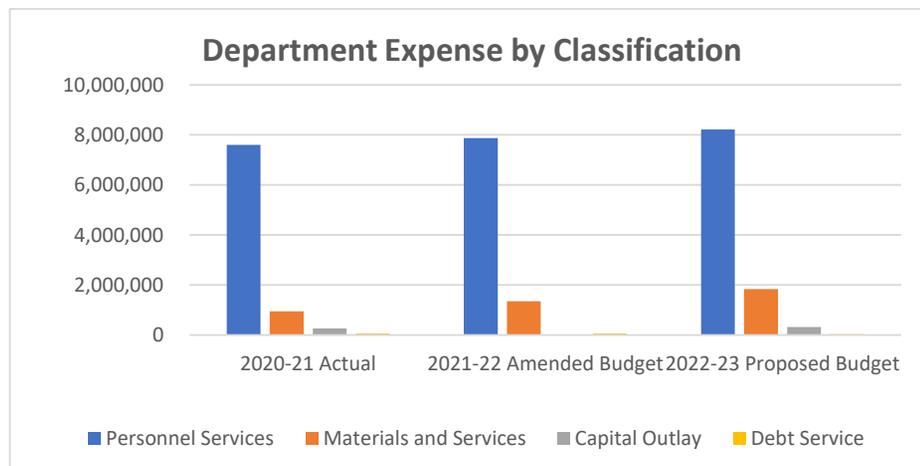


In 2022 MPD will again purchase hybrid Ford Explorers to replace older vehicles. Hybrid vehicles have saved fuel costs (roughly 60%) and have less impact on our environment

General Fund - Police

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	53,366	54,370	54,147	(223)
Fines and Forfeitures	0	0	0	0
Intergovernmental	28,293	500,200	759,900	259,700
Licenses and Permits	26,903	30,000	25,650	(4,350)
Miscellaneous	45,607	49,940	75,661	25,721
Other Financing Source	4,726	0	7,500	7,500
<b>Revenue Total</b>	<b>158,895</b>	<b>634,510</b>	<b>922,858</b>	<b>288,348</b>
<b>Expenses</b>				
Personnel Services	7,599,701	7,871,159	8,217,820	346,661
Materials and Services	948,823	1,346,390	1,837,687	491,297
Capital Outlay	260,462	8,759	326,951	318,192
Debt Service	63,792	63,793	33,080	(30,713)
<b>Expenses Total</b>	<b>8,872,778</b>	<b>9,290,101</b>	<b>10,415,538</b>	<b>1,125,437</b>
Unrestricted Resources Required	8,713,884	8,655,591	9,492,680	837,089
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	52.49	52.70	52.43	52.27



**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.

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.

**2021** Budget shortfalls cause the PD to hold vacant one full time police officer position and one part time front office position.

MPD starts up the Crime Response Unit which seeks to improve community livability through responsive policing. The team has several high-profile cases before staffing shortages shutter the program.

MPD is seeks federal funds to cover the purchase of body worn cameras for our officers.

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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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>LICENSES AND PERMITS</b>							
33,237	26,903	30,000	<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.	25,650	0	0
<b>33,237</b>	<b>26,903</b>	<b>30,000</b>	<b>TOTAL LICENSES AND PERMITS</b>		<b>25,650</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>							
3,331	0	3,200	<b>4560</b>	<b>BVP Grant</b> Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases.	5,400	0	0
0	11,057	0	<b>4596-16</b>	<b>OR Criminal Justice Commission - CESF Grant</b>	0	0	0
0	0	385,000	<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	600,000	0	0
0	0	0	<b>4597-10</b>	<b>US Department of Justice - BJS NCHIP Grant-Fingerprinting</b> Grant application to be submitted for LiveScan fingerprinting unit - 90% reimbursement - Expenditure account 01-11-040-501-8720	22,500	0	0
1,611	0	0	<b>4600</b>	<b>Traffic Safety Grant-DUII</b>	5,000	0	0
0	0	0	<b>4605</b>	<b>Traffic Safety Grant-Speed</b>	5,000	0	0
1,595	0	0	<b>4609</b>	<b>Distracted Driving Enforcement Grant</b>	3,000	0	0
0	0	0	<b>4610</b>	<b>Traffic Safety Grant-Safety Belt</b>	3,000	0	0
<b>6,536</b>	<b>11,057</b>	<b>388,200</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>643,900</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
10,720	11,111	10,500	<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	9,650	0	0
0	0	500	<b>5350</b>	<b>Registration Fees</b> Fees received for department hosted trainings	500	0	0
30,152	30,755	31,370	<b>5400-30</b>	<b>Property Rentals - YCOM</b> Yamhill Communications Agency (YCOM) rental of space in Police Department for emergency communications operation.	31,997	0	0
<b>40,871</b>	<b>41,866</b>	<b>42,370</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>42,147</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>MISCELLANEOUS</u></b>						
4,630	2,919	4,000	<b>6400 Donations - Police</b>	7,550	0	0
7,192	25,698	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	10,000	<b>6600-22 Other Income - Airshow</b>	30,000	0	0
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	0	0
0	0	0	<b>6600-26 Other Income - Park Rangers</b> McMinnville Downtown Association support to help fund Downtown Park Ranger Program.	0	0	0
72,779	16,000	20,000	<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	25,000	0	0
<b>84,600</b>	<b>44,617</b>	<b>34,250</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>62,800</b>	<b>0</b>	<b>0</b>
<b><u>OTHER FINANCING SOURCE</u></b>						
0	4,726	0	<b>6845 Proceeds from asset sale</b>	7,500	0	0
<b>0</b>	<b>4,726</b>	<b>0</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b>165,244</b>	<b>129,169</b>	<b>494,820</b>	<b><u>TOTAL RESOURCES</u></b>	<b>781,997</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-6,361	4,800	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
214,057	229,300	215,959	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Chief - 1.00 FTE Management Support Supervisor - 1.00 FTE	237,624	0	0
24,105	10,194	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Management Support Technician - 0.60 FTE	21,904	0	0
4,200	4,200	4,200	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Police Chief's \$350 per month automobile allowance.	4,200	0	0
-1,042	3,078	0	<b>7300 Fringe Benefits</b>	0	0	0
14,386	14,612	13,605	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	15,199	0	0
3,412	3,444	3,117	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3,825	0	0
79,035	76,019	73,626	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	78,303	0	0
47,654	43,749	42,772	<b>7300-20 Fringe Benefits - Medical Insurance</b>	45,573	0	0
7,000	6,000	6,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	5,000	0	0
324	252	216	<b>7300-25 Fringe Benefits - Life Insurance</b>	184	0	0
1,289	1,228	1,144	<b>7300-30 Fringe Benefits - Long Term Disability</b>	532	0	0
5,351	5,133	5,777	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	5,293	0	0
57	44	46	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	59	0	0
2	2	50	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	50	0	0
<b>393,469</b>	<b>402,055</b>	<b>366,512</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>417,746</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

654	1,257	1,300	<b>7500 Credit Card Fees</b>	1,260	0	0
603	0	0	<b>7520 Public Notices &amp; Printing</b> Advertising for employment positions, community events, and newspaper subscriptions.	750	0	0
2,630	642	800	<b>7530 Training</b>	2,850	0	0
5,282	4,414	8,400	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	5,200	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,333	1,389	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		9,000	0	0	
				Memberships and training for Chief, Support Services Manager					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Succession planning leadership training oportunities	1	2,000	2,000		
				Travel and training for chief and support services manager	1	7,000	7,000		
1,091	921	1,500	<b>7570</b>	<b>Dept Employee Recognition</b>		3,000	0	0	
				Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc.					
848	749	1,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		1,000	0	0	
124,900	131,600	144,700	<b>7610-05</b>	<b>Insurance - Liability</b>		166,570	0	0	
12,900	18,400	23,900	<b>7610-10</b>	<b>Insurance - Property</b>		28,780	0	0	
11,932	10,007	9,820	<b>7620</b>	<b>Telecommunications</b>		11,084	0	0	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Cell phones - Chief, records, volunteers	12	135	1,620		
				Telecom - landlines	12	650	7,800		
				Annual fee for emergency operations center lines	1	500	500		
				Landlines for fire alarm panels	12	97	1,164		
1,138	1,066	500	<b>7630-05</b>	<b>Uniforms - Employee</b>		1,000	0	0	
				Uniforms for Chief					
11,075	12,462	11,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		11,000	0	0	
0	0	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0	
4,630	2,919	4,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		7,550	0	0	
				Materials and supplies purchases funded by revenue account 6400, Donations - Police.					
0	1,417	820	<b>7710-16</b>	<b>Materials &amp; Supplies - Grants - CESF Grant</b>		0	0	0	
1,609	447	750	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		500	0	0	
124,681	81,982	62,550	<b>7750</b>	<b>Professional Services</b>		55,660	0	0	
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Homeward Bound Pets - kennel fee	12	2,555	30,660		
				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	10,000	10,000		
				Misc services (flash alert / language line)	1	1,500	1,500		
				Pre-employment service for 1 police officer / 2 reserves	1	2,400	2,400		
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		13,050	0	0	
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses					
0	0	0	<b>7750-04</b>	<b>Professional Services - Grants</b>		0	0	0	

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 501 - ADMINISTRATION			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	0	0	<b>7750-10</b>	<b>Professional Services - Training</b>		0	0	0
44,387	45,077	34,970	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		69,950	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lease payments (copier, etc)	1	39,950	39,950	
				Storage lot lease	1	30,000	30,000	
885	150	0	<b>7800</b>	<b>M &amp; S Equipment</b>		500	0	0
9,006	2,629	6,400	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>		10,800	0	0
0	0	385,000	<b>7820-10</b>	<b>M &amp; S Equipment - Grants - Justice Assistance Grant (JAG)</b>		600,000	0	0
				Anticipated grant funding to purchase body worn and in-car cameras				
0	4,189	0	<b>7820-16</b>	<b>M &amp; S Equipment - Grants - CESF Grant</b>		0	0	0
<b>362,582</b>	<b>321,718</b>	<b>698,910</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>999,504</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	0	<b>8720</b>	<b>Equipment - Grants</b>		25,000	0	0
				Anticipated grant funding to purchase LiveScan fingerprinting equipment				
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>25,000</b>	<b>0</b>	<b>0</b>
<b>756,051</b>	<b>723,773</b>	<b>1,065,422</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,442,250</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 580 - RECORDS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
170,178	167,364	177,581	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Police Records Specialist - 3.00 FTE	185,032	0	0
197	1,746	2,008	<b>7000-20 Salaries &amp; Wages - Overtime</b>	611	0	0
10,210	10,070	11,155	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	11,230	0	0
2,388	2,355	2,528	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	2,691	0	0
45,663	44,319	52,099	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	53,993	0	0
52,249	52,469	55,032	<b>7300-20 Fringe Benefits - Medical Insurance</b>	55,032	0	0
1,200	1,425	1,350	<b>7300-22 Fringe Benefits - VEBA Plan</b>	1,350	0	0
324	306	324	<b>7300-25 Fringe Benefits - Life Insurance</b>	180	0	0
849	867	920	<b>7300-30 Fringe Benefits - Long Term Disability</b>	424	0	0
137	133	286	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	279	0	0
62	56	69	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	69	0	0
<b>283,456</b>	<b>281,111</b>	<b>303,352</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>310,891</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
0	0	0	<b>7550 Travel &amp; Education</b>	3,000	0	0
1,009	0	0	<b>7630-05 Uniforms - Employee</b>	750	0	0
5,722	5,084	5,000	<b>7660 Materials &amp; Supplies</b>	5,000	0	0
172	244	100	<b>7750 Professional Services</b>	0	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	100	0	0
429	0	0	<b>7800 M &amp; S Equipment</b>	5,000	0	0
6,021	6,129	6,200	<b>8040 Regional Automated Info Network</b>	6,830	0	0
<b>13,352</b>	<b>11,458</b>	<b>11,300</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>20,680</b>	<b>0</b>	<b>0</b>
<b>296,808</b>	<b>292,569</b>	<b>314,652</b>	<b>TOTAL REQUIREMENTS</b>	<b>331,571</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 589 - IS - TECHNOLOGY			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>MATERIALS AND SERVICES</b>								
58,153	66,429	79,402	<b>7840</b>	<b>M &amp; S Computer Charges</b>		92,621	0	0
I.S. Fund materials & supplies costs shared city-wide								
85,278	75,006	90,280	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		94,920	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 Licensing	48	240	11,520		
			EvidenceOnQ Maintenance	1	17,000	17,000		
			Netmotion maintenance 50% - shared with AMB, FD	1	2,700	2,700		
			Eticketing 65% shared with MC, plus annual hosting	1	9,400	9,400		
			WebLEDS Maintenance	1	1,200	1,200		
			CS message switch support	1	3,500	3,500		
			CS e-ticketing support	1	1,600	1,600		
			CS remote support	1	500	500		
			CS mobile support	1	9,500	9,500		
			CS RMS Maintenance	1	11,400	11,400		
			Network storage device	1	3,000	3,000		
			MDT repair	1	2,000	2,000		
			Zebra mobile printers	5	1,000	5,000		
			Desktop replacements	3	1,200	3,600		
			Mobile replacement	1	3,000	3,000		
			Data 911 hardware maintance	1	10,000	10,000		
<b>143,431</b>	<b>141,435</b>	<b>169,682</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>187,541</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
6,590	0	8,759	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		19,451	0	0
I.S. Fund capital outlay costs shared city-wide								
37,430	51,161	0	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		70,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement MDTs	5	14,000	70,000		
<b>44,020</b>	<b>51,161</b>	<b>8,759</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>89,451</b>	<b>0</b>	<b>0</b>
<b>187,451</b>	<b>192,596</b>	<b>178,441</b>	<b>TOTAL REQUIREMENTS</b>			<b>276,992</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 040 - CHIEF'S OFFICE Program : 592 - COMMUNITY EDUCATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET	
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
0	0	0	<b>7520</b>	Public Notices & Printing	500	0	0
4,073	2,337	4,200	<b>7660</b>	Materials & Supplies	4,200	0	0
<b>4,073</b>	<b>2,337</b>	<b>4,200</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>4,700</b>	<b>0</b>	<b>0</b>
<b>4,073</b>	<b>2,337</b>	<b>4,200</b>		<b><i>TOTAL REQUIREMENTS</i></b>	<b>4,700</b>	<b>0</b>	<b>0</b>

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## **POLICE DEPARTMENT Field Operations**

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### **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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

119,149	128,544	131,882	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE	132,790	0	0
2,880	2,940	2,880	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	0	0
7,426	8,010	8,272	<b>7300-05</b> Fringe Benefits - FICA - Social Security	8,208	0	0
1,737	1,873	1,911	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,967	0	0
44,772	48,510	48,280	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	40,850	0	0
20,265	20,568	21,320	<b>7300-20</b> Fringe Benefits - Medical Insurance	22,092	0	0
3,000	3,000	3,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,000	0	0
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	66	0	0
647	658	636	<b>7300-30</b> Fringe Benefits - Long Term Disability	294	0	0
4,640	4,737	4,905	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	4,396	0	0
20	19	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	0	0
<b>204,645</b>	<b>218,967</b>	<b>223,217</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>216,566</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

705	532	500	<b>7530</b> Training	1,600	0	0
480	225	800	<b>7550</b> Travel & Education Membership and training	2,000	0	0
			<u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u>			
			Memberships and annual training	1	2,000	2,000
29,443	22,877	27,204	<b>7620</b> Telecommunications Includes telecommunications for entire Field Operations Division.	27,204	0	0
			<u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u>			
			Telecom landlines	1	6,720	6,720
			Cell phones for field operations	1	19,484	19,484
			Repair-replace damaged cell phones	1	1,000	1,000
856	640	900	<b>7630-05</b> Uniforms - Employee	900	0	0
796	338	1,000	<b>7660</b> Materials & Supplies	1,000	0	0
922	45	50	<b>7750</b> Professional Services	0	0	0
0	0	0	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	50	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	0	0	<b>M &amp; S Equipment</b>	0	0	0
<b>33,202</b>	<b>24,657</b>	<b>30,454</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>32,754</b>	<b>0</b>	<b>0</b>
<b>237,847</b>	<b>243,624</b>	<b>253,671</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>249,320</b>	<b>0</b>	<b>0</b>

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

2,445,647	2,495,483	2,519,535	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Sergeant - 4.00 FTE Police Corporal - 4.00 FTE Police Officer - 22.00 FTE  *FTE total does not reflect five Police Officer positions budgeted at 8 months for anticipated vacancies.	2,701,185	0	0
321,475	338,108	373,453	<b>7000-20</b> Salaries & Wages - Overtime	373,445	0	0
168,427	172,450	175,586	<b>7300-05</b> Fringe Benefits - FICA - Social Security	186,013	0	0
39,689	40,655	41,946	<b>7300-06</b> Fringe Benefits - FICA - Medicare	44,580	0	0
849,976	901,388	979,762	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	1,040,331	0	0
525,956	513,879	514,076	<b>7300-20</b> Fringe Benefits - Medical Insurance	520,780	0	0
9,025	9,838	9,450	<b>7300-22</b> Fringe Benefits - VEBA Plan	10,500	0	0
3,219	3,122	3,024	<b>7300-25</b> Fringe Benefits - Life Insurance	1,870	0	0
11,787	12,828	12,806	<b>7300-30</b> Fringe Benefits - Long Term Disability	5,444	0	0
101,889	103,517	118,033	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	99,617	0	0
748	662	671	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	679	0	0
12,960	8,716	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>4,490,795</b>	<b>4,600,646</b>	<b>4,748,342</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>4,984,444</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

7,105	2,144	4,500	<b>7550</b> Travel & Education	11,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Membership and training for patrol division	1	5,000	5,000
			Leadership training for sergeants	1	3,000	3,000
			leadership training for corporals	1	3,000	3,000
61,140	54,572	73,000	<b>7590</b> Fuel - Vehicle & Equipment	80,000	0	0
20,032	12,237	27,000	<b>7630-05</b> Uniforms - Employee Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol	27,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			equipment for new hires, uniform replacement for patrol	1	27,000	27,000

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 553 - PATROL				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
16,162	13,073	13,992	<b>7660</b>	<b>Materials &amp; Supplies</b>			12,375	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Batteries, CD's, forms and equipment for patrol	1	9,500	9,500		
				Trauma kit supplies	1	2,875	2,875		
0	1,855	2,700	<b>7720</b>	<b>Repairs &amp; Maintenance</b>			2,700	0	0
39,800	33,574	40,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			40,000	0	0
0	0	1,000	<b>7720-20</b>	<b>Repairs &amp; Maintenance - Vehicle Electronics</b>			2,500	0	0
				Video's, DVD's, mobile radios					
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				mobile data computer repairs	1	2,500	2,500		
515	520	560	<b>7750</b>	<b>Professional Services</b>			560	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>			350	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses					
25,878	21,536	0	<b>7800</b>	<b>M &amp; S Equipment</b>			20,162	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Extended life portable radio batteries	42	107	4,494		
				4 AED's for cars	4	1,079	4,316		
				dash radars	3	2,795	8,385		
				Forward looking infrared radar	1	1,350	1,350		
				stop sticks for cars	3	539	1,617		
<b>170,632</b>	<b>139,509</b>	<b>162,752</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>196,647</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>									
176,004	178,728	0	<b>8850</b>	<b>Vehicles</b>			126,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Vehicle replacement- one marked unit with upfitting	1	66,000	66,000		
				Vehicle replacement - one unmarked unit with upfitting	1	60,000	60,000		
<b>176,004</b>	<b>178,728</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>126,000</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>									
58,541	55,511	58,362	<b>9410-05</b>	<b>Vehicle Lease/Purchase - Principal</b>			30,655	0	0
				Lease principal payments on patrol vehicles for leases executed 2018-19.					
5,251	8,281	5,431	<b>9410-10</b>	<b>Vehicle Lease/Purchase - Interest</b>			2,425	0	0
<b>63,792</b>	<b>63,792</b>	<b>63,793</b>	<b>TOTAL DEBT SERVICE</b>				<b>33,080</b>	<b>0</b>	<b>0</b>
<b>4,901,224</b>	<b>4,982,674</b>	<b>4,974,887</b>	<b>TOTAL REQUIREMENTS</b>				<b>5,340,171</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES						
<b>RESOURCES</b>						
<b><u>MISCELLANEOUS</u></b>						
0	990	12,190	6331	MVRT Academy Tuition	9,361	0
<b>0</b>	<b>990</b>	<b>12,190</b>		<b><u>TOTAL MISCELLANEOUS</u></b>	<b>9,361</b>	<b>0</b>
<b>0</b>	<b>990</b>	<b>12,190</b>		<b><i>TOTAL RESOURCES</i></b>	<b>9,361</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 562 - RESERVES			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
695	155	1,500	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>		500	0	0
				Extra Help - Police Reserves - 0.01 FTE				
43	10	91	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		30	0	0
10	2	22	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		7	0	0
114	0	0	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		0	0	0
28	6	61	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		16	0	0
0	0	1	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		0	0	0
57	412	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>		0	0	0
432	378	600	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>		20	0	0
838	637	1,100	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>		1,098	0	0
<b>2,218</b>	<b>1,599</b>	<b>3,375</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>1,671</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>								
0	0	200	<b>7550</b>	<b>Travel &amp; Education</b>		1,300	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Reserve academy tuition	4	200	800	
				Other training, advanced, seminars	1	500	500	
914	0	1,000	<b>7630-10</b>	<b>Uniforms - Volunteer</b>		8,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Uniforms and equipment new Reserve Officers	4	1,800	7,200	
				Other equipment and uniforms	1	1,000	1,000	
213	0	200	<b>7660</b>	<b>Materials &amp; Supplies</b>		200	0	0
0	990	12,190	<b>7660-31</b>	<b>Materials &amp; Supplies - Mid Valley Reserve Training</b>		9,361	0	0
<b>1,128</b>	<b>990</b>	<b>13,590</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>19,061</b>	<b>0</b>	<b>0</b>
<b>3,346</b>	<b>2,589</b>	<b>16,965</b>	<b>TOTAL REQUIREMENTS</b>			<b>20,732</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>MISCELLANEOUS</u></b>							
0	0	3,500	6400	Donations - Police	3,500	0	0
<b>0</b>	<b>0</b>	<b>3,500</b>		<b><u>TOTAL MISCELLANEOUS</u></b>	<b>3,500</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>3,500</b>		<b><i>TOTAL RESOURCES</i></b>	<b>3,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 043 - FIELD OPERATIONS Program : 565 - CANINE			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
3,315	-225	1,900	<b>7550</b>	<b>Travel &amp; Education</b>		14,920	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Oregon Police Canine Association Fall Conference	1	2,000	2,000		
			Oregon Police Canine Association Yearly Dues	1	100	100		
			Oregon Police Canine Association Spring Conference	1	2,000	2,000		
			Other training - advanced and seminars	1	500	500		
			Per diem for basic patrol handler school	2	1,160	2,320		
			Tuition for basic patrol handler school	2	4,000	8,000		
7,717	2,409	7,125	<b>7660</b>	<b>Materials &amp; Supplies</b>		8,925	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Medical and professional	1	3,800	3,800		
			Dog food	1	3,000	3,000		
			Training aids, leashes, miscellaneous equipment	1	1,000	1,000		
			Boarding	1	1,000	1,000		
			Dog licenses	1	125	125		
0	0	3,500	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		3,500	0	0
<b>11,032</b>	<b>2,184</b>	<b>12,525</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>27,345</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	0	<b>8710-15</b>	<b>Equipment - Canine</b>		24,500	0	0
			Total cost of a new K9 is \$14,000. Will use the remaining funds in the donation account (\$3,500) for the purchase.					
			2nd K9 added for \$14,000 with the retirement of Jack due to medical condition					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Canine replacement for Jack	1	14,000	14,000		
			Canine replacement for Axell	1	10,500	10,500		
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>24,500</b>	<b>0</b>	<b>0</b>
<b>11,032</b>	<b>2,184</b>	<b>12,525</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>51,845</b>	<b>0</b>	<b>0</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

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

225,548	224,984	263,690	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Captain - 1.00 FTE Police Sergeant - Administration - 1.00 FTE	238,751	0	0
34,990	18,990	40,000	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Park Ranger - 1.25 FTE	40,000	0	0
3,748	1,813	5,980	<b>7000-20</b> Salaries & Wages - Overtime	5,933	0	0
2,880	2,880	2,880	<b>7000-30</b> Salaries & Wages - Auto Allowance Police Captain's \$240 per month automobile allowance.	2,880	0	0
16,200	15,031	19,037	<b>7300-05</b> Fringe Benefits - FICA - Social Security	17,395	0	0
3,789	3,515	4,489	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,169	0	0
87,216	84,643	103,563	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	79,236	0	0
37,715	38,362	39,730	<b>7300-20</b> Fringe Benefits - Medical Insurance	40,460	0	0
3,450	3,450	3,450	<b>7300-22</b> Fringe Benefits - VEBA Plan	3,450	0	0
216	216	216	<b>7300-25</b> Fringe Benefits - Life Insurance	132	0	0
1,118	1,165	1,146	<b>7300-30</b> Fringe Benefits - Long Term Disability	524	0	0
10,627	9,968	11,469	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	9,273	0	0
74	55	78	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	75	0	0
85	101	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
0	0	0	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
<b>427,657</b>	<b>405,173</b>	<b>495,728</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>442,278</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

3,269	958	600	<b>7550</b> Travel & Education	2,600	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Memberships	1	600	600
			Trainings	1	2,000	2,000
19,279	15,522	16,932	<b>7620</b> Telecommunications			
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Telecom - landlines 16	12	680	8,160
			Cell phones 17	12	702	8,424
			Evidence facility landline	12	45	540

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 501 - ADMINISTRATION				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,040	638	100	<b>7630-05</b>	<b>Uniforms - Employee</b>			1,600	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Uniforms for captain, administrative sergeant and park rangers		1	1,600	1,600		
852	615	100	<b>7660</b>	<b>Materials &amp; Supplies</b>			700	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Miscellaneous supplies		1	700	700		
5,037	709	400	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>			1,000	0	0
29,656	26,463	15,100	<b>7750</b>	<b>Professional Services</b>			20,000	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Computer forensics (Newberg-Dundee Police)		1	20,000	20,000		
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>			50	0	0
			Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses						
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>			1,279	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Extended life portable radio batteries		12	107	1,279		
6,214	7,747	0	<b>7800-06</b>	<b>M &amp; S Equipment - Weapons</b>			10,100	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Sig Sauer 516 patrol rifles with tac lights, 2 mags and slings		3	1,700	5,100		
			Glock handguns with tac lights		4	500	2,000		
			40mm launchers		2	1,500	3,000		
<b>65,346</b>	<b>52,652</b>	<b>33,232</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>54,453</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>									
0	0	0	<b>8710</b>	<b>Equipment</b>			16,000	0	0
			Drone package						
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>16,000</b>	<b>0</b>	<b>0</b>
<b>493,004</b>	<b>457,825</b>	<b>528,960</b>	<b>TOTAL REQUIREMENTS</b>				<b>512,731</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

48,085	44,668	47,187	<b>7000-10</b> Salaries & Wages - Regular Part Time Maintenance Technician - Senior - 0.80 FTE	48,599	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
2,981	2,769	2,934	<b>7300-05</b> Fringe Benefits - FICA - Social Security	2,940	0	0
697	648	655	<b>7300-06</b> Fringe Benefits - FICA - Medicare	705	0	0
12,901	11,752	13,626	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	11,202	0	0
19	51	48	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
253	258	258	<b>7300-30</b> Fringe Benefits - Long Term Disability	120	0	0
1,779	1,653	1,672	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,409	0	0
20	17	18	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	18	0	0
<b>66,736</b>	<b>61,816</b>	<b>66,398</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>65,053</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

41,813	43,095	45,000	<b>7600</b> Utilities	45,000	0	0
2,600	2,700	2,800	<b>7610-05</b> Insurance - Liability	2,940	0	0
9,500	10,600	10,900	<b>7610-10</b> Insurance - Property	12,480	0	0
0	0	100	<b>7630-05</b> Uniforms - Employee	100	0	0
32,100	31,745	31,785	<b>7650-10</b> Janitorial - Services	35,000	0	0
3,134	1,760	3,000	<b>7650-15</b> Janitorial - Supplies	2,500	0	0
58,236	63,547	45,125	<b>7720-10</b> Repairs & Maintenance - Building Maintenance	71,000	0	0

Description	Units	Amt/Unit	Total
Peterson Cat extended warranty for generator	1	4,000	4,000
Carpet cleaning	1	5,000	5,000
Materials, operations and stock	1	10,000	10,000
Maintenance contracts	1	42,000	42,000
Projects and maintenance (painting floors and walls)	1	10,000	10,000

<b>147,383</b>	<b>153,447</b>	<b>138,710</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>169,020</b>	<b>0</b>	<b>0</b>
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**CAPITAL OUTLAY**

0	30,574	0	<b>8710</b> Equipment	0	0	0
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Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 550 - BUILDING MAINTENANCE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	30,574	0	<b>TOTAL CAPITAL OUTLAY</b>	0	0	0
214,119	245,836	205,108	<b>TOTAL REQUIREMENTS</b>	234,073	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

62,598	64,303	66,025	<b>7000-05</b> Salaries & Wages - Regular Full Time Parking Enforcement Specialist - 1.00 FTE	58,523	0	0
0	0	262	<b>7000-20</b> Salaries & Wages - Overtime	262	0	0
3,741	3,873	4,010	<b>7300-05</b> Fringe Benefits - FICA - Social Security	3,554	0	0
875	906	962	<b>7300-06</b> Fringe Benefits - FICA - Medicare	852	0	0
16,795	17,365	19,285	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	19,625	0	0
17,416	17,724	18,344	<b>7300-20</b> Fringe Benefits - Medical Insurance	18,344	0	0
450	450	450	<b>7300-22</b> Fringe Benefits - VEBA Plan	450	0	0
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	66	0	0
324	349	352	<b>7300-30</b> Fringe Benefits - Long Term Disability	0	0	0
2,509	2,552	2,705	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,904	0	0
21	18	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	0	0
710	362	1,100	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	1,098	0	0
<b>105,546</b>	<b>108,011</b>	<b>113,626</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>104,701</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

374	-60	50	<b>7550</b> Travel & Education Memberships and training	1,350	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Code enforcement conference	1	500	500
			Code enforcement of Oregon - membership	1	50	50
			Other training	1	800	800
1,197	861	1,300	<b>7590</b> Fuel - Vehicle & Equipment	1,500	0	0
269	408	200	<b>7630-05</b> Uniforms - Employee	1,100	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Ballistic vest purchase	1	1,100	1,100
518	869	600	<b>7660</b> Materials & Supplies Tow charges, postal charges, tow stickers, parking permits	1,000	0	0
190	120	200	<b>7720-14</b> Repairs & Maintenance - Vehicles	500	0	0
3,086	30,734	12,800	<b>7750</b> Professional Services Abandoned RV tows for dismantling	15,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 559 - PARKING ENFORCEMENT	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
5,635	32,932	15,150	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	20,450	0	0
111,181	140,943	128,776	<b><i>TOTAL REQUIREMENTS</i></b>	125,151	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

560,665	604,052	612,689	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Sergeant - 1.00 FTE Police Officer - 6.00 FTE	679,719	0	0
2,968	5,275	8,500	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Investigations - 0.13 FTE	8,500	0	0
54,547	50,640	47,015	<b>7000-20</b> Salaries & Wages - Overtime	46,986	0	0
3,150	3,038	3,150	<b>7000-35</b> Salaries & Wages - Clothing Allowance Detectives' \$500 annual clothing allowance.	3,500	0	0
37,897	40,632	40,688	<b>7300-05</b> Fringe Benefits - FICA - Social Security	44,690	0	0
8,911	9,503	9,734	<b>7300-06</b> Fringe Benefits - FICA - Medicare	10,712	0	0
204,853	298,133	232,362	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	252,505	0	0
108,097	116,804	119,458	<b>7300-20</b> Fringe Benefits - Medical Insurance	127,670	0	0
2,550	2,400	2,250	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,100	0	0
661	712	702	<b>7300-25</b> Fringe Benefits - Life Insurance	460	0	0
2,526	2,887	2,906	<b>7300-30</b> Fringe Benefits - Long Term Disability	1,188	0	0
22,724	24,743	27,263	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	23,820	0	0
135	136	153	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	163	0	0
22	0	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>1,009,706</b>	<b>1,158,954</b>	<b>1,106,870</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,202,013</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

4,139	5,281	6,400	<b>7550</b> Travel & Education	12,350	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Supervisor training	1	500	500
			Miscellaneous trainings	1	3,500	3,500
			Homicide conference	7	550	3,850
			Child abuse summit	7	500	3,500
			New detective training	1	1,000	1,000
5,953	6,015	3,500	<b>7590</b> Fuel - Vehicle & Equipment	6,500	0	0
915	972	700	<b>7630-05</b> Uniforms - Employee	1,100	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 568 - INVESTIGATIONS				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,878	4,233	500	<b>7660</b>	<b>Materials &amp; Supplies</b>			4,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Camera, batteries, CD's, DVD's, other supplies	1	2,000	2,000		
				Investigative funds (informants)	1	2,000	2,000		
1,652	3,009	1,250	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>			3,000	0	0
2,846	1,425	16,430	<b>7750</b>	<b>Professional Services</b>			13,380	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Comcast internet line	1	480	480		
				The Last One	1	900	900		
				Transcription services	1	12,000	12,000		
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>			50	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses					
1,367	686	0	<b>7800</b>	<b>M &amp; S Equipment</b>			500	0	0
<b>19,750</b>	<b>21,621</b>	<b>28,780</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>40,880</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>									
0	0	0	<b>8850</b>	<b>Vehicles</b>			46,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Purchase and upfitting for new detective vehicle	1	46,000	46,000		
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>46,000</b>	<b>0</b>	<b>0</b>
<b>1,029,456</b>	<b>1,180,575</b>	<b>1,135,650</b>	<b>TOTAL REQUIREMENTS</b>				<b>1,288,893</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 571 - NARCOTICS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 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
-375	0	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>-375</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	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>-319</b>	<b>-57</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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
40,338	8,147	51,000	<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.	53,000	0	0
40,655	9,089	61,000	<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.	63,000	0	0
<b>80,994</b>	<b>17,236</b>	<b>112,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>116,000</b>	<b>0</b>	<b>0</b>
<b>80,994</b>	<b>17,236</b>	<b>112,000</b>	<b>TOTAL RESOURCES</b>	<b>116,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 574 - SCHOOL RESOURCE			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b>PERSONNEL SERVICES</b>								
136,885	142,518	179,896	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>		193,564	0	0
				Police Officer - 2.00 FTE				
5,590	2,539	6,504	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>		6,500	0	0
8,744	8,897	11,287	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>		12,103	0	0
2,045	2,081	2,703	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>		2,901	0	0
43,146	45,246	62,277	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>		66,841	0	0
27,454	29,540	36,688	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>		36,688	0	0
800	600	600	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>		750	0	0
162	180	216	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>		132	0	0
599	681	844	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>		382	0	0
5,529	5,815	7,605	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>		6,482	0	0
32	32	46	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>		46	0	0
<b>230,986</b>	<b>238,129</b>	<b>308,666</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>326,389</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>								
1,540	1,615	1,500	<b>7550</b>	<b>Travel &amp; Education</b>		3,700	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon School Resource Officer Conference	2	850	1,700	
				Child Abuse training	2	500	1,000	
				Other training	2	500	1,000	
729	0	100	<b>7660</b>	<b>Materials &amp; Supplies</b>		300	0	0
0	0	0	<b>7750</b>	<b>Professional Services</b>		0	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		50	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
<b>2,268</b>	<b>1,615</b>	<b>1,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>4,050</b>	<b>0</b>	<b>0</b>
<b>233,254</b>	<b>239,744</b>	<b>310,266</b>	<b>TOTAL REQUIREMENTS</b>			<b>330,439</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
6,150	11,500	12,000	<b>5380-02 Facility Rentals - Training Facility</b> Revenue received from neighboring agencies for use of the Firearms Facility.	12,000	0	0
<b>6,150</b>	<b>11,500</b>	<b>12,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
<b>6,150</b>	<b>11,500</b>	<b>12,000</b>	<b>TOTAL RESOURCES</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Description	Units	Amt/Unit	Total	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
260	289	550	<b>7550-05 Travel &amp; Education - Defensive Tactics</b>				3,830	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			New instructor training classes	1	1,000	1,000			
			WRAP system training platform	1	1,000	1,000			
			Training mats	10	100	1,000			
			Dye performance mask for training	10	54	540			
			Dye performance neck protector	10	29	290			
974	999	0	<b>7550-10 Travel &amp; Education - Driving Training</b>				1,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Training lunches and vehicle maintenance	1	1,000	1,000			
1,790	1,618	500	<b>7550-20 Travel &amp; Education - Firearms Training</b>				4,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Firearms instructor course (new instructors)	2	1,000	2,000			
			Firearms instructor course (development)	2	1,000	2,000			
15,532	14,726	15,000	<b>7660 Materials &amp; Supplies</b>				29,297	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Training combat gauze	1	775	775			
			Emergency trauma dressing	1	530	530			
			Krinkle gauze	1	105	105			
			Chest seals	1	560	560			
			Tourniquets	1	450	450			
			Advanced Tactical Casualty Care training	1	350	350			
			Ammo - 223 training (6,000 rounds)	1	2,980	2,980			
			Ammo - 9mm training (43,000 rounds)	1	17,000	17,000			
			Ammo - 12 gauge training (1,000 rounds)	1	500	500			
			Ammo - replacement duty 9mm	1	3,042	3,042			
			Firearms targets (500)	1	600	600			
			Firearms cleaning equipment	1	400	400			
			Firearms repairs, batteries, equipment	1	600	600			
			Firearms eye and ear protection	1	300	300			
			Firearms miscellaneous armorers equipment	1	500	500			
			Firearms training guns (blue guns)	11	55	605			

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 577 - IN-SERVICE			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,152	3,543	1,100	<b>7720-18</b>	<b>Repairs &amp; Maintenance - Training Facility</b>		2,100	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Range construction	1	600	600		
			Chem can rental	1	500	500		
			Gravel	1	1,000	1,000		
7,162	5,632	0	<b>7800</b>	<b>M &amp; S Equipment</b>		5,800	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Taser unlimited cartridge plan for 48 users	1	5,800	5,800		
<b>26,870</b>	<b>26,807</b>	<b>17,150</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>46,027</b>	<b>0</b>	<b>0</b>
<b>26,870</b>	<b>26,807</b>	<b>17,150</b>	<b>TOTAL REQUIREMENTS</b>			<b>46,027</b>	<b>0</b>	<b>0</b>

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

62,174	63,936	65,641	<b>7000-05</b> Salaries & Wages - Regular Full Time Police Evidence & Property Technician - 1.00 FTE	69,015	0	0
13,027	11,323	17,679	<b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Technician - 0.48 FTE	21,182	0	0
1,790	2,452	1,310	<b>7000-20</b> Salaries & Wages - Overtime	2,530	0	0
4,717	4,760	5,122	<b>7300-05</b> Fringe Benefits - FICA - Social Security	5,621	0	0
1,103	1,113	1,227	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,347	0	0
19,851	20,937	24,660	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	27,123	0	0
17,416	17,724	18,344	<b>7300-20</b> Fringe Benefits - Medical Insurance	18,344	0	0
450	450	450	<b>7300-22</b> Fringe Benefits - VEBA Plan	450	0	0
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
324	349	352	<b>7300-30</b> Fringe Benefits - Long Term Disability	160	0	0
48	61	146	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	202	0	0
29	27	34	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	34	0	0
<b>121,036</b>	<b>123,240</b>	<b>135,073</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>146,068</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

65	422	100	<b>7550</b> Travel & Education	900	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Oregon Police Officers Association Memberships	2	50	100
			International Association of Property and Evidence Membership	2	50	100
			Other training	1	700	700
293	302	200	<b>7590</b> Fuel - Vehicle & Equipment	500	0	0
1,080	1,628	200	<b>7630-05</b> Uniforms - Employee	1,250	0	0
7,270	7,131	5,000	<b>7660</b> Materials & Supplies	1,000	0	0
0	0	200	<b>7720-14</b> Repairs & Maintenance - Vehicles	200	0	0
0	0	0	<b>7750</b> Professional Services	6,500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Vehicle tows (evidence and maintenance)	1	6,500	6,500
0	251	750	<b>7790</b> Maintenance & Rental Contracts Evidence storage building alarm contract	250	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 583 - EVIDENCE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	4,028	0	<b>7800 M &amp; S Equipment</b> Camera lenses and camera equipment. Scene processing equipment: trace evidence vacuum and filters.	1,000	0	0
<b>8,707</b>	<b>13,764</b>	<b>6,450</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>11,600</b>	<b>0</b>	<b>0</b>
<b>129,744</b>	<b>137,004</b>	<b>141,523</b>	<b>TOTAL REQUIREMENTS</b>	<b>157,668</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET		Department : 11 - POLICE Section : 046 - INVESTIGATIONS AND SUPPORT Program : 586 - PROFESSIONAL STANDARDS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>MATERIALS AND SERVICES</u></b>							
1,705	1,705	1,705	<b>7550</b>	Travel & Education	0	0	0
0	49	200	<b>7660</b>	Materials & Supplies	2,975	0	0
<b>1,705</b>	<b>1,754</b>	<b>1,905</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>2,975</b>	<b>0</b>	<b>0</b>
<b>1,705</b>	<b>1,754</b>	<b>1,905</b>		<b>TOTAL REQUIREMENTS</b>	<b>2,975</b>	<b>0</b>	<b>0</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 was conducted remotely through the entirety of FY2021-22, 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 Court is beginning the work to create a hybrid model where we take the best of remote court and add it to our prior in person docket model. We also anticipate opening our office hours in City Hall back up to the public following the completion of a remodel of the Municipal Court’s offices within City Hall. The remodel is being funded with American Rescue Plan Act (ARPA) funding, an investment approved by the City Council earlier in FY2021-22.

The FY2022-23 budget reflects changes in staffing due to another ARPA investment to support the Court’s efforts to reduce our operational backlog due to pandemic impacts. One clerk typically scheduled to work 3 days a week will be working a full-time schedule for 12 months, partially in FY2021-22 and the balance in FY2022-23.

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 FY22 we anticipate fine revenue to be flat relative FY21. Some of the decrease may be attributed to covid impacts and our backlog. We believe the more significant driver of the declines in fine revenues is a result of the change in Oregon law that 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 Court is budgeting an increase of 7% over our FY22 fine estimates as our work addressing the backlog should result in a slight bump in fines received over the course of FY2022-23.

Judge Cynthia Kaufman Noble was appointed in February 2022 by Oregon Governor, Kate Brown, to serve as a Yamhill County Circuit Court Judge. Judge Kaufman Noble’s appointment is a nod to the valuable services that she and the municipal court provides directly to our community. The ongoing recruitment for Judge Kaufman Noble’s replacement is currently underway. Our pro tempore judge Terrance Mahr will be joined by Michael Videtich assure continuity of operations throughout the spring of 2022. Additional resources in FY2021-22 will be required during the recruitment process of our Municipal Court Judge.

### **Core Services**

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 on a hybrid schedule Monday through Friday.

As noted, the backlog of cases processing that has occurred recently due to covid procedures will be addressed by proposing a 4<sup>th</sup> clerk be assigned an additional 16 hours weekly to be able to cover clerical duties while Senior/Supervisor staff are able to delve into duties that have been neglected during the pandemic.

## 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 FY22 the Court implemented an online payments option for the convenience of court participants.

The internal improvements continued over the course of this year have served the court well as it quickly adjusted to a hybrid 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.

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.

The Court is working proactively with local agencies to assist some of the community’s most vulnerable offenders.



### Engagement & Inclusion

The Municipal Court added bi-lingual staff to its team, an important skill set that 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.

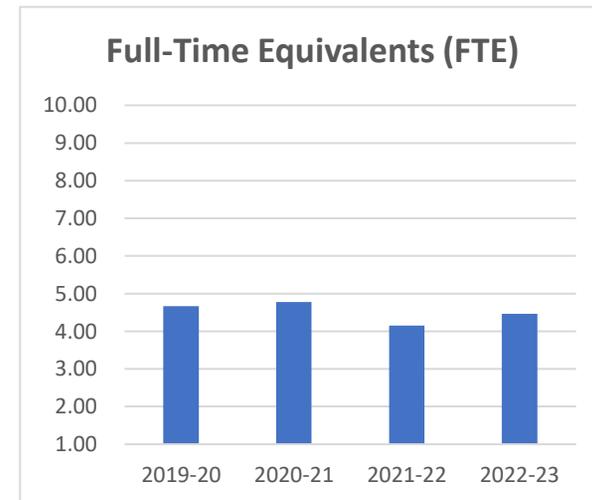
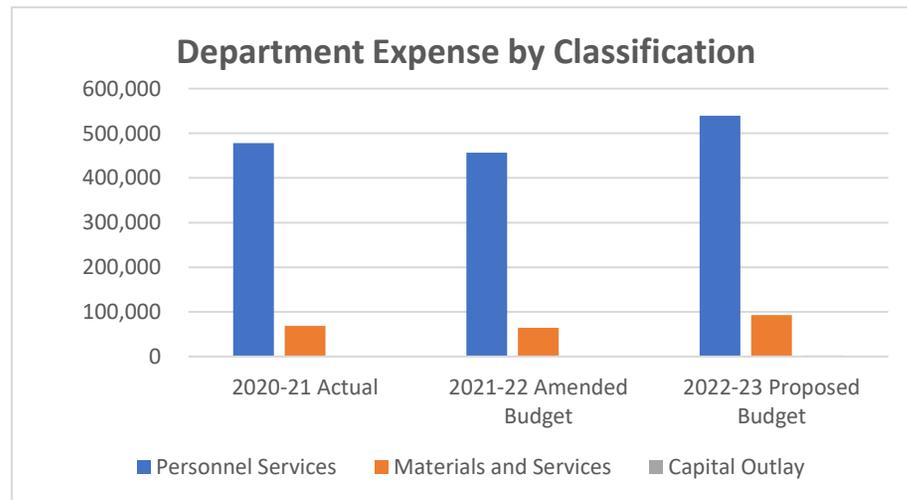
In the FY2022-23 year, the court will utilize its diversity, equity and inclusion plan to keep advancing its commitment to reducing barriers to inclusion and any negative impacts for equity in outcomes for all the people who appear before the municipal court.



General Fund - Municipal Court

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Fines and Forfeitures	357,691	407,800	381,600	(26,200)
Intergovernmental	0	0	48,000	48,000
Miscellaneous	6,305	600	300	(300)
<b>Revenue Total</b>	<b>363,996</b>	<b>408,400</b>	<b>429,900</b>	<b>21,500</b>
<b>Expenses</b>				
Personnel Services	478,025	456,774	539,144	82,370
Materials and Services	68,903	64,366	92,921	28,555
Capital Outlay	0	1,272	2,470	1,198
<b>Expenses Total</b>	<b>546,928</b>	<b>522,412</b>	<b>634,535</b>	<b>112,123</b>
Unrestricted Resources Required	182,932	114,012	204,635	90,623
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalentents (FTE)</b>	4.67	4.78	4.15	4.46



**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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b><u>INTERGOVERNMENTAL</u></b>							
0	0	0	4546	American Rescue Plan	48,000	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>48,000</b>	<b>0</b>	<b>0</b>
<b><u>FINES AND FORFEITURES</u></b>							
454,888	349,795	400,000	6120	<b>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.	375,000	0	0
409	200	300	6140	<b>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.	100	0	0
1,748	2,070	1,500	6150	<b>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.	2,000	0	0
<b>457,046</b>	<b>352,066</b>	<b>401,800</b>	<b>TOTAL FINES AND FORFEITURES</b>		<b>377,100</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
618	6,305	600	6600-93	Other Income - Municipal Court	300	0	0
<b>618</b>	<b>6,305</b>	<b>600</b>	<b>TOTAL MISCELLANEOUS</b>		<b>300</b>	<b>0</b>	<b>0</b>
<b>457,664</b>	<b>358,371</b>	<b>402,400</b>	<b>TOTAL RESOURCES</b>		<b>425,400</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,176	-1,713	0	<b>7000</b> Salaries & Wages	0	0	0
220,251	179,659	175,761	<b>7000-05</b> Salaries & Wages - Regular Full Time Finance Director - 0.10 FTE Court Supervisor - 1.00 FTE Court Operations Specialist - 0.95 FTE Court Clerk I - 1.00 FTE	236,087	0	0
61,223	69,244	84,956	<b>7000-10</b> Salaries & Wages - Regular Part Time Judge - 0.30 FTE Court Clerk I - 0.78 FTE Municipal Court - Interpreter - 0.10 FTE Municipal Court Security Officer - 0.18 FTE	92,545	0	0
9,722	22,854	0	<b>7000-15</b> Salaries & Wages - Temporary	0	0	0
6,403	7,919	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
-220	565	0	<b>7300</b> Fringe Benefits	0	0	0
17,693	16,842	16,286	<b>7300-05</b> Fringe Benefits - FICA - Social Security	19,883	0	0
4,148	3,939	3,603	<b>7300-06</b> Fringe Benefits - FICA - Medicare	4,764	0	0
59,504	83,246	79,405	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	100,455	0	0
49,871	55,208	61,138	<b>7300-20</b> Fringe Benefits - Medical Insurance	69,836	0	0
7,917	11,363	8,363	<b>7300-22</b> Fringe Benefits - VEBA Plan	8,925	0	0
374	331	422	<b>7300-25</b> Fringe Benefits - Life Insurance	243	0	0
1,110	950	1,092	<b>7300-30</b> Fringe Benefits - Long Term Disability	390	0	0
363	372	337	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	395	0	0
88	79	89	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	104	0	0
454	1,209	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
<b>440,075</b>	<b>452,068</b>	<b>431,452</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>533,627</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

9,404	7,977	0	<b>7500</b> Credit Card Fees Credit card fees for Municipal Court collections.	0	0	0
598	929	1,620	<b>7510</b> Service Fees	3,000	0	0
-27	0	1,000	<b>7520</b> Public Notices & Printing	1,000	0	0
455	380	700	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	500	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,362	2,816	2,500	<b>7550</b>	<b>Travel &amp; Education</b>	Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs.	7,000	0	0
3,300	3,600	4,300	<b>7610-05</b>	<b>Insurance - Liability</b>		5,050	0	0
6,217	5,605	5,500	<b>7620</b>	<b>Telecommunications</b>		5,500	0	0
1,821	0	0	<b>7630</b>	<b>Uniforms</b>	4 FTE, an increase from 3.5	1,000	0	0
7,145	3,729	3,000	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		6,000	0	0
3,690	3,373	4,500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		4,750	0	0
1,225	2,885	1,220	<b>7750</b>	<b>Professional Services</b>		1,500	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	890	0	0
1,350	825	1,500	<b>7750-12</b>	<b>Professional Services - Contract Judge</b>	Back-up Judge if necessary to cover Judge's absences. FY22 had extraordinary cost during new Judge recruitment process.	1,500	0	0
11,150	13,750	13,000	<b>7750-15</b>	<b>Professional Services - Court Appointed Attorney</b>	Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees.	17,500	0	0
0	0	0	<b>7750-18</b>	<b>Professional Services - Contract Prosecutor</b>	Back-up prosecutor if necessary to cover City Prosecutor's absences and legal conflicts.	0	0	0
61	291	100	<b>7750-21</b>	<b>Professional Services - Security</b>	Security contract to provide panic button monitoring.	100	0	0
409	200	300	<b>7750-22</b>	<b>Professional Services - Peer Court Assessment</b>	Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program.	100	0	0
2,618	822	1,500	<b>7800</b>	<b>M &amp; S Equipment</b>		1,750	0	0
7,504	8,572	11,526	<b>7840</b>	<b>M &amp; S Computer Charges</b>	I.S. Fund materials & supplies costs shared city-wide	11,761	0	0
11,079	12,672	11,500	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		23,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				E-ticketing maintenance 33% shared with PD	1	5,200	5,200	
				Caselle Annual maintenance	1	6,000	6,000	
				Caselle utilities/integration	1	5,000	5,000	
				Office 365 Licensing	5	240	1,200	
				Mobile replacements	2	3,000	6,000	
409	409	500	<b>8050</b>	<b>Trial Expense</b>		500	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 060 - COURT Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials.						
<b>70,769</b>	<b>68,834</b>	<b>64,266</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>92,801</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
850	0	1,272	<b>8750 Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	2,470	0	0
<b>850</b>	<b>0</b>	<b>1,272</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>2,470</b>	<b>0</b>	<b>0</b>
<b>511,694</b>	<b>520,902</b>	<b>496,990</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>628,898</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>FINES AND FORFEITURES</u></b>						
12,077	5,625	6,000	<b>6130 Parking Tickets</b> Downtown Parking Patrol and Police Officer parking citations revenue.	4,500	0	0
<b>12,077</b>	<b>5,625</b>	<b>6,000</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>4,500</b>	<b>0</b>	<b>0</b>
<b>12,077</b>	<b>5,625</b>	<b>6,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>4,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 13 - MUNICIPAL COURT Section : 063 - PARKING TICKETS Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
8,369	14,103	13,987	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Court Operations Specialist - 0.05 FTE	3,115	0	0
0	0	0	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
212	851	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
502	886	846	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	188	0	0
117	207	203	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	45	0	0
2,250	3,870	4,063	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	905	0	0
2,723	5,159	5,346	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	1,106	0	0
0	750	750	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	150	0	0
16	27	26	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	3	0	0
45	78	76	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	0	0	0
11	20	19	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	4	0	0
3	5	6	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	1	0	0
<b>14,250</b>	<b>25,956</b>	<b>25,322</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>5,517</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
101	69	100	<b>7510</b>	<b>Service Fees</b>	100	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	20	0	0
<b>101</b>	<b>69</b>	<b>100</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>120</b>	<b>0</b>	<b>0</b>
<b>14,351</b>	<b>26,025</b>	<b>25,422</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>5,637</b>	<b>0</b>	<b>0</b>



## **FIRE DEPARTMENT**



### **Organization Set – Sections**

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

### **Organization Set #**

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

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

2021 Actual, 2022 Amended Budget and 2023 Proposed Budget are in the General Fund – Fire Department.

2020 Actual amounts continue to be in the Ambulance Fund (79).

### Budget Highlights



#### CITY GOVERNMENT CAPACITY

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

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

- Last year we completed a Standards of Cover and Financial Analysis. This study will determine the ability for the fire organizations to provide specific levels of service at a cost point that will be favorable for voters' approval. We are currently undertaking a polling process which will identify community support for the project. 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 year we have been authorized by City Council to improve our ambulance service by adding an additional ambulance and 6 24-hour staff. The funds for this service improvement are coming from a new revenue source. The revenue is from an additional GEMT (Medicaid supplemental) funding stream. The expected revenue from this new GEMT is \$1 million.
- This budget includes funds for an additional community survey and public feedback sessions for the consolidation election preparation. This will move the planning for membership in a larger fire district forward if that is the option selected by the elected officials.
- We will continue to look for opportunities to expand service agreements with our partners 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.*

- We continue to evaluate opportunities for substations to improve our service potential. Service model planning indicates the future need of 2 substations if not partnering with other agencies for use of their facilities.
  - 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.
- Lead and plan for emergency preparedness*
- This year we are entering into a grant application with the County to update and revise the City Emergency Operations Plan. 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**

### **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

## General Fund – Fire

2022 – 2023 Proposed Budget --- Budget Summary

<b>ACTUAL INCIDENTS</b> (List last 5 years)	(2018)	(2019)	(2020)	(2021)
Fires (NFIRS 100 codes)	119	122	209	159
Rupture or Explosions (NFIRS 200 codes)	4	1	0	3
EMS & Rescues (NFIRS 300 codes)	6372	6102	6166	7109
Hazardous Conditions (NFIRS 400 codes)	59	78	92	154
Service Calls (NFIRS 500 codes)	256	251	287	441
Good Intent (NFIRS 600 codes)	722	720	814	941
False Alarm/Calls (NFIRS 700 codes)	194	282	232	282
Severe Weather (NFIRS 800 codes)	0	0	0	0
Special Incidents (NFIRS 900 codes)	6	1	1	2
Other	6	56	14	17
<b>Annual Totals:</b>	<b>7739</b>	<b>7614</b>	<b>7745</b>	<b>9178</b>
<b>Ambulance Transports</b>	<b>4902</b>	<b>4792</b>	<b>4458</b>	<b>4973</b>

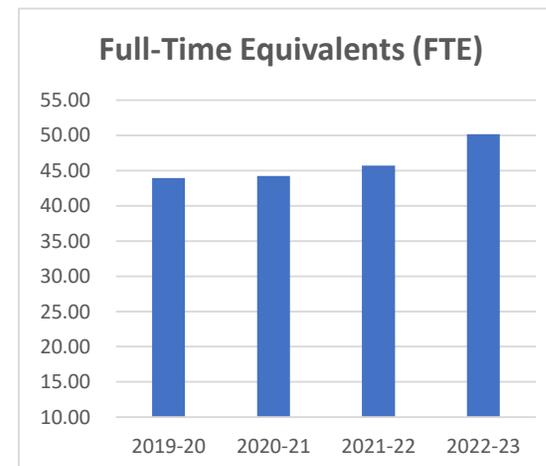
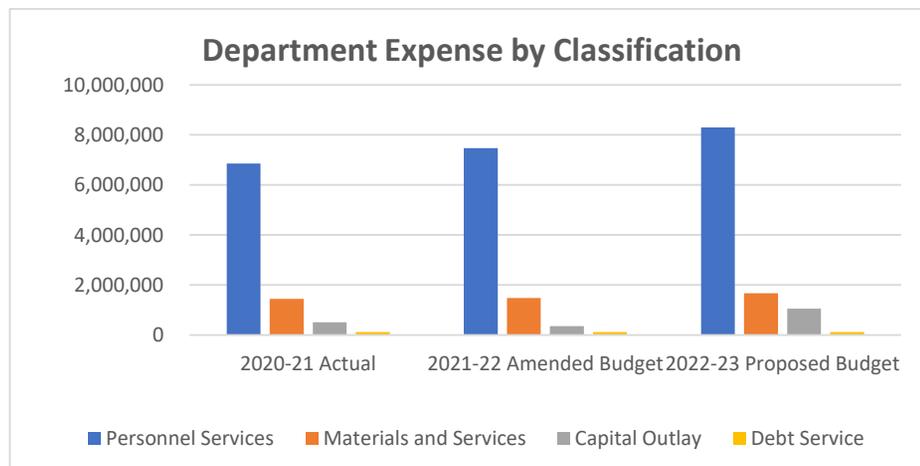
### Future Challenges and Opportunities

- 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

General Fund - Fire & Ambulance

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	3,172,421	3,488,000	3,551,500	63,500
Fines and Forfeitures	600	1,200	600	(600)
Intergovernmental	884,175	1,405,269	2,370,636	965,367
Licenses and Permits	4,628	2,500	7,500	5,000
Miscellaneous	106,664	127,550	111,000	(16,550)
Other Financing Source	29,447	0	0	0
<b>Revenue Total</b>	<b>4,197,935</b>	<b>5,024,519</b>	<b>6,041,236</b>	<b>1,016,717</b>
<b>Expenses</b>				
Personnel Services	6,860,060	7,469,607	8,297,380	827,773
Materials and Services	1,443,564	1,483,135	1,674,757	191,622
Capital Outlay	511,914	360,605	1,060,982	700,377
Debt Service	115,291	115,291	115,292	1
<b>Expenses Total</b>	<b>8,930,829</b>	<b>9,428,638</b>	<b>11,148,411</b>	<b>1,719,773</b>
Unrestricted Resources Required	4,732,894	4,404,119	5,107,175	703,056
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	43.92	44.22	45.70	50.18



**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

## General Fund – Fire

## Historical Highlights

- 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.



# General Fund – Fire

## Historical Highlights

**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.

# General Fund – Fire

## Historical Highlights

- 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.

- 2022** Council authorized 6 additional positions and an ambulance to staff a 4<sup>th</sup> 24 hour ambulance.
- 2022** Funding from secondary GEMT funding source increases by \$1 million for supplemental Medicaid support.
- 2022** Consolidation efforts move forward with implementation plan complete and polling efforts to prepare for an election if supported.



# **FIRE ADMINISTRATION & OPERATIONS**



Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>LICENSES AND PERMITS</b>						
19,200	0	0	<b>4213-15 Specialty Business License - Care Homes</b> Ordinance Overturned	0	0	0
6,792	4,628	2,500	<b>4490 Licenses &amp; Permits - Misc</b> Permit/License/non-violation fees request for public records per Fire Department fee schedule.	7,500	0	0
<b>25,992</b>	<b>4,628</b>	<b>2,500</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>						
0	0	452,587	<b>4545 Federal FEMA Grant</b> Potential Revenue for SCBA replacement. Grant expense is in line 01-15-070-4545 There is a 10% match required	363,636	0	0
124,241	34,974	48,000	<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 are included in this account.	38,000	0	0
16,689	56,457	10,000	<b>4840-05 OR Conflagration Reimbursement - Personnel</b> Personnel Reimbursement due to conflagration deployment this last year.	10,000	0	0
2,324	28,957	5,000	<b>4840-10 OR Conflagration Reimbursement - Equipment</b> Reimbursement for vehicles deployed to conflagrations this last year.	5,000	0	0
59,269	0	0	<b>5030 McMinnville Rural Fire District</b>	0	0	0
386,887	398,493	410,446	<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. 2022-2023 proposed budget will include renegotiated formula for contract based on assessed value of both entities.	575,000	0	0
94,250	95,895	96,343	<b>5035-10 Amity Fire District - Admin/Training Svcs Contract</b> This contract is no longer in place effective March 16 2022.	0	0	0
19,565	3,822	4,000	<b>5036 City of Dundee</b> This IGA no longer in place	0	0	0
<b>703,225</b>	<b>618,598</b>	<b>1,026,376</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>991,636</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
6,323	21,357	11,000	<b>5340 Fire Department Service Fees</b> Non-resident motor vehicle incident charges for Fire Department required services.	12,500	0	0
27,405	27,953	27,000	<b>5400 Property Rentals</b> Verizon lease of cell tower on Fire Department property	28,000	0	0
<b>33,728</b>	<b>49,310</b>	<b>38,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>40,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>FINES AND FORFEITURES</u></b>						
100	600	1,200	<b>6115 Code Enforcement</b> Decreased due to covid	600	0	0
<b>100</b>	<b>600</b>	<b>1,200</b>	<b><u>TOTAL FINES AND FORFEITURES</u></b>	<b>600</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
20,468	20,909	22,000	<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.	25,000	0	0
945	0	1,000	<b>6410 Donations - Fire</b> Donations received to help support the Fire Department.	1,000	0	0
89,403	23,116	15,000	<b>6600 Other Income</b> Sale of surplus property	10,000	0	0
727	1,860	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
9,632	24,266	22,000	<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).	24,000	0	0
0	0	35,550	<b>6600-22 Other Income - Airshow</b>	26,000	0	0
<b>121,175</b>	<b>70,150</b>	<b>95,550</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>86,000</b>	<b>0</b>	<b>0</b>
<b>884,220</b>	<b>743,286</b>	<b>1,163,626</b>	<b><u>TOTAL RESOURCES</u></b>	<b>1,126,236</b>	<b>0</b>	<b>0</b>

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
-4,203	4,521	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
1,272,743	1,333,449	1,472,905	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Fire Chief - 0.75 FTE Assistant Chief - Operations - 0.50 FTE Assistant Chief - Training - 0.75 FTE Fire Battalion Chief - 1.05 FTE Fire Lieutenant - 1.05 FTE Fire Engineer - 1.05 FTE Firefighter - 10.85 FTE Management Support Supervisor - 0.75 FTE Support Services Technician - 1.00 FTE Management Support Specialist - Senior - 0.25 FTE  *FTE total does not reflect three Firefighter positions budgeted at 8 months for anticipated vacancies.	1,620,634	0	0
28,061	21,901	46,800	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Firefighter / Paramedic - 0.56 FTE	41,948	0	0
6,423	7,256	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Clerical - 0.34 FTE Extra Help - Fire - 0.24 FTE	18,000	0	0
23,950	24,815	30,000	<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	0	0
160,356	179,976	177,877	<b>7000-20 Salaries &amp; Wages - Overtime</b>	185,028	0	0
112	308	420	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	900	0	0
-451	1,566	0	<b>7300 Fringe Benefits</b>	0	0	0
89,878	94,779	105,536	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	114,345	0	0
21,049	22,166	24,790	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	27,502	0	0
460,739	485,942	565,405	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	609,056	0	0
250,065	255,588	289,069	<b>7300-20 Fringe Benefits - Medical Insurance</b>	320,816	0	0
52,279	51,938	56,455	<b>7300-22 Fringe Benefits - VEBA Plan</b>	64,800	0	0
1,725	1,733	1,881	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,198	0	0
6,665	6,947	7,570	<b>7300-30 Fringe Benefits - Long Term Disability</b>	3,114	0	0
45,464	47,068	59,604	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	67,891	0	0
481	455	549	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	555	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
247	312	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0	
2,147	1,729	2,800	<b>7400-05</b>	<b>Fringe Benefits - Volunteers - Life Insurance</b>	240	0	0	
13,436	11,280	13,999	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	14,018	0	0	
20,053	19,716	21,876	<b>7400-15</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b>	22,000	0	0	
				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.				
9,040	0	1,860	<b>7400-21</b>	<b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins</b>	0	0	0	
7,347	7,347	7,500	<b>7400-25</b>	<b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>	7,500	0	0	
<b>2,467,607</b>	<b>2,580,790</b>	<b>2,886,896</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>3,149,545</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

0	0	0	<b>7530</b>	<b>Training</b>	0	0	0
1,736	1,451	2,200	<b>7540</b>	<b>Employee Events</b>	4,700	0	0
				Costs shared city-wide for employee training, materials, and events.			
25,269	23,407	22,600	<b>7550</b>	<b>Travel &amp; Education</b>	30,500	0	0
				Funds for annual employee training Cost increase in 2023 are due to a number of new employees and new supervisors.			
				<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	1,200	4,800
				National Conference	3	1,500	4,500
				ICMA Leadership Academy	2	1,800	3,600
				CFO Credential Training	1	2,000	2,000
				OEDI	1	2,000	2,000
17,792	19,113	20,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	30,000	0	0
				Fuel rates have gotten higher and call volume has grown.			
13,888	15,843	15,000	<b>7600</b>	<b>Utilities</b>	17,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
23,000	24,300	27,100	<b>7610-05</b>	<b>Insurance - Liability</b>	30,110	0	0
27,300	31,300	30,700	<b>7610-10</b>	<b>Insurance - Property</b>	34,500	0	0
23,575	23,597	24,000	<b>7620</b>	<b>Telecommunications</b>	25,000	0	0
				This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.			

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
11,145	7,319	16,118	<b>7630-05</b>	<b>Uniforms - Employee</b>	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	16,000	0	0
51,904	52,384	70,000	<b>7630-15</b>	<b>Uniforms - Protective Clothing</b>	Safety clothing for firefighting and OSHA compliance. National Fire Protection Association (NFPA) requires replacement of all turnouts over 10 years old. Cost remained higher due to new employees	70,000	0	0
9,382	8,842	9,000	<b>7650</b>	<b>Janitorial</b>	Three days per week janitorial services and supplies - 25% shared with Ambulance Fund.	9,000	0	0
31,298	26,160	30,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	\$11,000 increase for Health and Wellness Incentive for represented members	41,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Health and Wellness Incentive for represented members	44	250	11,000	
				Misc Materials & Supplies	1	30,000	30,000	
1,069	0	1,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,000	0	0
620	2,391	3,000	<b>7700</b>	<b>Hazardous Materials</b>		3,000	0	0
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
4,775	1,340	4,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		4,000	0	0
4,748	2,790	5,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		5,000	0	0
63,399	72,486	36,250	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>	Ongoing Facility Decontamination and aging building continue to cause elevated costs.	56,000	0	0
98,474	99,566	60,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	Increase due to aging fleet increasing costs. Account used for Fleet maintenance both PM and unscheduled maintenance.	60,000	0	0
14,442	9,828	10,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>	Costs for reprogramming dual band radios	10,000	0	0
7,412	3,163	6,000	<b>7720-22</b>	<b>Repairs &amp; Maintenance - Breathing Apparatus</b>	Repairs and Maintenance of SCBA's	6,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
113,934	74,404	128,210	<b>7750</b>	<b>Professional Services</b>		123,100	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Labor Attorney /Arb	1	15,000	15,000	
				NFPA Physicals	65	700	45,500	
				New Employee Physicals	5	750	3,750	
				New Employee Psychological Testing	5	450	2,250	
				National Testing Network	1	175	175	
				Peer Support Contract 35%	1	1,050	1,050	
				MSDS Online 75%	1	1,125	1,125	
				Consolidation Election	1	25,000	25,000	
				Lexipol Policy Program 50%	1	5,000	5,000	
				Losap Actuarial	1	8,500	8,500	
				Consolidation Meetings	1	15,000	15,000	
				On and Off Mental Health Platform 50%	1	750	750	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		7,140	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
17,027	16,180	40,539	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		41,539	0	0
				Annual facility and vehicle maintenance contracts				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				MTS Storage	1	6,800	6,800	
				HVAC Maintenance 75%	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	6,100	6,100	
				Copier Contract	1	2,300	2,300	
				Crew Sense Scheduling	1	3,154	3,154	
				Active 911 Alerting	1	1,335	1,335	
				NFPA Training Bldg INspection	1	4,000	4,000	
4,449	36,203	6,000	<b>7800</b>	<b>M &amp; S Equipment</b>		6,000	0	0
2,074	5,261	5,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		5,000	0	0
0	496	5,000	<b>7800-30</b>	<b>M &amp; S Equipment - Breathing Apparatus</b>		5,000	0	0
0	0	0	<b>7820</b>	<b>M &amp; S Equipment - Grants</b>		0	0	0
21,573	24,643	35,859	<b>7840</b>	<b>M &amp; S Computer Charges</b>		48,516	0	0
				I.S. Fund materials & supplies costs shared city-wide				
40,387	41,427	45,600	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>		40,940	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET	
			Description	Units	Amt/Unit	Total			
			ESO-100% RMS maint, 50% split with AMB for Personnel	1	9,000	9,000			
			Netmotion maintenance 25% - shared with PD, AMB	1	1,300	1,300			
			Central Square mobile/switch maint-65% shared with AMB	1	6,000	6,000			
			Target training - 50% shared with AMB	1	4,100	4,100			
			Fire Inspection software maint	1	2,500	2,500			
			Office 365 Licensing	16	240	3,840			
			Lexipol policy software	1	5,000	5,000			
			Cradlepoint maintenance	1	1,200	1,200			
			Mobile replacements	2	2,500	5,000			
			Desktop replacements	1	1,500	1,500			
			TV/Fire stick for main station	1	1,500	1,500			
66,642	68,636	68,486	<b>8090 Hydrant Rental &amp; Maintenance</b> Hydrant rental and maintenance fee paid monthly to McMinnville Water & Light.				70,000	0	0
11,257	3,786	7,000	<b>8110 Hoses, Nozzles, &amp; Adapters</b> Fire hose, nozzles, and adapters with values under \$5,000. Increase in 23 is due to a replacement plan for 45 department nozzles to be phased in over several years				18,000	0	0
4,857	5,185	5,184	<b>8120 Hose &amp; Ladder Testing</b> 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.				5,500	0	0
<b>713,427</b>	<b>701,500</b>	<b>738,846</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>823,545</b>	<b>0</b>	<b>0</b>	
<b>CAPITAL OUTLAY</b>									
0	67,153	0	<b>8710 Equipment</b>				0	0	0
0	0	350,000	<b>8720 Equipment - Grants</b> SCBA Replacement through FEMA Grants Revenue is in line 01-15-070-4545. There is a 10% match required.				400,000	0	0
2,445	0	3,956	<b>8750 Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide				10,189	0	0
0	16,755	0	<b>8750-30 Capital Outlay Computer Charges - Fire</b>				0	0	0
-217	68,679	0	<b>8800 Building Improvements</b> Crack seal and seal coat the FD Training area pavement.				20,000	0	0
119,981	44,993	0	<b>8850 Vehicles</b> Command Vehicle for Training Officer				55,000	0	0
<b>122,209</b>	<b>197,580</b>	<b>353,956</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>485,189</b>	<b>0</b>	<b>0</b>	

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 070 - FIRE ADMINISTRATION & OPERATIONS Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>DEBT SERVICE</u></b>						
85,418	88,087	88,086	<b>9442-05 2014 Fire Vehicle Financing - Principal</b> Principal payment for loan authorized in 2014-15. Loan proceeds used to purchase new ladder truck, engine and used water tender	93,677	0	0
29,873	27,205	27,205	<b>9442-10 2014 Fire Vehicle Financing - Interest</b> Interest payment for loan	21,615	0	0
<b>115,291</b>	<b>115,291</b>	<b>115,291</b>	<b><u>TOTAL DEBT SERVICE</u></b>	<b>115,292</b>	<b>0</b>	<b>0</b>
<b>3,418,535</b>	<b>3,595,162</b>	<b>4,094,989</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>4,573,571</b>	<b>0</b>	<b>0</b>



# **FIRE PREVENTION & LIFE SAFETY**



Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
206,380	222,598	210,593	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Assistant Chief - Fire Marshal - 1.00 FTE Deputy Fire Marshal -1.00 FTE	227,849	0	0
1,805	285	0	<b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b>	0	0	0
9,008	6,892	10,004	<b>7000-20 Salaries &amp; Wages - Overtime</b>	9,996	0	0
13,118	13,909	13,457	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	14,390	0	0
3,068	3,253	3,161	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3,448	0	0
73,946	77,795	76,160	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	74,649	0	0
39,783	38,113	41,940	<b>7300-20 Fringe Benefits - Medical Insurance</b>	37,291	0	0
7,500	7,500	7,500	<b>7300-22 Fringe Benefits - VEBA Plan</b>	6,500	0	0
216	216	216	<b>7300-25 Fringe Benefits - Life Insurance</b>	132	0	0
1,126	1,136	1,122	<b>7300-30 Fringe Benefits - Long Term Disability</b>	510	0	0
7,842	7,795	8,287	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	9,300	0	0
45	40	46	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	46	0	0
7	14	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
116	19	201	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	200	0	0
<b>363,958</b>	<b>379,565</b>	<b>372,687</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>384,311</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
209	174	300	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	300	0	0
5,078	2,908	5,000	<b>7550 Travel &amp; Education</b> Ongoing training to maintain certification	5,000	0	0
0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0
1,540	1,540	1,600	<b>7750 Professional Services</b>	1,540	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	50	0	0
9,343	3,652	5,000	<b>8080 Fire Prevention Education</b>	5,000	0	0
<b>16,170</b>	<b>8,274</b>	<b>11,900</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>11,890</b>	<b>0</b>	<b>0</b>
<b>380,128</b>	<b>387,839</b>	<b>384,587</b>	<b>TOTAL REQUIREMENTS</b>	<b>396,201</b>	<b>0</b>	<b>0</b>



**AMBULANCE**



Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>INTERGOVERNMENTAL</b>							
0	0	130,800	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
0	0	0	<b>4546</b>	<b>American Rescue Plan</b>	250,000	0	0
51,673	0	0	<b>4549-05</b>	<b>US Dept of Health &amp; Human Services - CARES Act Provider Relief Fund</b>	0	0	0
289,895	112,087	136,750	<b>4555</b>	<b>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	119,000	0	0
0	0	0	<b>4555-05</b>	<b>Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)</b> These funds are a supplemental payment for CCO transports The per transport amount is based on the amount of funds given to the State from the Federal Govt for this program. Last year we transported over 1000 patients	1,000,000	0	0
11,959	42,815	15,000	<b>4840-05</b>	<b>OR Conflagration Reimbursement - Personnel</b> Reimbursement for personnel costs due to conflagration deployment during the last year.	10,000	0	0
0	10,958	0	<b>4840-10</b>	<b>OR Conflagration Reimbursement - Equipment</b>	0	0	0
94,250	95,895	96,343	<b>5035-10</b>	<b>Amity Fire District - Admin/Training Svcs Contract</b> Contract Terminated	0	0	0
19,565	3,822	0	<b>5036</b>	<b>City of Dundee</b>	0	0	0
<b>467,341</b>	<b>265,577</b>	<b>378,893</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>1,379,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
2,199,785	2,987,019	3,315,000	<b>5700</b>	<b>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. FY 23 increase of \$160,000 is due to increased staffing .	3,375,000	0	0
134,925	136,092	135,000	<b>5710</b>	<b>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. The City is partnering with Life Flight to manage the program.	136,000	0	0
<b>2,334,710</b>	<b>3,123,111</b>	<b>3,450,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>3,511,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>MISCELLANEOUS</u></b>						
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
8,464	10,778	0	<b>6600 Other Income</b>	0	0	0
1,350	3,455	0	<b>6600-05 Other Income - Workers' Comp Reimbursement</b>	0	0	0
0	0	22,000	<b>6600-22 Other Income - Airshow</b>	15,000	0	0
54,953	22,280	10,000	<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	0	0
<b>64,768</b>	<b>36,513</b>	<b>32,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>25,000</b>	<b>0</b>	<b>0</b>
<b><u>OTHER FINANCING SOURCE</u></b>						
0	29,447	0	<b>6845 Proceeds from asset sale</b>	0	0	0
<b>0</b>	<b>29,447</b>	<b>0</b>	<b><u>TOTAL OTHER FINANCING SOURCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2,866,819</b>	<b>3,454,649</b>	<b>3,860,893</b>	<b><u>TOTAL RESOURCES</u></b>	<b>4,915,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-3,976	6,822	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
2,020,333	2,072,507	2,171,459	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	2,475,495	0	0
				Fire Chief - 0.25 FTE Assistant Chief - Operations - 0.50 FTE Assistant Chief - Training - 0.25 FTE Fire Battalion Chief - 1.95 FTE Fire Lieutenant - 1.95 FTE Fire Engineer - 1.95 FTE Firefighter - 20.15 FTE Management Support Supervisor - 0.25 FTE Management Support Specialist - Senior - 0.75 FTE			
				*FTE total does not reflect three Firefighter positions budgeted at 8 months for anticipated vacancies.			
52,114	40,673	86,913	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	77,904	0	0
				Firefighter / Paramedic - 1.04 FTE			
				These positions will be single role paramedics on the Day Car			
267,647	277,317	300,122	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	314,976	0	0
208	572	780	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	300	0	0
-737	2,609	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
141,164	144,857	155,293	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	173,427	0	0
33,068	33,878	37,112	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	41,595	0	0
739,997	768,075	854,303	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	948,886	0	0
383,649	379,519	408,776	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	509,240	0	0
84,721	81,312	85,420	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	104,700	0	0
2,739	2,677	2,772	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	1,891	0	0
10,444	10,599	11,220	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	4,607	0	0
76,827	77,399	95,040	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	109,603	0	0
782	715	814	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	900	0	0
2,165	173	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
<b>3,811,146</b>	<b>3,899,705</b>	<b>4,210,024</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>4,763,524</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

3,200	1,978	1,600	<b>7500</b>	<b>Credit Card Fees</b>	1,600	0	0
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Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,706	2,261	3,300	<b>7540</b>	<b>Employee Events</b>		3,300	0	0
				Costs shared city-wide for employee training, materials, and events.				
19,406	18,203	18,000	<b>7550</b>	<b>Travel &amp; Education</b>		32,000	0	0
				Training for ongoing certification and newly promoted and hired employees				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Ambulance Billing	2	2,000	4,000	
				EMS Leadership	2	2,000	4,000	
				National Conference	3	3,000	9,000	
				Oregon EMS Conference	6	1,000	6,000	
				PALS/ ACLS	45	200	9,000	
31,811	35,469	33,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		75,000	0	0
				Increased fuel costs and EMS call volume increasing costs.				
4,443	5,099	5,000	<b>7600</b>	<b>Utilities</b>		5,500	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
25,900	27,800	30,200	<b>7610-05</b>	<b>Insurance - Liability</b>		35,280	0	0
13,700	17,000	17,400	<b>7610-10</b>	<b>Insurance - Property</b>		19,070	0	0
24,184	26,577	25,000	<b>7620</b>	<b>Telecommunications</b>		27,000	0	0
				Yamhill County Telecom to be consistent with other utility charges for the department.				
19,168	9,936	29,932	<b>7630-05</b>	<b>Uniforms - Employee</b>		29,932	0	0
				Career and volunteer fire uniforms. Increase to cover Class A uniform purchases per contract				
0	63	500	<b>7640</b>	<b>Laundry</b>		1,000	0	0
3,697	2,931	4,000	<b>7650</b>	<b>Janitorial</b>		4,000	0	0
				Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund.				
31,252	23,250	32,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		36,125	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Transfer Meal reimbursement	275	15	4,125	
				Misc Materials & Supplies	1	32,000	32,000	
3,029	21	500	<b>7660-15</b>	<b>Materials &amp; Supplies - Postage</b>		0	0	0
134,557	126,528	125,000	<b>7660-45</b>	<b>Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>		125,000	0	0
				Supplies and PPE used by EMS system continued elevated costs due to COVID				
1,445	1,425	1,500	<b>7660-55</b>	<b>Materials &amp; Supplies - Oxygen</b>		1,500	0	0
0	0	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
3,167	2,565	6,000	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		6,000	0	0
22,195	23,674	19,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		20,000	0	0
34,695	73,182	50,000	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		60,000	0	0
				Major maintenance is done by outside mechanics . Fleet is aging.				

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
12,670	12,734	10,000	<b>7720-16</b>	<b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>		10,000	0	0
				Increases continue due to required reprogramming 800 MHz radios to digital.				
20,308	19,794	26,000	<b>7735</b>	<b>Rental Property</b>		26,000	0	0
				Substation rental property; includes rent and utilities and direct costs associated with that location.				
170,651	217,232	202,700	<b>7750</b>	<b>Professional Services</b>		207,150	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Medical Director Contract	1	12,000	12,000	
				Peer Support Contract	1	2,600	2,600	
				Labor Attorney/Arbitration	1	15,000	15,000	
				National Testing Network	1	225	225	
				OHA Licensing	6	200	1,200	
				MSDS Online	1	375	375	
				SDW Ambulance Billing	1	125,000	125,000	
				Lexipol Policy system	1	5,000	5,000	
				GEMT Grant writer	1	20,000	20,000	
				Fire Med Processing Fee Life Flight	1	25,000	25,000	
				On and Off Mental Health Platform 50%	1	750	750	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		6,370	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
18,000	14,102	10,731	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		10,731	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				MTS Storage 25%	1	2,181	2,181	
				HVAC Maintenance 25%	1	2,250	2,250	
				Copier Contract	1	2,300	2,300	
				Stryker Defibrillator Service Contract	1	4,000	4,000	
10,635	26,462	15,000	<b>7800</b>	<b>M &amp; S Equipment</b>		15,000	0	0
1,846	2,634	5,000	<b>7800-09</b>	<b>M &amp; S Equipment - Radios</b>		5,000	0	0
25,325	28,929	29,456	<b>7840</b>	<b>M &amp; S Computer Charges</b>		32,344	0	0
				I.S. Fund materials & supplies costs shared city-wide				

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 15 - FIRE Section : 079 - AMBULANCE Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
28,192	13,942	31,570	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		44,420	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESO Chart maintenance	1	12,500	12,500	
				ESO Inventory module	1	5,000	5,000	
				Netmotion maintenance 25% - shared with PD, FD	1	1,300	1,300	
				Central Square maint - 35%, shared with FD	1	3,000	3,000	
				ESO Personnel maintenance 50% - shared with FD	1	1,500	1,500	
				Target software maintenance	1	4,100	4,100	
				Office 365 Licensing	18	240	4,320	
				Respond Billing maintenance	1	8,000	8,000	
				Cradlepoint maintenance	1	1,200	1,200	
				Desktop replacement	1	1,500	1,500	
				R12 peripherals	1	2,000	2,000	
1,375	0	0	<b>8070</b>	<b>FireMed Promotion</b>		0	0	0
<b>667,558</b>	<b>733,790</b>	<b>732,389</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>839,322</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
39,685	0	0	<b>8710</b>	<b>Equipment</b>		95,000	0	0
				Automated CPR Devices				
0	281,887	0	<b>8710-22</b>	<b>Equipment - EMS Defibrillators</b>		0	0	0
2,870	0	3,249	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		6,793	0	0
				I.S. Fund capital outlay costs shared city-wide				
16,675	10,085	3,400	<b>8750-95</b>	<b>Capital Outlay Computer Charges - Ambulance</b>		24,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement MDTs	3	8,000	24,000	
-72	22,362	0	<b>8800</b>	<b>Building Improvements</b>		0	0	0
168,918	0	0	<b>8850</b>	<b>Vehicles</b>		450,000	0	0
				Retro Fit 1 ambulance box to a new Chassis.				
				Purchase 1 ambulance with ARPA funds				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				New Ambulance ARPA funded	1	250,000	250,000	
				Refurbish 1 Ambulance	1	200,000	200,000	
<b>228,076</b>	<b>314,334</b>	<b>6,649</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>575,793</b>	<b>0</b>	<b>0</b>
<b>4,706,780</b>	<b>4,947,828</b>	<b>4,949,062</b>	<b>TOTAL REQUIREMENTS</b>			<b>6,178,639</b>	<b>0</b>	<b>0</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



Play | Explore | Grow | Connect

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 fee supported, due to the pandemic, the revenue has been unstable, to say the least.

The budget assumptions for Parks and Rec were put together in February/March 2022. The revenue assumptions are built at approximately 70-80% of pre-Covid revenue levels for indoor activities and have fortunately remained stable for outdoor rec programs. Participation numbers for recreation sports, both youth and adult, are trending up and approaching the levels of 2019.

After so many uncertainties in our ability to open or run programs due to Covid, and our communities changing comfort level with participating in some activities, as of the writing of this budget, the P&R facilities are thankfully all open. The building closures to protect the health of our community between early 2020 and early 2022, were difficult for our community, and our staff. Most reopenings included modified practices to comply with state mandates.

- Senior Center: Closed March 12, 2020, Reopened August 23, 2021
- Community Center: Closed March 16, 2020 Reopened October 2020, Closed mid November of 2021 through February of 2022.
- Aquatic Center: Closed March 16, 2020 reopened July 2020. Closed mid-November of 2021 through February of 2022.

It is possible that Parks & Rec may require a supplemental budget to address the continued recovery from the global pandemic.



## Challenges and Opportunities

### Challenges:

- Deteriorating, aging facilities continue to be one of the largest challenges. Because of the movement towards replacing the Aquatic Center and Community Center and not investing in the existing buildings, the staff continues to keep the spaces up and functioning. While this approach makes sense, each year this will continue to be more challenging.
- Due to budget constraints, this year's proposed budget funds 50% of the MacPAC work plan presented to City Council on February 22, 2022. The work plan was a proposed roadmap to move a GO bond forward in May 2024. Staff will prepare an alternative work plan to match available resources.
- Staffing shortages continue to complicate some programs and could result in curtailed service levels.
- Increasing demands from the public to add more services (both in capacity and in types).
- We continue to break down barriers to participation. There are many areas where this exists including financial, physical and emotional.



### Opportunities:

- P&R continues to strengthen and build partnerships across the spectrum. Notably, the Library and P&R work together to build a continuum of public services across our 2 departments. We leverage our combined resources where we can to provide more and better services to our community, as well as host joint activities that are staffed by both departments. Projects that have benefited greatly from this partnership includes MacPAC, Summer Fun, the Library at the Senior Center and others.
- Conversations around the proposed new building and formalizing partnerships open new doors with existing and new partners. Ultimately with a goal of finding equity partners and to ensure use agreements are recovering actual costs.
- Visit McMinnville and P&R staff are collaborating on a community lead park project for Quarry Park.



- MacPAC members, no longer a city advisory committee, continue to be involved in our efforts to dream big for the future of our community. In our continued effort to reduce financial barriers to participation for seniors, we expanded offerings to individuals who are Silver & Fit members, a benefit through their specific health insurance. Silver & Fit eligible members can now use the amenities and fitness related programs at all three Parks and Recreation facilities.
- Updating the 1999 Parks, Recreation and Open Space Plan (see fund 50) is an exciting opportunity to grow our outdoor programs.



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

### **City Government Capacity**

- P&R operates in a very lean way due to the cost recovery system that has been in place for many years, if not decades.
- 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.
- In FY 21-22, we had anticipated purchasing an app for our online registration program. However, the company has not addressed our issues related to being multi-lingual so we moved the purchase date to FY 22-23 if our concerns can be addressed.

### **Invest in the City's workforce**

- P&R is proud to be one of our community's bigger employers of youth, particularly in the summer. A challenge that comes with that is the system of on-boarding and off-boarding many employees is felt in P&R and HR. Additional support and resources for the city's Human Resources program would help P&R staff focus on programs and services.

### **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

- Building on the strength of MacPAC’s membership and equity work, P&R will work with the DEIAC and HR staff to build an advisory committee that truly reflects our community, including those furthest from opportunity.

## 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.



## Economic Prosperity

Improve systems for economic mobility and inclusion

- Developing updated fee and 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

- Partner with Visit McMinnville on projects that not only serve current community members but potential visitors as well.

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

- Our partnership with YCAP’s Harvest to Home program was postponed due to COVID. The Senior Center, a previous distribution site, is hoping to reestablish the program once YCAP offers it.

## 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

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

- MacPAC and the upcoming P&R Advisory Committee build leadership opportunities.

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. Expand and promote the Accommodations Request process to better welcome and assist people with disabilities.



- Internal programming teams are starting to apply a new Diversity, Equity and Inclusion lens to our program offerings to improve access and engagement with historically excluded groups/communities.
- Continue with improvements to our written materials, such as the Recreation Activity Guide update that published in dual languages and taking advantage of the City's new translation services.

### **Core Services**

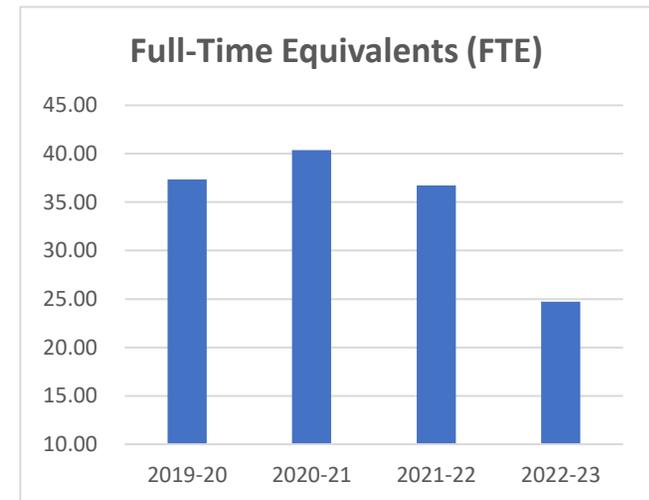
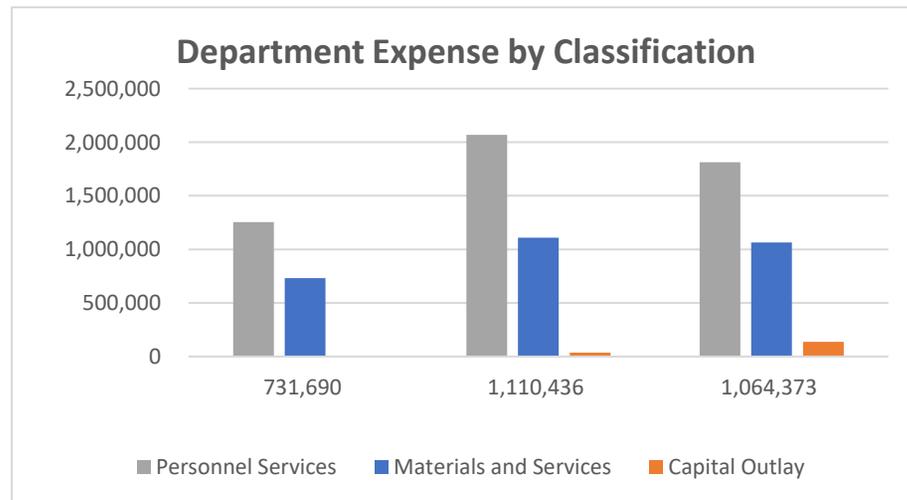
- Staff created an inventory of 35 general programs/services offered by the Parks and Recreation Department and utilized the Core Services calculator to determine the ranking for each program/service.
- The top two Core Services were Park Development and Volunteer Opportunities.

- The lowest two Core Services were short-term and long-term facility rentals. In the new building community meeting spaces will be more manageable and we'll have a greater opportunity to generate revenue with newer, modern spaces. Through the pandemic, we have chosen to prioritize P&R program use of spaces over rentals due to the core services exercise.

General Fund - Parks & Rec

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
Revenue				
Charges for Services	244,126	1,145,495	737,725	-407,770
Intergovernmental	20,750	40,000	0	-40,000
Miscellaneous	7,572	97,185	31,050	-66,135
<b>Revenue Total</b>	<b>272,448</b>	<b>1,282,680</b>	<b>768,775</b>	<b>-513,905</b>
Expenses				
Personnel Services	1,255,988	2,067,597	1,812,795	-254,802
Materials and Services	731,690	1,110,436	1,064,373	-46,063
Capital Outlay	0	37,402	138,632	101,230
<b>Expenses Total</b>	<b>1,987,677</b>	<b>3,215,435</b>	<b>3,015,800</b>	<b>-199,635</b>
Unrestricted Resources Required	1,715,229	1,932,755	2,247,025	314,270
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	37.35	40.38	36.72	24.71



**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.

# General Fund – Parks & Recreation

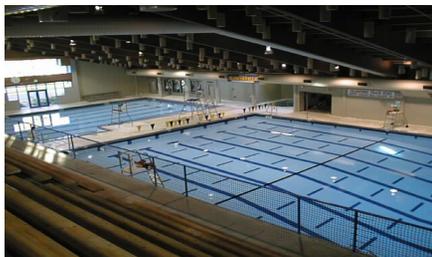
## Historical Highlights

**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

**2022** MacPAC delivers a final recommendation to City Council for new and updated facilities.



**PARKS & RECREATION  
Administration**



Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>MISCELLANEOUS</b>							
3,419	98	3,000	<b>6420</b>	<b>Donations - Parks &amp; Recreation</b>	2,000	0	0
0	1,000	5,000	<b>6420-02</b>	<b>Donations - Parks &amp; Recreation - Community Events</b>	5,000	0	0
0	0	1,000	<b>6420-05</b>	<b>Donations - Parks &amp; Recreation - Scholarships</b>	1,000	0	0
7,854	0	3,000	<b>6600</b>	<b>Other Income</b>	3,000	0	0
				Miscellaneous Income including large event permits.			
<b>11,273</b>	<b>1,098</b>	<b>12,000</b>	<b>TOTAL MISCELLANEOUS</b>		<b>11,000</b>	<b>0</b>	<b>0</b>
<b>11,273</b>	<b>1,098</b>	<b>12,000</b>	<b>TOTAL RESOURCES</b>		<b>11,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

50	-651	0	<b>7000</b> Salaries & Wages	0	0	0
114,494	112,043	116,721	<b>7000-05</b> Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE	129,563	0	0
1,200	1,200	1,200	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
23	-312	0	<b>7300</b> Fringe Benefits	0	0	0
7,173	7,021	7,292	<b>7300-05</b> Fringe Benefits - FICA - Social Security	7,839	0	0
1,678	1,642	1,652	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,879	0	0
42,448	41,724	42,136	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	46,785	0	0
0	0	0	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,080	0	0
0	0	0	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,000	0	0
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
631	642	620	<b>7300-30</b> Fringe Benefits - Long Term Disability	287	0	0
2,055	2,017	2,142	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,762	0	0
22	19	23	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	23	0	0
390	489	699	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	698	0	0
<b>170,271</b>	<b>165,942</b>	<b>172,593</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>206,976</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

81	0	0	<b>7520</b> Public Notices & Printing Moved to 7520-15, Public Notice & Printing - Brochure	0	0	0
32,318	24,129	45,000	<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.	47,000	0	0
105	88	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	0	0
5,461	2,927	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	0	0
800	800	900	<b>7610-05</b> Insurance - Liability	1,060	0	0
0	0	0	<b>7610-10</b> Insurance - Property	0	0	0
624	499	700	<b>7620</b> Telecommunications	700	0	0
2,473	1,121	0	<b>7660</b> Materials & Supplies	1,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 001 - ADMINISTRATION Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																				
0	98	0	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		2,000	0	0																				
				Matching line for admin donations - 6420																								
48,813	173,462	95,200	<b>7750</b>	<b>Professional Services</b>		135,000	0	0																				
				Core Services: MacPAC Continuity of work This line item includes background checks and other minor consultant projects (teambuilding/ dept strategic planning).																								
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		600	0	0																				
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses																								
938	1,071	1,281	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,470	0	0																				
				I.S. Fund materials & supplies costs shared city-wide																								
1,200	1,231	14,040	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		16,280	0	0																				
				<table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Office 365 Licensing</td> <td>1</td> <td>240</td> <td>240</td> </tr> <tr> <td>WhenToWork software</td> <td>1</td> <td>600</td> <td>600</td> </tr> <tr> <td>Activenet annual maintenance</td> <td>1</td> <td>1,440</td> <td>1,440</td> </tr> <tr> <td>Activenet Mobile</td> <td>1</td> <td>14,000</td> <td>14,000</td> </tr> </tbody> </table>		Description	Units	Amt/Unit	Total	Office 365 Licensing	1	240	240	WhenToWork software	1	600	600	Activenet annual maintenance	1	1,440	1,440	Activenet Mobile	1	14,000	14,000			
Description	Units	Amt/Unit	Total																									
Office 365 Licensing	1	240	240																									
WhenToWork software	1	600	600																									
Activenet annual maintenance	1	1,440	1,440																									
Activenet Mobile	1	14,000	14,000																									
16,157	19,836	22,000	<b>8140</b>	<b>Community Events</b>		40,000	0	0																				
				Core Services: Removing barriers to participation. This is for special, free, community wide events, Parks and Rec month, concerts, movies (Summer Fun, etc.). Admin donation line item 6420-02 + \$15K in add package.																								
<b>108,970</b>	<b>225,263</b>	<b>189,321</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>255,310</b>	<b>0</b>	<b>0</b>																				
<b>CAPITAL OUTLAY</b>																												
106	0	141	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		309	0	0																				
				I.S. Fund capital outlay costs shared city-wide																								
<b>106</b>	<b>0</b>	<b>141</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>309</b>	<b>0</b>	<b>0</b>																				
<b>279,347</b>	<b>391,205</b>	<b>362,055</b>	<b>TOTAL REQUIREMENTS</b>			<b>462,595</b>	<b>0</b>	<b>0</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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**RESOURCES**

**CHARGES FOR SERVICES**

22,324	4,722	25,000	<b>5360-05 Admissions - Child/Student</b> Aquatic Center daily child/student admission fees. 22-23: Proposal is estimated 75-80% of normal revenue pre-covid.	30,000	0	0
36,377	16,725	40,000	<b>5360-10 Admissions - Adult/Seniors</b> Aquatic Center daily adult/senior admission fees. 22-23: Proposal is estimated 75-80% of normal revenue pre-covid.	45,000	0	0
51,558	11,218	45,000	<b>5370-05 Memberships - Family</b> Aquatic Center family memberships. 22-23: Proposal is estimated 75-80% of normal revenue pre-covid.	52,500	0	0
81,529	30,575	75,000	<b>5370-10 Memberships - Individual</b> Aquatic Center individual memberships. 22-23: Proposal is estimated 75-80% of normal revenue pre-covid.	85,000	0	0
10,514	0	7,500	<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. 22-23: reasonable guess/estimate	12,000	0	0
9,525	11,654	12,000	<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.  22-23: reasonable guess/estimate based on annual contract with the MSC.	15,000	0	0
2,550	0	1,500	<b>5380-15 Facility Rentals - Lockers &amp; Equipment</b> 22-23: reasonable guess/estimate	3,500	0	0
<b>214,376</b>	<b>74,894</b>	<b>206,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>243,000</b>	<b>0</b>	<b>0</b>

**MISCELLANEOUS**

0	0	0	<b>6420 Donations - Parks &amp; Recreation</b>	0	0	0
471	0	500	<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).	0	0	0
1,010	0	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.	0	0	0
33	0	100	<b>6600 Other Income</b>	100	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,514	0	1,180	<b><u>TOTAL MISCELLANEOUS</u></b>	100	0	0
215,890	74,894	207,180	<b><i>TOTAL RESOURCES</i></b>	243,100	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-3,928	1,519	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
189,625	198,185	204,744	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Recreation Manager - 1.00 FTE Recreation Supervisor - 1.00 FTE Management Support Specialist - 1.00 FTE	224,123	0	0
31,368	28,431	30,753	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Recreation Program Coordinator - 0.60 FTE	33,720	0	0
111,673	70,032	138,749	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - Lifeguard - 4.77 FTE Extra Help - Aquatics I, II, III - Office - 0.78 FTE  22-23: Proposal is an estimated 82.5% of normal part-time staff pre-covid hours.	167,253	0	0
296	105	265	<b>7000-20 Salaries &amp; Wages - Overtime</b>	290	0	0
-657	-161	0	<b>7300 Fringe Benefits</b>	0	0	0
20,243	17,993	23,080	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	25,736	0	0
4,734	4,208	5,220	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	6,168	0	0
93,732	87,888	102,899	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	107,796	0	0
49,103	49,942	51,782	<b>7300-20 Fringe Benefits - Medical Insurance</b>	53,580	0	0
7,000	7,000	7,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	7,000	0	0
432	432	432	<b>7300-25 Fringe Benefits - Life Insurance</b>	240	0	0
1,159	1,197	1,174	<b>7300-30 Fringe Benefits - Long Term Disability</b>	558	0	0
12,612	10,115	13,323	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	12,337	0	0
188	133	198	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	208	0	0
3,872	4,640	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
0	0	50	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	50	0	0
<b>521,452</b>	<b>481,658</b>	<b>579,669</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>639,059</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

5,911	2,078	4,500	<b>7500 Credit Card Fees</b>	7,000	0	0
76	82	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	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
378	316	500	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	400	0	0
456	407	750	<b>7550</b>	<b>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.	1,000	0	0
91,609	73,049	82,500	<b>7600</b>	<b>Utilities</b>	85,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
4,200	4,400	6,100	<b>7610-05</b>	<b>Insurance - Liability</b>	6,810	0	0
7,300	8,600	9,000	<b>7610-10</b>	<b>Insurance - Property</b>	10,370	0	0
4,231	4,503	3,750	<b>7620</b>	<b>Telecommunications</b>	4,000	0	0
26,574	2,601	20,000	<b>7650-10</b>	<b>Janitorial - Services</b>	36,000	0	0
4,563	1,864	3,000	<b>7650-15</b>	<b>Janitorial - Supplies</b>	4,500	0	0
437	744	1,250	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	1,500	0	0
0	0	0	<b>7680</b>	<b>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
8,461	4,132	10,000	<b>7690</b>	<b>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.	15,000	0	0
79,916	36,398	70,500	<b>7720</b>	<b>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.	60,000	0	0
866	1,026	1,600	<b>7750</b>	<b>Professional Services</b>	0	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,250	0	0
14,294	10,253	12,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>	15,000	0	0
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0
29	319	250	<b>7800-03</b>	<b>M &amp; S Equipment - Office</b> Miscellaneous office equipment such as tables and chairs.	250	0	0
0	0	0	<b>7800-36</b>	<b>M &amp; S Equipment - Weight Room</b>	0	0	0
1,010	0	0	<b>7810</b>	<b>M &amp; S Equipment - Donations</b> Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment.	0	0	0
4,690	5,357	6,403	<b>7840</b>	<b>M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide	7,351	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 501 - ADMINISTRATION			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
5,047	1,200	5,420	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		3,640	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 Licensing	5	240	1,200		
			Activenet annual maintenance	1	1,440	1,440		
			Activenet Peripherals	1	1,000	1,000		
5,368	4,125	4,000	<b>8130</b>	<b>Recreation Program Expenses</b>		7,000	0	0
			Purchase of general recreation program supplies.					
			*Include additional \$2,500.00 for 1 rescue training manikin, new set of CPR manikins & 1 new training backboard.					
<b>265,414</b>	<b>161,455</b>	<b>241,623</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>266,171</b>	<b>0</b>	<b>0</b>
			<b>CAPITAL OUTLAY</b>					
0	0	25,000	<b>8710</b>	<b>Equipment</b>		10,000	0	0
			Textured painting for safety on the pool deck and locker rooms.					
531	0	706	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,544	0	0
			I.S. Fund capital outlay costs shared city-wide					
<b>531</b>	<b>0</b>	<b>25,706</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>11,544</b>	<b>0</b>	<b>0</b>
<b>787,398</b>	<b>643,113</b>	<b>846,998</b>	<b>TOTAL REQUIREMENTS</b>			<b>916,774</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
40,106	9,714	60,000	<b>5350 Registration Fees</b> Aquatic Center - Swim Lessons 22-23: Proposal is estimated 75-80% of normal revenue pre-covid.	80,000	0	0
<b>40,106</b>	<b>9,714</b>	<b>60,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>80,000</b>	<b>0</b>	<b>0</b>
<b>40,106</b>	<b>9,714</b>	<b>60,000</b>	<b>TOTAL RESOURCES</b>	<b>80,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
15,682	574	20,494	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.66 FTE	20,003	0	0
			22-23: Proposal is an estimated ~75% of normal part-time staff hours.			
972	36	1,241	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,214	0	0
227	8	296	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	292	0	0
2,151	72	2,920	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,253	0	0
0	0	758	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	581	0	0
16	1	16	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	16	0	0
<b>19,048</b>	<b>690</b>	<b>25,725</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>24,359</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
368	247	500	<b>8130 Recreation Program Expenses</b> Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices). 22-23: reasonable guess/estimate	650	0	0
<b>368</b>	<b>247</b>	<b>500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>650</b>	<b>0</b>	<b>0</b>
<b>19,416</b>	<b>937</b>	<b>26,225</b>	<b>TOTAL REQUIREMENTS</b>	<b>25,009</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	0	0	5350 Registration Fees	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 626 - FITNESS CLASSES		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
5,786	1,315	10,001	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.39 FTE	14,703	0	0
359	82	604	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	888	0	0
84	19	145	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	213	0	0
1,035	134	1,426	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	1,655	0	0
0	0	370	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	427	0	0
5	1	9	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	11	0	0
<b>7,269</b>	<b>1,551</b>	<b>12,555</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>17,897</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
707	277	750	<b>8130</b>	<b>Recreation Program Expenses</b> Fitness program supplies (i.e. exercise belts & hand weights). 22-23: reasonable guess/estimate	1,000	0	0
<b>707</b>	<b>277</b>	<b>750</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,000</b>	<b>0</b>	<b>0</b>
<b>7,977</b>	<b>1,828</b>	<b>13,305</b>	<b>TOTAL REQUIREMENTS</b>		<b>18,897</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,695	1,141	4,500	<b>5410 Sales</b> Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. 22-23: reasonable guess/estimate	6,500	0	0
<b>5,695</b>	<b>1,141</b>	<b>4,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,500</b>	<b>0</b>	<b>0</b>
<b>5,695</b>	<b>1,141</b>	<b>4,500</b>	<b>TOTAL RESOURCES</b>	<b>6,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 632 - PRO SHOP	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
3,589	0	2,000	<b>7660 Materials &amp; Supplies</b> Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop. 22-23: reasonable guess/estimate	3,000	0	0
<b>3,589</b>	<b>0</b>	<b>2,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>3,589</b>	<b>0</b>	<b>2,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>3,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
955	450	750	<b>5350 Registration Fees</b> Aquatic Center - Classes & Programs (Lifeguard Training) 22-23: Lifeguard Training classes are being offered for free, to potential part-time employees, due to severe staffing shortage.	250	0	0
<b>955</b>	<b>450</b>	<b>750</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>250</b>	<b>0</b>	<b>0</b>
<b>955</b>	<b>450</b>	<b>750</b>	<b><i>TOTAL RESOURCES</i></b>	<b>250</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	272	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Aquatics I, II, III - 0.01 FTE	282	0	0
0	0	16	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	16	0	0
0	0	4	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	3	0	0
0	0	40	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	30	0	0
0	0	10	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	8	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>342</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>339</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
319	488	500	<b>8130 Recreation Program Expenses</b> Lifeguard Training Class materials.	500	0	0
<b>319</b>	<b>488</b>	<b>500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>319</b>	<b>488</b>	<b>842</b>	<b>TOTAL REQUIREMENTS</b>	<b>839</b>	<b>0</b>	<b>0</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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>INTERGOVERNMENTAL</b>							
0	20,750	0	4772	Oregon Alliance of YMCA	0	0	0
<b>0</b>	<b>20,750</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
27,257	110	15,000	5380-20	Facility Rentals - Meeting Rooms Community Center general meeting room rentals.	15,000	0	0
15,438	180	10,000	5380-25	Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc.	10,000	0	0
3,591	0	750	5380-30	Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from contracted vendors.	750	0	0
9,312	98	4,575	5380-35	Facility Rentals - Athletic Facilities Community Center athletic membership fees for locker room, track, racquetball, basketball, pickleball, and table tennis.	9,000	0	0
6,618	195	2,500	5380-40	Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours.	2,500	0	0
0	0	200	5380-42	Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed.	200	0	0
<b>62,215</b>	<b>583</b>	<b>33,025</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>37,450</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>							
36	1,405	1,000	6420	Donations - Parks & Recreation	0	0	0
2,075	3	200	6600	Other Income Incidental revenue received at Community Center from copy machine, av equipment user fees, etc .	250	0	0
<b>2,111</b>	<b>1,408</b>	<b>1,200</b>		<b>TOTAL MISCELLANEOUS</b>	<b>250</b>	<b>0</b>	<b>0</b>
<b>64,326</b>	<b>22,741</b>	<b>34,225</b>		<b>TOTAL RESOURCES</b>	<b>37,700</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-407	-780	0	<b>7000</b> Salaries & Wages	0	0	0
110,103	98,072	101,037	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Manager - 1.00 FTE Recreation Program Coordinator - 1.00 FTE Management Support Technician - 1.00 FTE	172,455	0	0
53,597	19,393	56,057	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Community Center - 2.32 FTE	66,743	0	0
70	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
380	-759	0	<b>7300</b> Fringe Benefits	0	0	0
9,860	7,083	9,671	<b>7300-05</b> Fringe Benefits - FICA - Social Security	14,472	0	0
2,306	1,657	2,161	<b>7300-06</b> Fringe Benefits - FICA - Medicare	3,468	0	0
36,860	30,395	36,839	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	57,607	0	0
25,744	18,168	17,510	<b>7300-20</b> Fringe Benefits - Medical Insurance	37,500	0	0
3,600	3,600	3,600	<b>7300-22</b> Fringe Benefits - VEBA Plan	5,000	0	0
238	181	172	<b>7300-25</b> Fringe Benefits - Life Insurance	234	0	0
606	530	520	<b>7300-30</b> Fringe Benefits - Long Term Disability	270	0	0
2,510	1,890	1,835	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,721	0	0
115	51	106	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	145	0	0
2,560	1,117	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
77	2	101	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	101	0	0
<b>248,217</b>	<b>180,600</b>	<b>229,609</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>359,716</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

7,662	4,702	8,000	<b>7500</b> Credit Card Fees	8,000	0	0
205	171	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	300	0	0
317	330	300	<b>7550</b> Travel & Education Professional development conferences and workshops and membership in the Oregon Recreation and Parks Association and National Recreation and Park Association.	300	0	0
73,898	77,823	75,000	<b>7600</b> Utilities	78,000	0	0
0	0	0	<b>7600-04</b> Utilities - Water	0	0	0
5,000	5,600	5,700	<b>7610-05</b> Insurance - Liability	6,390	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
17,100	20,000	21,000	<b>7610-10</b>	<b>Insurance - Property</b>		24,360	0	0
4,892	4,130	5,000	<b>7620</b>	<b>Telecommunications</b>		5,500	0	0
39,115	17,634	55,000	<b>7650-10</b>	<b>Janitorial - Services</b>		55,000	0	0
				Possible expenses due to opening late FY 21. FY22-Expectation that we are open.				
4,882	1,060	3,700	<b>7650-15</b>	<b>Janitorial - Supplies</b>		3,000	0	0
4,539	2,324	3,000	<b>7660</b>	<b>Materials &amp; Supplies</b>		3,000	0	0
0	7,279	0	<b>7660-25</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
0	1,305	1,000	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		0	0	0
56,631	24,862	40,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		40,000	0	0
				Routine annual maintenance and special projects.				
670	810	1,260	<b>7750</b>	<b>Professional Services</b>		1,260	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		910	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
17,371	18,862	18,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		20,000	0	0
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
				Misc. equipment replacement				
1,876	2,143	5,123	<b>7840</b>	<b>M &amp; S Computer Charges</b>		7,351	0	0
				I.S. Fund materials & supplies costs shared city-wide				
1,200	2,421	5,920	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		7,040	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Activenet annual maintenance	1	1,440	1,440		
			Office 365 Licensing	5	240	1,200		
			Upstairs printer	1	400	400		
			Activenet Peripherals	1	1,000	1,000		
			Mobile laptop	1	3,000	3,000		
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>235,358</b>	<b>191,456</b>	<b>248,303</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>260,411</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	0	10,000	<b>8710</b>	<b>Equipment</b>		35,000	0	0
				Refinish Basketball/Racquetball Court				
213	0	565	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,544	0	0
				I.S. Fund capital outlay costs shared city-wide				
<b>213</b>	<b>0</b>	<b>10,565</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>36,544</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
483,788	372,055	488,477	<b>TOTAL REQUIREMENTS</b>	656,671	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
132,430	34,375	100,000	<b>5350 Registration Fees</b> Community Center special interest programs and classes serving children and adults. Increase from FY21 but still slow growth	135,000	0	0
0	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>132,430</b>	<b>34,375</b>	<b>100,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>135,000</b>	<b>0</b>	<b>0</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>132,430</b>	<b>34,375</b>	<b>100,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>135,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 635 - CLASSES & PROGRAMS		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
36,031	15,094	45,696	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 1.42 FTE	52,966	0	0
0	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
2,234	936	2,765	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	3,204	0	0
522	219	663	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	768	0	0
7,828	4,063	13,275	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	5,959	0	0
1,692	693	2,157	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	1,658	0	0
10	11	30	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	33	0	0
<b>48,317</b>	<b>21,016</b>	<b>64,586</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>64,588</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
28,565	26,172	28,500	<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-included some of Summer Fun and high Summer Camp expenses (due to high enrollment)	40,000	0	0
<b>28,565</b>	<b>26,172</b>	<b>28,500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>40,000</b>	<b>0</b>	<b>0</b>
<b>76,881</b>	<b>47,187</b>	<b>93,086</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>104,588</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,303	123	3,000	<b>5350 Registration Fees</b> Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. FY 22-30% of regular fees collected. FY 23-60% of regular fees collected.	4,000	0	0
<b>5,303</b>	<b>123</b>	<b>3,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>5,303</b>	<b>123</b>	<b>3,000</b>	<b>TOTAL RESOURCES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 638 - TINY TOTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
61	0	200	<b>8130 Recreation Program Expenses</b> Materials and supplies needed to support Tiny Tots Indoor Playpark.	200	0	0
<b>61</b>	<b>0</b>	<b>200</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>61</b>	<b>0</b>	<b>200</b>	<b>TOTAL REQUIREMENTS</b>	<b>200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
12,266	0	2,200	<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.	4,000	0	0
<b>12,266</b>	<b>0</b>	<b>2,200</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>12,266</b>	<b>0</b>	<b>2,200</b>	<b>TOTAL RESOURCES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 641 - SPECIAL EVENTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
3,781	0	1,200	<b>8130 Recreation Program Expenses</b> Expenses for major community events or department-sponsored special events including Alien Abduction Dash.	1,200	0	0
<b>3,781</b>	<b>0</b>	<b>1,200</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,200</b>	<b>0</b>	<b>0</b>
<b>3,781</b>	<b>0</b>	<b>1,200</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>1,200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 644 - SUMMER STARS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
76,345	41,299	60,000	<b>5350 Registration Fees</b> Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children.  Will not be doing STARS in FY 23.	0	0	0
<b>76,345</b>	<b>41,299</b>	<b>60,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
12	0	0	<b>6420-50 Donations - Parks &amp; Recreation - STARS</b>	0	0	0
<b>12</b>	<b>0</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>76,357</b>	<b>41,299</b>	<b>60,000</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 090 - COMMUNITY CENTER & REC PROGRAMS Program : 644 - SUMMER STARS		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
18,726	0	7,541	<b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0
33,708	35,290	59,522	<b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
7	0	0	<b>7000-20</b>	Salaries & Wages - Overtime	0	0	0
3,248	2,188	4,057	<b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
760	512	972	<b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
2,539	1,087	10,674	<b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
438	0	2,724	<b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0
0	0	750	<b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0
7	0	14	<b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0
26	0	42	<b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0
1,659	1,666	2,904	<b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
34	31	48	<b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
2,999	391	0	<b>7300-40</b>	Fringe Benefits - Unemployment	0	0	0
<b>64,151</b>	<b>41,164</b>	<b>89,248</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
104	0	0	<b>7680</b>	Materials & Supplies - Donations STARS Donations funded through revenue account 6420-50,	0	0	0
9,952	6,912	13,000	<b>8130</b>	Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts. Not hosting STARS in FY 23	0	0	0
<b>10,055</b>	<b>6,912</b>	<b>13,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>74,206</b>	<b>48,077</b>	<b>102,248</b>	<b>TOTAL REQUIREMENTS</b>		<b>0</b>	<b>0</b>	<b>0</b>



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



Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>INTERGOVERNMENTAL</b>							
27,600	0	40,000	5020-17	McMinnville School Dist #40 - 21st Century Grant	0	0	0
<b>27,600</b>	<b>0</b>	<b>40,000</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
135,766	-143	450,000	5350-05	Registration Fees - KOB - Elementary	0	0	0
<b>135,766</b>	<b>-143</b>	<b>450,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>							
0	0	2,150	6420	Donations - Parks & Recreation	0	0	0
0	0	0	6420-05	Donations - Parks & Recreation - Scholarships	0	0	0
44,366	0	30,310	6420-15	Donations - Parks & Recreation - KOB, Inc. - Elementary	0	0	0
8,760	0	24,000	6420-20	Donations - Parks & Recreation - KOB, Inc. - Enrichment	0	0	0
1,328	0	4,500	6420-25	Donations - Parks & Recreation - KOB, Inc. - Misc	0	0	0
25	0	100	6600	Other Income	0	0	0
<b>54,479</b>	<b>0</b>	<b>61,060</b>	<b>TOTAL MISCELLANEOUS</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>217,845</b>	<b>-143</b>	<b>551,060</b>	<b>TOTAL RESOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b><u>PERSONNEL SERVICES</u></b>							
-504	-336	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
56,177	0	22,624	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b>	0	0	0
129,193	7,950	323,496	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b>	0	0	0
7	0	0	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	0	0	0
-380	-113	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
11,484	492	20,941	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	0	0	0
2,686	115	5,020	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	0	0	0
20,249	2,130	52,669	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	0	0	0
1,315	0	8,172	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	0	0	0
0	0	2,250	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	0	0	0
20	0	40	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	0	0	0
78	0	124	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	0	0	0
1,861	99	4,326	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	0	0	0
120	5	251	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
10,549	5,288	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	0	0	0
0	0	50	<b>7400-10</b>	<b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	0	0	0
<b>232,856</b>	<b>15,630</b>	<b>439,963</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>							
6,715	5	8,000	<b>7500</b>	<b>Credit Card Fees</b>	0	0	0
79	66	200	<b>7540</b>	<b>Employee Events</b>	0	0	0
700	600	900	<b>7610-05</b>	<b>Insurance - Liability</b>	0	0	0
925	864	575	<b>7620</b>	<b>Telecommunications</b>	0	0	0
27	38	50	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>	0	0	0
0	0	2,150	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>	0	0	0
411	501	1,200	<b>7750</b>	<b>Professional Services</b>	0	0	0
1,876	2,143	2,561	<b>7840</b>	<b>M &amp; S Computer Charges</b>	0	0	0
1,200	1,200	1,440	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET		Department : 17 - PARKS & RECREATION Section : 093 - KIDS ON THE BLOCK Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
7,847	2,104	10,000	<b>8130</b>	<b>Recreation Program Expenses</b>	0	0	0
8,760	0	24,000	<b>8130-35</b>	<b>Recreation Program Expenses - Enrichment Programs</b>	0	0	0
1,328	133	50,000	<b>8130-40</b>	<b>Recreation Program Expenses - Miscellaneous</b>	0	0	0
0	0	5,000	<b>8130-45</b>	<b>Recreation Program Expenses - Workstudy</b>	0	0	0
<b>29,867</b>	<b>7,654</b>	<b>106,076</b>		<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b><u>CAPITAL OUTLAY</u></b>			
213	0	283	<b>8750</b>	<b>Capital Outlay Computer Charges</b>	0	0	0
<b>213</b>	<b>0</b>	<b>283</b>		<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>262,935</b>	<b>23,285</b>	<b>546,322</b>		<b><u>TOTAL REQUIREMENTS</u></b>	<b>0</b>	<b>0</b>	<b>0</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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
550	160	1,900	<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.	500	0	0
<b>550</b>	<b>160</b>	<b>1,900</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>550</b>	<b>160</b>	<b>1,900</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-1,605	521	0	<b>7000</b> Salaries & Wages	0	0	0
79,680	81,057	92,559	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Manager - 1.00 FTE	98,433	0	0
4,982	878	26,301	<b>7000-15</b> Salaries & Wages - Temporary Program Assistant - 0.37 FTE	13,150	0	0
0	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
-234	60	0	<b>7300</b> Fringe Benefits	0	0	0
5,111	4,921	7,625	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,750	0	0
1,195	1,151	1,565	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,618	0	0
29,099	30,086	35,948	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	37,023	0	0
14,692	14,958	15,528	<b>7300-20</b> Fringe Benefits - Medical Insurance	16,080	0	0
2,000	2,000	2,000	<b>7300-22</b> Fringe Benefits - VEBA Plan	2,000	0	0
108	108	108	<b>7300-25</b> Fringe Benefits - Life Insurance	60	0	0
415	422	424	<b>7300-30</b> Fringe Benefits - Long Term Disability	192	0	0
1,845	1,513	1,230	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	815	0	0
24	22	42	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	31	0	0
340	250	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
1,538	986	3,401	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,393	0	0
<b>139,191</b>	<b>138,933</b>	<b>186,731</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>179,545</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

3,523	2,541	4,700	<b>7500</b> Credit Card Fees	4,000	0	0
105	88	200	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	0	0
0	0	300	<b>7550</b> Travel & Education Professional memberships and miscellaneous workshops.	300	0	0
207	213	300	<b>7590</b> Fuel - Vehicle & Equipment	300	0	0
1,000	1,200	1,300	<b>7610-05</b> Insurance - Liability	1,420	0	0
200	200	200	<b>7610-10</b> Insurance - Property	160	0	0
1,627	1,515	1,800	<b>7620</b> Telecommunications	1,800	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 501 - ADMINISTRATION			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
18	9	50	<b>7660-05</b>	<b>Materials &amp; Supplies - Office Supplies</b>		50	0	0
387	431	650	<b>7750</b>	<b>Professional Services</b>		650	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		550	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7800</b>	<b>M &amp; S Equipment</b>		0	0	0
1,935	2,143	2,561	<b>7840</b>	<b>M &amp; S Computer Charges</b>		1,470	0	0
				I.S. Fund materials & supplies costs shared city-wide				
1,200	1,200	1,440	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		1,680	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet licensing	1	1,440	1,440	
				Office 365 Licensing	1	240	240	
0	0	0	<b>8130-15</b>	<b>Recreation Program Expenses - Concessions</b>		0	0	0
<b>10,203</b>	<b>9,539</b>	<b>13,501</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>12,580</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
213	0	283	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		309	0	0
				I.S. Fund capital outlay costs shared city-wide				
<b>213</b>	<b>0</b>	<b>283</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>309</b>	<b>0</b>	<b>0</b>
<b>149,607</b>	<b>148,472</b>	<b>200,515</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>192,434</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
8,750	7,720	14,000	<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.	16,000	0	0
<b>8,750</b>	<b>7,720</b>	<b>14,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>16,000</b>	<b>0</b>	<b>0</b>
<b>8,750</b>	<b>7,720</b>	<b>14,000</b>	<b>TOTAL RESOURCES</b>	<b>16,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 647 - ADULT SPORTS		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>							
<b>PERSONNEL SERVICES</b>							
3,118	1,932	4,599	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Program Assistant - 0.19 FTE	6,798	0	0
193	120	278	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	411	0	0
45	28	67	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	99	0	0
116	0	655	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	765	0	0
0	0	52	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	50	0	0
3	2	3	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	4	0	0
<b>3,475</b>	<b>2,082</b>	<b>5,654</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>8,127</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>							
4,083	7,622	13,350	<b>8130</b>	<b>Recreation Program Expenses</b> Sports officials, portable toilet rentals, field paint/chalk, balls, and other expenses/supplies related to the Adult Sports Program.	11,000	0	0
<b>4,083</b>	<b>7,622</b>	<b>13,350</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>11,000</b>	<b>0</b>	<b>0</b>
<b>7,558</b>	<b>9,704</b>	<b>19,004</b>	<b>TOTAL REQUIREMENTS</b>		<b>19,127</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
56,220	47,151	80,000	<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).	83,000	0	0
0	0	150	<b>5380-55 Facility Rentals - Concessions</b> Soccer concessionaire profit sharing with City.	0	0	0
<b>56,220</b>	<b>47,151</b>	<b>80,150</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>83,000</b>	<b>0</b>	<b>0</b>
<b>56,220</b>	<b>47,151</b>	<b>80,150</b>	<b>TOTAL RESOURCES</b>	<b>83,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 650 - YOUTH SOCCER	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
13,358	15,712	26,049	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.19 FTE Extra Help - Recreation Program Labor - 0.48 FTE	20,798	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
828	974	1,575	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	1,258	0	0
194	228	377	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	302	0	0
743	271	3,713	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	2,340	0	0
0	0	972	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	488	0	0
14	14	21	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	15	0	0
<b>15,137</b>	<b>17,199</b>	<b>32,707</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>25,201</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
30,105	18,991	29,600	<b>8130 Recreation Program Expenses</b> Soccer equipment, team t-shirts, field supplies, and printing, etc. \$7000 to cover additional field maintenance.	30,000	0	0
<b>30,105</b>	<b>18,991</b>	<b>29,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>45,242</b>	<b>36,191</b>	<b>62,307</b>	<b>TOTAL REQUIREMENTS</b>	<b>55,201</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
23,430	-78	17,500	<b>5350 Registration Fees</b> Recreational Sports registration fees or Youth Basketball.	17,500	0	0
FY 22 Est - End of season cancelled (Covid), partial refunds given. \$7700 in refunds.						
<b>23,430</b>	<b>-78</b>	<b>17,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>17,500</b>	<b>0</b>	<b>0</b>
<b>23,430</b>	<b>-78</b>	<b>17,500</b>	<b>TOTAL RESOURCES</b>	<b>17,500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 653 - YOUTH BASKETBALL	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
9,154	316	6,901	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.09 FTE Extra Help - Recreation Program Labor - 0.22 FTE	9,351	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
568	20	417	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	565	0	0
133	5	100	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	135	0	0
558	0	983	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,052	0	0
0	0	227	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	219	0	0
10	0	6	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	7	0	0
<b>10,422</b>	<b>340</b>	<b>8,634</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>11,329</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
2,256	226	2,500	<b>8130 Recreation Program Expenses</b> T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program. FY '22 Est - Increase in demand for jerseys, additional purchase needed. No program in FY '21 so double number of new players needing jerseys.	3,000	0	0
<b>2,256</b>	<b>226</b>	<b>2,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>12,678</b>	<b>566</b>	<b>11,134</b>	<b>TOTAL REQUIREMENTS</b>	<b>14,329</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
681	19,033	51,000	<b>5350 Registration Fees</b> Recreational Sports registration fees for Youth Baseball and Softball Programs. FY 22 Est - participation numbers trending lower.	42,000	0	0
0	0	500	<b>5380-55 Facility Rentals - Concessions</b> Baseball/Softball concessionaire profit sharing with City.	500	0	0
<b>681</b>	<b>19,033</b>	<b>51,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>42,500</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
14,216	4,795	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.	15,500	0	0
1,086	0	3,000	<b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b> Net income received from annual Youth Baseball and Softball Fundraiser. Discontinued.	0	0	0
<b>15,302</b>	<b>4,795</b>	<b>18,500</b>	<b>TOTAL MISCELLANEOUS</b>	<b>15,500</b>	<b>0</b>	<b>0</b>
<b>15,983</b>	<b>23,828</b>	<b>70,000</b>	<b>TOTAL RESOURCES</b>	<b>58,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 656 - YOUTH BASEBALL/SOFTBALL	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
4,393	1,979	18,484	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.14 FTE Extra Help - Recreation Program Labor - 0.24 FTE	12,102	0	0
0	0	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
272	123	1,119	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	733	0	0
64	29	268	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	175	0	0
224	0	2,635	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,361	0	0
0	0	594	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	256	0	0
5	2	15	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	10	0	0
<b>4,958</b>	<b>2,133</b>	<b>23,115</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>14,637</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
14,216	4,795	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.	15,500	0	0
18,814	12,548	18,000	<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.	19,000	0	0
<b>33,029</b>	<b>17,343</b>	<b>33,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>34,500</b>	<b>0</b>	<b>0</b>
<b>37,987</b>	<b>19,476</b>	<b>56,615</b>	<b>TOTAL REQUIREMENTS</b>	<b>49,137</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
654	428	450	<b>5350 Registration Fees</b> Recreational Sports registration fees for several summer skill development youth sports camps and classes.	1,200	0	0
<b>654</b>	<b>428</b>	<b>450</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,200</b>	<b>0</b>	<b>0</b>
<b>654</b>	<b>428</b>	<b>450</b>	<b>TOTAL RESOURCES</b>	<b>1,200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 096 - RECREATIONAL SPORTS Program : 659 - YOUTH SPORTS CAMPS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	50	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Recreation Program Labor - 0.01 FTE	49	0	0
0	0	3	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	3	0	0
0	0	1	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	1	0	0
0	0	8	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	5	0	0
0	0	2	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	2	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>64</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>60</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
0	0	50	<b>8130 Recreation Program Expenses</b> Incidental equipment or supplies to support youth sports camps and classes as needed.	50	0	0
<b>0</b>	<b>0</b>	<b>50</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>50</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>114</b>	<b>TOTAL REQUIREMENTS</b>	<b>110</b>	<b>0</b>	<b>0</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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
7,220	0	5,800	<b>5380-20 Facility Rentals - Meeting Rooms</b> Estimated 25% of FY 2019 actual Senior Center meeting room rentals. Calculations excluded long term rentals.	2,875	0	0
0	0	0	<b>5380-30 Facility Rentals - Kitchen Facilities</b> Senior Center kitchen facility rentals.	0	0	0
3,014	90	2,550	<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	0	0
4,922	220	4,300	<b>5380-45 Facility Rentals - Reception Facilities</b> Estimated 25% of FY 2019 actual Senior Center main hall rentals. Calculations excluded long term rentals.	2,100	0	0
0	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
424	10	70	<b>5420 Newsletter</b> Eliminated newsletter and subscriptions as part of transition effort to P&R guide.	0	0	0
<b>15,579</b>	<b>320</b>	<b>12,720</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>7,525</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
18,939	269	2,100	<b>6420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities.	2,200	0	0
0	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
225	1	245	<b>6600 Other Income</b> Estimated 50% of FY 2019 actual Senior Center equipment rental fees and other incidental revenues.	500	0	0
2,264	0	900	<b>6600-35 Other Income - Wortman Gallery</b> Income received from the sale of art work displayed in the Wortman Gallery at the Senior Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,500	0	0
<b>21,429</b>	<b>271</b>	<b>3,245</b>	<b>TOTAL MISCELLANEOUS</b>	<b>4,200</b>	<b>0</b>	<b>0</b>
<b>37,008</b>	<b>591</b>	<b>15,965</b>	<b>TOTAL RESOURCES</b>	<b>11,725</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

-656	-1,243	0	<b>7000</b> Salaries & Wages	0	0	0
119,583	114,040	78,164	<b>7000-05</b> Salaries & Wages - Regular Full Time Recreation Supervisor - 1.00 FTE	62,995	0	0
0	0	0	<b>7000-10</b> Salaries & Wages - Regular Part Time Management Support Technician - 0.80 FTE	30,876	0	0
18,515	3,294	31,875	<b>7000-15</b> Salaries & Wages - Temporary Extra Help - Senior Center - 0.67 FTE	20,117	0	0
11	0	0	<b>7000-20</b> Salaries & Wages - Overtime	0	0	0
1,200	800	0	<b>7000-37</b> Salaries & Wages - Medical Opt Out Incentive	0	0	0
-132	-510	0	<b>7300</b> Fringe Benefits	0	0	0
8,430	7,075	6,672	<b>7300-05</b> Fringe Benefits - FICA - Social Security	6,896	0	0
1,972	1,655	1,575	<b>7300-06</b> Fringe Benefits - FICA - Medicare	1,653	0	0
39,535	38,668	27,192	<b>7300-15</b> Fringe Benefits - PERS - OPSRP - IAP	29,534	0	0
16,240	17,030	30,102	<b>7300-20</b> Fringe Benefits - Medical Insurance	29,808	0	0
2,400	2,400	5,400	<b>7300-22</b> Fringe Benefits - VEBA Plan	4,000	0	0
194	161	152	<b>7300-25</b> Fringe Benefits - Life Insurance	120	0	0
640	530	422	<b>7300-30</b> Fringe Benefits - Long Term Disability	226	0	0
3,230	2,550	2,705	<b>7300-35</b> Fringe Benefits - Workers' Compensation Insurance	1,052	0	0
57	33	60	<b>7300-37</b> Fringe Benefits - Workers' Benefit Fund	56	0	0
1,664	542	0	<b>7300-40</b> Fringe Benefits - Unemployment	0	0	0
754	23	999	<b>7400-10</b> Fringe Benefits - Volunteers - Workers' Compensation Insurance	997	0	0
<b>213,636</b>	<b>187,049</b>	<b>185,318</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>188,330</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

1,065	153	1,800	<b>7500</b> Credit Card Fees	1,250	0	0
188	157	300	<b>7540</b> Employee Events Costs shared city-wide for employee training, materials, and events.	200	0	0
812	145	1,000	<b>7550</b> Travel & Education Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.	1,000	0	0
9,642	8,455	13,000	<b>7600</b> Utilities	12,500	0	0
0	0	0	<b>7600-04</b> Utilities - Water	0	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,900	2,000	2,200	<b>7610-05</b>	<b>Insurance - Liability</b>		2,500	0	0
2,900	3,400	3,600	<b>7610-10</b>	<b>Insurance - Property</b>		4,140	0	0
6,057	5,522	6,100	<b>7620</b>	<b>Telecommunications</b>		6,500	0	0
				Cost of living increase.,				
16,018	2,512	20,500	<b>7650-10</b>	<b>Janitorial - Services</b>		22,500	0	0
1,781	642	2,200	<b>7650-15</b>	<b>Janitorial - Supplies</b>		2,500	0	0
1,838	1,245	1,900	<b>7660</b>	<b>Materials &amp; Supplies</b>		2,100	0	0
				10% increase of 2019 actual due to cost of living.				
773	269	2,100	<b>7680</b>	<b>Materials &amp; Supplies - Donations</b>		1,500	0	0
				Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.				
43,235	12,480	60,500	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		20,000	0	0
				Routine maintenance & repairs				
				Items from 5 year capital outlay list for FY 22-23				
6,894	0	0	<b>7720-24</b>	<b>Repairs &amp; Maintenance - Donations - Seniors</b>		1,500	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.				
378	443	840	<b>7750</b>	<b>Professional Services</b>		600	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		640	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
8,379	9,057	9,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		11,000	0	0
411	578	500	<b>7800</b>	<b>M &amp; S Equipment</b>		500	0	0
11,953	0	0	<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.				
2,755	2,893	3,842	<b>7840</b>	<b>M &amp; S Computer Charges</b>		4,411	0	0
				I.S. Fund materials & supplies costs shared city-wide				
5,387	1,522	1,920	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		7,160	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet maintenance	1	1,440	1,440	
				Office 365 Licensing	3	240	720	
				Small scanner	1	300	300	
				Datacard printer	1	1,200	1,200	
				Activenet Peripherals	1	1,000	1,000	
				Mobile laptop	1	2,500	2,500	
110	50	30	<b>8130-05</b>	<b>Recreation Program Expenses - Newsletter</b>		0	0	0
				Newsletter being eliminated as part of transition effort to P&R guide, postage and supply cost reflects completion of service commitment to subscribers				

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 501 - ADMINISTRATION		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,903	0	590	<b>8135</b>	<b>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.	1,350	0	0
<b>124,379</b>	<b>51,523</b>	<b>131,922</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>103,851</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>							
319	0	424	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	926	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b> Dishwasher, Water Filling Station, Grease Trap/Kitchen Sink Drain, Exterior Reader Board	89,000	0	0
<b>319</b>	<b>0</b>	<b>424</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>89,926</b>	<b>0</b>	<b>0</b>
<b>338,334</b>	<b>238,572</b>	<b>317,664</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>382,107</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
25,765	5,191	28,100	<b>5350 Registration Fees</b> Estimated 80% of FY 2019 actual Senior Center fees for recreational and special interest classes and programs.	30,000	0	0
<b>25,765</b>	<b>5,191</b>	<b>28,100</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>25,765</b>	<b>5,191</b>	<b>28,100</b>	<b>TOTAL RESOURCES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 635 - CLASSES & PROGRAMS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Classes & Programs Labor - 0.98 FTE	46,618	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	2,820	0	0
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	676	0	0
0	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	5,244	0	0
0	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	569	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	23	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>55,950</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
13,848	3,196	15,190	<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.	8,000	0	0
<b>13,848</b>	<b>3,196</b>	<b>15,190</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
<b>13,848</b>	<b>3,196</b>	<b>15,190</b>	<b>TOTAL REQUIREMENTS</b>	<b>63,950</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
0	1,765	1,000	<b>5350 Registration Fees</b> Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations.	500	0	0
<b>0</b>	<b>1,765</b>	<b>1,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>1,765</b>	<b>1,000</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	2,706	500	<b>8130 Recreation Program Expenses</b> Costs associated with Senior Center special fund raising events and other major programs.	500	0	0
<b>0</b>	<b>2,706</b>	<b>500</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>2,706</b>	<b>500</b>	<b>TOTAL REQUIREMENTS</b>	<b>500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
5,809	0	0	<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	500	0	0
<b>5,809</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>5,809</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>500</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 665 - DAY TOURS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
0	0	0	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Senior Center Day Tour - 0.01 FTE	250	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	15	0	0
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4	0	0
0	0	0	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	28	0	0
0	0	0	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	3	0	0
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>300</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
8,492	40	0	<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.	1,250	0	0
<b>8,492</b>	<b>40</b>	<b>0</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,250</b>	<b>0</b>	<b>0</b>
<b>8,492</b>	<b>40</b>	<b>0</b>	<b>TOTAL REQUIREMENTS</b>	<b>1,550</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 668 - OVERNIGHT TOURS	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
920	0	0	5350 Registration Fees	200	0	0
<b>920</b>	<b>0</b>	<b>0</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>920</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>CHARGES FOR SERVICES</b>						
23,377	0	18,700	<b>5410-05 Sales - Wortman Park Cafe</b> Estimated 75% 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. Calculations are based off of 50 attendees per day due to COVID distancing restrictions.	28,100	0	0
<b>23,377</b>	<b>0</b>	<b>18,700</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>28,100</b>	<b>0</b>	<b>0</b>
<b>23,377</b>	<b>0</b>	<b>18,700</b>	<b>TOTAL RESOURCES</b>	<b>28,100</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
5,384	0	8,916	<b>7000-15 Salaries &amp; Wages - Temporary</b> Program Assistant - 0.37 FTE	13,648	0	0
334	0	539	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	826	0	0
78	0	129	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	198	0	0
0	0	1,271	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	1,535	0	0
134	0	222	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	167	0	0
5	0	7	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	8	0	0
<b>5,935</b>	<b>0</b>	<b>11,084</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>16,382</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
19,851	581	38,350	<b>7660-37 Materials &amp; Supplies - Wortman Park Cafe</b> Increased expenses in relation to revenues due to rebuilding stock and after extended COVID closure and increase of Food costs and supply associated with operating the Wortman Park Café	31,200	0	0
<b>19,851</b>	<b>581</b>	<b>38,350</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>31,200</b>	<b>0</b>	<b>0</b>
<b>25,786</b>	<b>581</b>	<b>49,434</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>47,582</b>	<b>0</b>	<b>0</b>



# **PARK MAINTENANCE**



#### **Budget Highlights**

- The FY 2022-23 budget proposal includes new resources that will enable the Operations Division to begin the process of restoring service levels and to rehabilitate key assets in the park system.
- The proposal includes potential new additional General Fund resources identified as “Add Packages” to help improve park maintenance service levels. Park Maintenance Add Package items will only be implemented as new resources allow.
- FY 2022-23 Park Maintenance new investment includes:
  - 1 new FTE Utility Worker II position
  - 1 FTE additional extra help labor
  - \$60,000 additional funding for repairs and maintenance
  - \$132,500 additional funding for contract services
- FY 2022-23 ARPA projects include:
  - Fleet & equipment upgrades
  - System wide irrigation renovations
- Future ARPA projects include:
  - Neighborhood park renovations
  - Discovery Meadows Splash Pad renovations
  - Discovery Meadows Playground renovations

*(note: ARPA funding is carried in Fund 05)*

As noted, the “Add Package” items are revenue dependent and will not be implemented in the absence of new revenues. These service level enhancements are directly tied to the Division’s ongoing efforts to identify and focus on core services. This work is in alignment with the City’s Government Capacity priority.

- 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 2022.
- The FY 2022-23 Park Maintenance budget proposal includes capital funding to replace restroom partitions in three community parks. Major capital funding has been deferred, or partially addressed in the form of ARPA funds.
- Staff will continue to partner with key volunteer and inmate work groups; however, the availability of the inmate crew continues to be impacted by the pandemic. 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.





*Sunrise at a flooded Joe Dancer Park*

*Westside Greenway*

- 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. The Add Packages, if funded, include additional resources for contract services, which will include items such as ice storm tree replacements and sports turf renovation projects.
- 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. The service level enhancements both in the proposed budget as well as the Add Package additions will put the Division in a better position to meet the intent of the vision statement.

## **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 park and open space 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, landscaped City owned parking lots, and beautification areas, with a total of 42 sites comprising over 280 acres. The primary objective of this mission is to provide quality maintenance services that protect user safety as well as the City's assets. The overarching goal is to invite our residents to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

## **Park Services**

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year-round. Restrooms are cleaned daily.



*Park Maintenance Supervisor Liz Fliszar (14 years) performs construction inspection at Jay Pearson Park*

## **Turf/Landscape Maintenance**

- Turf stands are mowed and edged; landscape areas are weeded; irrigation systems are maintained and operated. The combination of potential Add Package resources and ARPA funding will improve service levels for this core service. All irrigated turf stands will be irrigated and mowed. This transition will take some time as irrigation systems are renovated and repaired, but staff anticipates by summer 2023 all systems should be operational.
- 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. Add Package resources will improve this service area. Mulch application will be restored at some facilities and the application cycle shortened at others. These changes should result in improved 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. This work is critical in maintaining a safe, high quality turf stand, and the potential new Add Package resources will allow the Division to restore these service levels.

## **Recreation 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.
- During the pandemic, the Parks and Recreation Department has expanded its outdoors program offerings, which creates demand for Park Maintenance support. The potential Add Package resources will improve the Divisions’ ability to support these programs.

## 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 were funded in the last budget cycle. The potential Add Package resources will allow the Division to begin the process of replacing lost trees on a systematic basis. 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, splash pad, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows splash pad, 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. The additional resources allocated in the proposed budget will allow the Division to restore some preventative maintenance practices that have been deferred in recent years and improve response times for graffiti and vandalism repairs.

## Skate Park Maintenance

- Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and clean up of vandalism and graffiti. The additional resources allocated in the proposed budget will allow the Division to restore some preventative maintenance practices that have been deferred in recent years.

## 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.
- Fall attenuation material is replaced annually as needed.

## Community Event/Volunteer support

- Prepare facilities for special community events.
- Provide materials and support for volunteer events. The additional Add Package resources will allow the Division to provide a higher level of support for volunteer projects.



*Andy McCune (13 years) works with volunteers at Joe Dancer Park*



*Kristine Reed, right, Parks Maintenance (18 years), clearing storm drains.*

## 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.

## 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 2022. In recent years, resource constraints have impacted service levels, including 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. This budget proposal represents an opportunity to begin the process of improving park maintenance service levels.

- The FY 2022-23 budget proposal improves the Division's capacity to begin to address backlogged maintenance items. Examples of backlogged items include replacing aging elements in the splash pad, 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. Potential new Add Package resources will be used to address this backlog, as will allocated ARPA resources.
- The FY 2022-23 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. The potential new revenue for Add Packages will include funding for additional labor. However, it is important to note that there will still be a gap in the City's capacity to maintain existing park assets. Thus without continued additional resources there is no latent maintenance capacity within this work group to take on additional new facilities, and as they are added there will continue to be 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. The FY 2022-23 Park Maintenance budget proposal itself does not include the necessary resources required to address asset renewal in the park system. ARPA funding is proposed to be used to "kick start" this effort with funding for vehicle and equipment needs, as well funding to address key asset renewal within the park system. However, the challenge will continue to be to identify a sustainable annual revenue stream to address those capital needs, develop 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.



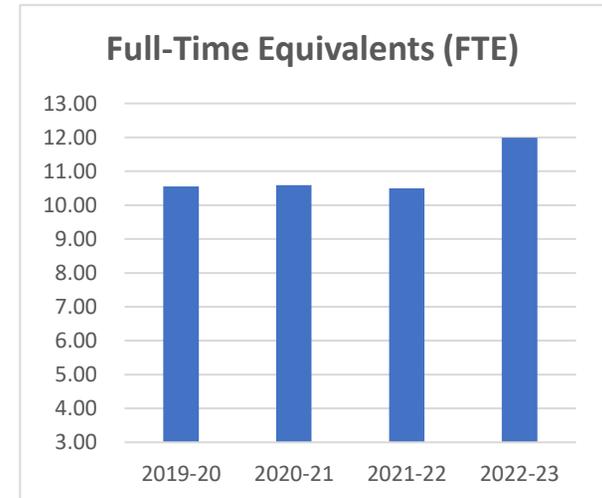
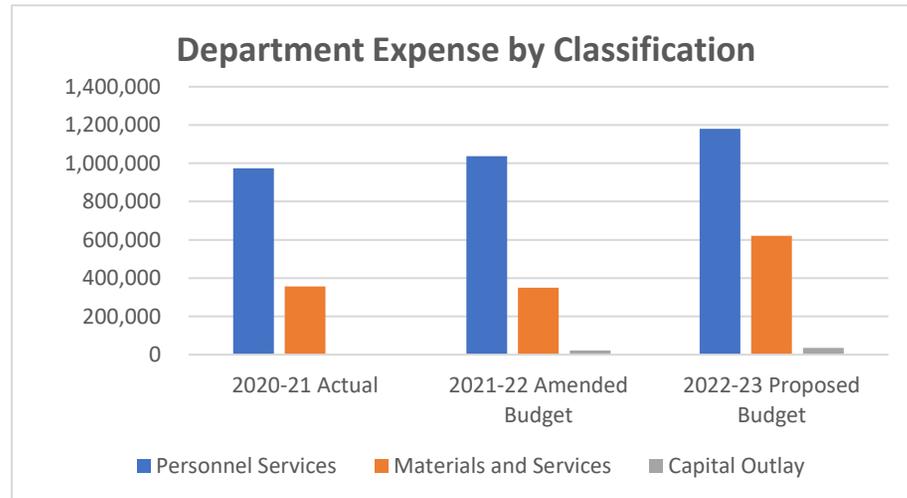
*Guy Smith (18 years) and Jeff Hendricks (17 years) spread surfacing material in the Riverside Dog Park.*

General Fund - Park Maintenance

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
Revenue				
Charges for Services	-50	2,500	5,000	2,500
Intergovernmental	0	0	0	0
Miscellaneous	607	0	9,750	9,750
<b>Revenue Total</b>	<b>557</b>	<b>2,500</b>	<b>14,750</b>	<b>12,250</b>
Expenses				
Personnel Services	973,630	1,037,149	1,179,824	142,675
Materials and Services	356,942	350,128	621,706	271,578
Capital Outlay	0	22,636	36,081	13,445
<b>Expenses Total</b>	<b>1,330,573</b>	<b>1,409,913</b>	<b>1,837,611</b>	<b>427,698</b>
Unrestricted Resources Required	1,330,015	1,407,413	1,822,861	415,448

	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22	Proposed 2022-23
<b>Full-Time Equivalents (FTE)</b>	10.55	10.59	10.49	11.99



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

## General Fund – Parks Maintenance

## Historical Highlights

- 2008** Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.
- 2010** Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.
- 2010** Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.
- 2010** Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.
- 2011** Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.
- 2012** Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to ensure 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.
- 2021** City crews responded to a historic February ice storm the damaged or destroyed over 270 trees in McMinnville's park system

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>								
<b>INTERGOVERNMENTAL</b>								
0	0	0	4545	Federal FEMA Grant		0	0	0
0	0	0	4546	American Rescue Plan		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>								
1,894	-50	2,500	5390	Park Rentals		5,000	0	0
				Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.				
<b>1,894</b>	<b>-50</b>	<b>2,500</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>5,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>								
109	607	0	6600	Other Income		9,750	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				FEMA Category G grant	1	9,750	9,750	
<b>109</b>	<b>607</b>	<b>0</b>	<b>TOTAL MISCELLANEOUS</b>			<b>9,750</b>	<b>0</b>	<b>0</b>
<b>2,003</b>	<b>557</b>	<b>2,500</b>	<b>TOTAL RESOURCES</b>			<b>14,750</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

646	-3,092	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
563,025	556,783	572,174	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Maintenance & Operations - Superintendent - 0.50 FTE Maintenance & Operations - Supervisor - Park Maint - 0.95 FTE Maintenance & Operations - Supervisor - Streets - 0.05 FTE Maintenance Specialist - 1.00 FTE Maintenance Technician - Senior - 4.75 FTE Maintenance Technician - 2.00 FTE Mechanic - Operations & Maintenance - 0.45 FTE Management Support Specialist - Senior - 0.50 FTE	655,058	0	0
22,408	26,986	32,410	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Park Maintenance - 1.79 FTE	58,330	0	0
4,671	4,698	5,600	<b>7000-20 Salaries &amp; Wages - Overtime</b>	6,000	0	0
2,400	1,700	1,200	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,400	0	0
631	-1,214	0	<b>7300 Fringe Benefits</b>	0	0	0
35,903	35,724	37,583	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	43,668	0	0
8,396	8,355	8,649	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	10,466	0	0
181,912	176,324	184,223	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	213,371	0	0
108,829	116,828	142,340	<b>7300-20 Fringe Benefits - Medical Insurance</b>	142,933	0	0
16,500	16,500	18,400	<b>7300-22 Fringe Benefits - VEBA Plan</b>	21,500	0	0
1,029	995	1,020	<b>7300-25 Fringe Benefits - Life Insurance</b>	612	0	0
3,093	3,047	3,026	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,490	0	0
28,810	28,494	30,259	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	23,697	0	0
206	196	265	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	299	0	0
5	1,306	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>978,464</b>	<b>973,630</b>	<b>1,037,149</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>1,179,824</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

402	972	750	<b>7530 Training</b>	900	0	0
881	736	1,300	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,000	0	0
2,968	2,380	2,500	<b>7550 Travel &amp; Education</b> Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.	4,000	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			Section : N/A				
			Program : N/A				
13,835	14,261	17,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>	36,000	0	0
23,977	23,357	25,250	<b>7600</b>	<b>Utilities</b>	26,000	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>	0	0	0
12,600	13,800	15,200	<b>7610-05</b>	<b>Insurance - Liability</b>	17,380	0	0
13,000	15,500	15,600	<b>7610-10</b>	<b>Insurance - Property</b>	13,830	0	0
6,054	6,564	8,000	<b>7620</b>	<b>Telecommunications</b>	9,000	0	0
2,394	2,295	3,000	<b>7650</b>	<b>Janitorial</b>	0	0	0
16,704	16,948	18,000	<b>7660</b>	<b>Materials &amp; Supplies</b>	20,000	0	0
4,990	3,830	5,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>	7,500	0	0
				Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.			
16,754	15,096	17,500	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>	18,000	0	0
89,285	88,296	91,000	<b>7720-26</b>	<b>Repairs &amp; Maintenance - Park Maintenance</b>	175,000	0	0
				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.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				PROPOSED: R & M, Park Maintenance	1	115,000	115,000
				ADD: Additional R & M, Park Maintenance	1	60,000	60,000
3,874	8,361	7,000	<b>7720-27</b>	<b>Repairs &amp; Maintenance - Park Vandalism</b>	15,000	0	0
				Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.			
1,398	1,704	2,480	<b>7750</b>	<b>Professional Services</b>	0	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>	2,180	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses			
10,140	10,681	11,125	<b>7780-07</b>	<b>Contract Services - Downtown</b>	12,000	0	0
				Downtown & Alpine Avenue solid waste disposal			
99,743	116,084	93,500	<b>7780-15</b>	<b>Contract Services - Park Maintenance</b>	237,500	0	0
				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.			
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				ADD Package Contract Services	1	132,500	132,500
				PROPOSED CONTRACT SERVICES	1	105,000	105,000
4,984	1,786	2,500	<b>7800-39</b>	<b>M &amp; S Equipment - Parks</b>	3,000	0	0
				Miscellaneous small equipment for operations and maintenance			

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
599	2,446	1,000	<b>7800-42</b>	<b>M &amp; S Equipment - Shop</b>		2,000	0	0
				Miscellaneous small equipment and tools for shop operations and maintenance				
3,752	4,286	5,763	<b>7840</b>	<b>M &amp; S Computer Charges</b>		5,146	0	0
				I.S. Fund materials & supplies costs shared city-wide				
6,639	7,560	6,660	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		16,270	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI 17% - shared with Bldg,Plan.Eng.Street,WWS	1	2,250	2,250	
				Hansen software 25% - shared with Street, Eng, WWS	1	3,700	3,700	
				Office 365 Licensing	3	240	720	
				Adobe Pro license	1	400	400	
				Desktop replacement	1	1,200	1,200	
				Display TV for conference room	1	500	500	
				Discovery network connection	1	1,500	1,500	
				Facilities tech/licensing	1	6,000	6,000	
<b>334,972</b>	<b>356,942</b>	<b>350,128</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>621,706</b>	<b>0</b>	<b>0</b>
			<b><u>CAPITAL OUTLAY</u></b>					
425	0	636	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,081	0	0
				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>		0	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b>		35,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				City Park restroom partition replacement	1	6,000	6,000	
				Wortman Park restroom partition replacement	1	16,000	16,000	
				Discovery Meadows restroom partition replacement	1	13,000	13,000	
0	0	17,000	<b>8850</b>	<b>Vehicles</b>		0	0	0
0	0	0	<b>9300-05</b>	<b>Park Improvements - Play Equipment</b>		0	0	0
<b>425</b>	<b>0</b>	<b>22,636</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>36,081</b>	<b>0</b>	<b>0</b>
<b>1,313,861</b>	<b>1,330,573</b>	<b>1,409,913</b>	<b>TOTAL REQUIREMENTS</b>			<b>1,837,611</b>	<b>0</b>	<b>0</b>



# **LIBRARY DEPARTMENT**



## **Budget Highlights**

The bottom line of the 2022-2023 library budget shows a significant increase from the last few years. This is due primarily to

- Personnel costs reflect salary increases determined by the classification and compensation proposal approved by City Council in March 2022.
- ARPA funds are designated to update the HVAC and purchase an electric vehicle for home delivery.



## **Core Services**

The library budget as proposed will enable the following increased levels of service.

### ***Core Service- Maintain a safe and comfortable space***

- Increase library hours while maintaining safety.
- HVAC system- ARPA funds will be used to update the 40-year-old HVAC system for greater reliability.
- Electric vehicle - ARPA funds will be used to purchase an electric vehicle to continue home delivery for those who cannot visit the library.



### ***Core Service- Offer library materials for borrowing and offer access to materials from other libraries***

- This core service will remain at mid level due in part to revenue from outside the City general fund.
- McMinnville Public Library is a member of the Chemeketa Cooperative Regional Library System

(CCRLS) and will receive additional CCRLS tax dollars this fiscal year that reflect McMinnville’s service levels in relation to other CCRLS member service levels during the pandemic.

- The budget continues to include funding from the Friends and the Library Foundation to purchase materials for borrowing, relying on these nonprofits to provide funding for this core service.
- The budget for books and other materials for borrowing shows a return to FY 2021 levels, with some changes made to individual line amounts based on usage data.

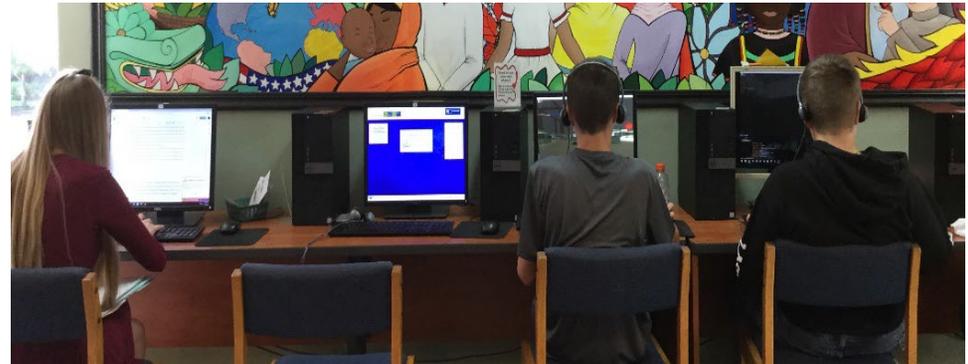
### *Core Service- Deliver early literacy programming and education for children and caregivers*

- Increasing library open hours and staff will bring early literacy to more community members through increased opportunity for visiting the library during open hours and increased outreach beyond the walls of the library.



### *Core Service- Bridge the digital/technological divide*

- Increasing library open hours and staff will allow more opportunity for using library technology and ensure that staff are available for assisting library customers with their technology needs.



### *Core Service- Public service and engagement*

- The more the library staff are able to communicate the educational and cultural resources available for individuals the greater the benefit to the entire community.

### *Core Service- Building maintenance & capacity*

- HVAC system- ARPA funds will be used to update the 40-year-old HVAC system for greater reliability.
- Changes in furniture and office space will create work space more conducive to uninterrupted work time, allowing for greater concentration and efficiency when not at public service desks.

### *Core Service- Planning and strategy*

- Increase in personnel increases the ability for the library to plan and strategize the best methods to serve the community now and in the future.

### *Core Service- Offer educational, cultural, and community programs*

- The community will benefit from more educational, cultural, and community programs as the library staff is better able to manage planning and presenting such resources and events.



### **Future Challenges and Opportunities**

#### Challenges

- The library is running out of room to house materials available for borrowing. In the last 30 years there has been an increasing need for a variety of materials available for borrowing. Libraries no longer solely lend books, and we remain relevant to our community by lending DVDs, puzzles, games, small hand tools, household equipment, technology, and more. The community is interested and excited to use these collections, but the library is limited in what it can offer for borrowing due to lack of room for storage and display.

- As staffing increases to meet these needs of the community and improve levels of services, it is increasingly difficult to find places for the staff to perform the work needed.
- The library is one of the only places in the community that all people can spend time without the need to purchase something. The need for space for technology, studying, reading and relaxing, and engaging with others in the community has increased, while the square footage of the library has not.

#### Opportunities

- The library has brought lending libraries to other locations in the community, offering books at the senior center and businesses in town. This increases the availability of reading material in the community without additional square footage of the library. While we are pleased to be able to offer reading materials, there is much more to library services than providing books for borrowing.
- Home delivery has expanded access to library services and materials for community members.
- Increased availability of electronic resources increase items available for borrowing without the need for additional physical space.
- Partnering with local groups has allowed the library to provide garden seeds, puzzles, and games for borrowing and exchange. Future plans for partnering may include tools and other equipment for borrowing.

## Summary of Core Services & Mac-Town 2032

Library core services directly relate to the Mac-Town 2032 strategic priorities.

<b>Library Core Service</b>	<b>City Strategic Priorities</b>
Maintain a safe and comfortable space	<ul style="list-style-type: none"> <li>• Community safety &amp; resiliency</li> <li>• Engagement &amp; inclusion</li> </ul>
Offer materials for borrowing	<ul style="list-style-type: none"> <li>• Economic prosperity</li> <li>• Engagement &amp; inclusion</li> </ul>
Offer access to materials from other libraries	<ul style="list-style-type: none"> <li>• City government capacity</li> <li>• Economic prosperity</li> <li>• Engagement &amp; inclusion</li> </ul>
Deliver early literacy programming and education for children and caregivers	<ul style="list-style-type: none"> <li>• Civic Leadership</li> <li>• Community safety &amp; resiliency</li> <li>• Economic prosperity</li> <li>• Engagement &amp; inclusion</li> </ul>
Bridge the digital/technological divide	<ul style="list-style-type: none"> <li>• Community safety &amp; resiliency</li> <li>• Economic prosperity</li> <li>• Engagement &amp; inclusion</li> </ul>
Inform the public of available resources	<ul style="list-style-type: none"> <li>• Community safety &amp; resiliency</li> <li>• Economic prosperity</li> <li>• Engagement &amp; inclusion</li> </ul>

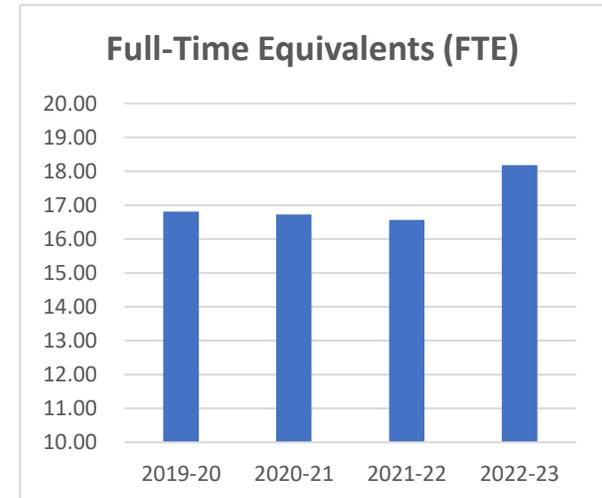
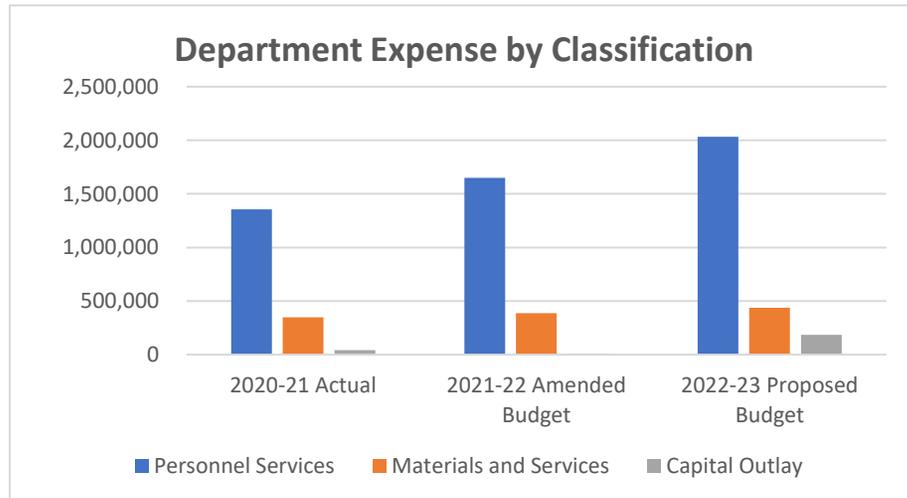
<b>Library Core Service</b>	<b>City Strategic Priorities</b>
Plan and strategize for now and future	<ul style="list-style-type: none"> <li>• City government capacity</li> <li>• Civic leadership</li> <li>• Engagement &amp; inclusion</li> <li>• Growth &amp; development character</li> </ul>
Offer educational, cultural, and community programs	<ul style="list-style-type: none"> <li>• Civic leadership</li> <li>• Community safety &amp; resiliency</li> <li>• Economic prosperity</li> <li>• Engagement &amp; inclusion</li> </ul>



General Fund - Library

**Department Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Charges for Services	420	240	300	60
Fines and Forfeitures	11,674	4,000	4,000	0
Intergovernmental	191,420	196,052	451,000	254,948
Miscellaneous	36,958	51,750	50,500	-1,250
<b>Revenue Total</b>	<b>240,472</b>	<b>252,042</b>	<b>505,800</b>	<b>253,758</b>
<b>Expenses</b>				
Personnel Services	1,355,920	1,651,117	2,032,236	381,119
Materials and Services	349,042	388,511	436,570	48,059
Capital Outlay	41,680	8,477	184,218	175,741
<b>Expenses Total</b>	<b>1,746,641</b>	<b>2,048,105</b>	<b>2,653,024</b>	<b>604,919</b>
Unrestricted Resources Required	1,506,169	1,796,063	2,147,224	351,161
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	16.81	16.72	16.56	18.18



**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 computer 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 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.

**2021** Library receives the Downtown Association of Best COVID Pivot Award.



**Before Remodel**



**After Remodel**

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>INTERGOVERNMENTAL</b>						
0	0	0	<b>4546 American Rescue Plan</b> FY2021-22 Electric vehicle for Library home delivery FY2022-23 Library HVAC system upgrade	150,000	0	0
5,164	0	0	<b>4780 OR State Aid Grant - Library</b>	0	0	0
0	6,190	3,090	<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.	3,500	0	0
0	0	3,500	<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.	2,500	0	0
0	0	0	<b>4781-05 State Library of Oregon - Library Svcs and Tech Grant</b>	0	0	0
178,984	185,230	189,462	<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.	295,000	0	0
<b>184,147</b>	<b>191,420</b>	<b>196,052</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>451,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>						
480	420	240	<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.	300	0	0
<b>480</b>	<b>420</b>	<b>240</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>300</b>	<b>0</b>	<b>0</b>
<b>FINES AND FORFEITURES</b>						
15,081	11,674	4,000	<b>6160 Fines &amp; Lost Books</b> Charges to library patrons for materials borrowed and not returned.	4,000	0	0
<b>15,081</b>	<b>11,674</b>	<b>4,000</b>	<b>TOTAL FINES AND FORFEITURES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
0	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	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
378	0	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
14,718	4,453	15,500	<b>6440-10 Donations - Library - Library Foundation Even CY</b> The Library Foundation raises money for the purchase of materials for borrowing and the bookmobile program. These funds are expended through account 01-21.7680-11, Donations - Library Foundation Even CY.	14,000	0	0
0	12,505	15,750	<b>6440-11 Donations - Library - Library Foundation Odd CY</b> The Library Foundation raises money for the purchase of materials for borrowing and the bookmobile program. These funds are expended through account 01-21.7680-12, Donations - Library Foundation Odd CY.	15,000	0	0
7,995	8,554	8,000	<b>6440-15 Donations - Library - Friends of the Library</b> The Friends of the Library support the purchase of materials for borrowing. These funds are expended through account 01-21.7680-16, Donations - Friends of the Library.	13,000	0	0
0	0	0	<b>6440-20 Donations - Library - Adult Programs</b>	0	0	0
4,479	0	4,000	<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.	0	0	0
0	6,552	5,000	<b>6440-35 Donations - Library - Kiwanis</b> Donations received from this local service group. This money expended through expenditure account 8160-35, Donations-Library Kiwanis.	5,000	0	0
6,248	4,894	3,000	<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	0	0
<b>33,818</b>	<b>36,958</b>	<b>51,750</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>50,500</b>	<b>0</b>	<b>0</b>
<b>233,526</b>	<b>240,472</b>	<b>252,042</b>	<b><u>TOTAL RESOURCES</u></b>	<b>505,800</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
817	-3,130	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
555,631	575,520	725,846	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Library Director - 1.00 FTE Library Manager - 1.00 FTE Library Supervisor - Children's - 1.00 FTE Library Supervisor - Circulation - 1.00 FTE Library Supervisor - Reference - 1.00 FTE Librarian - Reference - 1.00 FTE Librarian - Reference / Young Adult - 1.00 FTE Librarian - Children's - 2.00 FTE Library Technician - Senior - Circulation - 2.00 FTE Library Technician - Technical Services - 2.00 FTE	1,024,247	0	0
335,652	286,908	341,023	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Librarian - Adult Services - 0.60 FTE Librarian - Reference - 1.20 FTE Library Technician - Children's - 1.28 FTE Library Technician - Circulation - 1.05 FTE Library Assistant - 1.05 FTE	255,008	0	0
3,922	73	0	<b>7000-15 Salaries &amp; Wages - Temporary</b>	0	0	0
76	-78	0	<b>7000-20 Salaries &amp; Wages - Overtime</b>	0	0	0
4,503	3,696	3,696	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,400	0	0
-140	-849	0	<b>7300 Fringe Benefits</b>	0	0	0
54,419	52,082	71,012	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	77,540	0	0
12,727	12,181	13,232	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	18,582	0	0
270,801	266,531	328,802	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	402,798	0	0
124,789	135,886	141,074	<b>7300-20 Fringe Benefits - Medical Insurance</b>	212,928	0	0
19,333	19,000	19,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	33,000	0	0
1,692	1,620	1,620	<b>7300-25 Fringe Benefits - Life Insurance</b>	1,200	0	0
4,401	4,408	4,312	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,276	0	0
703	698	819	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	1,538	0	0
359	320	381	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	420	0	0
916	870	0	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
265	184	300	<b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>	299	0	0
<b>1,390,865</b>	<b>1,355,920</b>	<b>1,651,117</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>2,032,236</b>	<b>0</b>	<b>0</b>

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>MATERIALS AND SERVICES</u></b>						
611	505	500	<b>7500 Credit Card Fees</b> Charges for credit card payment at circulation desk for lost items and out of area library card fees.	500	0	0
1,647	1,377	2,200	<b>7540 Employee Events</b> Costs shared city-wide for employee training, materials, and events.	1,700	0	0
11,527	3,136	10,000	<b>7550 Travel &amp; Education</b> Membership in professional organizations, registration and travel to workshops, conferences and seminars.	12,000	0	0
1,957	1,598	1,500	<b>7580 Volunteer Recognition</b> Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.	2,500	0	0
1,430	2,538	2,000	<b>7590 Fuel - Vehicle &amp; Equipment</b> Fuel costs for home delivery, bookmobile, mileage reimbursement for homebound program, and outreach to preschools and daycares.	2,000	0	0
23,022	22,199	23,500	<b>7600 Utilities</b>	23,500	0	0
0	0	0	<b>7600-04 Utilities - Water</b>	0	0	0
14,100	15,700	17,700	<b>7610-05 Insurance - Liability</b>	21,330	0	0
9,700	11,300	11,900	<b>7610-10 Insurance - Property</b>	14,150	0	0
15,660	14,170	15,000	<b>7620 Telecommunications</b> Staff telephone service and elevator phone line.	15,000	0	0
25,259	16,368	27,000	<b>7650 Janitorial</b> Contract janitorial services and supplies and litter patrol.	30,000	0	0
599	683	650	<b>7660 Materials &amp; Supplies</b> General library and staff room supplies.	650	0	0
703	635	650	<b>7660-15 Materials &amp; Supplies - Postage</b> Inter-library loan books returned by mail and other library mailing costs.	650	0	0
3,115	2,940	3,500	<b>7660-20 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	0	0
1,702	2,499	1,500	<b>7660-30 Materials &amp; Supplies - Public Information</b> Brochures, bookmarks, and other materials to inform public of library services, hours, and contact information.	2,500	0	0
1,754	1,611	1,000	<b>7660-60 Materials &amp; Supplies - Administration</b>	2,000	0	0
1,725	2,018	2,500	<b>7660-63 Materials &amp; Supplies - Library Circulation</b> Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service and circulation work group supplies.	2,500	0	0
5,683	6,001	6,000	<b>7660-64 Materials &amp; Supplies - Library Technical Services</b> Processing supplies for books and audio visual materials; book covers, labels and audio-visual cases, staff office supplies.	6,000	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,550	2,495	2,000	<b>7660-65</b>	<b>Materials &amp; Supplies - Children's Programs</b>		2,500	0	0
				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
6,314	3,348	0	<b>7680-11</b>	<b>Materials &amp; Supplies - Donations - Library Foundation Even CY</b>		0	0	0
				Moved to 8160-25				
0	12,505	0	<b>7680-12</b>	<b>Materials &amp; Supplies - Donations - Library Foundation Odd CY</b>		0	0	0
				Moved to 8160-30				
4,479	0	0	<b>7680-15</b>	<b>Materials &amp; Supplies - Donations - Children's Programs</b>		0	0	0
				Moved to 8160-15				
7,995	8,554	0	<b>7680-16</b>	<b>Materials &amp; Supplies - Donations - Friends of the Library</b>		0	0	0
				Moved to 8160-40				
0	0	0	<b>7710</b>	<b>Materials &amp; Supplies - Grants</b>		0	0	0
22,863	19,347	18,000	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		18,000	0	0
24,541	23,194	25,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		25,000	0	0
				Building maintenance including pest control, inspections, gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.				
0	401	600	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		600	0	0
				Repairs, maintenance and supplies for the library bookmobile and home delivery vehicle.				
1,962	2,439	3,530	<b>7750</b>	<b>Professional Services</b>		0	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		3,040	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
7,270	8,924	10,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		10,000	0	0
				Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.				
10,505	4,929	2,500	<b>7800</b>	<b>M &amp; S Equipment</b>		5,000	0	0
				Furniture and equipment.				
0	0	0	<b>7810-05</b>	<b>M &amp; S Equipment - Donations - Library Foundation</b>		0	0	0
55,340	63,215	76,841	<b>7840</b>	<b>M &amp; S Computer Charges</b>		86,740	0	0
				I.S. Fund materials & supplies costs shared city-wide				
15,035	7,877	16,800	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		20,960	0	0
				Core services add package, \$3240 for 1 additional Surface and Office 365 licensing				
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Office 365 Licensing	24	240	5,760		
			Scanner	1	1,000	1,000		
			Surface laptops	2	3,000	6,000		
			Desktops/Virtual Desktops	1	5,000	5,000		
			All in One Computers	2	1,600	3,200		

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
20,979	21,889	15,000	<b>8150-05 Books &amp; Materials - Adult Books</b> Fiction and non-fiction print books for adult borrowing.	22,000	0	0
1,312	1,352	0	<b>8150-15 Books &amp; Materials - Reference Online Database</b> Online subscriptions for public use.	0	0	0
15,147	15,265	15,500	<b>8150-20 Books &amp; Materials - Children's Books</b> Library books, audio visual, and other materials for children ages 0 - 12.	13,000	0	0
4,486	4,493	4,500	<b>8150-25 Books &amp; Materials - Young Adult Books</b> Library materials for young adults ages 12 - 17.	4,500	0	0
4,558	5,354	6,500	<b>8150-30 Books &amp; Materials - Large Print Books</b> Large print books for visually impaired adults.	6,500	0	0
1,377	1,777	2,000	<b>8150-35 Books &amp; Materials - Spanish Language Materials</b> Books and media in Spanish.	2,000	0	0
0	0	0	<b>8150-40 Books &amp; Materials - Bookmobile</b>	0	0	0
4,367	4,499	4,500	<b>8150-45 Books &amp; Materials - Periodicals</b> Newspaper and magazine subscriptions.	4,500	0	0
8,047	8,555	8,500	<b>8150-50 Books &amp; Materials - Audio Visuals-DVD</b> Entertainment and non-fiction DVDs and Blu-rays.	8,500	0	0
5,017	5,162	0	<b>8150-51 Books &amp; Materials - Audio Visuals-CD Books</b> Fiction and non-fiction audiobooks.	5,500	0	0
1,998	3,947	0	<b>8150-53 Books &amp; Materials - Audio &amp; Ebooks</b>	4,000	0	0
0	0	0	<b>8150-54 Books &amp; Materials - Grants</b>	0	0	0
5,164	6,190	3,090	<b>8150-55 Books &amp; Materials - State Grant Materials Odd CY</b> 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.	3,500	0	0
0	0	3,500	<b>8150-56 Books &amp; Materials - State Grant Materials Even CY</b> 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.	2,500	0	0
0	1,500	0	<b>8150-60 Books &amp; Materials - Emerging Collections</b> New trends in public library service emerge regularly to offer unique items for borrowing, such as cake pans, outdoor games, and other exciting new library collections. This budget is used to purchase such items for library patrons to borrow.	3,500	0	0
0	0	300	<b>8160 Donations - Library</b> Various library purchases funded through revenue account 6440, Donations-Library.	500	0	0
378	0	0	<b>8160-05 Donations - Library - Bookmobile Books</b> Books and materials for bookmobile funded through revenue account 6440-05, Donations-Library-Bookmobile.	0	0	0
0	0	0	<b>8160-10 Donations - Library - Adult Programs</b>	0	0	0
0	0	4,000	<b>8160-15 Donations - Library - Children's Programs</b> Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 21 - LIBRARY Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	0	14,500	<b>8160-25 Donations - Library - Library Foundation Even CY</b> The purchase of materials for borrowing and the bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-10 includes funds to reimburse this line.	11,250	0	0
0	0	11,250	<b>8160-30 Donations - Library - Library Foundation Odd CY</b> The purchase of materials for borrowing and the bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-11 includes funds to reimburse this line.	14,500	0	0
0	6,552	5,000	<b>8160-35 Donations - Library - Kiwanis</b>	5,000	0	0
0	0	8,000	<b>8160-40 Donations - Library - Friends of the Library</b>	13,000	0	0
<b>351,878</b>	<b>349,042</b>	<b>388,511</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>436,570</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
6,271	0	8,477	<b>8750 Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	18,218	0	0
0	41,680	0	<b>8800 Building Improvements</b> ARPA Funds: \$150,000 Library HVAC system upgrade Core Service add package, \$16,000 added for office build out for new hires	166,000	0	0
0	0	0	<b>8850 Vehicles</b> ARPA Funds: Electric vehicle for Library home delivery	0	0	0
<b>6,271</b>	<b>41,680</b>	<b>8,477</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>184,218</b>	<b>0</b>	<b>0</b>
<b>1,749,014</b>	<b>1,746,641</b>	<b>2,048,105</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>2,653,024</b>	<b>0</b>	<b>0</b>



**GENERAL FUND  
NON-DEPARTMENTAL**



### Budget Highlights

#### Revenues

The Budget Committee has been meeting throughout the 2021-22 fiscal year in function of the Council's 2021 goal to

*Address insufficient resources by finding new sustainable funding sources: Looking for ways to bring additional revenue into the City's general fund.*

Exhaustive research into funding strategies that cities throughout the state of Oregon have previously enacted was carried out. Each option considered was evaluated by the following criteria:

1. **Council policy goals.** Supports or is an obstacle to other policy goals.
2. **Revenue raising capability.** Amount of funds likely to be generated, including assessment of service demand impacts associated with revenue stream.
3. **Revenue stability.** The reliability of resource levels under different conditions.
4. **Household equity.** Directly or indirectly serves to reduce or exacerbate structural, historic inequities in how the city funds its services.
5. **Healthy Business Climate.** Impact on local businesses.
6. **Environmental impact.** Are sustainable practices incentivized.
7. **Administrative effort.** Cost to implement and manage.

Resolution 2021-55 regarding sustainable funding sources was adopted by the City Council on November 9, 2021. The City Services Charge paid via utility billing is included in resolution. Other strategies are also noted including review of franchise agreements.

At the March 22, 2022, Council meeting, a portfolio of options including a City Services Charge, fees based on utilities operating within the right-of-way of the City of McMinnville and the current, dual-tiered payment in lieu of tax on municipal electricity services were discussed. Council conclusions on the best course of action included delay of any City Services Charge and request that staff bring back a proposal of a basket of other revenue streams that would allow the city to offer continuity of current service levels in FY2022-23, address some deferred maintenance needs and invest in some core services improvements.

That new proposal for a mix of sustainable resource options was discussed at the April 12, 2022, Council meeting and is included in this Proposed Budget. It removes the subsidy received by industrial customers (this customer class pays a 50% lower PILOT rate relative all other commercial and residential electric utility payers); increases the PILOT rate for all customers; increases the franchise fee rate for the wastewater utility; and adds a franchise fee for the municipal water utility. This mix of actions raises \$3.315 million in new, sustainable resources.

The Council chose to defer decision-making on the proposal and scheduled a public hearing on April 26, 2022, to further discuss the new revenues proposed and consider whether a different mix of actions would better serve the community.

It is likely that the Budget Committee will receive a companion document that describes the impacts of a different number of new sustainable resources coming online for FY2022-23. This document will map any differences in specific resource projections and amendments to the expenditures described in the proposed budget as presented.

## **Property Taxes - Current**

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

- The 2022-23 proposed budget projects a 4.2% increase in assessed value (AV) compared to 2021-22. The AV increase in 2021-22 was 5.1% compared to the prior year.
- The City assumes 5% on property taxes levied will not be collected based on Department of Revenue statistics; 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 \$15 million for current receipts in fiscal year 2021-22 with an additional \$270,000 budgeted for prior year taxes.
- The Covid-19 emergency and its economic impacts has not appeared to impact property assessed values.

## **Franchise Fees**

- McMinnville Water & Light payment in-lieu of tax (PILOT) for 2022-23 is budgeted at \$4.28 million, this increase over the estimated payments for 2021-22 of 2.07 million represents the impacts of the sustainable resource actions anticipated at the time of the drafting of the proposed budget.
- Franchise fee revenue totaling \$912,000 for cable, telephone, natural gas, and waste collection are projected for FY2022-23 and will be relatively consistent with prior year levels.
- The City initiated a franchise fee on wastewater services in 2019; it is budgeted to bring in \$1.07 million for FY2022-23, the increase due to sustainable resource actions anticipated at the time this document was written.
- The sustainable resources initiative also envisions a new municipal water franchise fee (as well as water expense) in FY2022-23. Estimated revenue is \$805,000.

## **Local Revenues**

- The City Services Charge, which was envisioned to be the primary vehicle for raising new sustainable resources in November 2021, was tabled in March 2022. It is possible that this option could still be considered for partial year implementation in FY2022-23, in which case this would be discussed in more detail in a companion document for the Budget Committee
- The local 3% tax on recreational marijuana sales continues to trend positively (though the percentage year over year increases are diminishing as the industry matures) with \$325,000 anticipated to come in FY2022-23.

## **Intergovernmental**

- State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. The City's allocation of State shared revenue is expected to increase 5% compared to the prior year to \$450,000. Liquor tax revenue is anticipated to bounce back from a drop off in the second year of the pandemic to \$639,500 in FY2022-23. Cigarette taxes are projected to be \$29,100, down 2% relative the prior year.
- State marijuana tax levels, with the passage of Measure 110 in November 2020, which decriminalized possession of small amounts of street drugs, have seen a massive shift in the allocation of state marijuana revenue away from cities and counties. FY2022-23 revenues will be less than half of the collections two years ago.

## **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

# General Fund – Non-Departmental

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 2022-23 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 2022-23 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 and for Engineering Materials and Services cost total \$1.39 million in the FY2022-23 proposed budget.
- Transient Lodging Tax of \$525,000 represents 30% of the net Tax collected and reimbursement of Finance, Planning, and Administration costs to administer the tax.

Transient Tax estimates are anticipated to come in higher than pre-covid period in FY2018-19 as the tourism industry is coming back.

- The Insurance Services fund makes a transfer to the General Fund for staffing and administering these activities and is also continuing to support the Human Resource Manager position in the General Fund for a total of \$212,000.

## **Expenditures**

### **Transfers Out**

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$819,000,

anticipated to be flat relative last year for the City’s contribution to YCOM.

- Transfer to Information Systems - Reimburses the Information Systems and Services (IS) Fund for personnel services support.
- Transfers out to the Wastewater Capital Fund for annual interfund debt payments for the purchase of Police and Fire equipment and vehicles.

## **Future Challenges and Opportunities**

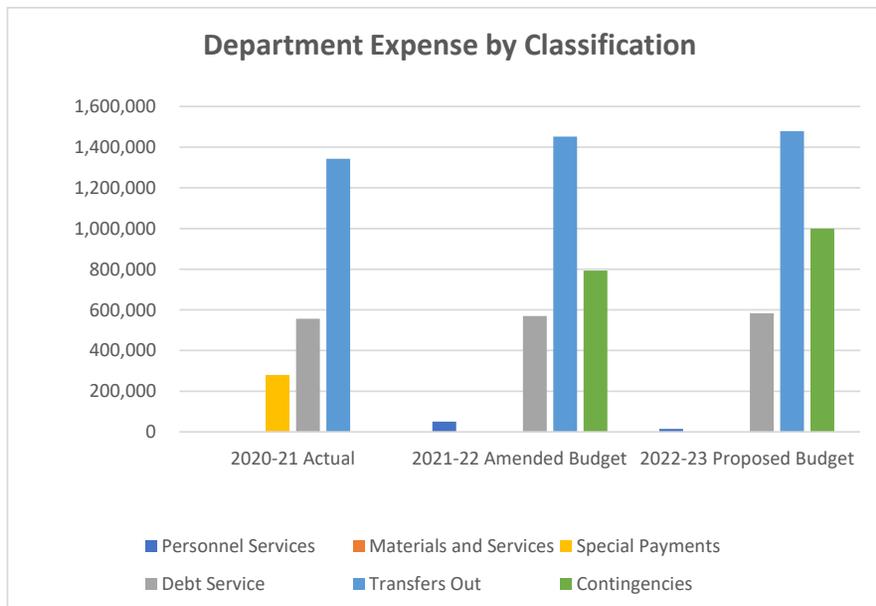
- The City’s tax base grew rapidly between 2004 and 2009, resulting in significant increases in assessed property values. However, due to local economic conditions and corresponding lack of building activity, the increase in assessed values slowed significantly between 2009 and 2012. In the last several 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 taxpayers 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. Though, thus far, no significant economic impacts from the pandemic have been seen in property tax data.

General Fund - Non-Departmental

**Department Cost Summary**

	<b>2020-21 Actual</b>	<b>2021-22 Amended Budget</b>	<b>2022-23 Proposed Budget</b>	<b>Budget Variance</b>
<b>Revenue</b>				
Charges for Services	0	0	0	0
Intergovernmental	1,953,967	1,116,000	1,170,600	54,600
Licenses and Permits	4,448,379	3,667,170	7,404,300	3,737,130
Miscellaneous	442,758	462,293	467,782	5,489
Property Taxes	14,462,281	15,272,000	15,930,000	658,000
Transfers In	2,923,029	1,948,272	2,991,748	1,043,476
<b>Revenue Total</b>	<b>24,230,414</b>	<b>22,465,735</b>	<b>27,964,430</b>	<b>5,498,695</b>
<b>Expenses</b>				
Personnel Services	0	51,097	14,999	-36,098
Materials and Services	0	0	0	0
Debt Service	556,541	569,590	583,070	13,480
Special Payments	277,532	0	0	0
Transfers Out	1,343,203	1,451,122	1,478,319	27,197
Contingencies	0	793,578	1,000,000	206,422
<b>Expenses Total</b>	<b>2,177,276</b>	<b>2,865,387</b>	<b>3,137,161</b>	<b>211,001</b>
Unrestricted Resources Available	22,053,137.96	19,600,348.00	24,827,269.00	5,287,694.00



- 1916** Voters establish original operating property tax base.
- 1980** First library operations 3-year serial levy passed - \$45,000 per year.
- 1985** Second library operations 3-year serial levy passed - \$65,000 per year.
- 1986** First police, library, and transportation 3-year serial levy passed - \$300,000 per year.
- 1988** March election passed library operations 1-year serial levy - \$80,000 per year.
- 1988** November 1988 general election, “Life McMinnville Style” new tax base passed - \$1,775,000. Replaced original City tax base and several serial levies routinely used to supplement operations for police, library, transportation, street repair, traffic signals, community center operations, and parks and recreation.

- 1990** November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.
- 1996** November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.
- 1997** January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.

- 1997** May 1997, Oregon voters passed Measure 50 to “clean up” Measure 47 inconsistencies. Measure 50 established district permanent tax rates.
- 1997** City’s permanent rate is established at \$5.02.
- 2000** First year City levies entire \$5.02 per thousand assessed value permanent rate.
- 2002** November 2002 general election local option levy proposal of \$1.78 per thousand of assessed value fails.
- 2003** Due to extreme financial pressures in the steel industry and rising power costs, Cascade Steel Rolling Mills requested a limit to the heavy industrial user class franchise fee growth to 2002 – 2003 plus 3% annual growth. City Council ratified request with Resolution 2003-14.

**2005** Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.

**2006** Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.

**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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>PROPERTY TAXES</b>						
13,664,282	14,194,045	14,972,000	<b>4100-05 Property Taxes - Current</b> Permanent operating property tax levy is \$5.02 per \$1,000	15,630,000	0	0
341,926	268,236	300,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies.	300,000	0	0
<b>14,006,209</b>	<b>14,462,281</b>	<b>15,272,000</b>	<b>TOTAL PROPERTY TAXES</b>	<b>15,930,000</b>	<b>0</b>	<b>0</b>
<b>LICENSES AND PERMITS</b>						
0	0	0	<b>4205-04 Franchise Fees - McMinnville Water &amp; Light-Water</b>	805,000	0	0
1,909,687	2,766,911	2,011,515	<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.	4,281,000	0	0
4,984	5,008	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. FY22 had one time multi-year catch up from a franchisee.	5,000	0	0
29,877	23,793	26,600	<b>4205-07 Franchise Fees - Zipler-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.	24,000	0	0
29,381	29,860	27,075	<b>4205-08 Franchise Fees - Zipler-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.	30,000	0	0
166,965	178,704	177,480	<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.	179,000	0	0
393,842	401,781	385,000	<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	418,500	0	0
220,264	207,320	215,000	<b>4205-25 Franchise Fees - Northwest Natural</b> NW Natural gas franchise fee is 5%.	255,000	0	0
520,155	522,027	542,000	<b>4205-30 Franchise Fees - McMinnville Wastewater Services</b> Wastewater Services franchise fee is 5%.	1,078,000	0	0
201,792	309,129	275,000	<b>4215 Marijuana Tax - Local</b> Local City tax is based on 3% of marijuana sales	325,000	0	0

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,087	3,847	4,000	<b>4490</b>	<b>Licenses &amp; Permits - Misc</b> Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,800	0	0
<b>3,481,034</b>	<b>4,448,379</b>	<b>3,667,170</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>		<b>7,404,300</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>							
0	142,299	0	<b>4545</b>	<b>Federal FEMA Grant</b>	0	0	0
0	0	0	<b>4546</b>	<b>American Rescue Plan</b>	0	0	0
571,563	513,061	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>	0	0	0
36,993	32,803	25,000	<b>4720</b>	<b>OR State Cigarette Taxes</b> State Shared Revenue --- New cigarette taxes designed to reduce smoking have been successful. The newest taxes imposed on cigarettes and other tobacco products do not include a city share so cities now receive approximately 0.6% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities. These revenues will continue to trend downwards.	29,100	0	0
401,235	445,515	400,000	<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.	450,000	0	0
599,911	668,909	635,000	<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.	639,500	0	0
150,431	132,196	56,000	<b>4755</b>	<b>OR State Marijuana Taxes</b> State shared revenue - Measure 110 reduced by roughly 74% the statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis. The amount shared by cities under the new formula will not increase with time.	52,000	0	0
0	19,183	0	<b>5010-01</b>	<b>Yamhill County - Other County Distributions</b>	0	0	0
<b>1,760,133</b>	<b>1,953,967</b>	<b>1,116,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>		<b>1,170,600</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>							
0	0	0	<b>5305</b>	<b>City Service Charge</b>	0	0	0
<b>0</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>							
127,503	34,923	60,000	<b>6310</b>	<b>Interest</b> Estimated interest income earned on investments	50,000	0	0
0	36,850	20,000	<b>6310-01</b>	<b>Interest - Property taxes</b>	25,000	0	0
36,302	1,737	0	<b>6600</b>	<b>Other Income</b>	0	0	0

Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																											
356,663	369,248	382,293	<b>6600-03</b>	<b>Other Income - PERS Transition Liability Reimb</b>		392,782	0	0																											
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.																																			
<b>520,468</b>	<b>442,758</b>	<b>462,293</b>	<b>TOTAL MISCELLANEOUS</b>			<b>467,782</b>	<b>0</b>	<b>0</b>																											
<b>TRANSFERS IN</b>																																			
8,057	6,977	8,001	<b>6900-05</b>	<b>Transfers In - Special Assessments</b>		9,470	0	0																											
<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>Administration and Finance personnel services support.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">9,470</td> <td style="text-align: right;">9,470</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Administration and Finance personnel services support.	1	9,470	9,470														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Administration and Finance personnel services support.	1	9,470	9,470																																
337,659	361,365	381,585	<b>6900-07</b>	<b>Transfers In - Transient Lodging Tax</b>		525,933	0	0																											
<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>Admin &amp; Finance personnel services support.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">33,933</td> <td style="text-align: right;">33,933</td> <td colspan="5"></td> </tr> <tr> <td>Transfer 30% of transient lodging taxes collected</td> <td style="text-align: right;">1</td> <td style="text-align: right;">492,000</td> <td style="text-align: right;">492,000</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Admin & Finance personnel services support.	1	33,933	33,933						Transfer 30% of transient lodging taxes collected	1	492,000	492,000					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Admin & Finance personnel services support.	1	33,933	33,933																																
Transfer 30% of transient lodging taxes collected	1	492,000	492,000																																
0	0	0	<b>6900-10</b>	<b>Transfers In - Telecommunications</b>		0	0	0																											
0	0	1,531	<b>6900-15</b>	<b>Transfers In - Emergency Communications</b>		1,718	0	0																											
<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>Finance personnel services support.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1,718</td> <td style="text-align: right;">1,718</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Finance personnel services support.	1	1,718	1,718														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Finance personnel services support.	1	1,718	1,718																																
273,322	305,591	276,923	<b>6900-20</b>	<b>Transfers In - Street</b>		342,826	0	0																											
<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>Engineering, Admin, &amp; Finance personnel services support.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">314,809</td> <td style="text-align: right;">314,809</td> <td colspan="5"></td> </tr> <tr> <td>Street Fund support of Engineering operations.</td> <td style="text-align: right;">1</td> <td style="text-align: right;">28,017</td> <td style="text-align: right;">28,017</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Engineering, Admin, & Finance personnel services support.	1	314,809	314,809						Street Fund support of Engineering operations.	1	28,017	28,017					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Engineering, Admin, & Finance personnel services support.	1	314,809	314,809																																
Street Fund support of Engineering operations.	1	28,017	28,017																																
143,258	98,190	96,427	<b>6900-25</b>	<b>Transfers In - Airport</b>		103,972	0	0																											
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<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Airport Fund support of Engineering operations.	1	7,718	7,718																																
Engineering, Admin, & Finance personnel services support.	1	96,254	96,254																																
191,705	144,253	114,753	<b>6900-45</b>	<b>Transfers In - Transportation</b>		120,949	0	0																											
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<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Transportation Fund support of Engineering operations.	1	8,065	8,065																																
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Budget Document Report

01 - GENERAL FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
59,009	58,119	48,906	<b>6900-50</b>	<b>Transfers In - Park Development</b>			58,460	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Parks & Rec Admin, Admin, & Finance personnel services support.	1	58,460	58,460		
66,231	46,900	46,113	<b>6900-58</b>	<b>Transfers In - Urban Renewal</b>			52,498	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Planning personnel services support	1	52,498	52,498		
31,404	17,331	21,458	<b>6900-70</b>	<b>Transfers In - Building</b>			26,758	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Engineering, Admin, & Finance personnel services support.	1	26,758	26,758		
331,187	359,141	367,708	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			446,247	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Services Fund support of Engineering operations.	1	34,097	34,097		
				Engineering, Admin, & Finance personnel services support.	1	412,150	412,150		
249,194	168,476	211,100	<b>6900-77</b>	<b>Transfers In - Wastewater Capital</b>			230,978	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Wastewater Capital Fund support of Engineering operations.	1	19,236	19,236		
				Engineering, Admin, & Finance personnel services support.	1	211,742	211,742		
174,483	0	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.					
552,923	599,331	186,470	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>			212,351	0	0
				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	84,125	84,125		
				Insurance Services Fund support of HR Manager position	1	128,226	128,226		
209,542	187,293	187,297	<b>6901-59</b>	<b>Transfers In - Interfund Debt - Urban Renewal Debt Service</b>			187,288	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Bank loan payment - Principal	1	155,230	155,230		
				Bank loan payment - Interest	1	32,058	32,058		
174,600	570,061	0	<b>6901-77</b>	<b>Transfers In - Interfund Debt - Wastewater Capital</b>			672,300	0	0
				Interfund loans from Waste Water Capital Fund for general fund purchases of capital equipment					

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Engineering Pick Up Internal Loan	1	35,000	35,000		
			MPD Vehicles (3) Internal Loan	1	178,000	178,000		
			MPD-Fire Equip+Veh Internal Loan	1	75,000	75,000		
			MFD - Ambulance retrofit + CPR Equip Internal Loan	1	295,000	295,000		
			Senior Center Kitchen Equip + Event Sign Internal Loan	1	89,300	89,300		
<b>2,802,574</b>	<b>2,923,029</b>	<b>1,948,272</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>2,991,748</b>	<b>0</b>	<b>0</b>
<b>22,570,418</b>	<b>24,230,414</b>	<b>22,465,735</b>	<b><u>TOTAL RESOURCES</u></b>			<b>27,964,430</b>	<b>0</b>	<b>0</b>

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																				
<b>REQUIREMENTS</b>																												
<b>PERSONNEL SERVICES</b>																												
0	0	51,097	7300-40	Fringe Benefits - Unemployment	14,999	0	0	0																				
<b>0</b>	<b>0</b>	<b>51,097</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>14,999</b>	<b>0</b>	<b>0</b>																				
<b>MATERIALS AND SERVICES</b>																												
0	0	0	7750-25	Professional Services - County charges	0	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>SPECIAL PAYMENTS</b>																												
0	0	0	9396	Grant Pass Through Funds	0	0	0	0																				
57,581	277,532	0	9396-05	Grant Pass Through Funds - Coronavirus Relief Funds	0	0	0	0																				
<b>57,581</b>	<b>277,532</b>	<b>0</b>	<b>TOTAL SPECIAL PAYMENTS</b>			<b>0</b>	<b>0</b>	<b>0</b>																				
<b>DEBT SERVICE</b>																												
275,060	295,290	316,540	9417-05	<b>PERS Transition Liability - Principal</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	338,820	0	0	0																				
81,603	73,958	65,753	9417-10	<b>PERS Transition Liability - Interest</b> In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.	56,962	0	0	0																				
146,060	149,060	152,120	9540-05	<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	155,230	0	0	0																				
41,228	38,233	35,177	9540-10	<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	32,058	0	0	0																				
<b>543,951</b>	<b>556,541</b>	<b>569,590</b>	<b>TOTAL DEBT SERVICE</b>			<b>583,070</b>	<b>0</b>	<b>0</b>																				
<b>TRANSFERS OUT</b>																												
893,670	897,853	819,282	9700-15	Transfers Out - Emergency Communications	819,372	0	0	0																				
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<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																									
General Fund support for YCOM dispatching service-Police	1	664,800	664,800																									
General Fund support for Emergency Comm equipment debt pmt	1	37,172	37,172																									
General Fund support for YCOM dispatching services-Fire	1	41,100	41,100																									
General Fund support for YCOM dispatching services-Ambulance	1	76,300	76,300																									

Budget Document Report

**01 - GENERAL FUND**

			Department : 99 - NON-DEPARTMENTAL					
2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Section : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			Program : N/A					
0	0	0	<b>9700-58</b>	<b>Transfers Out - Urban Renewal</b>		0	0	0
408,455	408,038	470,219	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		501,315	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Information Systems personnel services support.	1	501,315	501,315		
0	37,312	161,621	<b>9701-77</b>	<b>Transfers Out - Interfund Debt - Wastewater Capital</b>		157,632	0	0
			<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	37,699	37,699		
			Payment on 2021 Fire Dept Defibrillators	1	53,250	53,250		
			Payment on 2021 Fire Dept vehicle & air compressor	1	23,655	23,655		
			Payment on 2021 Police audio visual equipment	1	5,716	5,716		
<b>1,302,125</b>	<b>1,343,203</b>	<b>1,451,122</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>1,478,319</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	793,578	<b>9800</b>	<b>Contingencies</b>		1,000,000	0	0
<b>0</b>	<b>0</b>	<b>793,578</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>1,000,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
711,883	786,091	685,600	<b>9901-07</b>	<b>Designated End FB - General Fd - LOSAP</b>		850,000	0	0
			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.					
4,876,208	4,975,667	1,470,823	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		2,713,253	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.					
<b>5,588,091</b>	<b>5,761,758</b>	<b>2,156,423</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>3,563,253</b>	<b>0</b>	<b>0</b>
<b>7,491,748</b>	<b>7,939,034</b>	<b>5,021,810</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>6,639,641</b>	<b>0</b>	<b>0</b>

Budget Document Report

**01 - GENERAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
35,060,152	35,521,993	35,767,251	<b>TOTAL RESOURCES</b>	43,986,168	0	0
35,060,152	35,521,993	35,715,470	<b>TOTAL REQUIREMENTS</b>	43,986,168	0	0



**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 assessment cycle from August 1, 2022 through July 31, 2025 has yet to be officially defined but it is anticipated it will remain flat relative the current rate. 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.

**Grant Activity** - This fund also is used for federal funding associated with the American Rescue Plan Act (ARPA) that has not yet been programmed or ARPA initiatives, or other grants, that do not have city staff employed in the services delivery specialty.

One half of the city's \$7.7 million ARPA allocation was received in FY20-21 and the second half will come at the beginning of FY22-23. Much of the spending of these funds will be moved via supplemental budget processes to the funds/departments that are managing the projects which have been funded. To the extent that projects are scoped during the budget season, they will be

reflected as an ARPA project expense, with offsetting ARPA revenue, in the department that will carry out the work. This delay is directly tied to the extended time it has taken to hire a staffer focused on ARPA activities.

In FY21-22 the city received \$1.5 million in funding for the Navigation Center; a portion of that will be used in the current fiscal year and the balance will be spent out in the FY22-23 fiscal year.

## Core Services

The Grants and Special Assessment Fund is a special revenue fund and is currently used to account for DEID assessments and grants.

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

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

DEID assessments are a key revenue stream supporting the MDA, which partners with the City and businesses within the District. The MDA coordinates activities such as the annual Farmers Market, McMinnville's UFO festival and the popular The Dine Outs(side) initiative which began during the pandemic to support local eateries and businesses when public health concerns made patronizing restaurants and local shopping venues difficult. The MDA also organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

- Housing Opportunities (Across Income Spectrum)  
Create diverse housing opportunities that support great neighborhoods.  
  
The Navigation Center activities align most strongly with expanding housing opportunities in McMinnville to people who have been priced out of the market and are transitioning into stable housing.
- The federal ARPA dollars are being invested in a wide range of activities that touch on most of the City’s strategic priorities:
  - City Government Capacity
  - Community Safety and Resiliency
  - Economic Prosperity
  - Engagement and Inclusion
  - Growth and Development Character
  - Housing Opportunities (Across Income Spectrum)

## **Future Challenges and Opportunities**

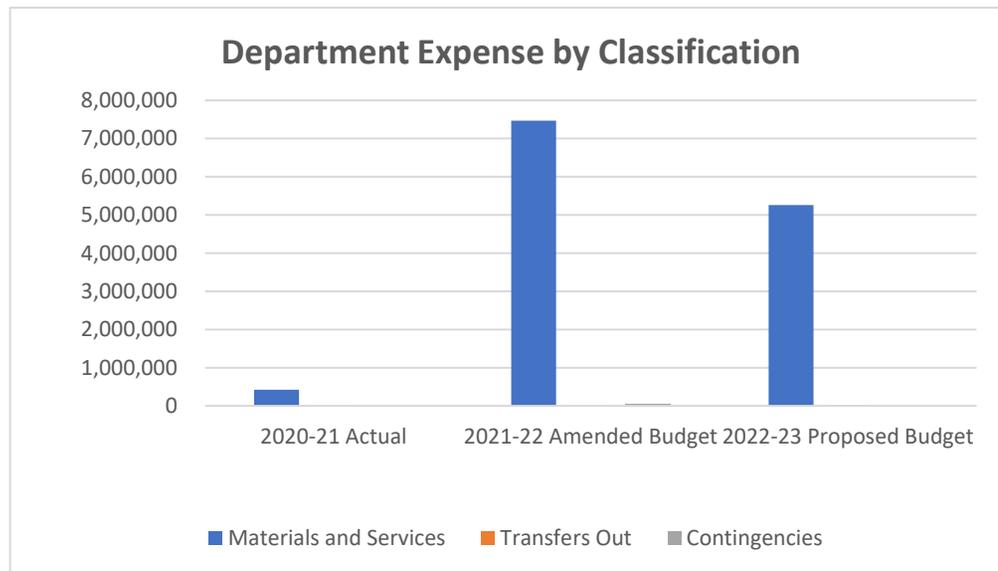
Interest is charged to property owners who do not pay their DEID assessment in a timely manner. This interest is used to partially offset the City’s administrative costs and is not passed through to the MDA.

The City has faced challenges in putting the Navigation Center funding and the ARPA support into action. These are driven by the complexity of both efforts and the reality that existing staffing capacity does not stretch to support new initiatives easily. Delays are often experienced as we work to add staffing competencies to our line up of human capital resources and/or rebalance work loads of existing personnel.

Grant & Special Assessment Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	139,706	133,979	4,096,473	3,962,494
Intergovernmental	365,583	7,406,800	3,478,300	-3,928,500
Miscellaneous	1,067	1,250	1,550	300
Special Assessments	52,226	60,000	60,000	0
<b>Revenue Total</b>	<b>558,582</b>	<b>7,602,029</b>	<b>7,636,323</b>	<b>34,294</b>
<b>Expenses</b>				
Materials and Services	417,809	7,466,800	5,260,000	-2,206,800
Transfers Out	6,977	8,001	9,470	1,469
Contingencies	0	34,701	0	-34,701
<b>Expenses Total</b>	<b>424,786</b>	<b>7,509,502</b>	<b>5,269,470</b>	<b>-2,240,032</b>
Ending Fund Balance	133,796	92,527	2,366,853	2,274,326



<b>1976</b>	City Council establishes Villard Street Local Improvement District.	<b>1993</b>	Pacific Avenue Local Improvement District - \$30,000.	<b>2022</b>	City receives \$7.7 million in American Rescue Plan Act federal funding to spend over FY21 to FY24 period.
<b>1986</b>	Cleveland Avenue Local Improvement District - \$77,500.	<b>1995</b>	DEID – 4th three-year assessment district	<b>2022</b>	City receives \$1.5 million in state funds to support the creation of a Navigation Center to support access to affordable housing.
<b>1986</b>	City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA).	<b>1998</b>	Burnette Road Local Improvement District - \$361,500 and DEID – 5th three-year assessment district.		
<b>1987</b>	Michelbook Lane Local Improvement District - \$71,500.	<b>1999</b>	Newby Sidewalk Local Improvement District - \$23,000.		
<b>1989</b>	DEID – 2nd three-year assessment district ~\$33,000.	<b>2013</b>	DEID – 10 <sup>th</sup> three-year assessment district.		
<b>1991</b>	NE Hembree Street Local Improvement District - \$130,000 and NE Newby Street Local Improvement District - \$98,000.	<b>2015</b>	\$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.		
<b>1992</b>	DEID – 3rd three-year assessment district	<b>2019</b>	\$500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.		
		<b>2021</b>	City distributed \$57,000 in Covid-19 relief grants to local businesses.		

Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																					
<b>RESOURCES</b>																											
<b><u>BEGINNING FUND BALANCE</u></b>																											
0	0	0	<b>4005-01</b> Designated Begin Fd Balance - Grants & Special Assess - American Rescue Plan	3,962,869	0	0																					
			<table border="0"> <tr> <td style="padding-left: 20px;"><u>Description</u></td> <td style="padding-left: 20px;"><u>Units</u></td> <td style="padding-left: 20px;"><u>Amt/Unit</u></td> <td style="padding-left: 20px;"><u>Total</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ARPA grant roll over from year 1</td> <td>1</td> <td>2,762,869</td> <td>2,762,869</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Navigation Center grant roll over from year 1</td> <td>1</td> <td>1,200,000</td> <td>1,200,000</td> <td></td> <td></td> <td></td> </tr> </table>	<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				ARPA grant roll over from year 1	1	2,762,869	2,762,869				Navigation Center grant roll over from year 1	1	1,200,000	1,200,000						
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																								
ARPA grant roll over from year 1	1	2,762,869	2,762,869																								
Navigation Center grant roll over from year 1	1	1,200,000	1,200,000																								
145,086	139,706	133,979	<b>4090</b> Beginning Fund Balance Estimated July 1 carryover from prior year	133,604	0	0																					
<b>145,086</b>	<b>139,706</b>	<b>133,979</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>4,096,473</b>	<b>0</b>	<b>0</b>																					
<b><u>INTERGOVERNMENTAL</u></b>																											
15,000	308,583	325,000	<b>4520-19</b> Community Development Block Grnt - 2019 Housing Rehabilitation	0	0	0																					
0	0	7,081,800	<b>4546</b> American Rescue Plan	3,478,300	0	0																					
0	28,500	0	<b>4548-05</b> Coronavirus Relief Fund (CRF) - Covid-19 Business Assist Fund	0	0	0																					
0	28,500	0	<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>15,000</b>	<b>365,583</b>	<b>7,406,800</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>3,478,300</b>	<b>0</b>	<b>0</b>																					
<b><u>SPECIAL ASSESSMENTS</u></b>																											
0	0	0	<b>6210</b> Street Assessment	0	0	0																					
53,509	52,226	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	0	0																					
<b>53,509</b>	<b>52,226</b>	<b>60,000</b>	<b><u>TOTAL SPECIAL ASSESSMENTS</u></b>	<b>60,000</b>	<b>0</b>	<b>0</b>																					
<b><u>MISCELLANEOUS</u></b>																											
2,647	1,048	1,200	<b>6310</b> Interest	1,500	0	0																					
30	19	50	<b>6310-25</b> Interest - Assessments Interest collected on past due assessment accounts.	50	0	0																					

Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,677	1,067	1,250	<b>TOTAL MISCELLANEOUS</b>	1,550	0	0
216,272	558,582	7,602,029	<b>TOTAL RESOURCES</b>	7,636,323	0	0

Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	57,000	0	<b>7595-05 Business Assistance Grant - Covid-19</b>	0	0	0
0	0	7,081,800	<b>7710 Materials &amp; Supplies - Grants</b> American Rescue Plan funds	4,000,000	0	0
0	0	0	<b>7710-17 Materials &amp; Supplies - Grants - Navigation Center</b>	1,200,000	0	0
53,509	52,226	60,000	<b>8020 McMinnville Downtown Association</b> Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.	60,000	0	0
15,000	308,583	325,000	<b>8220-19 Yamhill Co Affordable Housing - 2019 Community Dev Block Grant</b>	0	0	0
<b>68,509</b>	<b>417,809</b>	<b>7,466,800</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>5,260,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
8,057	6,977	8,001	<b>9700-01 Transfers Out - General Fund</b>	9,470	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Administration and Finance personnel services support.	1	9,470	9,470
<b>8,057</b>	<b>6,977</b>	<b>8,001</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>9,470</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	34,701	<b>9800 Contingencies</b>	0	0	0
<b>0</b>	<b>0</b>	<b>34,701</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
0	0	0	<b>9905-01 Designated Ending Fund Balance - Grants &amp; Special Assess - American Rescue Plan</b>	2,241,169	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ARPA grant rollover to year 3	1	2,241,169	2,241,169
139,706	133,796	92,527	<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.	125,684	0	0
<b>139,706</b>	<b>133,796</b>	<b>92,527</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>2,366,853</b>	<b>0</b>	<b>0</b>
<b>216,272</b>	<b>558,582</b>	<b>7,602,029</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>7,636,323</b>	<b>0</b>	<b>0</b>

Budget Document Report

**05 - GRANTS AND SPECIAL ASSESSMENTS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
216,272	558,582	7,602,029	<b>TOTAL RESOURCES</b>	7,636,323	0	0
216,272	558,582	7,602,029	<b>TOTAL REQUIREMENTS</b>	7,636,323	0	0



**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.
- Effective August 1, 2017, the transient lodging tax rate was increased to 10% (up from 8%) 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 2022-23 proposed budget includes a transfer of those discretionary funds to the General Fund.
- Among the revenue streams most impacted by the Covid-19 pandemic has been TLT. Current trends show revenues and stays rebounding. In addition, new rooms are coming online, growing the portfolio of accommodations options available to visitors.
- The FY2022-23 budget assumes a 10% increase over FY2021-22 revenues for \$1.56 million plus \$120,000 in additional revenue associated with the expanded lodging base for a total of \$1.68 million next year.

### **Core Services**

- Visit McMinnville, a stand-alone, non-profit destination marketing organization, with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.

- The 2022-23 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long-term vision and connection of our Downtown, Granary, and Alpine districts.

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

- The transient lodging tax program is particularly relevant to two of the goals identified in the Strategic Plan:
  - Economic Prosperity – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. Visit McMinnville's marketing efforts positively impact retailers, food service and lodging providers, and the wine industry by significantly increasing tourism in McMinnville.
  - City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. Discretionary funds transferred to the General Fund help support administrative, public safety, and cultural services provided by the City.

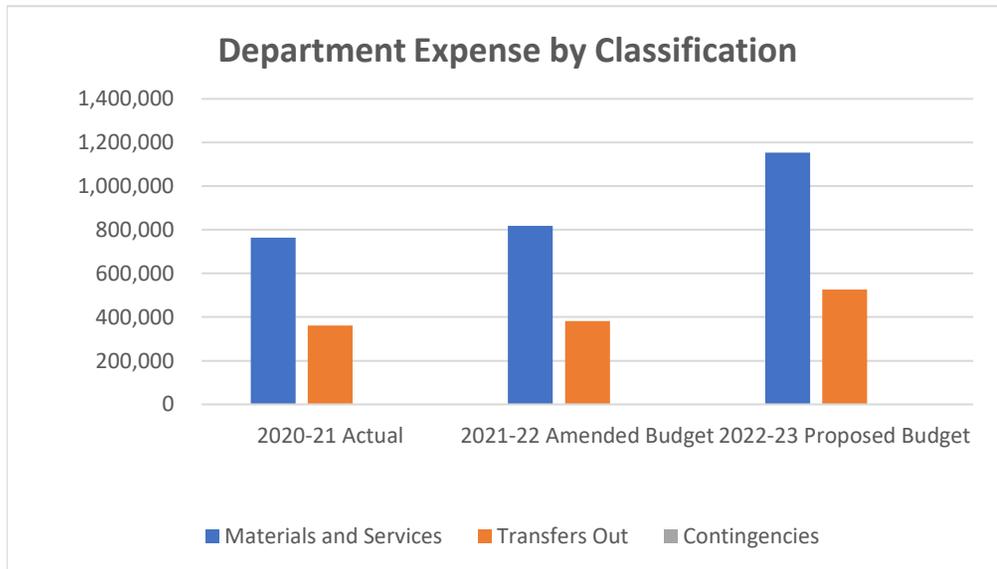
### **Future Challenges and Opportunities**

- The tourism sector of the economy is stabilizing, returning to pre-covid levels. While some uncertainty remains, which has downstream impact on ability to forecast TLT receipts, evidence from actual occupancy levels in the 2021 and 2022 calendar years 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.

Transient Lodging Tax Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	0	0	0	0
Licenses and Permits	1,125,340	1,197,000	1,680,000	483,000
Miscellaneous	69	2,200	200	-2,000
<b>Revenue Total</b>	<b>1,125,410</b>	<b>1,199,200</b>	<b>1,680,200</b>	<b>481,000</b>
Expenses				
Materials and Services	763,806	817,615	1,154,267	336,652
Transfers Out	361,365	381,585	525,933	144,348
Contingencies	0	0	0	0
<b>Expenses Total</b>	<b>1,125,171</b>	<b>1,199,200</b>	<b>1,680,200</b>	<b>481,000</b>
Ending Fund Balance	239	0	0	0



## Transient Lodging Tax Fund

## Historical Highlights

- 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.
- 2023** Actual trends over last calendar year indicate stays and revenue has rebounded to pre-covid levels. Budget will reflect an increase over the prior year and additional revenue associated with an expanding portfolio of accommodation options available in McMinnville.

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
262,486	0	0	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from prior year	0	0	0
<b>262,486</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
1,059,160	1,125,340	1,197,000	<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	1,680,000	0	0
<b>1,059,160</b>	<b>1,125,340</b>	<b>1,197,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>1,680,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
1,888	85	200	<b>6310</b> <b>Interest</b> Interest on past due transient lodging tax payments	200	0	0
6,001	-16	2,000	<b>6600</b> <b>Other Income</b> Penalties on past due transient lodging tax payments	0	0	0
<b>7,889</b>	<b>69</b>	<b>2,200</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>1,329,535</b>	<b>1,125,410</b>	<b>1,199,200</b>	<b><u>TOTAL RESOURCES</u></b>	<b>1,680,200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																					
<b>REQUIREMENTS</b>																											
<b><u>MATERIALS AND SERVICES</u></b>																											
516	836	1,100	<b>7750 Professional Services</b>	5,000	0	0																					
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b>	2,302	0	0																					
Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses																											
991,360	762,970	816,515	<b>8017 Tourism Promotion &amp; Programs</b>	1,146,965	0	0																					
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>991,876</b>	<b>763,806</b>	<b>817,615</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>1,154,267</b>	<b>0</b>	<b>0</b>																					
<b><u>TRANSFERS OUT</u></b>																											
337,659	361,365	381,585	<b>9700-01 Transfers Out - General Fund</b>	525,933	0	0																					
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Transfer 30% of transient lodging taxes collected</td> <td style="text-align: center;">1</td> <td style="text-align: center;">492,000</td> <td style="text-align: center;">492,000</td> <td colspan="3"></td> </tr> <tr> <td>Admin &amp; Finance personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">33,933</td> <td style="text-align: center;">33,933</td> <td colspan="3"></td> </tr> </tbody> </table>							<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>				Transfer 30% of transient lodging taxes collected	1	492,000	492,000				Admin & Finance personnel services support.	1	33,933	33,933			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																								
Transfer 30% of transient lodging taxes collected	1	492,000	492,000																								
Admin & Finance personnel services support.	1	33,933	33,933																								
<b>337,659</b>	<b>361,365</b>	<b>381,585</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>525,933</b>	<b>0</b>	<b>0</b>																					
<b><u>ENDING FUND BALANCE</u></b>																											
0	239	0	<b>9999 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>0</b>	<b>239</b>	<b>0</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>																					
<b>1,329,535</b>	<b>1,125,410</b>	<b>1,199,200</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>1,680,200</b>	<b>0</b>	<b>0</b>																					

Budget Document Report

**07 - TRANSIENT LODGING TAX FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,329,535	1,125,410	1,199,200	<b>TOTAL RESOURCES</b>	1,680,200	0	0
1,329,535	1,125,410	1,199,200	<b>TOTAL REQUIREMENTS</b>	1,680,200	0	0



# **TELECOMMUNICATIONS FUND**



## **Budget Highlights**

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Ziplly Fiber (formerly 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 Ziplly Fiber 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 varied into both positive, but more frequently negative, territory over the past five years. FY21-22 revenues are lagging slightly behind prior year actuals for Comcast and flat for Ziplly Fiber.
- The FY22-23 budget includes very modest increases over prior year revenue projections.
- To provide a resource base that keeps up with the cost of providing PEG community access services to McMinnville, the City will be evaluating whether to propose increased franchise rates when as current franchise agreements come up for re-negotiation.

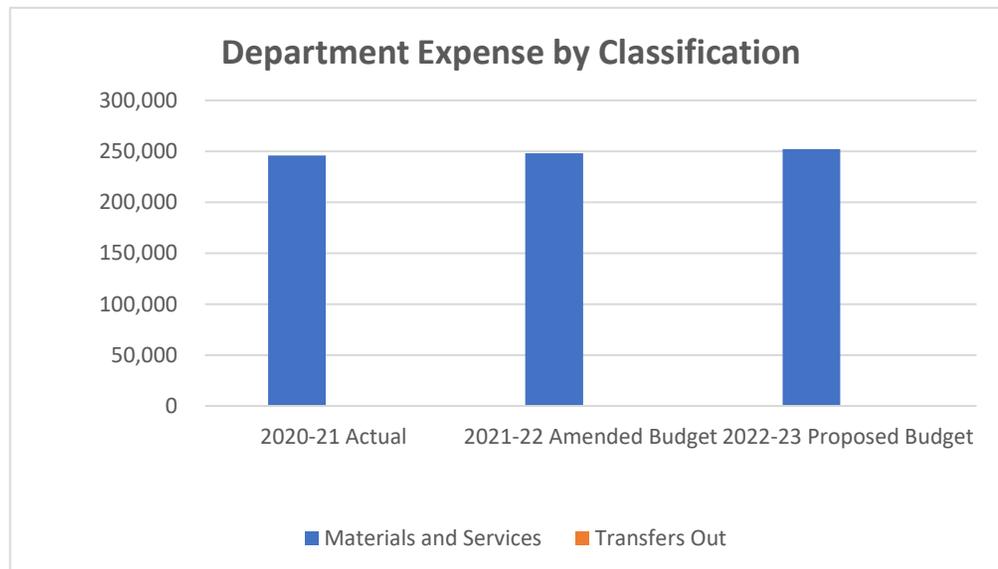
## **Mac-Town 2032 Strategic Plan**

- 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.

Telecommunications Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,933	1,947	1,975	28
Licenses and Permits	246,057	248,000	252,200	4,200
Miscellaneous	22	20	25	5
<b>Revenue Total</b>	<b>248,012</b>	<b>249,967</b>	<b>254,200</b>	<b>4,233</b>
<b>Expenses</b>				
Materials and Services	246,057	248,000	252,200	4,200
Transfers Out	0	0	0	0
Contingencies	0	1,500	1,500	0
<b>Expenses Total</b>	<b>246,057</b>	<b>249,500</b>	<b>253,700</b>	<b>4,200</b>
Ending Fund Balance	1,955	467	500	33



- 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,886	1,933	1,947	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from the prior year	1,975	0	0
<b>1,886</b>	<b>1,933</b>	<b>1,947</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>1,975</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
24,445	19,467	22,000	<b>4205-07</b> <b>Franchise Fees - ZipleY-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.	23,000	0	0
136,608	146,213	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.	147,000	0	0
9,523	6,829	8,000	<b>4275-07</b> <b>Subscriber Fees - PEG - ZipleY-Cable</b> \$1 per month subscriber fee received from ZipleY Fiber for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).	8,200	0	0
72,394	73,548	73,000	<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).	74,000	0	0
<b>242,970</b>	<b>246,057</b>	<b>248,000</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>252,200</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
47	22	20	<b>6310</b> <b>Interest</b>	25	0	0
<b>47</b>	<b>22</b>	<b>20</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>25</b>	<b>0</b>	<b>0</b>
<b>244,903</b>	<b>248,012</b>	<b>249,967</b>	<b><u>TOTAL RESOURCES</u></b>	<b>254,200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
136,608	146,213	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.	147,000	0	0
24,445	19,467	22,000	<b>8170-07 McMinnville Community Media - Zipler Franchise Fee-Cable</b> Zipler cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.	23,000	0	0
72,394	73,548	73,000	<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 Zipler. Fee is required to be spent on cable access channel capital equipment.	74,000	0	0
9,523	6,829	8,000	<b>8170-17 McMinnville Community Media - PEG Access Support-Zipler</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.	8,200	0	0
<b>242,970</b>	<b>246,057</b>	<b>248,000</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>252,200</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
0	0	0	<b>9700-01 Transfers Out - General Fund</b>	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>						
0	0	1,500	<b>9800 Contingencies</b>	1,500	0	0
<b>0</b>	<b>0</b>	<b>1,500</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,933	1,955	467	<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.	500	0	0
<b>1,933</b>	<b>1,955</b>	<b>467</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>500</b>	<b>0</b>	<b>0</b>
<b>244,903</b>	<b>248,012</b>	<b>249,967</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>254,200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
244,903	248,012	249,967	<b>TOTAL RESOURCES</b>	254,200	0	0
244,903	248,012	249,967	<b>TOTAL REQUIREMENTS</b>	254,200	0	0



**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 \$819,372, reflecting an assumed 0% increase in the City’s contribution to Yamhill Communications Agency (YCOM) for dispatch services.

The transfer amount includes \$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 with the next largest member contribution paid by Yamhill County.
- 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.

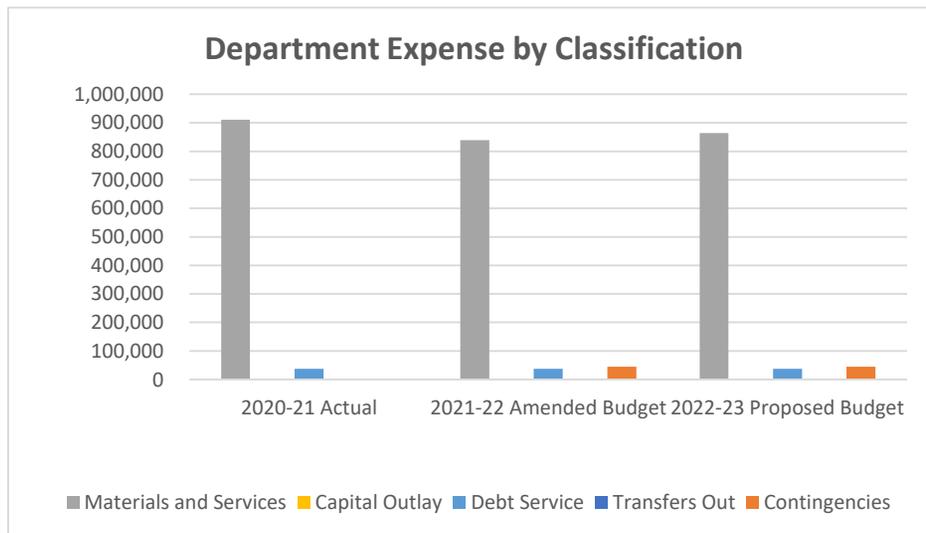
## Future Challenges and Opportunities

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

Emergency Communications Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	111,613	95,409	141,006	45,597
Charges for Services	15,480	15,598	15,598	0
Intergovernmental	7,500	7,500	7,500	0
Licenses and Permits	26,186	23,500	26,600	3,100
Miscellaneous	135	200	200	0
Other Financing Source	0	0	0	0
Transfers In	897,853	819,282	819,372	90
<b>Revenue Total</b>	<b>1,058,767</b>	<b>961,489</b>	<b>1,010,276</b>	<b>48,787</b>
<b>Expenses</b>				
Materials and Services	910,662	838,906	863,469	24,563
Capital Outlay	0	0	0	0
Debt Service	37,172	37,172	37,172	0
Transfers Out	0	1,531	1,718	90
Contingencies	0	44,898	45,000	0
<b>Expenses Total</b>	<b>947,834</b>	<b>922,507</b>	<b>947,359</b>	<b>24,653</b>
Ending Fund Balance	110,934	38,982	62,917	24,134



**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>
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	860,681
2021 - 2022	782,110
2022 - 2023	782,200

- 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
401,382	111,613	95,409	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 carryover from the prior year	141,006	0	0
<b>326,382</b>	<b>111,613</b>	<b>95,409</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>141,006</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
3,743	3,761	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.	3,600	0	0
22,038	22,425	20,500	<b>4205-08</b> <b>Franchise Fees - Zipler-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.	23,000	0	0
<b>25,782</b>	<b>26,186</b>	<b>23,500</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>	<b>26,600</b>	<b>0</b>	<b>0</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	0	0
<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
15,480	15,480	15,598	<b>5325</b> <b>System Access Fees</b> Fees charged for access to City's radio system.	15,598	0	0
<b>15,480</b>	<b>15,480</b>	<b>15,598</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>15,598</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
731	135	200	<b>6310</b> <b>Interest</b>	200	0	0
<b>731</b>	<b>135</b>	<b>200</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>200</b>	<b>0</b>	<b>0</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>TRANSFERS IN</u></b>									
893,670	897,853	819,282	<b>6900-01</b>	<b>Transfers In - General Fund</b>			819,372	0	0
			<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	664,800	664,800			
			General Fund support for YCOM dispatching services- Fire	1	41,100	41,100			
			General Fund support for YCOM dispatching services- Ambulance	1	76,300	76,300			
<b>893,670</b>	<b>897,853</b>	<b>819,282</b>	<b><u>TOTAL TRANSFERS IN</u></b>				<b>819,372</b>	<b>0</b>	<b>0</b>
<b>1,344,545</b>	<b>1,058,767</b>	<b>961,489</b>	<b><u>TOTAL RESOURCES</u></b>				<b>1,010,276</b>	<b>0</b>	<b>0</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>								
<b><u>MATERIALS AND SERVICES</u></b>								
3,695	1,300	11,320	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>	11,320	0	0	0
48,765	45,335	45,476	<b>7750</b>	<b>Professional Services</b>	45,476	0	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,100	0	0	0
3,294	3,346	0	<b>7800</b>	<b>M &amp; S Equipment</b>	0	0	0	0
838,357	860,681	782,110	<b>8180-05</b>	<b>YCOM - Other Governmental Services</b> City's support for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).	805,573	0	0	0
<b>894,111</b>	<b>910,662</b>	<b>838,906</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>863,469</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
75,000	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0	0
<b>75,000</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>								
34,538	29,124	30,333	<b>9520-05</b>	<b>Equipment-Lease Purchase - Principal</b> 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.	31,592	0	0	0
2,634	8,047	6,839	<b>9520-10</b>	<b>Equipment-Lease Purchase - Interest</b> Interest payment on lease due September 15, 2020.	5,580	0	0	0
<b>37,172</b>	<b>37,172</b>	<b>37,172</b>	<b><u>TOTAL DEBT SERVICE</u></b>			<b>37,172</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
0	0	1,531	<b>9700-01</b>	<b>Transfers Out - General Fund</b>	1,718	0	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Finance personnel services support.	1	1,718	1,718	
<b>0</b>	<b>0</b>	<b>1,531</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>1,718</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	44,898	<b>9800</b>	<b>Contingencies</b>	45,000	0	0	0
<b>0</b>	<b>0</b>	<b>44,898</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>45,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>ENDING FUND BALANCE</u></b>						
338,262	110,934	38,982	<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	62,917	0	0
<b>338,262</b>	<b>110,934</b>	<b>38,982</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>62,917</b>	<b>0</b>	<b>0</b>
<b>1,344,544</b>	<b>1,058,768</b>	<b>961,489</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>1,010,276</b>	<b>0</b>	<b>0</b>

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,344,545	1,058,767	961,489	<b>TOTAL RESOURCES</b>	1,010,276	0	0
1,344,544	1,058,767	961,489	<b>TOTAL REQUIREMENTS</b>	1,010,276	0	0



# **STREET FUND**



### **Budget Highlights**

- The COVID19 pandemic has had a negative impact on revenues for the Street Fund over the past two years, with some recovery being observed for the current fiscal year. However, ODOT projections indicate that gas tax revenues will flatten for FY 22-23, and that trend is reflected in the budget proposal.
- As with every budget cycle, staff will be carefully monitoring ongoing revenues, and will adjust spending as the situation requires. Therefore, 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 strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.
- The 2022-23 budget proposal continues to fund additional seasonal labor to address increased maintenance requirements related to stormwater quality facilities as well as to continue to expand the Operations Division's maintenance efforts throughout the transportation system.
- In late 2021 the City received approximately \$509,000 in COVID relief funding through ODOT. That funding has been identified by staff as a funding source for fleet/equipment renewal. This represents an opportunity to use this one-time funding to begin the process of modernizing the Division's fleet assets. The budget request includes funding to replace three utility pickup trucks, all 20+ years in age. These units are used for a wide variety of tasks related to the Division's mission. Additionally, a truck mounted snowplow blade has been proposed as well, which will improve the Division's capabilities for snow removal in parking lots and narrow roadways throughout the West Hills.
- 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. This year's work will focus on an expanded slurry seal program.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Several years ago, staff implemented a rotating "driver feedback sign" program that places these radar units at strategic locations along roadways with reported speeding problems. These signs remind motorists of the speed limit and are a useful tool for modifying driver behavior.
- 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 continuing work on a 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 a placeholder for culvert repair/replacement. Alpine Avenue Hill Road 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.
- 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. Street lighting constitutes approximately 23% of the Street Funds Materials and Services budget.

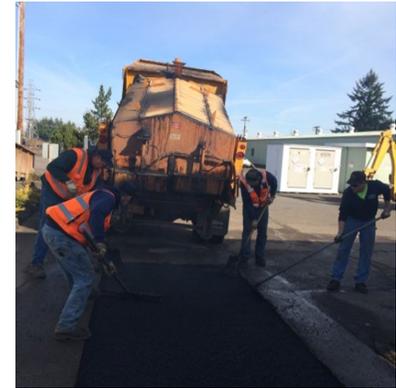
### **Core Services**

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 on-going 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 114 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, pothole filling and temporary cold mix repairs in inclement weather. This work is conducted with both in-house and contract forces. This work is done in response to pavement failures, as well as in advance of planned repair or preventive maintenance work.
- Crack sealing remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and typically applies approximately 15,000 pounds of material each year on candidate streets.



**Street Crew Training Session**

### **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 monthly; 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 most of the work being performed by City staff. The Operations Division maintains 63 vehicles and 165 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 and contract labor.
- The pandemic has greatly reduced the availability of inmate crews who have provided litter pickup and other right of way work in the past.

## **Community Event support**

- Operations 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.
- Staff maintains a rotational driver feedback signage program along problematic corridors.
- 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 approach.
- 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.



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.
- 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 cleaned 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 continues to work with Information Services to upgrade the City's existing CMMS.
- 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

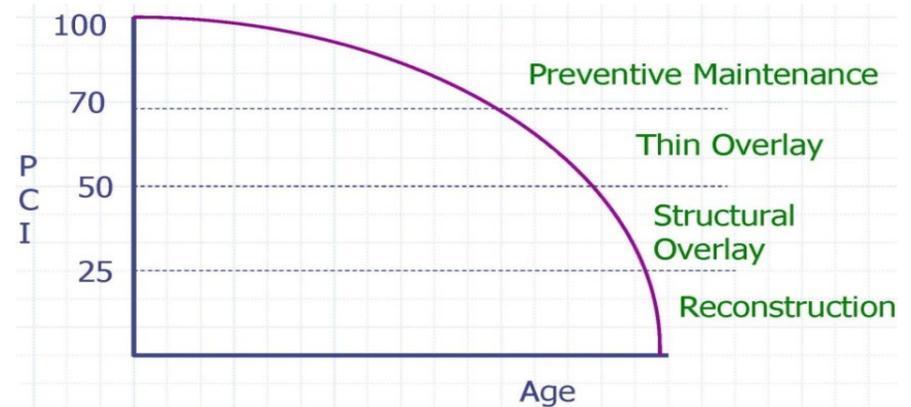
# Street (State Gas Tax) Fund

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 68. At this point, about 57% of the City’s network meets that “very good” condition threshold. To maintain that level will require an annual investment of approximately \$1.5 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 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 provided additional resources; however recent gas tax revenues have been reduced due to pandemic impacts. Without increasing the annual investment in the pavement

network, pavement conditions will continue to 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. In 2021, the City was notified that the Oregon DEQ has issued a mercury TMDL (total maximum daily load) limit for the Willamette River. This will require 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 in the near future. Public Works staff is working with a consultant to develop the TMDL plan, which is

# Street (State Gas Tax) Fund

required to be in effect by the fall of 2022. As the regulatory requirements unfold, the City will need to consider a dedicated funding source for the this work. 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 26 units with an estimated replacement value of \$1.8million.

TYPE (# of units owned)	AVERAGE AGE
Street sweepers (1)	22 years
Utility trucks and vans (12)	22 years
Dump trucks (5)	29 years
Construction / maintenance equip (7) **	22 years**

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

- As noted above, staff has planned to use COVID relief funds from ODOT to begin the process of updating fleet and equipment for Street Maintenance.
- 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. As fleets age, the challenge is 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. The recent COVID relief funding from ODOT will be vital as initial investments to address these needs. However, developing a funding strategy that allocates resources to update fleet and equipment assets regularly continues to be a priority.

## Accessibility

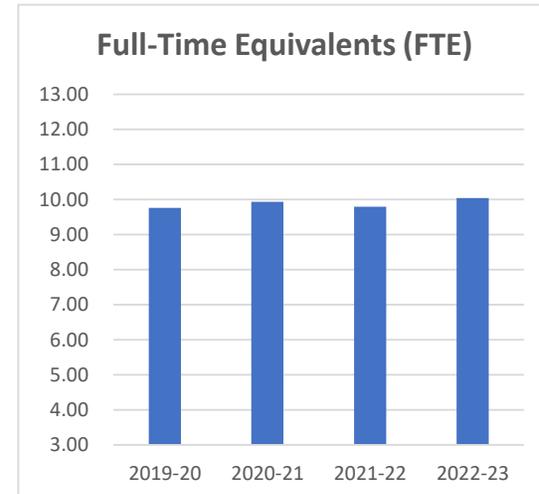
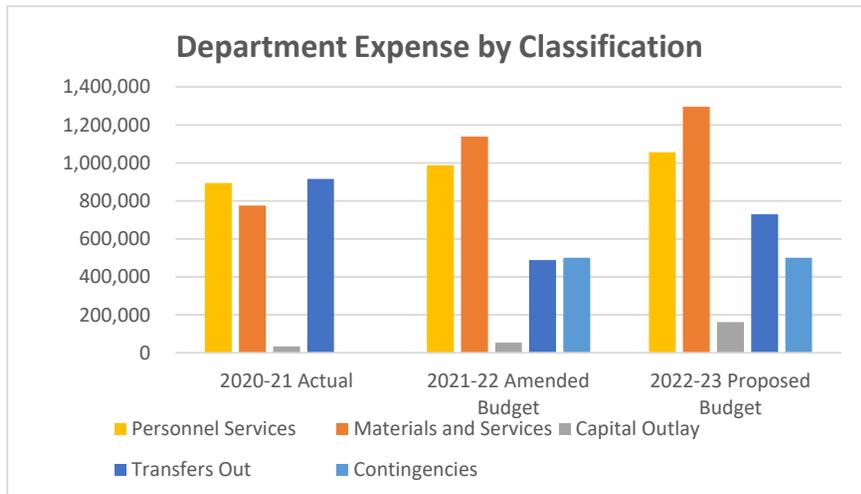
- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35%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

5,757	Street Signs maintained
840	Stop Signs
93,802 lineal ft	Yellow Curb, approximately ½ maintained year
13,101 lineal ft	Stop Bar Pavement Markings
153	Crosswalks
210	Pavement Marking Arrows
563	Misc. Pavement Markings – legends, bike lane crossings
15,000 pounds	Crack Sealant Applied annually
1.3 miles	Gravel Streets maintained

Street Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,774,118	1,397,066	2,391,406	994,340
Intergovernmental	2,582,048	2,600,000	2,750,000	150,000
Licenses and Permits	12	50	50	0
Miscellaneous	19,050	20,000	11,000	-9,000
Transfers In	22,889	6,016	6,473	457
<b>Revenue Total</b>	<b>4,398,117</b>	<b>4,023,132</b>	<b>5,158,929</b>	<b>1,135,797</b>
<b>Expenses</b>				
Personnel Services	893,924	987,570	1,056,227	68,657
Materials and Services	775,801	1,138,059	1,294,681	156,622
Capital Outlay	34,162	53,277	162,007	108,730
Transfers Out	915,055	487,883	729,520	241,637
Contingencies	0	500,000	500,000	0
<b>Expenses Total</b>	<b>2,618,943</b>	<b>3,166,789</b>	<b>3,742,435</b>	<b>575,646</b>
Ending Fund Balance	1,779,174	856,343	1,416,494	560,151
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	9.76	9.93	9.79	10.04



## Street (State Gas Tax) Fund

## Historical Highlights

<b>1962</b>	Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.	<b>1997</b>	Public Works Superintendent assumes managerial responsibility over parks maintenance.	<b>2007</b>	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>1976</b>	Downtown core area tree planting completed.	<b>1997</b>	City of McMinnville awarded "Tree CityUSA".	<b>2007</b>	City awarded "Tree City USA" designation for the 10 <sup>th</sup> consecutive year.
<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>2008</b>	Public Works crews responded to a 40-year snow & ice event in December.
<b>1987</b>	Public Works Superintendent assumes managerial responsibility over streets and sewer operations.	<b>2004</b>	Street Department maintains 97 miles of streets.	<b>2008</b>	First slurry seal project on city streets to prolong street life.
<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>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>1990</b>	City maintains 64 miles of paved streets.	<b>2005</b>	200 new street signs were installed.	<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>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>1994</b>	Street sweeping function partially contracted.	<b>2007</b>	Computerized maintenance management program implemented, including a work order system and an asset management system.		
<b>1996</b>	Seal Coating Program on city streets initiated to prolong street life.				

# Street (State Gas Tax) Fund

## Historical Highlights

<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>2016</b>	As part of succession planning, Senior Utility Worker position implemented.
<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>2017</b>	City awarded "Tree City USA" designation for the 20 <sup>th</sup> consecutive year.
<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>	Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.
<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>2019</b>	Baker Creek Road re-stripped from Crimson Court to Hill Road to add bike lanes and center left turn lane.
<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.			<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>	Pedestrian crossing at 15 <sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.				

**2021** City crews responded to a major ice storm event, resulting in damage to hundreds of trees citywide, and a multi-day snow/ice response

Budget Document Report

**20 - STREET FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>								
<b><u>BEGINNING FUND BALANCE</u></b>								
2,089,468	1,774,118	1,397,066	<b>4090</b>	<b>Beginning Fund Balance</b>		2,391,406	0	0
				Estimated July 1 undesignated carryover from prior year				
<b>2,089,468</b>	<b>1,774,118</b>	<b>1,397,066</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>			<b>2,391,406</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>								
6	12	50	<b>4300</b>	<b>Bicycle Fees</b>		50	0	0
<b>6</b>	<b>12</b>	<b>50</b>	<b><u>TOTAL LICENSES AND PERMITS</u></b>			<b>50</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>								
0	0	0	<b>4545</b>	<b>Federal FEMA Grant</b>		0	0	0
42,986	28,265	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>		0	0	0
0	0	0	<b>4590-30</b>	<b>ODOT Federal Grants - Hwy Infrastruct Prog(HIP-CRRSAA)</b>		0	0	0
2,316,591	2,553,783	2,600,000	<b>4740</b>	<b>OR State Gas Taxes</b>		2,750,000	0	0
				State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis.				
<b>2,359,577</b>	<b>2,582,048</b>	<b>2,600,000</b>	<b><u>TOTAL INTERGOVERNMENTAL</u></b>			<b>2,750,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>								
32,563	10,310	15,000	<b>6310</b>	<b>Interest</b>		11,000	0	0
5,784	8,741	5,000	<b>6600</b>	<b>Other Income</b>		0	0	0
<b>38,347</b>	<b>19,050</b>	<b>20,000</b>	<b><u>TOTAL MISCELLANEOUS</u></b>			<b>11,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>								
21,156	22,889	6,016	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		6,473	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance Services Fund support of HR Manager position	1	6,473	6,473	
<b>21,156</b>	<b>22,889</b>	<b>6,016</b>	<b><u>TOTAL TRANSFERS IN</u></b>			<b>6,473</b>	<b>0</b>	<b>0</b>
<b>4,508,553</b>	<b>4,398,117</b>	<b>4,023,132</b>	<b><u>TOTAL RESOURCES</u></b>			<b>5,158,929</b>	<b>0</b>	<b>0</b>

Budget Document Report

**20 - STREET FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

1,172	-4,174	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
496,602	479,592	513,834	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Maintenance & Operations - Superintendent - 0.50 FTE Maintenance & Operations - Supervisor - Street - 0.95 FTE Maintenance & Operations - Supervisor - Park Maint - 0.05 FTE Supervisor - Conveyance - 0.10 FTE Mechanic - Ops & Maint - 0.45 FTE Maintenance Specialist - 1.00 FTE Maintenance Technician - Senior - 3.00 FTE Maintenance Technician - Senior - WWS - 0.50 FTE Maintenance Technician - 1.00 FTE Management Support Specialist - Senior - 0.50 FTE	561,078	0	0
38,122	33,804	53,100	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Streets - 1.99 FTE	63,650	0	0
9,804	9,665	7,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	8,080	0	0
1,170	120	120	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
389	-974	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
32,745	31,355	35,402	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	38,286	0	0
7,658	7,333	8,079	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	9,174	0	0
149,158	144,452	168,471	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	184,275	0	0
118,798	124,899	131,574	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	135,578	0	0
18,525	19,400	18,500	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	18,400	0	0
870	849	864	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	483	0	0
2,699	2,699	2,680	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	1,262	0	0
43,057	40,685	46,221	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	31,730	0	0
204	174	224	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	230	0	0
123	4,044	1,001	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	4,001	0	0
<b>921,096</b>	<b>893,924</b>	<b>987,570</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>1,056,227</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

877	1,834	1,250	<b>7530</b>	<b>Training</b>	1,725	0	0
766	640	1,100	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	900	0	0
2,987	516	5,000	<b>7550</b>	<b>Travel &amp; Education</b>	5,900	0	0

Budget Document Report

20 - STREET FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
20,553	19,655	18,000	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b>		46,000	0	0
13,448	13,172	13,500	<b>7600</b>	<b>Utilities</b>		13,500	0	0
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
63,200	65,500	66,800	<b>7610-05</b>	<b>Insurance - Liability</b>		73,340	0	0
8,300	9,600	10,000	<b>7610-10</b>	<b>Insurance - Property</b>		11,180	0	0
6,852	7,052	11,600	<b>7620</b>	<b>Telecommunications</b>		10,500	0	0
				Includes funding for redundant communications capability-cell phones and radio system maintenance				
2,394	2,295	2,900	<b>7650</b>	<b>Janitorial</b>		2,900	0	0
16,746	15,425	30,625	<b>7660</b>	<b>Materials &amp; Supplies</b>		17,500	0	0
53,266	17,950	78,500	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		78,500	0	0
				Materials and supplies for street maintenance activities				
0	0	0	<b>7720-05</b>	<b>Repairs &amp; Maintenance - Inventory-InterDept Projects</b>		0	0	0
32,641	12,297	27,500	<b>7720-06</b>	<b>Repairs &amp; Maintenance - Equipment</b>		30,000	0	0
0	0	0	<b>7720-07</b>	<b>Repairs &amp; Maintenance - Inventory-Equipment</b>		0	0	0
5,442	4,331	5,000	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		7,500	0	0
				Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.				
0	0	0	<b>7720-14</b>	<b>Repairs &amp; Maintenance - Vehicles</b>		0	0	0
4,716	5,070	6,000	<b>7720-28</b>	<b>Repairs &amp; Maintenance - Right of Way</b>		6,500	0	0
				Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.				
40,182	4,750	40,000	<b>7720-30</b>	<b>Repairs &amp; Maintenance - Sidewalks</b>		40,000	0	0
				Repair and construction of city sidewalks and wheelchair ramps.				
4,913	7,635	10,000	<b>7720-32</b>	<b>Repairs &amp; Maintenance - Traffic Signal</b>		10,000	0	0
				Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals.				
43,778	4,530	100,000	<b>7720-35</b>	<b>Repairs &amp; Maintenance - Storm Drains</b>		100,000	0	0
				Repair of the storm drainage system within the public right-of-way.				
9,936	6,389	19,520	<b>7750</b>	<b>Professional Services</b>		21,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Miscellaneous Professional Services	1	15,000	15,000	
				Pavement Rating Services	1	6,000	6,000	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		2,970	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
189,381	265,356	329,800	<b>7780-12</b>	<b>Contract Services - Street Maintenance</b>		422,800	0	0

Budget Document Report

20 - STREET FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																																								
Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.																																														
			<table border="1"> <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>244,000</td> <td>244,000</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>37,500</td> <td>37,500</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> <tr> <td>Graffiti Removal</td> <td>1</td> <td>1,500</td> <td>1,500</td> </tr> <tr> <td>Homeless Camp Cleanup</td> <td>1</td> <td>10,000</td> <td>10,000</td> </tr> </tbody> </table>	Description	Units	Amt/Unit	Total	Downtown Sweeping	1	20,000	20,000	Citywide Sweeping	1	244,000	244,000	Inmate Work Crew	1	3,600	3,600	Striping	1	37,500	37,500	Snow Removal Services	1	5,000	5,000	Pavement Repairs	1	100,000	100,000	Backflow Testing	1	1,200	1,200	Graffiti Removal	1	1,500	1,500	Homeless Camp Cleanup	1	10,000	10,000			
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3,087	1,358	3,000	<b>7800 M &amp; S Equipment</b>	3,000	0	0																																								
Miscellaneous small equipment for operations and maintenance																																														
599	2,446	1,000	<b>7800-42 M &amp; S Equipment - Shop</b>	1,500	0	0																																								
Miscellaneous small equipment and tools for shop operations and maintenance																																														
4,690	5,357	7,044	<b>7840 M &amp; S Computer Charges</b>	9,556	0	0																																								
I.S. Fund materials & supplies costs shared city-wide																																														
11,311	11,096	9,920	<b>7840-75 M &amp; S Computer Charges - Street</b>	15,910	0	0																																								
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Display TV for conference room	1	500	500																																											
12,998	16,631	34,000	<b>8190 Signs</b>	38,000	0	0																																								
Street signing materials and supplies, along with replacement of downtown parking signage.																																														
269,265	274,917	291,000	<b>8200 Street &amp; Parking Lot Lighting</b>	294,000	0	0																																								
McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.																																														
7,660	0	15,000	<b>8210 Street Tree Program</b>	30,000	0	0																																								
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>829,987</b>	<b>775,801</b>	<b>1,138,059</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>1,294,681</b>	<b>0</b>	<b>0</b>																																								

Budget Document Report

**20 - STREET FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>								
0	34,162	47,500	<b>8710</b>	<b>Equipment</b>		160,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				3/4 Ton 4x4 Pickup	1	45,000	45,000	
				1 Ton 4x4 Pickup with 3 yard Dump Box	1	75,000	75,000	
				1/2 Ton 4x4 Pick up	1	30,000	30,000	
				Snow Plow (new 1/2 Ton Pickup)	1	10,000	10,000	
531	0	777	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		2,007	0	0
				I.S. Fund capital outlay costs shared city-wide				
0	0	5,000	<b>8750-75</b>	<b>Capital Outlay Computer Charges - Street</b>		0	0	0
<b>531</b>	<b>34,162</b>	<b>53,277</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>162,007</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
273,322	305,591	276,923	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		342,826	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Street Fund support of Engineering operations.	1	28,017	28,017	
				Engineering, Admin, & Finance personnel services support.	1	314,809	314,809	
700,000	600,000	200,000	<b>9700-45</b>	<b>Transfers Out - Transportation</b>		375,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas tax revenues used to fund Transportation Fund expenses.	1	375,000	375,000	
9,498	9,464	10,960	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		11,694	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Information Systems personnel services support.	1	11,694	11,694	
<b>982,820</b>	<b>915,055</b>	<b>487,883</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>729,520</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	500,000	<b>9800</b>	<b>Contingencies</b>		500,000	0	0
<b>0</b>	<b>0</b>	<b>500,000</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
1,774,118	1,779,174	856,104	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,416,494	0	0
				Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.				
<b>1,774,118</b>	<b>1,779,174</b>	<b>856,104</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>1,416,494</b>	<b>0</b>	<b>0</b>

Budget Document Report

**20 - STREET FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,508,553	4,398,117	4,022,893	<b>TOTAL REQUIREMENTS</b>	5,158,929	0	0

Budget Document Report

**20 - STREET FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,508,553	4,398,117	4,023,132	<b>TOTAL RESOURCES</b>	5,158,929	0	0
4,508,553	4,398,117	4,022,893	<b>TOTAL REQUIREMENTS</b>	5,158,929	0	0



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**

## Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a temporary office.
- The 2022-23 budget includes both increased revenues and building maintenance commitments outlined in the long term lease with the Oregon State Police.
- The 2022-23 budget includes the FAA funded update to the Airport Master Plan (previously called the Airport Layout Plan). The City match of 10% of the cost may be covered in part by a separate State grant.
- These projects will help meet the Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.

## Core Services

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

- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.
- 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 hangars, 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.
- 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 operating out of a temporary facility.



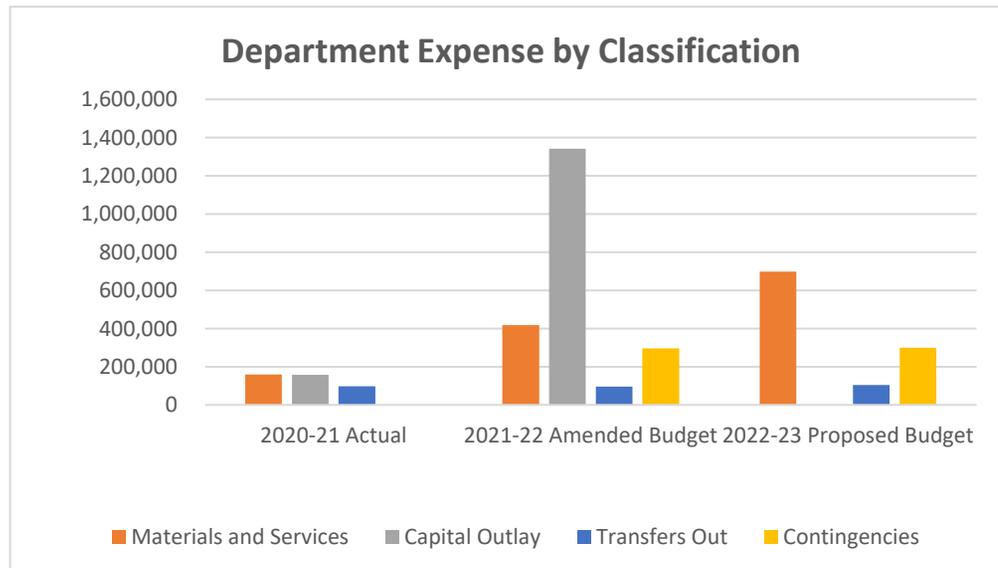
Photo: Washington Dept. Fish & Wildlife

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

Airport Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	562,914	433,296	564,081	130,785
Charges for Services	343,768	351,602	377,500	25,898
Intergovernmental	49,344	1,559,207	307,000	-1,252,207
Miscellaneous	12,728	12,500	23,500	11,000
Transfers In	0	0	0	0
<b>Revenue Total</b>	<b>968,754</b>	<b>2,356,605</b>	<b>1,272,081</b>	<b>-1,084,524</b>
<b>Expenses</b>				
Materials and Services	159,418	418,685	698,800	280,115
Capital Outlay	158,306	1,341,382	0	-1,341,382
Transfers Out	98,190	96,427	103,972	7,545
Contingencies	0	296,895	300,000	3,105
<b>Expenses Total</b>	<b>415,914</b>	<b>2,153,389</b>	<b>1,102,772</b>	<b>-1,050,617</b>
Ending Fund Balance	552,840	203,216	169,309	-33,907



## Airport Maintenance Fund

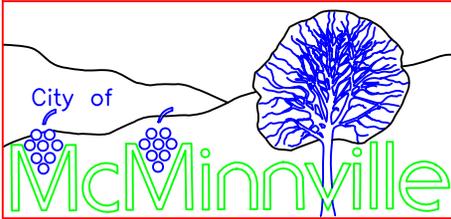
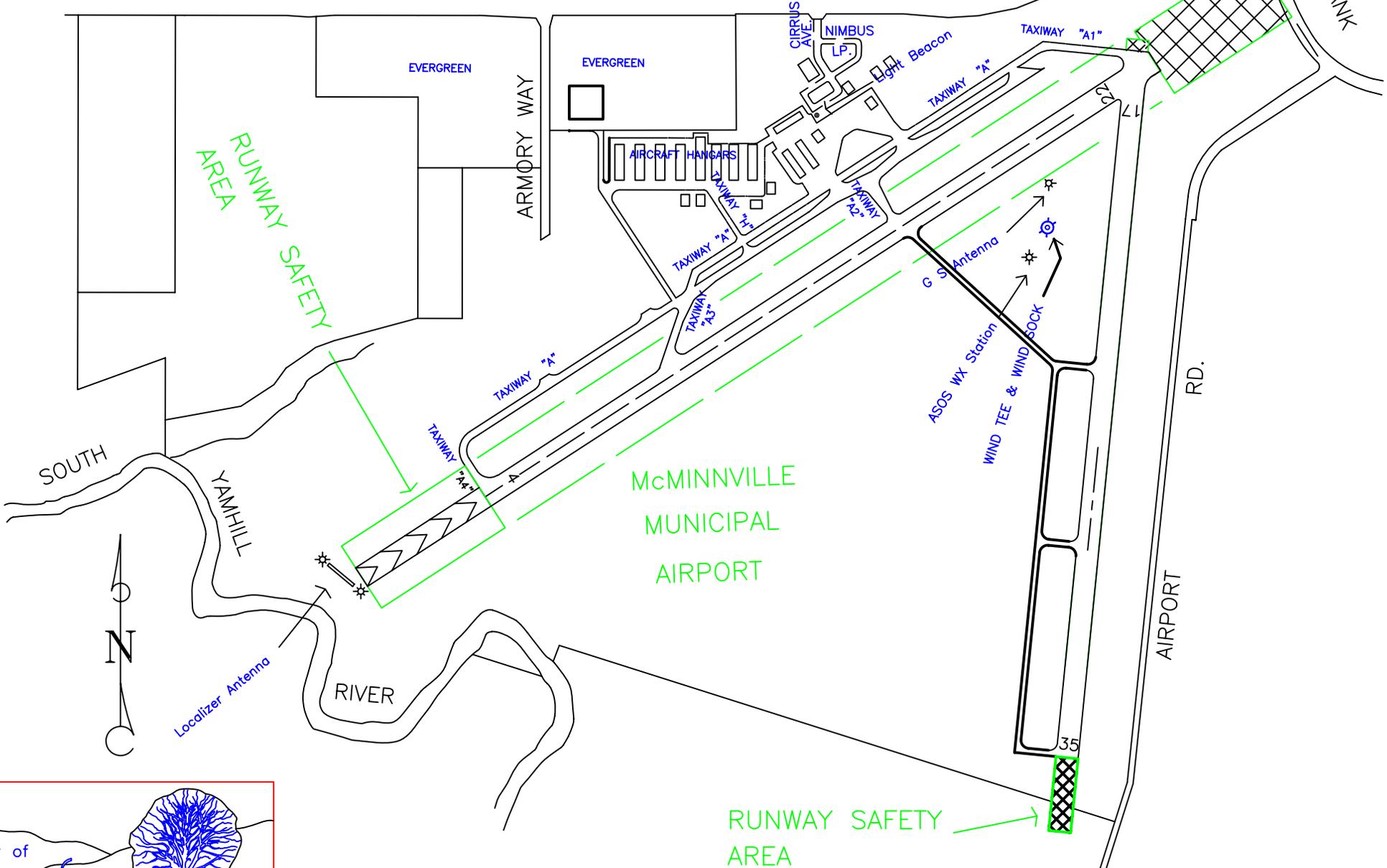
## Historical Highlights

<b>1942</b>	McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.	<b>2001</b>	Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.	<b>2007</b>	Environmental and design work begin for major airport improvements.
<b>1957</b>	East Hangar is constructed.	<b>2003</b>	Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
<b>1973</b>	Airport Layout Plan (ALP) and Master Plan is written.	<b>2004</b>	Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.	<b>2008</b>	New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
<b>1982</b>	Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.	<b>2005</b>	Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.	<b>2009</b>	Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.
<b>1987</b>	Annual \$60,000 Transfer to Debt Service Fund eliminated.	<b>2006</b>	FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.	<b>2010</b>	Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
<b>1992</b>	Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.	<b>2006</b>	City and Evergreen Aviation reach agreement on partnership for major airport improvements.	<b>2014</b>	City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway re-construction project.
<b>1999</b>	New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.			<b>2016</b>	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.
- 2021** Completed construction of the Apron and Taxiway Rehabilitation Project with FAA Grant funding.

( SALMON RIVER HWY. NO. 39 )

CRUCKSHANK RD.



AIRPORT 2011

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>							
<b>BEGINNING FUND BALANCE</b>							
-33,780	562,914	433,296	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 carryover from prior year	564,081	0	0
<b>-33,780</b>	<b>562,914</b>	<b>433,296</b>	<b>TOTAL BEGINNING FUND BALANCE</b>		<b>564,081</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>							
822,399	7,909	1,467,207	<b>4580</b>	<b>FAA Grant</b> FY23: FAA NPE Grant (90% FAA,10% City)	225,000	0	0
0	39,782	69,000	<b>4580-20</b>	<b>FAA Grant - CARES Act Airport Grant</b> FY22: FAA grant 3-41-0036-020-2020 (100% FAA, no City match)	0	0	0
0	0	23,000	<b>4580-21</b>	<b>FAA Grant - CRRSA-Coronavirus Response &amp; Rel</b> FY22: FAA grant 3-41-0036-021-2021 (100% FAA, no City match)	23,000	0	0
0	0	0	<b>4580-22</b>	<b>FAA Grant - Airport Rescue Grant</b>	59,000	0	0
0	0	0	<b>4775-10</b>	<b>ODOT State Grants - Connect Oregon</b>	0	0	0
14,737	1,653	0	<b>4790</b>	<b>OR Aviation Department Grant</b> FY21: Critical Oregon Airport Relief (COAR) Program grant 2018-MMV-00015	0	0	0
<b>837,136</b>	<b>49,344</b>	<b>1,559,207</b>	<b>TOTAL INTERGOVERNMENTAL</b>		<b>307,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
68,845	70,658	70,800	<b>5400-05</b>	<b>Property Rentals - Crop Share &amp; USDA</b>	74,000	0	0
64,917	66,940	66,800	<b>5400-10</b>	<b>Property Rentals - Land Leases</b>	68,500	0	0
153,099	147,432	155,202	<b>5400-15</b>	<b>Property Rentals - OSP Building</b>	173,900	0	0
8,040	8,171	9,800	<b>5400-20</b>	<b>Property Rentals - Fixed Base Operator Lease</b>	10,100	0	0
50,558	50,567	49,000	<b>5400-25</b>	<b>Property Rentals - City Hangar</b>	51,000	0	0
<b>345,459</b>	<b>343,768</b>	<b>351,602</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>377,500</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>							
3,162	3,425	2,500	<b>6310</b>	<b>Interest</b>	3,500	0	0
2,500	0	0	<b>6600</b>	<b>Other Income</b>	0	0	0
0	0	0	<b>6600-22</b>	<b>Other Income - Airshow</b>	10,000	0	0
10,056	9,303	10,000	<b>6600-40</b>	<b>Other Income - Fuel Flowage Fees</b>	10,000	0	0
<b>15,718</b>	<b>12,728</b>	<b>12,500</b>	<b>TOTAL MISCELLANEOUS</b>		<b>23,500</b>	<b>0</b>	<b>0</b>
<b>1,164,533</b>	<b>968,754</b>	<b>2,356,605</b>	<b>TOTAL RESOURCES</b>		<b>1,272,081</b>	<b>0</b>	<b>0</b>

## 25 - AIRPORT MAINTENANCE FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
0	0	0	<b>7600-04 Utilities - Water</b>	0	0	0
6,700	8,500	8,800	<b>7610-05 Insurance - Liability</b>	9,340	0	0
5,200	11,900	12,000	<b>7610-10 Insurance - Property</b>	12,880	0	0
1,210	1,287	12,260	<b>7660 Materials &amp; Supplies</b> <small>Airport restroom, janitorial and office supplies, miscellaneous permits.</small>	4,000	0	0
25,330	42,745	70,000	<b>7720-40 Repairs &amp; Maintenance - Runway/Taxiway</b>	70,000	0	0
10,195	8,474	18,100	<b>7740-05 Rental Property Repair &amp; Maint - Building</b>	18,200	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			liability insurance premium	1	3,200	3,200
			Miscellaneous Repairs, Maintenance, Landscaping, Etc.	1	15,000	15,000
69,006	35,020	38,600	<b>7740-10 Rental Property Repair &amp; Maint - OSP</b>	113,780	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Liability insurance premium	1	760	760
			Property insurance premium	1	4,020	4,020
			OSP Carpet Replacement	1	73,000	73,000
			OSP Interior Repainting	1	36,000	36,000
952	7,984	10,000	<b>7740-15 Rental Property Repair &amp; Maint - Fuel Tanks</b>	10,000	0	0
44,325	37,310	42,600	<b>7750 Professional Services</b>	438,500	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Airport Master Plan Update	1	225,000	225,000
			Airport Administrator	1	120,000	120,000
			Airport Master Plan Update City Match	1	22,500	22,500
			Contract Airport Management	1	36,000	36,000
			Miscellaneous Professional Services	1	5,000	5,000
			Airport Engineering Consultant	1	30,000	30,000
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> <small>Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses</small>	2,100	0	0
167,346	0	194,825	<b>7770-53 Professional Services - Projects - Apron Rehabilitation</b> <small>Apron rehabilitation/reconstruction project construction services (100% FAA Grant)</small>	0	0	0
6,237	6,198	11,500	<b>8215 Airport Lighting</b> <small>Runway, beacon, street, and parking area lighting maintenance and power costs.</small>	20,000	0	0
<b>336,501</b>	<b>159,418</b>	<b>418,685</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>698,800</b>	<b>0</b>	<b>0</b>

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>								
121,860	158,306	69,000	<b>8920</b>	<b>Land Improvements</b>		0	0	0
0	0	1,272,382	<b>8920-11</b>	<b>Land Improvements - FAA - Apron Rehab Construction</b> Apron Rehabilitation Project Construction (100% FAA Grant)		0	0	0
<b>121,860</b>	<b>158,306</b>	<b>1,341,382</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
143,258	98,190	96,427	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		103,972	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Airport Fund support of Engineering operations.	1	7,718	7,718		
			Engineering, Admin, & Finance personnel services support.	1	96,254	96,254		
<b>143,258</b>	<b>98,190</b>	<b>96,427</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>103,972</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	296,895	<b>9800</b>	<b>Contingencies</b>		300,000	0	0
<b>0</b>	<b>0</b>	<b>296,895</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>300,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
562,914	552,840	203,216	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		169,309	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.					
<b>562,914</b>	<b>552,840</b>	<b>203,216</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>169,309</b>	<b>0</b>	<b>0</b>
<b>1,164,533</b>	<b>968,754</b>	<b>2,356,605</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,272,081</b>	<b>0</b>	<b>0</b>

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,164,533	968,754	2,356,605	<b>TOTAL RESOURCES</b>	1,272,081	0	0
1,164,533	968,754	2,356,605	<b>TOTAL REQUIREMENTS</b>	1,272,081	0	0



# **TRANSPORTATION FUND**



### Budget Highlights

- Planned capital improvements during fiscal year 2022-23 include:
  - \$ 120,000 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.
  - \$300,000 for the application of slurry sealcoat to various City streets; and
  - \$200,000 for the design and installation of a new pedestrian crossing at Meadows and Baker Creek Road, with high visibility markers and rapid rectangular flashing beacons for increased safety. This crossing will create a pedestrian connection from the existing BPW pathway to the new section of the pathway north of Baker Creek Road.
- The 2022-23 proposed budget includes \$400,000 to begin the update of the City's Transportation System Plan.
- The 2022-23 proposal includes \$100,000 for pre-design pavement engineering work for projects along major corridors.
- Also included in the 2022-23 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

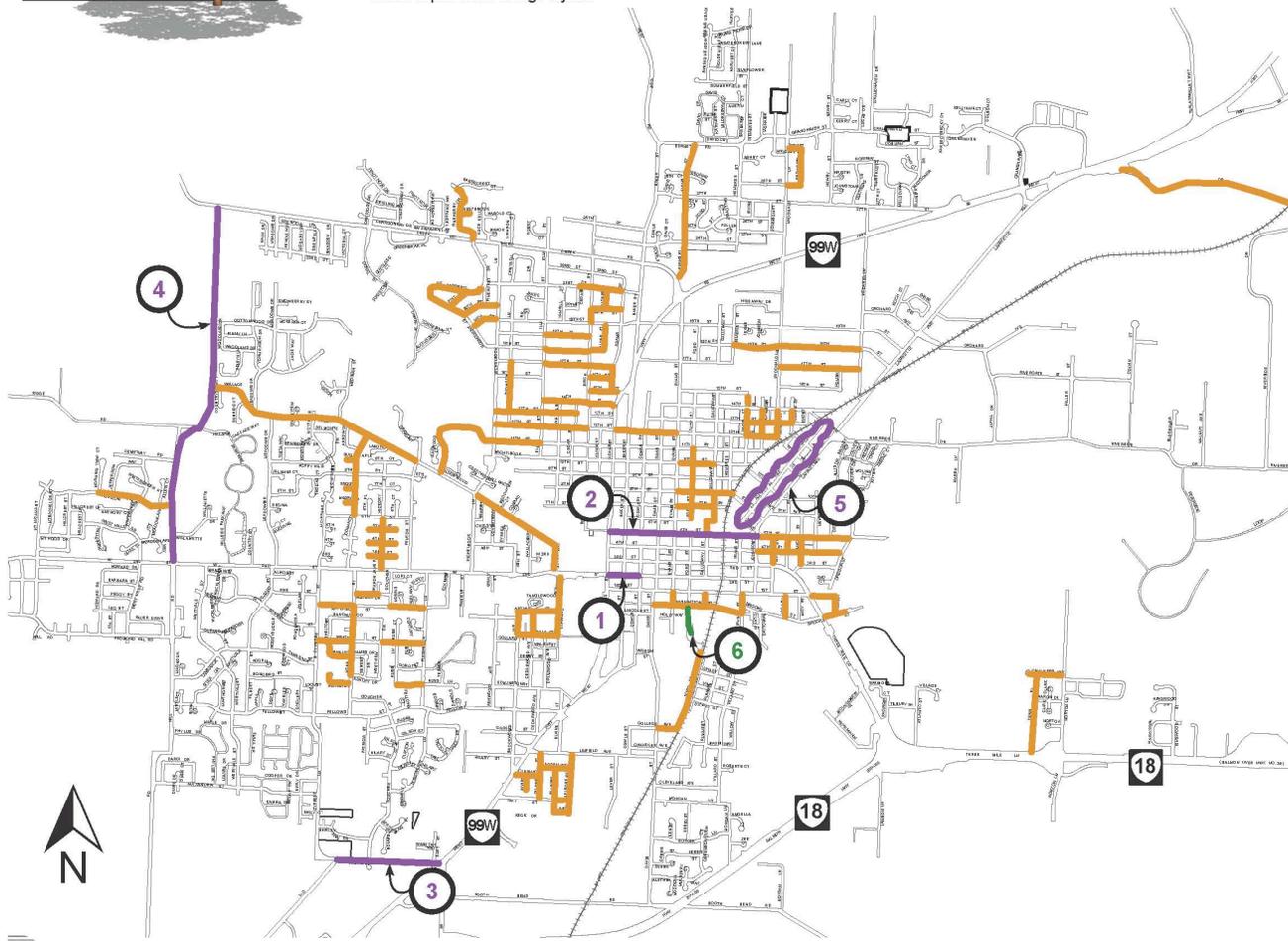
- Develop an implementation plan to address the transportation capital needs identified in the updated Transportation System Plan.



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)

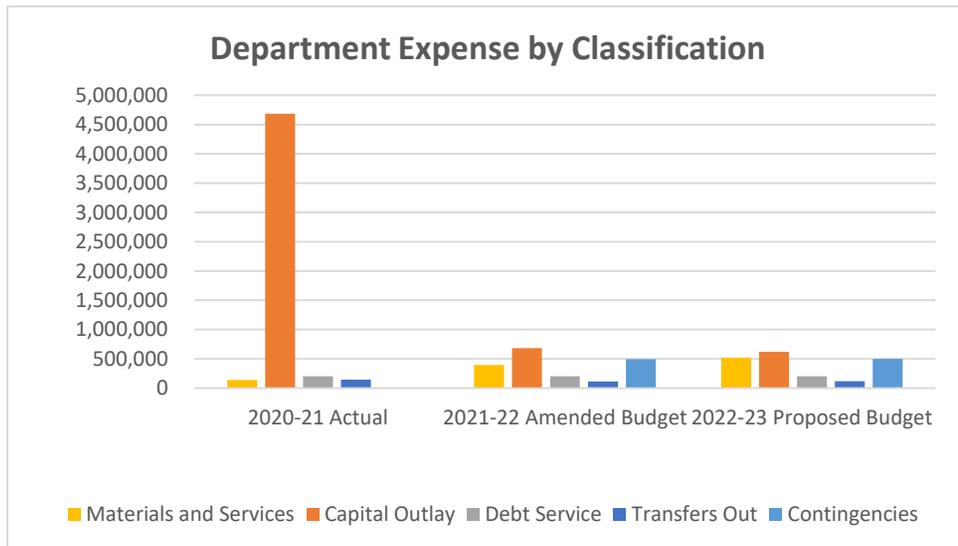
### Street Repair and Repaving

**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)

Transportation Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	5,803,291	2,983,528	3,325,111	341,583
Charges for Services	470,544	400,000	500,000	100,000
Intergovernmental	1,201,248	201,248	201,248	0
Miscellaneous	26,777	34,000	15,000	-19,000
Other Financing Source	0	0	0	0
Transfers In	600,000	200,000	375,000	175,000
<b>Revenue Total</b>	<b>8,101,861</b>	<b>3,818,776</b>	<b>4,416,359</b>	<b>597,583</b>
<b>Expenses</b>				
Materials and Services	138,817	398,500	522,300	123,800
Capital Outlay	4,686,796	685,000	620,000	-65,000
Debt Service	201,248	201,248	201,249	1
Transfers Out	144,253	114,753	120,949	6,196
Contingencies	0	494,441	500,000	5,559
<b>Expenses Total</b>	<b>5,171,114</b>	<b>1,893,942</b>	<b>1,964,498</b>	<b>70,556</b>
Ending Fund Balance	2,930,746	1,924,834	2,451,861	527,027



<b>1856</b>	The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street / Evans Street / 5 <sup>th</sup> Street.	<b>1980</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.
<b>1900</b>	In the early 1900's, many of the downtown area streets constructed.	<b>1983</b>	Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.	<b>1995</b>	City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.
<b>1950</b>	Approximately 15 miles of City streets --- mostly from the downtown area north to 15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.	<b>1986</b>	Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.	<b>1995</b>	Transportation Fund implemented to account for SDCs and street capital projects.
<b>1970</b>	Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.	<b>1990</b>	Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.	<b>1996</b>	McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.
<b>1975</b>	Voters pass 5-year roadway serial levy - \$120,000 per year.	<b>1994</b>	City adopts "Transportation Master Plan."		

# Transportation Fund

## Historical Highlights

<b>1997</b>	West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.	<b>2007</b>	City Council adopts resolution adjusting the transportation SDC rate to \$149 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>1997</b>	Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.	<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 City collector streets and to upgrade about 140 corner curb ramps to current standards.	<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>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.	<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: <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></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.				

# Transportation Fund

## Historical Highlights

- Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
- Upgrades to the Michelbook Lane / Ash Street crossing;
- Upgrades to the Galloway Street / 15th Street crossing;
- Completion of the Star Mill Way - Wallace Road sidewalk; and
- Sidewalk improvements along Grandhaven Street (Lucas Drive to Grandhaven Drive)



### 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>								
<b>BEGINNING FUND BALANCE</b>								
2,533,096	3,044,236	0	<b>4045-05</b>	<b>Designated Begin FB-Transport Fd - Transportation SDC</b>		0	0	0
				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.				
3,112,267	2,352,288	0	<b>4045-15</b>	<b>Designated Begin FB-Transport Fd - Bond Proceeds</b>		0	0	0
				Proceeds carried forward from GO bonds designated for projects, as defined in November 2014 ballot measure				
53,653	406,768	2,983,528	<b>4090</b>	<b>Beginning Fund Balance</b>		3,325,111	0	0
				Estimated July 1 undesignated carryover from prior year				
<b>5,699,016</b>	<b>5,803,291</b>	<b>2,983,528</b>	<b>TOTAL BEGINNING FUND BALANCE</b>			<b>3,325,111</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>								
201,248	1,201,248	201,248	<b>4810</b>	<b>OR Federal Exchange - TEA 21</b>		201,248	0	0
				The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. 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).				
<b>201,248</b>	<b>1,201,248</b>	<b>201,248</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>201,248</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>								
744,944	470,544	400,000	<b>5500</b>	<b>System Development Charges</b>		500,000	0	0
				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.				
<b>744,944</b>	<b>470,544</b>	<b>400,000</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>500,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>								
63,363	17,681	24,000	<b>6310</b>	<b>Interest</b>		15,000	0	0
55,101	9,097	10,000	<b>6310-30</b>	<b>Interest - Bond</b>		0	0	0
0	0	0	<b>6600</b>	<b>Other Income</b>		0	0	0
<b>118,464</b>	<b>26,777</b>	<b>34,000</b>	<b>TOTAL MISCELLANEOUS</b>			<b>15,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>								
700,000	600,000	200,000	<b>6900-20</b>	<b>Transfers In - Street</b>		375,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Gas tax revenues used to fund Transportation Fund expenses.	1	375,000	375,000	
<b>700,000</b>	<b>600,000</b>	<b>200,000</b>	<b>TOTAL TRANSFERS IN</b>			<b>375,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
7,463,672	8,101,861	3,818,776	<b>TOTAL RESOURCES</b>	4,416,359	0	0

Budget Document Report

45 - TRANSPORTATION FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**MATERIALS AND SERVICES**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	7750	Professional Services	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
41,645	31,353	48,500			118,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Yamhill Parkway Committee Support	1	18,500	18,500
				Pavement Design Services	1	100,000	100,000
0	0	0	7750-01	Professional Services - Audit & other city-wide prof svc	3,800	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses			
0	1,794	0	7750-57	Professional Services - Financing Administration	0	0	0
0	0	250,000	7760-10	Professional Svcs - Plan/Study - Transportation System Plan	400,000	0	0
				Transportation System Plan Update (FY22 - FY 23)			
0	0	100,000	7770-20	Professional Services - Projects - Baker Cr Rd & Michelbook signal	0	0	0
				Traffic study and engineering design for new traffic signal/pedestrian crossing			
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement	0	0	0
0	0	0	7770-67	Professional Services - Projects - Street Resurfacing	0	0	0
207,588	105,670	0	7770-74	Professional Services - Projects - Old Sheridan Road	0	0	0
				Consulting services related to Old Sheridan Road improvements project (bond measure)			
<b>249,233</b>	<b>138,817</b>	<b>398,500</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>522,300</b>	<b>0</b>	<b>0</b>

**CAPITAL OUTLAY**

0	0	400,000	9000-20	Traffic Signals - Baker Cr Rd & Michelbook	0	0	0
				Installation of new traffic signal.			
116,745	0	200,000	9020-05	Street Resurfacing - Seal Coating	300,000	0	0
				Slurry seal application on various City streets.			
50	1,298,117	0	9020-10	Street Resurfacing - Contract Overlays	0	0	0
				Pavement overlay of various City streets, primarily using fund exchange resources.			
396,844	0	85,000	9020-20	Street Resurfacing - Bond Measure	120,000	0	0
				Street repair and repaving projects			
6,590	564	0	9030-08	Street Improvements - Hill Road North	0	0	0
497,966	3,388,116	0	9030-09	Street Improvements - Old Sheridan Road	0	0	0
				Old Sheridan Road corridor improvements (bond measure)			
0	0	0	9030-12	Street Improvements - Pedestrian & Safety	200,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Rapid Flashing Beacon crosswalk-Baker Cr. & Meadows	1	200,000	200,000

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0	0	0	<b>9150-05</b>	<b>Developer Reimbursement - Storm Drainage</b> Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.		0	0	0
<b>1,018,195</b>	<b>4,686,796</b>	<b>685,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>620,000</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>								
157,899	150,568	146,097	<b>9472-05</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Principal</b> Payment on ODOT loan for Phase I of project		149,399	0	0
43,349	50,680	55,151	<b>9472-10</b>	<b>ODOT Loan - Newberg/Dundee Bypass - Interest</b> Interest payment for City's loan balance		51,850	0	0
<b>201,248</b>	<b>201,248</b>	<b>201,248</b>	<b>TOTAL DEBT SERVICE</b>			<b>201,249</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
191,705	144,253	114,753	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		120,949	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Transportation Fund support of Engineering operations.		1	8,065	8,065	
			Engineering, Admin, & Finance personnel services support.		1	112,884	112,884	
<b>191,705</b>	<b>144,253</b>	<b>114,753</b>	<b>TOTAL TRANSFERS OUT</b>			<b>120,949</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	494,441	<b>9800</b>	<b>Contingencies</b>		500,000	0	0
<b>0</b>	<b>0</b>	<b>494,441</b>	<b>TOTAL CONTINGENCIES</b>			<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
3,044,236	0	0	<b>9945-05</b>	<b>Designated End FB - Transport Fd - Transportation SDC</b> 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.		0	0	0
2,352,288	0	0	<b>9945-15</b>	<b>Designated End FB - Transport Fd - Bond Proceeds</b> It is anticipated that all bond proceeds will be spent in 2018-19		0	0	0
406,768	2,930,746	1,924,834	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b> It is anticipated that all bond proceeds will be spent by the end of fiscal year 2021-22		2,451,861	0	0
<b>5,803,291</b>	<b>2,930,746</b>	<b>1,924,834</b>	<b>TOTAL ENDING FUND BALANCE</b>			<b>2,451,861</b>	<b>0</b>	<b>0</b>
<b>7,463,672</b>	<b>8,101,860</b>	<b>3,818,776</b>	<b>TOTAL REQUIREMENTS</b>			<b>4,416,359</b>	<b>0</b>	<b>0</b>

Budget Document Report

**45 - TRANSPORTATION FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
7,463,672	8,101,861	3,818,776	<b>TOTAL RESOURCES</b>	4,416,359	0	0
7,463,672	8,101,861	3,818,776	<b>TOTAL REQUIREMENTS</b>	4,416,359	0	0



# **PARK DEVELOPMENT FUND**



## Budget Highlights

- The Park Development Fund's main funding source is System Development Charges now that the voter approved \$9.1 million parks bond measure from 2000 has sunsetted. Other sources of revenue for this fund include potential grants.
- The upcoming Parks, Recreation and Open Space (PROS) Master Plan Update will include a new /revised funding plan to ensure the parks system is financially achievable, from both a capital and operating perspective. The PROS Plan Update project will include new methodology for SDC's and an opportunity to include commercial and industrial development into the methodology.



## Future Challenges and Opportunities

- The condition of our current parks continues to be an issue for our community. They are not being maintained to the level that our community expects. While efforts are underway to rebuild that trust and demonstrate the city's responsible management of capital facilities, it will take time to build the capacity back up and make a visible difference in our parks.
- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. This year will include the update to that plan which is an exciting opportunity for parks and our community.
- Due to the limited amount of revenue coming in, it is not anticipated that a new park will be built until after the updated master plan is completed.





- The existing dollars in the fund are paying for the master planning update process and may be needed to construct a portion of Meadows Drive related to the property acquisition of the Jay Pearson Neighborhood Park. The city is obligated to pay for half of the construction of the roads on the west and east side of the park property. While the west side (NW Yohn Ranch Drive) has been constructed, the east side continuation of NW Meadows Drive has yet to be constructed and is tied to the proposed residential development to the east of Meadows, as well as the future development of the rest of the park property. There is no timeline for construction however the park development fund needs to be prepared to fund half of the construction if no other source is identified.



- Continued opportunities to make progress on the plan as private development occurs (as was the case with the Baker Creek North subdivision and continuation of the BPA path and trail) will continue.

### **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.

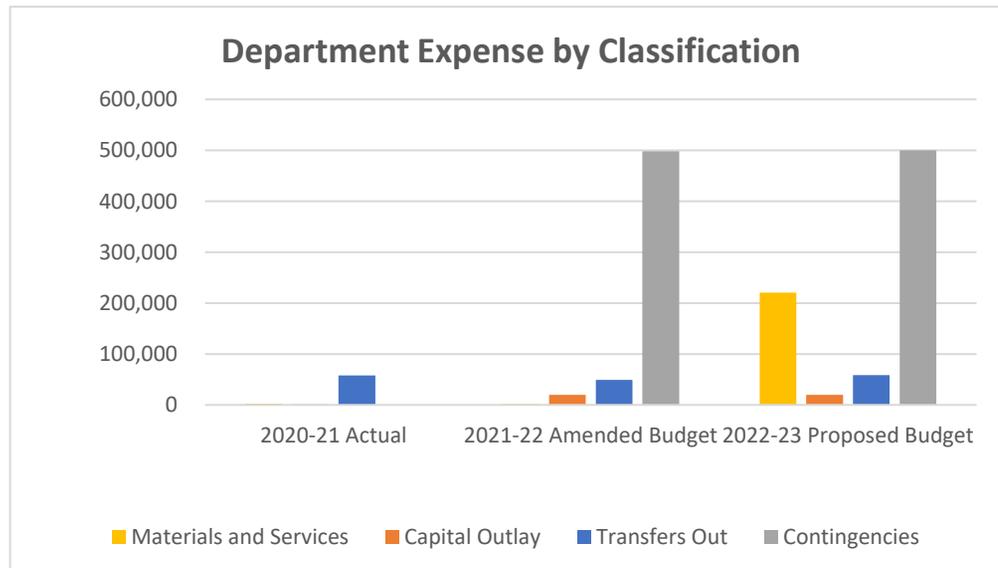


- Open spaces and natural areas contribute significantly to economic prosperity and quality of life. As cities grow, it is essential to provide open space amenities in walking distance to housing. A successful plan for open space will look at networks, connectors, natural areas, active and passive recreation spaces as well as ensuring equitable and inclusive access to well maintained and diverse outdoor spaces.

Park Development Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,475,213	1,604,028	1,940,541	336,513
Charges for Services	261,277	320,000	400,000	80,000
Intergovernmental	5,161	0	0	0
Miscellaneous	10,997	10,308	7,500	-2,808
Transfers In	0	0	0	0
<b>Revenue Total</b>	<b>1,752,648</b>	<b>1,934,336</b>	<b>2,348,041</b>	<b>413,705</b>
<b>Expenses</b>				
Materials and Services	2,052	1,700	220,800	219,100
Capital Outlay	1,200	20,000	20,000	0
Transfers Out	58,119	48,906	58,460	9,554
Contingencies	0	498,129	500,000	1,871
<b>Expenses Total</b>	<b>61,371</b>	<b>568,735</b>	<b>799,260</b>	<b>230,525</b>
Ending Fund Balance	1,691,276	1,365,601	1,548,781	183,180



- 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.

# Park Development Fund

## Historical Highlights

**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** 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.

# Park Development Fund

## Historical Highlights

- 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.



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**50 - PARK DEVELOPMENT FUND**

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<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,159,097	0	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	0	0
40,722	1,459,213	1,588,028	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	1,924,541	0	0
Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future.						
<b>1,215,820</b>	<b>1,475,213</b>	<b>1,604,028</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>1,940,541</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
132,980	5,161	0	<b>4770-27</b> OR State Park & Recreation Grant - NW Neighborhood Park	0	0	0
<b>132,980</b>	<b>5,161</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>						
620,594	261,277	320,000	<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. (FY 21/22 = \$2,617). Residential units estimated to stay steady at approx. 110 units. A slight increase for potential commercial & industrial SDC's is included to align with the new PROS Plan Update and SDC work.	400,000	0	0
<b>620,594</b>	<b>261,277</b>	<b>320,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>400,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
16,051	9,344	10,000	<b>6310</b> Interest Interest earned on SDC, grant, intergovernmental, etc balances	7,000	0	0
10,262	1,073	0	<b>6310-30</b> Interest - Bond	0	0	0
60,000	0	0	<b>6360-16</b> Grants - The Collins Foundation	0	0	0
25,000	0	0	<b>6360-18</b> Grants - Ford Family Foundation	0	0	0
308	0	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.)	500	0	0

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133,880	0	0	6450-21 Donations - Park Development - NW Neighborhood Park	0	0	0
0	580	0	6600 Other Income	0	0	0
<b>245,501</b>	<b>10,997</b>	<b>10,308</b>	<b>TOTAL MISCELLANEOUS</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b>2,214,894</b>	<b>1,752,648</b>	<b>1,934,336</b>	<b>TOTAL RESOURCES</b>	<b>2,348,041</b>	<b>0</b>	<b>0</b>

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<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7680 Materials &amp; Supplies - Donations</b>	0	0	0
2,396	1,552	1,700	<b>7750 Professional Services</b> Audit fee allocation	0	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	800	0	0
500	500	0	<b>7750-57 Professional Services - Financing Administration</b>	0	0	0
0	0	0	<b>7760-50 Professional Svcs - Plan/Study - Parks &amp; Rec Open Space Plan</b> The PROS Plan Update will begin in FY 21/22 and is scheduled to conclude in FY 22/23. Total project cost is estimated to be \$250,000	220,000	0	0
16,634	0	0	<b>7770-27 Professional Services - Projects - NW Neighborhood Park</b> Completed Jay Pearson Neighborhood Park	0	0	0
<b>19,530</b>	<b>2,052</b>	<b>1,700</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>220,800</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>						
189,793	1,200	0	<b>8725-05 Equipment - Donations - NW Park Playground</b>	0	0	0
0	0	0	<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
471,349	0	20,000	<b>9250-25 Park Construction - NW Neighborhood Park</b> Donor signage added, etc.	20,000	0	0
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>661,143</b>	<b>1,200</b>	<b>20,000</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
59,009	58,119	48,906	<b>9700-01 Transfers Out - General Fund</b>	58,460	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Parks & Rec Admin, Admin, & Finance personnel services support.	1	58,460	58,460
<b>59,009</b>	<b>58,119</b>	<b>48,906</b>	<b>TOTAL TRANSFERS OUT</b>	<b>58,460</b>	<b>0</b>	<b>0</b>

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<b><u>CONTINGENCIES</u></b>						
0	0	498,129	9800 Contingencies	500,000	0	0
<b>0</b>	<b>0</b>	<b>498,129</b>	<b><u>TOTAL CONTINGENCIES</u></b>	<b>500,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>						
1,374,327	0	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	0	0
84,886	1,675,276	1,349,601	9999 Unappropriated Ending Fd Balance	1,532,781	0	0
All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent. Funding for the PROS Plan Update comes from this line item.						
<b>1,475,213</b>	<b>1,691,276</b>	<b>1,365,601</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>1,548,781</b>	<b>0</b>	<b>0</b>
<b>2,214,895</b>	<b>1,752,647</b>	<b>1,934,336</b>	<b><u>TOTAL REQUIREMENTS</u></b>	<b>2,348,041</b>	<b>0</b>	<b>0</b>

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**50 - PARK DEVELOPMENT FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,214,894	1,752,648	1,934,336	<b>TOTAL RESOURCES</b>	2,348,041	0	0
2,214,895	1,752,648	1,934,336	<b>TOTAL REQUIREMENTS</b>	2,348,041	0	0



# **DEBT SERVICE FUND**



### Budget Highlights

#### Debt Service – Current Property Taxes

- In FY2022-23, the City will levy \$2,934,540 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 \$0.9035 per \$1,000 of assessed property value. This tax rate is down 2.8% from last year's estimated rate of \$0.9301 per \$1,000.
- When calculating the tax levy for debt service, the City takes into account that approximately 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.
- **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.

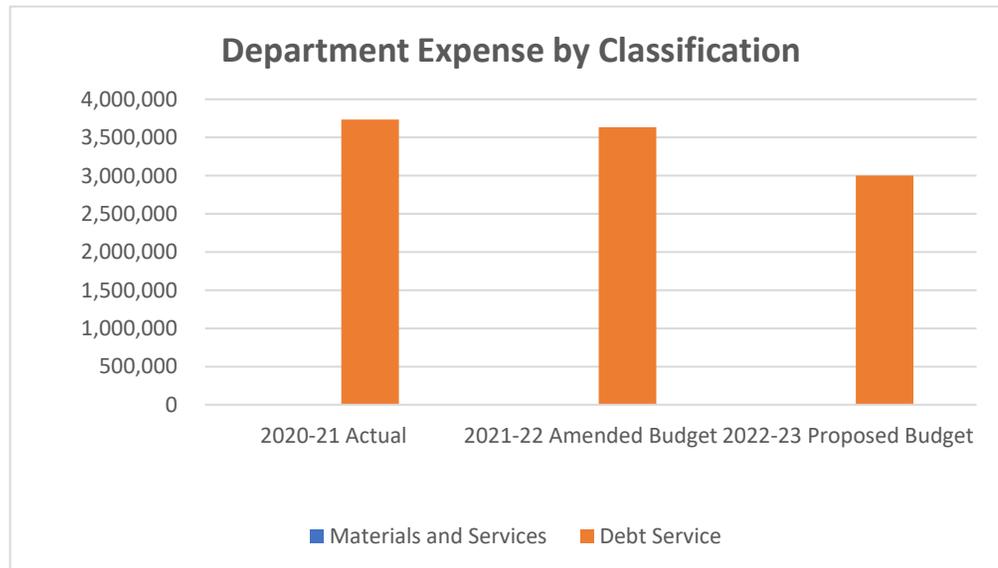
#### Mac-Town 2032 Strategic Plan

- 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 responsively 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.

Debt Service Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,356,234	1,302,284	510,198	-792,086
Intergovernmental	4,220	0	0	0
Miscellaneous	16,870	14,000	16,000	2,000
Property Taxes	3,653,723	2,767,000	2,859,800	92,800
Transfers In	0	0	0	0
<b>Revenue Total</b>	<b>5,031,047</b>	<b>4,083,284</b>	<b>3,385,998</b>	<b>-697,286</b>
<b>Expenses</b>				
Materials and Services	0	0	0	0
Debt Service	3,734,950	3,634,900	3,002,150	-632,750
<b>Expenses Total</b>	<b>3,734,950</b>	<b>3,634,900</b>	<b>3,002,150</b>	<b>-632,750</b>
Ending Fund Balance	1,296,097	448,384	383,848	-64,536



- |   |  |   |
|---|--|---|
| <p><b>1969</b> Voters approve \$710,000 six-year sewage disposal general obligation bond issue.</p> <p><b>1975</b> City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.</p> <p><b>1978</b> March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.</p> <p><b>1978</b> November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.</p> <p><b>1980</b> February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.</p> <p><b>1982</b> May 1982, voters approve a seven-year property tax serial levy to construct airport office building.</p> <p><b>1982</b> August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.</p> | <p><b>1984</b> Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.</p> <p><b>1986</b> September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue.</p> <p><b>1989</b> Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.</p> <p><b>1995</b> Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.</p> <p><b>1996</b> Bonds issued for advance refunding of 1989 bonds.</p> <p><b>1996</b> Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.</p> <p><b>1997</b> Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.</p> | <p><b>2002</b> November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.</p> <p><b>2006</b> Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006.</p> <p><b>2011</b> 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.</p> <p><b>2012</b> Projects in Public Safety Facilities Construction Fund completed.</p> <p><b>2014</b> November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements</p> <p><b>2015</b> Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds</p> <p><b>2015</b> First series of GO bonds approved in 2014 are issued</p> <p><b>2016</b> Second series of GO bonds approved in 2014 are issued</p> |
|---|--|---|

**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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b>BEGINNING FUND BALANCE</b>						
135,500	121,500	0	<b>4060-27</b> Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	0
580,000	600,000	0	<b>4060-32</b> Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	0
30,000	21,300	0	<b>4060-33</b> Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	0
273,425	255,125	0	<b>4060-35</b> Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	0
118,150	111,550	0	<b>4060-36</b> Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
337,565	246,759	1,302,284	<b>4090</b> Beginning Fund Balance Estimated July 1 undesignated carryover from prior year	510,198	0	0
<b>1,474,640</b>	<b>1,356,234</b>	<b>1,302,284</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>510,198</b>	<b>0</b>	<b>0</b>
<b>PROPERTY TAXES</b>						
3,508,374	3,586,294	2,702,000	<b>4100-05</b> Property Taxes - Current \$2,942,100 2022-2023 debt service property tax levy (\$140,100) Less uncollected taxes - 5% \$2,802,000 2022-2023 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	2,794,800	0	0
89,895	67,428	65,000	<b>4100-10</b> Property Taxes - Prior Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.	65,000	0	0
<b>3,598,268</b>	<b>3,653,723</b>	<b>2,767,000</b>	<b>TOTAL PROPERTY TAXES</b>	<b>2,859,800</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>						
0	4,220	0	<b>5010-01</b> Yamhill County - Other County Distributions	0	0	0
<b>0</b>	<b>4,220</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>						
23,776	7,573	10,000	<b>6310</b> Interest	8,000	0	0
0	9,297	4,000	<b>6310-01</b> Interest - Property taxes	8,000	0	0
<b>23,776</b>	<b>16,870</b>	<b>14,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>16,000</b>	<b>0</b>	<b>0</b>
<b>5,096,684</b>	<b>5,031,047</b>	<b>4,083,284</b>	<b>TOTAL RESOURCES</b>	<b>3,385,998</b>	<b>0</b>	<b>0</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>MATERIALS AND SERVICES</b>						
0	0	0	<b>7750-25 Professional Services - County charges</b>	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>						
700,000	725,000	650,000	<b>9462-05 2015 Public Safety Bldg Refunding Bond - Principal - Feb 1</b> 2015 Public Safety Building Bond Refunding principal payment due February 1, 2023.	680,000	0	0
135,500	121,500	110,625	<b>9462-10 2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b> 2015 Public Safety Building Bond Refunding interest payment due February 1, 2023.	94,375	0	0
135,500	121,500	110,625	<b>9462-15 2015 Public Safety Bldg Refunding Bond - Interest - Aug 1</b> 2015 Public Safety Building Bond Refunding principal payment due August 1, 2022.	94,375	0	0
915,000	950,000	980,000	<b>9475-05 2015 Transportation Bond - Principal - Feb 1</b> 2015 Transportation Bond principal payment due February 1, 2023	1,025,000	0	0
273,425	255,125	240,875	<b>9475-10 2015 Transportation Bond - Interest - Feb 1</b> 2015 Transportation Bond interest payment due February 1, 2023	216,375	0	0
273,425	255,125	240,875	<b>9475-15 2015 Transportation Bond - Interest - Aug 1</b> 2015 Transportation Bond interest payment due August 1, 2022	216,375	0	0
440,000	450,000	465,000	<b>9476-05 2018 Transportation Bond - Principal - Feb 1</b> 2018 Transportation Bond principal payment due February 1, 2023	480,000	0	0
118,150	111,550	104,800	<b>9476-10 2018 Transportation Bond - Interest - Feb 1</b> 2018 Transportation Bond interest payment due February 1, 2023	97,825	0	0
118,150	111,550	104,800	<b>9476-15 2018 Transportation Bond - Interest - Aug 1</b> 2018 Transportation Bond interest payment due August 1, 2022	97,825	0	0
580,000	600,000	615,000	<b>9485-05 2011 Park Bond Refunding - Principal - Aug 1</b> 2011 Park Refunding Bond principal payment due August 1, 2022	0	0	0
21,300	12,300	0	<b>9485-10 2011 Park Bond Refunding - Interest - Feb 1</b> 2011 Park Refunding Bond interest payment due February 1, 2023	0	0	0
30,000	21,300	12,300	<b>9485-15 2011 Park Bond Refunding - Interest - Aug 1</b> 2011 Park Refunding Bond interest payment due August 1, 2022	0	0	0
<b>3,740,450</b>	<b>3,734,950</b>	<b>3,634,900</b>	<b>TOTAL DEBT SERVICE</b>	<b>3,002,150</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>						
121,500	0	0	<b>9960-27 Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b> 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

Budget Document Report

**60 - DEBT SERVICE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
600,000	0	0	<b>9960-32 Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b> 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
21,300	0	0	<b>9960-33 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
255,125	0	0	<b>9960-35 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
111,550	0	0	<b>9960-36 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
246,759	1,296,097	448,384	<b>9999 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.	383,848	0	0
<b>1,356,234</b>	<b>1,296,097</b>	<b>448,384</b>	<b>TOTAL ENDING FUND BALANCE</b>	<b>383,848</b>	<b>0</b>	<b>0</b>
<b>5,096,684</b>	<b>5,031,047</b>	<b>4,083,284</b>	<b>TOTAL REQUIREMENTS</b>	<b>3,385,998</b>	<b>0</b>	<b>0</b>

Budget Document Report

**60 - DEBT SERVICE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
5,096,684	5,031,047	4,083,284	<b>TOTAL RESOURCES</b>	3,385,998	0	0
5,096,684	5,031,047	4,083,284	<b>TOTAL REQUIREMENTS</b>	3,385,998	0	0

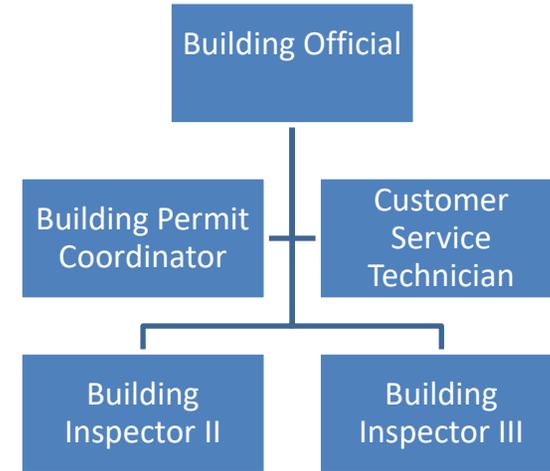


**BUILDING FUND**



## 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 development customer service 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.
- In 2020-21 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 2022-23 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

### 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.

### 2021 Accomplishments



**Residential Construction:** The 2021 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. No new multi-family units were developed in 2021.

**Commercial Construction:** However, some significant commercial projects were constructed such as the reconstruction of the Organic Valley plant after a fire, several new industrial buildings, a new Urgent Care facility, and the completion of the First Federal Bank building.

**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.

This new process created efficiencies for both building staff and developers and the electronic permitting program will continue to be prioritized as the COVID pandemic resides.



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 2022-23.

### *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.

# Building Fund

**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.



**Excavating Home Foundations in the West Hills**



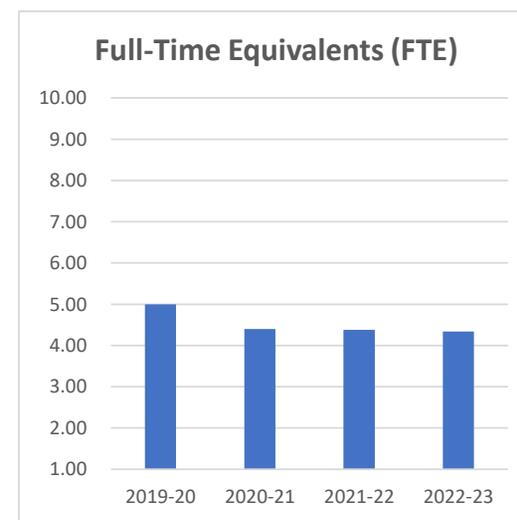
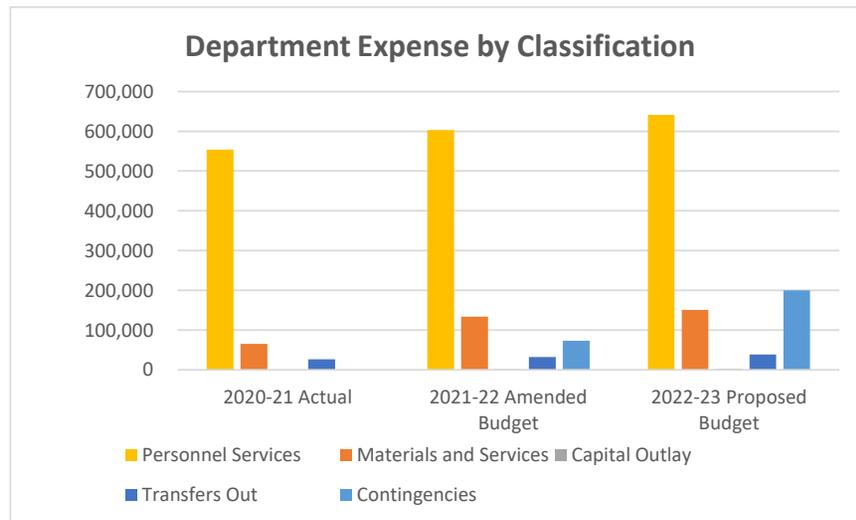
**New Linfield University Science Building Under Construction**



Building Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,504,769	1,420,814	1,608,787	187,973
Intergovernmental	9,976	0	0	0
Licenses and Permits	763,316	582,000	627,000	45,000
Miscellaneous	12,829	15,000	12,500	-2,500
Transfers In	14,969	3,008	3,236	228
<b>Revenue Total</b>	<b>2,305,858</b>	<b>2,020,822</b>	<b>2,251,523</b>	<b>230,701</b>
<b>Expenses</b>				
Personnel Services	553,953	603,203	641,555	38,352
Materials and Services	65,406	134,039	150,689	16,650
Capital Outlay	0	906	1,930	1,024
Transfers Out	26,795	32,418	38,452	6,034
Contingencies	0	73,405	200,000	126,595
<b>Expenses Total</b>	<b>646,154</b>	<b>843,971</b>	<b>1,032,626</b>	<b>188,655</b>
Ending Fund Balance	1,659,704	1,176,851	1,218,897	42,046
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	5.00	4.40	4.38	4.34



- |   |  |   |
|---|--|---|
| <p><b>1969</b> State of Oregon adopts 1968 edition of National Electrical Code.</p>   | <p><b>1997</b> Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.</p>   | <p><b>2007</b> Division moved to new Community Development Center.</p>  |
| <p><b>1970s</b> Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.</p> | <p><b>1997</b> Building Division management moved into newly created Community Development Department with ultimate goal of a “one-stop” development center.</p>   | <p><b>2009</b> Downturn in construction industry, eliminated one inspector position upon staff retirement.</p>  |
| <p><b>1988</b> City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.</p>                              | <p><b>2000</b> Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.</p>   | <p><b>2010</b> Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.</p>   |
| <p><b>1991</b> Building Division Advisory Board created from various stakeholders in the building community.</p>                              | <p><b>2002</b> City Council increases building permit fees increasing revenues to self-supporting level in Building Division.</p>  | <p><b>2012</b> General Fund transfer of \$50,000 to support Building Division activities.</p>   |
| <p><b>1994</b> Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.</p>        | <p><b>2005</b> 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%.</p> | <p><b>2012</b> 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.</p> |
| <p><b>1995</b> Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.</p>                   | <p><b>2006</b> An additional inspector position filled.</p>  | <p><b>2012</b> Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.</p>  |

- 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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,272,547	1,504,769	1,420,814	<b>4090</b> Beginning Fund Balance Estimated July 1 carryover from prior year	1,608,787	0	0
<b>1,272,547</b>	<b>1,504,769</b>	<b>1,420,814</b>	<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,608,787</b>	<b>0</b>	<b>0</b>
<b><u>LICENSES AND PERMITS</u></b>						
578,603	505,945	410,000	<b>4400-05</b> Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees.	410,000	0	0
163,653	157,158	90,000	<b>4400-10</b> Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	135,000	0	0
122,773	98,977	80,000	<b>4400-15</b> Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	80,000	0	0
1,505	1,075	1,500	<b>4400-20</b> Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	0	0
271	161	500	<b>4400-25</b> Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees.	500	0	0
0	0	0	<b>4400-30</b> Building Fees - Local Option Permit Fees	0	0	0
<b>866,805</b>	<b>763,316</b>	<b>582,000</b>	<b>TOTAL LICENSES AND PERMITS</b>	<b>627,000</b>	<b>0</b>	<b>0</b>
<b><u>INTERGOVERNMENTAL</u></b>						
0	0	0	<b>4545</b> Federal FEMA Grant	0	0	0
1,765	9,976	0	<b>4548</b> Coronavirus Relief Fund (CRF)	0	0	0
<b>1,765</b>	<b>9,976</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
24,986	9,853	15,000	<b>6310</b> Interest	10,000	0	0
6,487	2,977	0	<b>6600-97</b> Other Income - Building Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	2,500	0	0
<b>31,473</b>	<b>12,829</b>	<b>15,000</b>	<b>TOTAL MISCELLANEOUS</b>	<b>12,500</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>						
10,928	14,969	3,008	<b>6900-85</b> Transfers In - Insurance Services	3,236	0	0

Budget Document Report

**70 - BUILDING FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Insurance Services Fund support of HR Manager position	1	3,236	3,236
<b>10,928</b>	<b>14,969</b>	<b>3,008</b>	<b>TOTAL TRANSFERS IN</b>	<b>3,236</b>	<b>0</b>	<b>0</b>
<b>2,183,517</b>	<b>2,305,858</b>	<b>2,020,822</b>	<b>TOTAL RESOURCES</b>	<b>2,251,523</b>	<b>0</b>	<b>0</b>

Budget Document Report

70 - BUILDING FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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**REQUIREMENTS**

**PERSONNEL SERVICES**

782	-2,254	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0	0
247,153	253,967	250,595	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Planning Director - 0.25 FTE Combination Inspector - Senior - 1.00 FTE Combination Inspector - 1.00 FTE Development Review Specialist - 1.00 FTE Management Support Technician - Combined Depts - 0.34 FTE	288,912	0	0
3,830	0	16,586	<b>7000-10</b>	<b>Salaries &amp; Wages - Regular Part Time</b>	0	0	0
94,721	90,721	101,535	<b>7000-15</b>	<b>Salaries &amp; Wages - Temporary</b> Extra Help - Building Official - 0.75 FTE	106,080	0	0
882	770	7,500	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	5,000	0	0
60	0	0	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
4,487	-3,154	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0	0
20,976	20,849	22,819	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	24,200	0	0
4,906	4,876	5,434	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,800	0	0
103,837	108,272	121,135	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	128,944	0	0
62,509	61,802	60,792	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	66,588	0	0
10,750	7,750	8,250	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	8,770	0	0
423	378	404	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	215	0	0
1,436	1,463	1,452	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	637	0	0
4,912	4,931	5,599	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	4,310	0	0
96	87	101	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	100	0	0
863	3,495	1,001	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,999	0	0
<b>562,624</b>	<b>553,953</b>	<b>603,203</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>641,555</b>	<b>0</b>	<b>0</b>

**MATERIALS AND SERVICES**

8,484	14,175	12,000	<b>7500</b>	<b>Credit Card Fees</b>	17,000	0	0
0	344	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	0	0
474	521	800	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	800	0	0

Budget Document Report

70 - BUILDING FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,474	1,980	9,500	<b>7550 Travel &amp; Education</b> Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.	9,500	0	0
1,015	1,023	1,500	<b>7590 Fuel - Vehicle &amp; Equipment</b>	1,500	0	0
2,383	2,441	2,700	<b>7600 Utilities</b> Division's share of Community Development Center's electricity expense, ~25%.	3,000	0	0
0	0	0	<b>7600-04 Utilities - Water</b>	0	0	0
5,400	6,000	5,400	<b>7610-05 Insurance - Liability</b>	5,900	0	0
1,700	2,000	2,000	<b>7610-10 Insurance - Property</b>	2,130	0	0
9,542	8,429	9,000	<b>7620 Telecommunications</b>	9,000	0	0
2,743	3,169	3,500	<b>7650 Janitorial</b> Division's share of Community Development Center janitorial service and supplies cost, ~25%.	3,500	0	0
5,344	4,358	9,000	<b>7660 Materials &amp; Supplies</b> Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.	9,000	0	0
22	18	1,000	<b>7720 Repairs &amp; Maintenance</b> Repairs and maintenance of vehicles and office equipment.	1,000	0	0
1,788	3,869	3,750	<b>7720-08 Repairs &amp; Maintenance - Building Repairs</b> Division's share of Community Development Center's repairs and improvements, ~25%.	8,800	0	0
1,166	1,479	2,800	<b>7720-10 Repairs &amp; Maintenance - Building Maintenance</b> 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%.	6,400	0	0
593	930	1,350	<b>7750 Professional Services</b>	0	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,060	0	0
19,122	270	35,000	<b>7750-33 Professional Services - Contract Inspections</b> Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.	35,000	0	0
0	2,441	8,000	<b>7750-36 Professional Services - Contract Plan Review</b> Contract plan reviews and engineering services on commercial projects.	20,000	0	0
1,480	1,488	3,000	<b>7790-20 Maintenance &amp; Rental Contracts - Community Development Center</b> Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.	3,200	0	0
0	0	1,000	<b>7800 M &amp; S Equipment</b> Vehicle retrofits or maintenance	0	0	0
7,344	8,389	8,209	<b>7840 M &amp; S Computer Charges</b> I.S. Fund materials & supplies costs shared city-wide	9,189	0	0

Budget Document Report

**70 - BUILDING FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
4,317	2,083	14,030	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		4,210	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			ESRI software 17% - shared with Park Maint, Plan, Eng, Street, WWS		1	2,250	2,250	
			Office 365 Licensing		4	240	960	
			Accela Peripherals		1	1,000	1,000	
<b>74,390</b>	<b>65,406</b>	<b>134,039</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>150,689</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
832	0	906	<b>8750</b>	<b>Capital Outlay Computer Charges</b>		1,930	0	0
			I.S. Fund capital outlay costs shared city-wide					
0	0	0	<b>8750-80</b>	<b>Capital Outlay Computer Charges - Building</b>		0	0	0
0	0	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
			Vehicle for new inspector position					
<b>832</b>	<b>0</b>	<b>906</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>1,930</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
31,404	17,331	21,458	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		26,758	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Engineer, Plan, Admin, & Finance personnel services support.		1	26,758	26,758	
9,498	9,464	10,960	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		11,694	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Information Systems personnel services support.		1	11,694	11,694	
<b>40,902</b>	<b>26,795</b>	<b>32,418</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>38,452</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	73,405	<b>9800</b>	<b>Contingencies</b>		200,000	0	0
<b>0</b>	<b>0</b>	<b>73,405</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>200,000</b>	<b>0</b>	<b>0</b>
<b><u>ENDING FUND BALANCE</u></b>								
1,504,769	1,659,704	1,176,731	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		1,218,897	0	0
			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					
<b>1,504,769</b>	<b>1,659,704</b>	<b>1,176,731</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>1,218,897</b>	<b>0</b>	<b>0</b>
<b>2,183,517</b>	<b>2,305,858</b>	<b>2,020,702</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>2,251,523</b>	<b>0</b>	<b>0</b>

Budget Document Report

**70 - BUILDING FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,183,517	2,305,858	2,020,822	<b>TOTAL RESOURCES</b>	2,251,523	0	0
2,183,517	2,305,858	2,020,702	<b>TOTAL REQUIREMENTS</b>	2,251,523	0	0



## **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

- Based on the latest review of our Wastewater financial plan by Galardi Rothstein Group, we will not need to increase sewer rates for the 2022-2023 fiscal year. This is possible with the update that we have completed of our solids handling project, which is presently at the 30% design phase. The project will be able to save over \$10 million in solids handling costs that is projected over the next 10 years.
- The 2022-23 proposed budget continues the City's commitment to meet or 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 27th 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 2022-23 proposed budget includes a \$6,154,866 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.



To provide actual redundant power, two generators were installed. One at the Water Reclamation Facility, and the other at the Raw Sewage Pump Station (RSPS).

- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.

### Environmental Services

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.
- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.



The laboratory staff, **Ashleigh Barth-Aasen**, Lab Tech (left) and **Rebecca Haney**, Senior Lab Tech, performs more than 6,000 analyses annually, testing for ammonia, phosphorous, E. Coli and many other parameters to ensure compliance with the City's 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 Operations 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 new pump station was added at the corner of NW Charles St and NW Alfred Dr to service the new development in the area.

### **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.
- 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, Operations and Wastewater Services Pretreatment.



City Public Works staff from Operations and Conveyance Systems responds to and clean up an oil spill on SW 2nd St.

- 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.

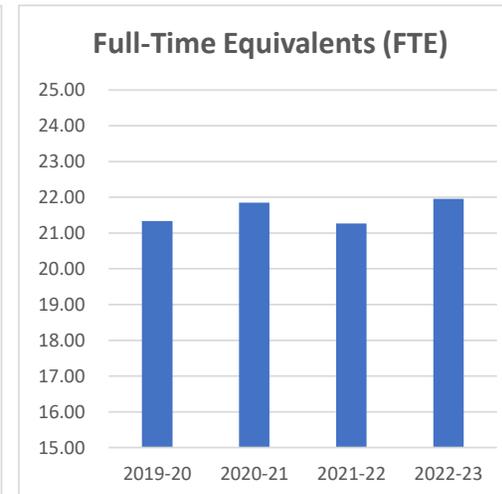
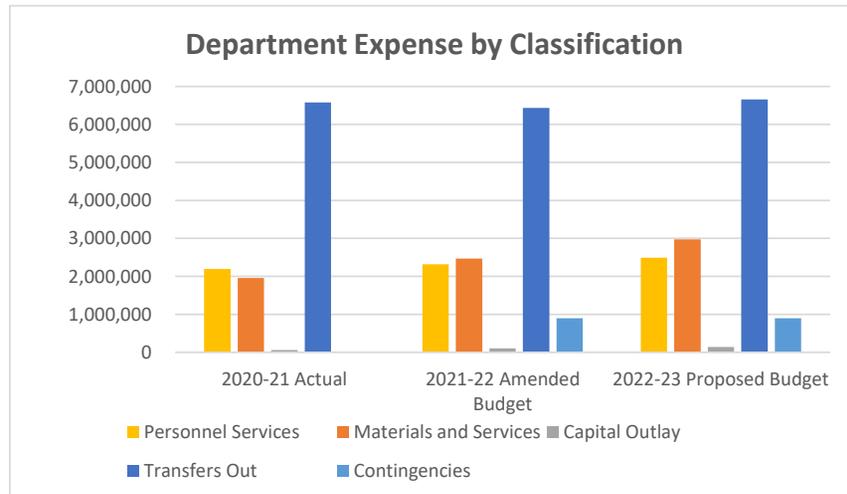
### **Storm Water Management**

- 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. The plan will be completed in September of 2022.

Wastewater Services Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	3,699,258	3,667,094	3,738,745	71,651
Charges for Services	10,952,179	10,866,328	10,867,328	1,000
Intergovernmental	1,074	0	0	0
Licenses and Permits	0	0	0	0
Miscellaneous	20,935	21,000	16,000	-5,000
Transfers In	57,237	15,039	16,182	1,143
<b>Revenue Total</b>	<b>14,730,683</b>	<b>14,569,461</b>	<b>14,638,255</b>	<b>68,794</b>
<b>Expenses</b>				
Personnel Services	2,192,813	2,315,341	2,492,285	176,944
Materials and Services	1,959,415	2,468,043	2,975,119	507,076
Capital Outlay	60,643	107,826	141,484	33,658
Transfers Out	6,582,860	6,436,967	6,661,108	224,141
Contingencies	0	900,000	900,000	0
<b>Expenses Total</b>	<b>10,795,731</b>	<b>12,228,177</b>	<b>13,169,996</b>	<b>941,819</b>
Ending Fund Balance	3,934,952	2,341,284	1,468,259	-873,025
	<b>Adopted 2019-20</b>	<b>Adopted 2020-21</b>	<b>Adopted 2021-22</b>	<b>Proposed 2022-23</b>
<b>Full-Time Equivalents (FTE)</b>	21.34	21.85	21.27	21.96

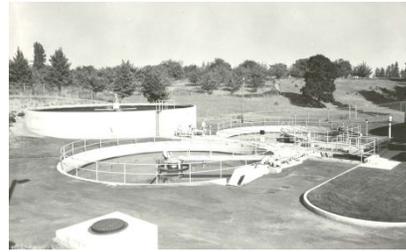


**1900** First organized effort for a municipal sewage collection system was made early in the 1900's.

**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).

# Wastewater Services Fund

## Historical Highlights



**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.

# Wastewater Services Fund

## Historical Highlights

**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.

# Wastewater Services Fund

## Historical Highlights



**2015** 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.



**2016** 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.

**2021** Completed the installation of a 1000 KW generator at the Water Reclamation Facility and the Raw Sewage Pump Station. This will provide true redundant power to these locations.

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,000,000	1,000,000	0	<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
1,922,803	2,699,258	3,667,094	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	3,738,745	0	0
<b>2,922,803</b>	<b>3,699,258</b>	<b>3,667,094</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>3,738,745</b>	<b>0</b>	<b>0</b>
<b>2,922,803</b>	<b>3,699,258</b>	<b>3,667,094</b>	<b><i>TOTAL RESOURCES</i></b>	<b>3,738,745</b>	<b>0</b>	<b>0</b>



# **ADMINISTRATION**



## 75 - WASTEWATER SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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### REQUIREMENTS

<u>PERSONNEL SERVICES</u>						
154	100	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0
144,939	151,703	163,514	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Wastewater Services Manager - 1.00 FTE Management Support Specialist - 1.00 FTE Mechanic - Operations & Maintenance - 0.10 FTE	178,858	0
77	135	200	<b>7000-20</b>	<b>Salaries &amp; Wages - Overtime</b>	199	0
82	49	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0
8,725	9,171	10,141	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	10,833	0
2,040	2,145	2,287	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	2,597	0
52,619	55,388	58,028	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	64,173	0
30,854	31,412	32,610	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	33,768	0
4,200	4,200	4,200	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	4,200	0
227	227	226	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	126	0
778	817	842	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	377	0
4,164	4,391	4,663	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	3,145	0
44	42	48	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	48	0
12,132	6,783	1,001	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	3,999	0
<b>261,033</b>	<b>266,562</b>	<b>277,760</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>302,323</b>	<b>0</b>

<u>MATERIALS AND SERVICES</u>						
1,045	275	1,200	<b>7530</b>	<b>Training</b> Safety meetings, training films, posters, and handouts, etc.	1,500	0
2,145	1,792	2,800	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	2,100	0
8,922	5,952	15,000	<b>7550</b>	<b>Travel &amp; Education</b> Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	15,000	0

<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
Certification/LME licenses renewal and exam	1	2,200	2,200

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
67,200	69,700	72,500	<b>7610-05</b>	<b>Insurance - Liability</b>		80,890	0	0
73,300	82,700	86,600	<b>7610-10</b>	<b>Insurance - Property</b>		96,720	0	0
22,154	23,983	28,000	<b>7620</b>	<b>Telecommunications</b>		28,000	0	0
				Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
12,700	12,612	13,500	<b>7650</b>	<b>Janitorial</b>		14,000	0	0
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial service contract	1	13,000	13,000	
				Janitorial supplies	1	1,000	1,000	
22,103	23,469	36,849	<b>7660</b>	<b>Materials &amp; Supplies</b>		29,000	0	0
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
8,179	8,832	8,000	<b>7740-05</b>	<b>Rental Property Repair &amp; Maint - Building</b>		8,670	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Misc maintenance, repair, etc	1	8,000	8,000	
				Liability insurance premium	1	140	140	
				Property insurance premium	1	530	530	
19,167	18,092	240,300	<b>7750</b>	<b>Professional Services</b>		42,250	0	0
				Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Water & Light annual sewer billing fee	1	600	600	
				Environmental legal assistance	1	9,700	9,700	
				Miscellaneous wastewater facilities consulting fee	1	25,000	25,000	
				Northwest Biosolids Association dues	1	650	650	
				Rental agreement	1	1,500	1,500	
				ACWA membership/program fees	1	4,800	4,800	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		5,650	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
0	0	0	<b>7750-43</b>	<b>Professional Services - Stormwater</b>		50,000	0	0
				Consultant Services for Mercury TMDL/Stormwater				

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
27,431	26,049	50,000	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		50,000	0	0
				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	
17,248	20,357	25,614	<b>7840</b>	<b>M &amp; S Computer Charges</b>		30,874	0	0
				I.S. Fund materials & supplies costs shared city-wide				
27,262	34,381	36,350	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		41,450	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI 17% shared with Bldg,Plan.Eng.Street,Park Maint	1	2,250	2,250	
				Hansen 25% - shared with Street, Park Maint, Eng	1	3,700	3,700	
				Office 365 Licensing	20	240	4,800	
				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	2,800	2,800	
				Win 911 software	1	800	800	
				Swift Comply FOG software	1	3,250	3,250	
				Cradlepoint maintenance	1	250	250	
				Desktop replacements	2	1,200	2,400	
				Laptop replacements	2	1,600	3,200	
				Printer replacement	1	1,200	1,200	
				CUES software renewal	1	3,000	3,000	
6,923	0	0	<b>8229</b>	<b>Customers Helping Customers matching funds</b>		0	0	0
44,631	52,490	55,000	<b>8260</b>	<b>Permit &amp; Basin Council Fees</b>		56,600	0	0
				State and federal agency fees and permits.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				DEQ National Pollutant Discharge Elim (NPDES)	1	34,500	34,500	
				Federal USGS monitoring site fee - Yamhill	1	17,000	17,000	
				DEQ certification program fee	1	2,000	2,000	
				DEQ stormwater program fee	1	2,000	2,000	
				Oregon Hazardous substance fee	1	400	400	
				Electrical inspection	1	700	700	
<b>360,410</b>	<b>380,684</b>	<b>671,713</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>552,704</b>	<b>0</b>	<b>0</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : N/A Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>							
2,020	0	2,826	<b>8750</b>	<b>Capital Outlay Computer Charges</b> I.S. Fund capital outlay costs shared city-wide	6,484	0	0
0	0	5,000	<b>8750-85</b>	<b>Capital Outlay Computer Charges - Wastewater Services</b>	0	0	0
0	0	0	<b>8800</b>	<b>Building Improvements</b>	0	0	0
11,999	0	0	<b>8850</b>	<b>Vehicles</b>	35,000	0	0
<b>14,019</b>	<b>0</b>	<b>7,826</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>41,484</b>	<b>0</b>	<b>0</b>
<b>635,462</b>	<b>647,246</b>	<b>957,299</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>896,511</b>	<b>0</b>	<b>0</b>



**PLANT**



## 75 - WASTEWATER SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
1,084	279	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
474,224	537,063	571,937	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Supervisor - Operations - 1.00 FTE Operator - Lead - 1.00 FTE Operator - Senior - 3.00 FTE Operator - 1.00 FTE Plant Mechanic - Senior - 1.00 FTE Plant Mechanic - 2.00 FTE	615,883	0	0
15,272	25,774	0	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b>	0	0	0
17,405	5,562	11,816	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.39 FTE	12,428	0	0
14,482	10,844	14,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	13,000	0	0
1,759	-897	0	<b>7300 Fringe Benefits</b>	0	0	0
31,048	34,533	36,848	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	38,797	0	0
7,261	8,076	8,424	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	9,299	0	0
131,638	165,923	176,231	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	189,060	0	0
124,495	141,647	144,274	<b>7300-20 Fringe Benefits - Medical Insurance</b>	150,493	0	0
19,333	21,667	19,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	20,000	0	0
864	1,060	934	<b>7300-25 Fringe Benefits - Life Insurance</b>	540	0	0
2,582	3,231	3,034	<b>7300-30 Fringe Benefits - Long Term Disability</b>	1,402	0	0
19,763	22,412	23,472	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	15,647	0	0
176	195	239	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	239	0	0
<b>861,386</b>	<b>977,367</b>	<b>1,010,209</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>	<b>1,066,788</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
0	0	0	<b>7550 Travel &amp; Education</b>	0	0	0
3,188	3,195	4,500	<b>7590 Fuel - Vehicle &amp; Equipment</b> Gas and diesel - vehicles, rolling stock and generators.	10,000	0	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
360,391	388,591	410,000	<b>7600</b>	<b>Utilities</b>	Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations	420,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Electricity	1	390,000	390,000	
				Natural gas	1	30,000	30,000	
0	0	0	<b>7600-04</b>	<b>Utilities - Water</b>		0	0	0
0	0	0	<b>7660</b>	<b>Materials &amp; Supplies</b>		0	0	0
131,842	93,387	120,000	<b>7690</b>	<b>Chemicals</b>	Various chemicals used at the Water Reclamation Facility.	135,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Aluminum compounds	1	75,000	75,000	
				Polymers	1	25,000	25,000	
				Sodium Hypochlorite	1	10,000	10,000	
				Alkalinity products	1	20,000	20,000	
				Miscellaneous plant chemicals	1	5,000	5,000	
24,327	33,494	34,000	<b>7720-04</b>	<b>Repairs &amp; Maintenance - Supplies</b>	Supplies related to the Water Reclamation Facility and pump stations.	35,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Pumps parts and accessories	1	1,500	1,500	
				Landscape-barkdust, irrigation, etc	1	4,000	4,000	
				Lubricants	1	5,000	5,000	
				Materials for equipment rehabilitation	1	5,000	5,000	
				Operations lab supplies	1	3,000	3,000	
				Fasteners, belts, seals, filters, etc	1	11,000	11,000	
				Grit/garbage service	1	2,000	2,000	
				Tools	1	2,000	2,000	
				Electrical components	1	1,500	1,500	
157,976	150,892	200,000	<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	0	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 72 - PLANT Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 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
2,748	3,244	5,000	<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
293	248	280	<b>7750 Professional Services</b>			
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b>			
			Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses			
178,125	177,361	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
1,199	3,325	5,000	<b>7800 M &amp; S Equipment</b>			
			Equipment necessary for plant and pump station operations and maintenance.			
<b>860,088</b>	<b>853,737</b>	<b>958,780</b>	<b>TOTAL MATERIALS AND SERVICES</b>			
			<b>CAPITAL OUTLAY</b>			
0	15,000	0	<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>15,000</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			
<b>1,721,474</b>	<b>1,846,103</b>	<b>1,968,989</b>	<b>TOTAL REQUIREMENTS</b>			



**ENVIRONMENTAL SERVICES**



## 75 - WASTEWATER SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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### REQUIREMENTS

#### PERSONNEL SERVICES

-20	-320	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
258,728	255,247	269,121	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Supervisor - Environmental Services - 1.00 FTE Regulatory Compliance Specialist - Senior - 1.00 FTE Regulatory Compliance Specialist - 1.00 FTE Laboratory Technician - Senior - 1.00 FTE	287,032	0	0
0	0	1,000	<b>7000-10 Salaries &amp; Wages - Regular Part Time</b> Laboratory Technician - 0.69 FTE	42,043	0	0
6,213	4,792	11,816	<b>7000-15 Salaries &amp; Wages - Temporary</b> Extra Help - Wastewater Services - 0.38 FTE	12,428	0	0
0	163	699	<b>7000-20 Salaries &amp; Wages - Overtime</b>	501	0	0
1,200	100	0	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
232	405	0	<b>7300 Fringe Benefits</b>	0	0	0
16,183	15,657	17,215	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	20,692	0	0
3,785	3,662	4,030	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	4,959	0	0
66,396	68,443	85,291	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	103,015	0	0
38,375	53,673	57,898	<b>7300-20 Fringe Benefits - Medical Insurance</b>	81,732	0	0
6,000	10,000	8,000	<b>7300-22 Fringe Benefits - VEBA Plan</b>	11,000	0	0
405	423	432	<b>7300-25 Fringe Benefits - Life Insurance</b>	300	0	0
1,242	1,389	1,446	<b>7300-30 Fringe Benefits - Long Term Disability</b>	755	0	0
9,349	10,347	11,229	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	8,346	0	0
83	85	101	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	117	0	0
<b>408,171</b>	<b>424,067</b>	<b>468,278</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>572,920</b>	<b>0</b>	<b>0</b>

#### MATERIALS AND SERVICES

22,539	21,680	26,000	<b>7660 Materials &amp; Supplies</b> Materials and supplies to support permit, pretreatment, and laboratory work and activities.	30,000	0	0												
			<table style="width: 100%; border-collapse: collapse;"> <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> </tr> </thead> <tbody> <tr> <td>Permit lab materials and supplies to support permit</td> <td style="text-align: right;">1</td> <td style="text-align: right;">26,000</td> <td style="text-align: right;">26,000</td> </tr> <tr> <td>Pretreatment training and outreach supplies</td> <td style="text-align: right;">1</td> <td style="text-align: right;">4,000</td> <td style="text-align: right;">4,000</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	26,000	26,000	Pretreatment training and outreach supplies	1	4,000	4,000			
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>															
Permit lab materials and supplies to support permit	1	26,000	26,000															
Pretreatment training and outreach supplies	1	4,000	4,000															

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 74 - ENVIRONMENTAL SERVICES Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
8,323	6,814	13,350	<b>7750</b>	<b>Professional Services</b>		11,875	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Lab instrumentation calibration/fume hood certification	1	2,700	2,700	
				DI Water system rental/sanitization	1	3,600	3,600	
				Pretreatment assistance	1	5,575	5,575	
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b>		50	0	0
				Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				
39,746	45,312	50,000	<b>7780-30</b>	<b>Contract Services - Lab</b>		60,000	0	0
				Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River.				
6,287	4,975	5,000	<b>7800</b>	<b>M &amp; S Equipment</b>		5,000	0	0
				Laboratory instrumentation or sampling monitoring equipment				
<b>76,894</b>	<b>78,781</b>	<b>94,350</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>106,925</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
0	12,943	0	<b>8710</b>	<b>Equipment</b>		0	0	0
				Laboratory equipment replacement				
<b>0</b>	<b>12,943</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>485,065</b>	<b>515,791</b>	<b>562,628</b>	<b>TOTAL REQUIREMENTS</b>			<b>679,845</b>	<b>0</b>	<b>0</b>



# **CONVEYANCE SYSTEMS**



## **Organization Set – Sections**

- **Sanitary**

## **Organization Set #**

**75-78-320**

## 75 - WASTEWATER SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONNEL SERVICES</b>						
186	-792	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
322,420	332,229	349,595	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Supervisor - Conveyance - 0.90 FTE Maintenance Technician - Senior - 4.50 FTE	346,962	0	0
1,500	1,337	2,500	<b>7000-20 Salaries &amp; Wages - Overtime</b>	2,000	0	0
1,080	1,080	1,080	<b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>	0	0	0
200	-495	0	<b>7300 Fringe Benefits</b>	0	0	0
19,896	20,496	21,763	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	21,113	0	0
4,653	4,793	4,976	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	5,061	0	0
99,531	102,386	111,244	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	111,260	0	0
36,919	36,600	38,994	<b>7300-20 Fringe Benefits - Medical Insurance</b>	41,522	0	0
5,775	5,400	5,400	<b>7300-22 Fringe Benefits - VEBA Plan</b>	5,400	0	0
583	575	588	<b>7300-25 Fringe Benefits - Life Insurance</b>	324	0	0
1,760	1,794	1,842	<b>7300-30 Fringe Benefits - Long Term Disability</b>	788	0	0
19,164	19,310	20,986	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	15,698	0	0
110	104	126	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	126	0	0
<b>513,776</b>	<b>524,818</b>	<b>559,094</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>550,254</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
15,836	16,427	23,000	<b>7590 Fuel - Vehicle &amp; Equipment</b>	35,000	0	0
1,002	1,022	1,200	<b>7600 Utilities</b> Electric costs associated with Conveyance building.	1,200	0	0
0	0	0	<b>7600-04 Utilities - Water</b>	0	0	0
22,125	9,292	18,000	<b>7720-04 Repairs &amp; Maintenance - Supplies</b> Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.	20,000	0	0
7,998	20,163	18,000	<b>7720-06 Repairs &amp; Maintenance - Equipment</b> Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs.	20,000	0	0
24,581	22,755	26,000	<b>7720-14 Repairs &amp; Maintenance - Vehicles</b> Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.	32,000	0	0

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 78 - CONVEYANCE SYSTEMS Section : 320 - SANITARY Program : N/A		2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
21,420	23,041	30,000	<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	0	0
0	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	0	0
0	0	0	<b>7750-01</b>	<b>Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	50	0	0
4,209	4,100	5,000	<b>7800</b>	<b>M &amp; S Equipment</b> Conveyance System maintenance equipment.	5,000	0	0
<b>97,171</b>	<b>96,799</b>	<b>131,200</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>		<b>153,250</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>							
0	0	0	<b>8710</b>	<b>Equipment</b>	0	0	0
34,386	0	0	<b>8850</b>	<b>Vehicles</b>	0	0	0
119,695	32,700	100,000	<b>9110-05</b>	<b>Sanitary Sewer Replacements - Mainline/Lateral</b> Preservation repair and replacement of sewer system mainlines and manholes.	100,000	0	0
<b>154,081</b>	<b>32,700</b>	<b>100,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b>100,000</b>	<b>0</b>	<b>0</b>
<b>765,028</b>	<b>654,317</b>	<b>790,294</b>	<b><u>TOTAL REQUIREMENTS</u></b>		<b>803,504</b>	<b>0</b>	<b>0</b>



**NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>								
<b>INTERGOVERNMENTAL</b>								
0	7,720	0	<b>4545</b>	<b>Federal FEMA Grant</b>		0	0	0
35,419	-6,647	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>		0	0	0
<b>35,419</b>	<b>1,074</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>								
10,052	13,172	13,200	<b>5400-40</b>	<b>Property Rentals - House</b> Riverside Drive house rental income.		13,200	0	0
13,110	13,121	13,128	<b>5400-45</b>	<b>Property Rentals - Farm</b> Farm land lease on Water Reclamation Facility property.		13,128	0	0
10,291,658	10,831,413	10,750,000	<b>5520</b>	<b>Sewer User Charges</b> Monthly sewer charges based on water consumption and discharge loading.		10,750,000	0	0
75,052	94,473	90,000	<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	91,000	0	0
<b>10,389,872</b>	<b>10,952,179</b>	<b>10,866,328</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>10,867,328</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>								
31,046	15,436	20,000	<b>6310</b>	<b>Interest</b>		15,000	0	0
3,688	5,499	1,000	<b>6600</b>	<b>Other Income</b>		1,000	0	0
0	0	0	<b>6600-05</b>	<b>Other Income - Workers' Comp Reimbursement</b>		0	0	0
<b>34,734</b>	<b>20,935</b>	<b>21,000</b>	<b>TOTAL MISCELLANEOUS</b>			<b>16,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>								
55,041	57,237	15,039	<b>6900-85</b>	<b>Transfers In - Insurance Services</b>		16,182	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Insurance Services Fund support of HR Manager position	1	16,182	16,182		
<b>55,041</b>	<b>57,237</b>	<b>15,039</b>	<b>TOTAL TRANSFERS IN</b>			<b>16,182</b>	<b>0</b>	<b>0</b>
<b>10,515,066</b>	<b>11,031,424</b>	<b>10,902,367</b>	<b>TOTAL RESOURCES</b>			<b>10,899,510</b>	<b>0</b>	<b>0</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET																											
<b>REQUIREMENTS</b>																																			
<b>MATERIALS AND SERVICES</b>																																			
0	7,386	50,000	<b>7500</b>	<b>Credit Card Fees</b>		40,000	0	0																											
0	0	0	<b>7750</b>	<b>Professional Services</b>		34,000	0	0																											
0	522,027	542,000	<b>8227</b>	<b>Franchise Fee expense</b>		1,078,000	0	0																											
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	20,000	20,000	<b>8229</b>	<b>Customers Helping Customers matching funds</b>		20,000	0	0																											
<b>0</b>	<b>549,413</b>	<b>612,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,172,000</b>	<b>0</b>	<b>0</b>																											
<b>TRANSFERS OUT</b>																																			
331,187	359,141	367,708	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		446,247	0	0																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Wastewater Services Fund support of Engineering operations.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">34,097</td> <td style="text-align: right;">34,097</td> <td colspan="5"></td> </tr> <tr> <td>Engineering, Admin, &amp; Finance personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">412,150</td> <td style="text-align: right;">412,150</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Wastewater Services Fund support of Engineering operations.	1	34,097	34,097						Engineering, Admin, & Finance personnel services support.	1	412,150	412,150					
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Wastewater Services Fund support of Engineering operations.	1	34,097	34,097																																
Engineering, Admin, & Finance personnel services support.	1	412,150	412,150																																
5,752,934	6,177,497	6,013,408	<b>9700-77</b>	<b>Transfers Out - Wastewater Capital</b>		6,154,866	0	0																											
Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.																																			
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Ratepayer contribution for FY23</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,154,866</td> <td style="text-align: right;">6,154,866</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Ratepayer contribution for FY23	1	6,154,866	6,154,866														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Ratepayer contribution for FY23	1	6,154,866	6,154,866																																
47,461	46,222	55,851	<b>9700-80</b>	<b>Transfers Out - Information Systems</b>		59,995	0	0																											
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: center;"><u>Units</u></th> <th style="text-align: center;"><u>Amt/Unit</u></th> <th style="text-align: center;"><u>Total</u></th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Information Systems personnel services support.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">59,995</td> <td style="text-align: right;">59,995</td> <td colspan="5"></td> </tr> </tbody> </table>									<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>						Information Systems personnel services support.	1	59,995	59,995														
<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>																																
Information Systems personnel services support.	1	59,995	59,995																																
<b>6,131,582</b>	<b>6,582,860</b>	<b>6,436,967</b>	<b>TOTAL TRANSFERS OUT</b>			<b>6,661,108</b>	<b>0</b>	<b>0</b>																											
<b>CONTINGENCIES</b>																																			
0	0	900,000	<b>9800</b>	<b>Contingencies</b>		900,000	0	0																											
<b>0</b>	<b>0</b>	<b>900,000</b>	<b>TOTAL CONTINGENCIES</b>			<b>900,000</b>	<b>0</b>	<b>0</b>																											
<b>ENDING FUND BALANCE</b>																																			
1,000,000	0	0	<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**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,699,258	3,934,952	2,340,687	<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	1,468,259	0	0
<b>3,699,258</b>	<b>3,934,952</b>	<b>2,340,687</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>1,468,259</b>	<b>0</b>	<b>0</b>
<b>9,830,840</b>	<b>11,067,225</b>	<b>10,289,654</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>10,201,367</b>	<b>0</b>	<b>0</b>

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
13,437,869	14,730,683	14,569,461	<b>TOTAL RESOURCES</b>	14,638,255	0	0
13,437,869	14,730,683	14,568,864	<b>TOTAL REQUIREMENTS</b>	14,638,255	0	0



**WASTEWATER CAPITAL FUND**



## Budget Highlights

- Based on the latest review of our Wastewater financial plan by Galardi Rothstein Group, we will not need to increase sewer rates for the 2022-2023 fiscal year. This is possible with the update that we have completed of our solids handling project, which is presently at the 30% design phase. The project will be able to save over \$10 million in solids handling costs that is projected over the next 10 years.
- \$ 2,500,000 Design and construction of the Solids Treatment Capacity Improvements project.
- \$ 2,100,000 – Design and construction of the upgrade to the Water Reclamation Facility Administration Building.
- \$ 1,800,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$ 850,000 – Planned major equipment replacement projects, including the addition of an emergency generator at the Cozine Pump Station, Conveyance dump truck, York Chiller replacement; Cozine pump #1 replacement.
- \$ 800,000 – Water Reclamation Facility & Conveyance Master Plan updates
- \$ 6,154,866 – 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.
- Review and upgrading the Master Plans for the Water Reclamation Facility, Conveyance System, and Storm System as it relates to the new Urban Growth Boundary Expansion.

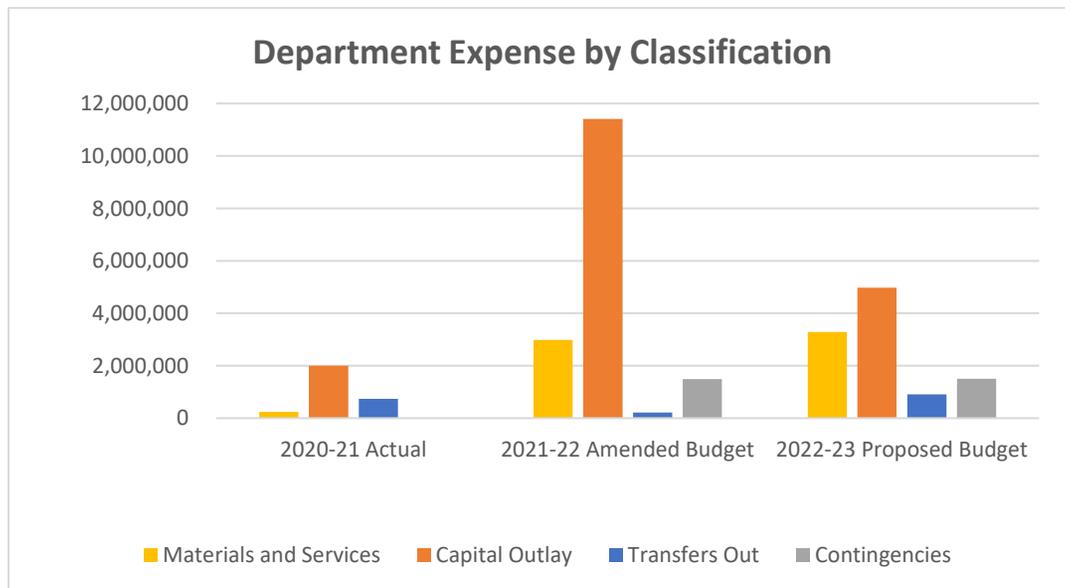


The City continued to invest in upgrades to the public sanitary sewer system in 2021. Work included installation of 1000 KW generators at the Water Reclamation Facility and the Raw Sewage Pump Station.

Wastewater Capital Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	32,207,457	35,509,802	38,167,599	2,657,797
Charges for Services	519,909	325,000	550,000	225,000
Miscellaneous	233,307	312,500	237,500	-75,000
Transfers In	6,214,809	6,175,029	6,312,498	137,469
<b>Revenue Total</b>	<b>39,175,483</b>	<b>42,322,331</b>	<b>45,267,597</b>	<b>2,945,266</b>
<b>Expenses</b>				
Materials and Services	245,384	2,982,799	3,282,000	299,201
Capital Outlay	1,997,255	11,414,000	4,975,000	-6,439,000
Transfers Out	738,537	211,100	903,278	692,178
Contingencies	0	1,490,748	1,500,000	9,252
<b>Expenses Total</b>	<b>2,981,176</b>	<b>16,098,647</b>	<b>10,660,278</b>	<b>-5,438,369</b>
Ending Fund Balance	36,194,306	26,223,684	34,607,319	8,383,635



## Wastewater Capital Fund

## Historical Highlights

- |  |  |   |
|--|--|---|
| <p><b>1969</b> Voters approve \$710,000 six-year sewage disposal general obligation bond issue.</p>  | <p><b>1993</b> December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.</p>  | <p><b>1995</b> New Water Reclamation Facility and Raw Sewage Pump Station complete.</p>   |
| <p><b>1987</b> Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.</p>  | <p><b>1994</b> January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.</p> | <p><b>1996</b> Major repair and replacement of Cozine Trunk Line and Pump Station complete.</p>   |
| <p><b>1992</b> April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.</p> | <p><b>1994</b> February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.</p>  | <p><b>2000</b> July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.</p> |
| <p><b>1992</b> August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City’s wastewater management program.</p>                 |  | <p><b>2000</b> Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.</p>              |
|  |  | <p><b>2001</b> Evans Street Sewer Reconstruction Project complete.</p>  |
|  |  | <p><b>2002</b> High School Basin Sewer Reconstruction Project complete.</p>   |
|  |  | <p><b>2003</b> Three Mile Lane Pump Station #1 Replacement Project complete.</p>  |

# Wastewater Capital Fund

## Historical Highlights

**2004** February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.

**2004** May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.

**2005** Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.

**2006** The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.

**2007** The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.

**2009** DEQ approves the WRF Facilities Plan.

**2009** The Elm Street Sewer Rehabilitation Project was completed.

**2010** The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.

**2012** The Downtown Basin Sewer Rehabilitation project was completed.

**2013** Design work begins for the expansion of the WRF

**2016** Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5-million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. The City was awarded a "2016 Project of

the Year" award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.



**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

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET	
<b>RESOURCES</b>							
<b><u>BEGINNING FUND BALANCE</u></b>							
3,138,300	2,855,600	2,552,100	<b>4077-99</b>	<b>Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve</b>	2,226,800	0	0
25,384,442	29,351,857	32,957,702	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	35,940,799	0	0
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>28,522,742</b>	<b>32,207,457</b>	<b>35,509,802</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>		<b>38,167,599</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>							
1,104,163	519,909	325,000	<b>5500</b>	<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.	550,000	0	0
<b>1,104,163</b>	<b>519,909</b>	<b>325,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>		<b>550,000</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>							
539,468	224,957	300,000	<b>6310</b>	<b>Interest</b>	225,000	0	0
0	0	2,500	<b>6500-05</b>	<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.	2,500	0	0
5,400	8,350	10,000	<b>6500-10</b>	<b>Private Sewer Lateral - Penalty</b> Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	10,000	0	0
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>	<b>Other Income</b>	0	0	0
<b>544,868</b>	<b>233,307</b>	<b>312,500</b>	<b><u>TOTAL MISCELLANEOUS</u></b>		<b>237,500</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS IN</u></b>							
5,752,934	6,177,497	6,013,408	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b> Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.	6,154,866	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
				Ratepayer contribution for FY23	1	6,154,866	6,154,866

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	37,312	161,621	<b>6901-01</b>	<b>Transfers In - Interfund Debt - General Fund</b>		157,632	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Payment on 2021 Police vehicles -3	1	37,699	37,699		
			Payment on 2021 Police audio visual equipment	1	5,716	5,716		
			Payment on 2021 Fire Dept vehicle & air compressor	1	23,655	23,655		
			Payment on 2021 Fire Dept defibrilators	1	53,250	53,250		
			Payment on 2020 Police vehicles - 3	1	37,312	37,312		
<b>5,752,934</b>	<b>6,214,809</b>	<b>6,175,029</b>	<b>TOTAL TRANSFERS IN</b>			<b>6,312,498</b>	<b>0</b>	<b>0</b>
<b>35,924,707</b>	<b>39,175,483</b>	<b>42,322,331</b>	<b>TOTAL RESOURCES</b>			<b>45,267,597</b>	<b>0</b>	<b>0</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
12,167	15,782	31,799	<b>7750 Professional Services</b>	20,000	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	16,000	0	0
0	0	350,000	<b>7770-05 Professional Services - Projects - Master Plan Update</b> Update of Water Reclamation Facilities Plan & Conveyance System Master Plan & Stormwater Plan(FY22-FY23)	800,000	0	0
70,350	183,054	440,000	<b>7770-40 Professional Services - Projects - Grit System Expansion</b> Engineering services for the grit system expansion project.	0	0	0
145	0	1,500,000	<b>7770-41 Professional Services - Projects - New 1MB tank &amp; mixer</b> Engineering services for the construction of an additional biosolids storage tank.	1,500,000	0	0
120,741	4,807	0	<b>7770-44 Professional Services - Projects - Filtration System Expansion</b> Engineering services for the tertiary filtration system expansion project.	0	0	0
43,631	12,360	75,000	<b>7770-49 Professional Services - Projects - 3 Mile Ln Bridge Force Main</b> Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge.	0	0	0
143,109	27,380	140,000	<b>7770-57 Professional Services - Projects - I&amp;I Reduction Design</b> Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.	140,000	0	0
0	0	440,000	<b>7770-59 Professional Services - Projects - Admin Building Addition/Upgrade</b> Design services for Admin building project	800,000	0	0
821	2,000	3,500	<b>8230 Private Sewer Lateral Repair Incentive</b> Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect.	3,500	0	0
0	0	2,500	<b>8240-10 Private Sewer Lateral Loans - Low Income Loans</b> "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
<b>390,965</b>	<b>245,384</b>	<b>2,982,799</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>	<b>3,282,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY</u></b>						
793,024	761,795	800,000	<b>8710 Equipment</b> Planned major equipment replacement at the WRF and/or system pump stations.	900,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Conveyance Dump Truck	1	250,000	250,000
			Cozine P.S. #1 pump Replacement	1	200,000	200,000
			York Chiller Replacement	1	150,000	150,000
			Cozine Generator Install	1	300,000	300,000
2,079,914	427,864	2,487,000	<b>9120-25 Sewer Construction - I&amp;I Reduction Projects</b> Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).	1,660,000	0	0
0	0	2,100,000	<b>9120-40 Sewer Construction - Grit System Expansion</b>	0	0	0
0	0	4,500,000	<b>9120-41 Sewer Construction - New 1MG Tank &amp; Mixer</b>	1,000,000	0	0
29,554	0	0	<b>9120-44 Sewer Construction - Filtration System Expansion</b> Expansion of the tertiary treatment filtration system.	0	0	0
0	807,596	192,000	<b>9120-49 Sewer Construction - 3 Mile Ln Bridge Force Main</b> FY21 amount reflects deposit made to ODOT for the project costs per Agreement No. 34513	100,000	0	0
0	0	1,320,000	<b>9120-59 Sewer Construction - Admin Building Addition/Upgrade</b>	1,300,000	0	0
0	0	15,000	<b>9150-10 Developer Reimbursement - Sanitary Sewer</b> Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city.	15,000	0	0
<b>2,902,492</b>	<b>1,997,255</b>	<b>11,414,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>4,975,000</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>						
249,194	168,476	211,100	<b>9700-01 Transfers Out - General Fund</b>	230,978	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Wastewater Capital Fund support of Engineering operations.	1	19,236	19,236
			Engineering, Admin, & Finance personnel services support.	1	211,742	211,742
174,600	570,061	0	<b>9701-01 Transfers Out - Interfund Debt - General Fund</b>	672,300	0	0

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Internal Loan to MFD - Fire	1	75,000	75,000		
			Internal Loan to MFD - EMT	1	295,000	295,000		
			Internal Loan to MPD	1	178,000	178,000		
			Internal Loan to Engineering	1	35,000	35,000		
			Internal Loan to Senior Center	1	89,300	89,300		
<b>423,794</b>	<b>738,537</b>	<b>211,100</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>903,278</b>	<b>0</b>	<b>0</b>
			<b><u>CONTINGENCIES</u></b>					
0	0	1,490,748	<b>9800</b>	<b>Contingencies</b>		1,500,000	0	0
<b>0</b>	<b>0</b>	<b>1,490,748</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>1,500,000</b>	<b>0</b>	<b>0</b>
			<b><u>ENDING FUND BALANCE</u></b>					
2,855,600	2,531,000	2,226,800	<b>9977-99</b>	<b>Designated End FB - WW Cap Fd - PERS Refinancing Reserve</b>		1,878,600	0	0
29,351,857	33,663,306	23,996,884	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		32,728,719	0	0
			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.					
<b>32,207,457</b>	<b>36,194,306</b>	<b>26,223,684</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>34,607,319</b>	<b>0</b>	<b>0</b>
<b>35,924,707</b>	<b>39,175,482</b>	<b>42,322,331</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>45,267,597</b>	<b>0</b>	<b>0</b>

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
35,924,707	39,175,483	42,322,331	<b>TOTAL RESOURCES</b>	45,267,597	0	0
35,924,707	39,175,483	42,322,331	<b>TOTAL REQUIREMENTS</b>	45,267,597	0	0



**AMBULANCE FUND**



**Ambulance moved into the General Fund - Fire Department (01-15-079) in Fiscal Year 2020.**

Fiscal Year 2020 Beginning Fund Balanace and Transfer Out continues to be in the Ambulance Fund

Budget Document Report

**79 - AMBULANCE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,572,898	0	0	<b>4079-05 Designated Begin FB-Ambulance Fd - EMS A/R</b> Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1	0	0	0
-1,398,415	0	0	<b>4090 Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	0	0	0
<b>1,016,112</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL BEGINNING FUND BALANCE</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>174,483</b>	<b>0</b>	<b>0</b>	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**79 - AMBULANCE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>TRANSFERS OUT</b>						
174,483	0	0	<b>9700-01 Transfers Out - General Fund</b> Closing the Ambulance Fund and moving remaining balance to the General Fund.	0	0	0
<b>174,483</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL TRANSFERS OUT</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>174,483</b>	<b>0</b>	<b>0</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>0</b>	<b>0</b>	<b>0</b>

Budget Document Report

**79 - AMBULANCE FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
174,483	0	0	<b>TOTAL RESOURCES</b>	0	0	0
174,483	0	0	<b>TOTAL REQUIREMENTS</b>	0	0	0



## **INFORMATION SYSTEMS & SERVICES FUND**



- **Budgeted Computer Equipment – By Department**

### **Budget Highlights**

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- The 2022-23 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.
- Considering the increasing complexity of organizational software needs, information security requirements, mobile deployment and audio/visual support, it is very likely that the Information Services department will need to expand either in terms of additional FTE or Professional Services investment.
- 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.
- posture and improving our VPN experience for a remote workforce.
- 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 core storage capacity to keep pace with increasing video needs, upgrading and integrating storage with the 10GB City backbone and ensuring infrastructure redundancy.
- 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 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,

### **New Programs, Projects, or Equipment:**

- Redesign and upgrade the City's website – incorporate new branding materials, colors, increased access to citizen services and better ways to share information with the public.
- Continue to leverage ARPA dollars for investments into hybrid meeting technology to improve public engagement, and to replace the City's firewall, upgrading our security

equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

### **Core Services**

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- 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**

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- 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.

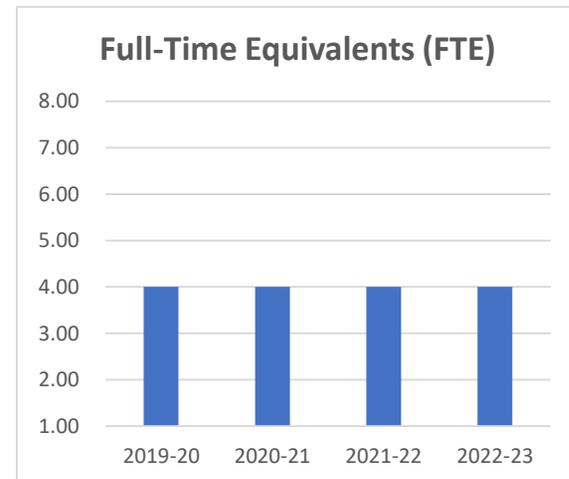
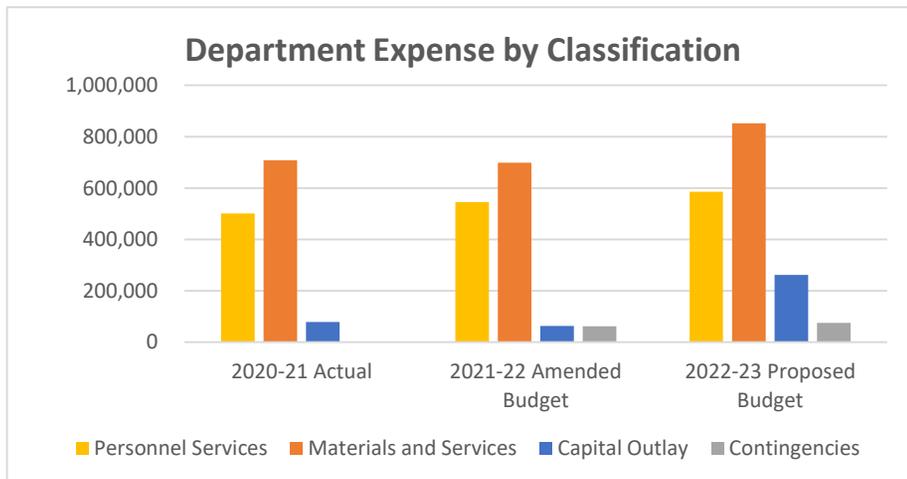
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Continue to support Public Safety partners as we pilot new technologies for our Police Department and as our Fire department integrates and extends mobile and data service partnerships to other local agencies or possible redistricting.

Information Systems & Svcs Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	211,772	402,010	158,192	-243,818
Charges for Services	613,597	762,310	1,033,580	271,270
Intergovernmental	152,672	0	80,000	80,000
Miscellaneous	1,332	2,000	1,200	-800
Transfers In	473,188	547,990	584,698	36,708
<b>Revenue Total</b>	<b>1,452,561</b>	<b>1,714,310</b>	<b>1,857,670</b>	<b>143,360</b>
<b>Expenses</b>				
Personnel Services	501,134	545,239	585,698	40,459
Materials and Services	707,920	698,910	851,580	152,670
Capital Outlay	78,001	63,400	262,000	198,600
Contingencies	0	61,800	75,000	13,200
<b>Expenses Total</b>	<b>1,287,055</b>	<b>1,369,349</b>	<b>1,774,278</b>	<b>404,929</b>
Ending Fund Balance	165,506	344,961	83,392	-261,569

	Adopted 2019-20	Adopted 2020-21	Adopted 2021-22	Proposed 2022-23
<b>Full-Time Equivalents (FTE)</b>	4.00	4.00	4.00	4.00



## Information Systems & Services Fund

### Historical Highlights

- |             |  |             |  |             |  |
|-------------|--|-------------|--|-------------|--|
| <b>1993</b> | City's first Information Systems Manager hired.  | <b>2003</b> | Partnership formed with Yamhill County for management of IS services; City director position eliminated.                                 | <b>2006</b> | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.                            |
| <b>1995</b> | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | <b>2004</b> | Physical location of IS Department moved from Fire Station to Community Center.  | <b>2007</b> | Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system. |
| <b>1995</b> | First system administrative specialist hired to help with expanding City IS needs.   | <b>2005</b> | Completed move of all City telephones back onto City-County telephone system.  | <b>2008</b> | Supported the project of moving all communications for the City to the new Public Safety Building.                       |
| <b>1996</b> | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!   | <b>2006</b> | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | <b>2009</b> | Began implementation of redundant server strategy for “hot” site backup of City applications.                            |
| <b>1998</b> | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | <b>2006</b> | Completion of new computer equipment room with backup generator in Community Center.   | <b>2010</b> | Began utilizing virtual server technology and moved to Storage Area Network devices.                                     |
| <b>2001</b> | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | <b>2006</b> | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | <b>2011</b> | Development of an IS strategic plan.   |
| <b>2002</b> | IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. |             |  |             |  |

- |             |  |             |  |
|-------------|--|-------------|--|
| <b>2011</b> | Fully implemented electronic ticketing software for Police Department.   | <b>2018</b> | 90% of all City computers upgraded to Windows 10.  |
| <b>2012</b> | Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.  | <b>2019</b> | Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voice-over-IP) system.  |
| <b>2013</b> | Implemented a fully electronic agenda system for the conducting of City Council meetings.  | <b>2020</b> | 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. |
| <b>2014</b> | 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. | <b>2020</b> | Upgraded the City to Microsoft Office 365  |
| <b>2015</b> | Hired a full-time IS Director.   | <b>2022</b> | Physical location of IS Department moved from Community Center to the Police Department.   |
| <b>2016</b> | Implemented 'next-gen' network firewall technology for increased security and network performance.   |             |  |
| <b>2016</b> | Completed overhaul of City's website.  |             |  |
| <b>2016</b> | Replaced City's network storage array to handle increased data storage demand, especially video.   |             |  |

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	Adobe Creative Cloud	1,300	
	Surface replacement	2,500	
	Office 365 licensing (3.5)	840	
			<u>4,640</u>
<b>Administration, City Council</b>			
01-01-005	Office 365 licensing (7.5)	1,800	
			<u>1,800</u>
<b>Administration, Legal</b>			
01-01-008	Mobile Replacement	3,000	
	Caselle license (1)	2,000	
	Caselle Maintenance	1,200	
	Office 365 licensing (3)	720	
			<u>6,920</u>
<b>Administration, Human Resources</b>			
01-01-012	New Mobile Setups(2)	6,000	
	NEOGOV Perform & Implementation	15,000	
	Background check system integration	3,000	
	Office 365 licensing (3)	720	
			<u>24,720</u>
<b>Finance</b>			
01-03-013	Printer maintenance - Lexmark	300	
	RAM Upgrades	400	
	Scanner Replacement	1,000	
	Laptop (1)	3,000	
	Office 365 licensing (5)	1,200	
	Debt Tracker app	6,500	
			<u>12,400</u>

Information Systems Services Fund - Computer equipment by department

**Engineering**

01-05

ESRI Software - 17%	2,250
Hansen Software - 25%	3,700
AutoCAD - 66%	2,800
Plotter maintenance	1,200
Adobe Licenses (2)	800
Office 365 licensing (6)	1,440
Large Monitors	2,500
	<u>14,690</u>

**Planning Administration**

01-07-035

Laptop/Licensing	6,000
	<u>6,000</u>

**Planning Administration**

01-07-001

Office 365 licensing	240
	<u>240</u>

**Planning Current**

01-07-025

ESRI Software - 12.5%	1,125
Indesign maintenance	400
Mobile Replacement	3,000
AutoCAD Maintenance	700
PC Laptops	7,200
GIS Tech/Licensing 50%	3,000
Office 365 licensing	480
	<u>15,905</u>

**Planning Long Range**

01-07-028

ESRI Software - 12.5%	1,125
AutoCAD Maintenance	700
GIS Tech/Licensing 50%	3,000
PC Laptops (4.5, split with Planning Current)	7,200
Office 365 licensing	480
	<u>12,505</u>

**Planning Code Enforcement**

01-07-031

Office 365 licensing	480
	<u>480</u>

Information Systems Services Fund - Computer equipment by department

**Police**

01-11-040	Data 911 MDT Maintenance	10,000
	Office 365 licensing(48)	11,520
	OnQ Maintenance	17,000
	Netmotion Maint 50% - shared with FD, AMB	2,700
	CS Maintenance	26,500
	E-ticketing maintenance	9,400
	WebLEDS maintenance	1,200
	Desktop/Mobile replacements	6,600
	Spare Zebra mobile printers	5,000
	MDT Repair	2,000
	NAS Device	3,000
		<u>94,920</u>

**Municipal Court**

01-13-060	E-ticketing maint - 33% shared with PD	5,200
	Caselle Utils/Integration	5,000
	Caselle Maintenance	6,000
	Mobile replacements (2)	6,000
	Office 365 licensing(5)	1,200
		<u>23,400</u>

**Fire**

01-15-070	Lexipol policy software	5,000
	Mobile replacements (2)	5,000
	Desktop Replacement(SCBA)	1,500
	TV/Fire Stick for main station	1,500
	ESO Maint - 100% RMS, 50% Personnel - shared with AMB	9,000
	Netmotion maintenance 25% - shared with AMB, FD	1,300
	CS Maint-65%, shared with AMB	6,000
	Target software maintenance 50% shared with AMB	4,100
	Fire Inspection software maint	2,500
	Cradlepoint maint	1,200
	Office 365 licensing (16)	3,840
		<u>40,940</u>

Information Systems Services Fund - Computer equipment by department

<b>Fire - Ambulance</b>		Office 365 licensing (18)	4320
	01-15-079	Desktop replacement (station 12)	1500
		ESO Inventory Module	5,000
		ESO Chart Maintenance	12,500
		Netmotion maintenance 25% - shared with PD,	
		FD	1,300
		CS Maint-35%, shared with FD	3,000
		ESO Personnel Maint-50% shared with FD	1,500
		Target software maintenance 50% shared with FD	4,100
		Cradlepoint Maintenance	1,200
		Respond Billing Maint	8,000
		R12 peripherals	2,000
			<u>44,420</u>
 <b>Park &amp; Rec Administration</b>			
	01-017-001	WhenToWork software	600
		Activenet maintenance	1,440
		Activenet Mobile	14,000
		Office 365 licensing (1)	240
			<u>16,280</u>
 <b>Park &amp; Rec Aquatic Center</b>			
	01-17-087	Office 365 licensing (5)	1,200
		Activenet maintenance	1,440
		Activenet Peripherals	1,000
			<u>3,640</u>
 <b>Park &amp; Rec Community Center</b>			
	01-17-090	Office 365 licensing (5)	1,200
		Activenet maintenance	1,440
		Activenet Peripherals	1,000
		Mobile laptop	3,000
		Printer replacement	400
			<u>7,040</u>

Information Systems Services Fund - Computer equipment by department

**Park & Rec Recreational Sports**

01-17-096

Activenet maintenance	1,440
Office 365 licensing (1)	240
	<u>1,680</u>

**Park & Rec, Senior Center**

01-17-099

Small scanner	300
Datacard printer	1,200
Mobile Laptop	2,500
Activenet Peripherals	1,000
Activenet maintenance	1,440
Office 365 licensing (3)	720
	<u>7,160</u>

**Park Maintenance**

01-19

ESRI Software - 17 %	2,250
Hansen Software - 25 %	3,700
Facilities Computer/Licensing	6,000
Desktop replacement	1,200
Adobe Pro license	400
Office 365 licensing	720
Display TV for conference room	500
Discovery Network connection	1,500
	<u>16,270</u>

**Library**

01-21

Office 365 licensing(25)	6,000
Scanner	1,000
Mobile Surfaces (3)	9,000
All in ones(2)	3,200
Desktops / Virtual Desktops	5,000
	<u>24,200</u>

Information Systems Services Fund - Computer equipment by department

**Street**

20	ESRI Software - 17 %	2,250
	Street Saver software	4,500
	Desktop replacement	1,200
	Adobe Pro license	400
	Printers (Mechanic, Sign Shop)	2,400
	Hansen Software - 25 %	3,700
	Display TV for conference room	500
	Office 365 licensing	960
		<u>15,910</u>

**Building**

70	Office 365 licensing (4)	960
	ESRI Software - 17%	2,250
	Accela Peripherals	1,000
		<u>4,210</u>

**Wastewater Services**

75-01	ESRI Software - 17%	2,250
	Hansen Software - 25%	3,700
	Dept Specific software	20,650
	Printer replacement	1,200
	Cradlepoint maintenance	250
	Office 365 licensing (20)	4,800
	Desktops (2), Mobiles (2)	5,600
		<u>38,450</u>

**Total** 438,820

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>								
<b>BEGINNING FUND BALANCE</b>								
15,075	15,075	15,075	<b>4080-15</b>	<b>Designated Begin FB-Info Sys Fd - Financial System Reserve</b> July 1 carryover from prior year reserved for future City financial system software improvements		15,075	0	0
189,385	196,697	386,935	<b>4090</b>	<b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year		143,117	0	0
<b>204,460</b>	<b>211,772</b>	<b>402,010</b>	<b>TOTAL BEGINNING FUND BALANCE</b>			<b>158,192</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL</b>								
0	0	0	<b>4546</b>	<b>American Rescue Plan</b>		80,000	0	0
56,183	152,672	0	<b>4548</b>	<b>Coronavirus Relief Fund (CRF)</b>		0	0	0
<b>56,183</b>	<b>152,672</b>	<b>0</b>	<b>TOTAL INTERGOVERNMENTAL</b>			<b>80,000</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>								
522,686	531,933	646,634	<b>6000-01</b>	<b>Charges for Equipment &amp; Services - General Fund</b> 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.		911,970	0	0
16,533	16,453	22,741	<b>6000-20</b>	<b>Charges for Equipment &amp; Services - Street Fund</b>		27,473	0	0
12,493	10,473	23,145	<b>6000-70</b>	<b>Charges for Equipment &amp; Services - Building Fund</b>		15,329	0	0
46,530	54,738	69,790	<b>6000-75</b>	<b>Charges for Equipment &amp; Services - Wastewater Services Fund</b>		78,808	0	0
66,182	0	0	<b>6000-79</b>	<b>Charges for Equipment &amp; Services - Ambulance Fund</b>		0	0	0
<b>664,424</b>	<b>613,597</b>	<b>762,310</b>	<b>TOTAL CHARGES FOR SERVICES</b>			<b>1,033,580</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>								
3,924	1,247	2,000	<b>6310</b>	<b>Interest</b>		1,200	0	0
45	84	0	<b>6600</b>	<b>Other Income</b>		0	0	0
<b>3,969</b>	<b>1,332</b>	<b>2,000</b>	<b>TOTAL MISCELLANEOUS</b>			<b>1,200</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS IN</b>								
408,455	408,038	470,219	<b>6900-01</b>	<b>Transfers In - General Fund</b>		501,315	0	0
			<u>Description</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
			Information Systems personnel services support.		1	501,315	501,315	

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A				2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
9,498	9,464	10,960	<b>6900-20</b>	<b>Transfers In - Street</b>			11,694	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Information Systems personnel services support.	1	11,694	11,694			
9,498	9,464	10,960	<b>6900-70</b>	<b>Transfers In - Building</b>			11,694	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Information Systems personnel services support.	1	11,694	11,694			
47,461	46,222	55,851	<b>6900-75</b>	<b>Transfers In - Wastewater Services</b>			59,995	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Information Systems personnel services support.	1	59,995	59,995			
<b>474,912</b>	<b>473,188</b>	<b>547,990</b>	<b>TOTAL TRANSFERS IN</b>				<b>584,698</b>	<b>0</b>	<b>0</b>
<b>1,403,948</b>	<b>1,452,561</b>	<b>1,714,310</b>	<b>TOTAL RESOURCES</b>				<b>1,857,670</b>	<b>0</b>	<b>0</b>

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>PERSONNEL SERVICES</u></b>						
269	-1,053	0	<b>7000</b>	<b>Salaries &amp; Wages</b>	0	0
321,223	321,433	343,155	<b>7000-05</b>	<b>Salaries &amp; Wages - Regular Full Time</b> Information Systems Director - 1.00 FTE Information Services Administrator - 1.00 FTE Information Services Specialist - 2.00 FTE	376,441	0
3,343	3,159	5,000	<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	0
2,400	2,400	2,400	<b>7000-37</b>	<b>Salaries &amp; Wages - Medical Opt Out Incentive</b>	2,400	0
115	-333	0	<b>7300</b>	<b>Fringe Benefits</b>	0	0
19,714	19,717	21,605	<b>7300-05</b>	<b>Fringe Benefits - FICA - Social Security</b>	23,223	0
4,611	4,611	4,939	<b>7300-06</b>	<b>Fringe Benefits - FICA - Medicare</b>	5,566	0
87,366	88,230	101,133	<b>7300-15</b>	<b>Fringe Benefits - PERS - OPSRP - IAP</b>	111,505	0
53,453	52,369	56,356	<b>7300-20</b>	<b>Fringe Benefits - Medical Insurance</b>	51,924	0
8,000	8,000	8,000	<b>7300-22</b>	<b>Fringe Benefits - VEBA Plan</b>	7,000	0
432	432	432	<b>7300-25</b>	<b>Fringe Benefits - Life Insurance</b>	240	0
1,768	1,845	1,822	<b>7300-30</b>	<b>Fringe Benefits - Long Term Disability</b>	846	0
267	246	305	<b>7300-35</b>	<b>Fringe Benefits - Workers' Compensation Insurance</b>	460	0
87	79	92	<b>7300-37</b>	<b>Fringe Benefits - Workers' Benefit Fund</b>	92	0
0	0	0	<b>7300-40</b>	<b>Fringe Benefits - Unemployment</b>	1,001	0
<b>503,047</b>	<b>501,134</b>	<b>545,239</b>	<b><u>TOTAL PERSONNEL SERVICES</u></b>		<b>585,698</b>	<b>0</b>
<b><u>MATERIALS AND SERVICES</u></b>						
419	350	600	<b>7540</b>	<b>Employee Events</b> Costs shared city-wide for employee training, materials, and events.	500	0
3,439	-499	3,000	<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.	8,000	0
0	0	200	<b>7590</b>	<b>Fuel - Vehicle &amp; Equipment</b> Fuel and repair expense for IS Department vehicle	500	0
3,400	3,600	4,000	<b>7610-05</b>	<b>Insurance - Liability</b>	4,710	0
500	600	600	<b>7610-10</b>	<b>Insurance - Property</b>	490	0



Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	0	840	<b>7794-02</b>	<b>Software Maintenance &amp; Rental Contracts - City Manager's Office</b>		2,140	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	4	240	840	
				Adobe Licensing	1	1,300	1,300	
0	0	1,680	<b>7794-03</b>	<b>Software Maintenance &amp; Rental Contracts - City Council</b>		1,800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	8	240	1,800	
0	0	7,700	<b>7794-05</b>	<b>Software Maintenance &amp; Rental Contracts - Accounting</b>		7,700	0	0
				<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	
4,290	0	720	<b>7794-08</b>	<b>Software Maintenance &amp; Rental Contracts - Legal</b>		720	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	3	240	720	
8,663	8,821	11,280	<b>7794-10</b>	<b>Software Maintenance &amp; Rental Contracts - Engineering</b>		10,990	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Hansen sewer database 25% - shared with Street, Park Maint, WWS	1	3,700	3,700	
				ESRI 17% - shared with Bldg,Plan,Eng,Street,WWS	1	2,250	2,250	
				Office 365 Licensing	6	240	1,440	
				AutoCAD maintenance 66% - shared with Planning	1	2,800	2,800	
				Adobe Licensing	2	400	800	
0	0	720	<b>7794-12</b>	<b>Software Maintenance &amp; Rental Contracts - Human Resources</b>		18,720	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	3	240	720	
				NEOGOV Perform & Implementation	1	15,000	15,000	
				Background check system integration	1	3,000	3,000	
0	0	0	<b>7794-14</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Econ Development</b>		0	0	0
3,460	0	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	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 licensing	1	240	240	

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	1,553	2,230	<b>7794-17</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Current</b>		2,705	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Software - 12.5	1	1,125	1,125	
				AutoCAD Maintenance	1	700	700	
				Office 365 Licensing	2	240	480	
				Adobe InDesign renewal	1	400	400	
0	1,553	2,230	<b>7794-18</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Long Range</b>		2,305	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				ESRI Software	1	1,125	1,125	
				AutoCAD Maintenance	1	700	700	
				Office 365 Licensing	2	240	480	
0	0	480	<b>7794-19</b>	<b>Software Maintenance &amp; Rental Contracts - Planning Code Compliance</b>		480	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	2	240	480	
42,357	49,573	64,580	<b>7794-20</b>	<b>Software Maintenance &amp; Rental Contracts - Police</b>		68,320	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Office 365 Licensing	48	240	11,520	
				EvidenceOnQ Maintenance	1	17,000	17,000	
				Netmotion maintenance 50% - shared with AMB, FD	1	2,700	2,700	
				ETicketing 65% shared with MC, plus annual hosting fee	1	9,400	9,400	
				WebLEDS Maintenance	1	1,200	1,200	
				CS message switch support	1	3,500	3,500	
				CS e-ticketing support	1	1,600	1,600	
				CS remote support	1	500	500	
				CS mobile support	1	9,500	9,500	
				CS RMS Maintenance	1	11,400	11,400	
8,233	9,783	11,500	<b>7794-25</b>	<b>Software Maintenance &amp; Rental Contracts - Municipal Court</b>		17,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				E-ticketing maintenance 33% shared with PD	1	5,200	5,200	
				Caselle Annual Maintenance	1	6,000	6,000	
				Caselle Utilities/Integration	1	5,000	5,000	
				Office 365 Licensing	5	240	1,200	
14,108	33,584	25,500	<b>7794-30</b>	<b>Software Maintenance &amp; Rental Contracts - Fire</b>		32,940	0	0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESO - 100% RMS maint, 50% split with AMB for Personnel	1	9,000	9,000
			Netmotion maintenance 25% - shared with PD, AMB	1	1,300	1,300
			Central Square mobile/switch maint-65%, shared with AMB	1	6,000	6,000
			Target training - 50% shared with AMB	1	4,100	4,100
			Fire Inspection software maint	1	2,500	2,500
			Cradlepoint maint	1	1,200	1,200
			Office 365 Licensing	16	240	3,840
			Lexipol policy software	1	5,000	5,000
1,200	1,200	2,040	<b>7794-35 Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b>			16,280
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 Licensing	1	240	240
			WhenToWork software	1	600	600
			Activenet annual maintenance	1	1,440	1,440
			Activenet Mobile	1	14,000	14,000
1,200	1,200	1,920	<b>7794-40 Software Maintenance &amp; Rental Contracts - Aquatic Center</b>			2,640
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 Licensing	5	240	1,200
			Activenet Annual Maintenance	1	1,440	1,440
1,200	1,200	1,920	<b>7794-45 Software Maintenance &amp; Rental Contracts - Community Center</b>			2,640
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,440	1,440
			Office 365 Licensing	5	240	1,200
1,200	1,200	1,440	<b>7794-50 Software Maintenance &amp; Rental Contracts - Kids on the Block</b>			0
1,200	1,200	1,440	<b>7794-55 Software Maintenance &amp; Rental Contracts - Recreational Sports</b>			1,680
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet licensing	1	1,440	1,440
			Office 365 Licensing	1	240	240
1,200	1,200	1,920	<b>7794-60 Software Maintenance &amp; Rental Contracts - Senior Center</b>			2,160
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Activenet annual maintenance	1	1,440	1,440
			Office 365 Licensing	3	240	720

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
5,331	5,469	6,660	<b>7794-65 Software Maintenance &amp; Rental Contracts - Park Maintenance</b>	7,070	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI 17% - shared with Bldg,Plan,Eng,Street,WWS	1	2,250	2,250
			Hansen software 25% - shared with Street, Eng, WWS	1	3,700	3,700
			Office 365 Licensing	3	240	720
			Adobe Pro license	1	400	400
0	1,397	4,800	<b>7794-70 Software Maintenance &amp; Rental Contracts - Library</b>	5,760	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Office 365 Licensing	24	240	5,760
8,831	8,969	9,920	<b>7794-75 Software Maintenance &amp; Rental Contracts - Streets</b>	11,810	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI 17% - shared with Bldg,Plan,Eng,Park Maint, WWS	1	2,250	2,250
			Office 365 Licensing	4	240	960
			Hansen software 25% - shared with Eng, Park Maint, WWS	1	3,700	3,700
			Street Saver software	1	4,500	4,500
			Adobe Pro license	1	400	400
2,044	2,083	3,880	<b>7794-80 Software Maintenance &amp; Rental Contracts - Building</b>	3,210	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI software 17%-shared with Park Maint, Plan,Eng,Street,WWS	1	2,250	2,250
			Office 365 Licensing	1	960	960
20,419	24,664	28,150	<b>7794-85 Software Maintenance &amp; Rental Contracts - Wastewater Services</b>	34,650	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESRI 17% - shared with Bldg,Plan,Eng,Street,Park Maint	1	2,250	2,250
			Hansen 25% - shared with Street, Park Maint, Eng	1	3,700	3,700
			Office 365 Licensing	20	240	4,800
			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	2,800	2,800
			Win 911 software	1	800	800
			Swift Comply FOG software	1	3,250	3,250
			Cradlepoint maintenance	1	250	250
			CUES software renewal	1	3,000	3,000
16,736	12,446	26,570	<b>7794-95 Software Maintenance &amp; Rental Contracts - Ambulance</b>	40,920	0	0

## 80 - INFORMATION SYSTEMS & SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			ESO Chart Maintenance	1	12,500	12,500
			ESO Inventory Module	1	5,000	5,000
			Netmotion maintenance 25% - shared with PD, FD	1	1,300	1,300
			Central Square maint - 35%, shared with FD	1	3,000	3,000
			ESP Personnel maintenance 50%, shared with FD	1	1,500	1,500
			Target software maintenance 50%, shared with FD	1	4,100	4,100
			Office 365 Licensing	18	240	4,320
			Respond Billing maintenance	1	8,000	8,000
			Cradlepoint maintenance	1	1,200	1,200
7,704	66,407	3,000	<b>7800-15 M &amp; S Equipment - Information Systems</b>			3,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			IS Workstation / Mobile upgrades	1	3,500	3,500
27,641	27,312	17,000	<b>7800-18 M &amp; S Equipment - Hardware</b>			21,000
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			UPS Replacements	2	2,000	4,000
			NAS Replacement storage	1	3,000	3,000
			Network Switch Replacements	4	2,500	10,000
			Loaner Laptop Replacements	1	4,000	4,000
0	0	0	<b>7800-21 M &amp; S Equipment - Software</b>			0
0	0	0	<b>7800-24 M &amp; S Equipment - Inventory</b>			0
			Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc.			
0	0	0	<b>7840 M &amp; S Computer Charges</b>			0
2,139	0	0	<b>7840-02 M &amp; S Computer Charges - City Manager's Office</b>			2,500
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Replacement Surface	1	2,500	2,500
3,870	2,877	0	<b>7840-03 M &amp; S Computer Charges - City Council</b>			0
4,817	9,452	8,500	<b>7840-05 M &amp; S Computer Charges - Accounting</b>			4,700
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>
			Lexmark printer maintenance	1	300	300
			RAM Upgrades	2	200	400
			Scanner Replacement	1	1,000	1,000
			Laptop replacement	1	3,000	3,000

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
3,597	0	0	<b>7840-08</b>	<b>M &amp; S Computer Charges - Legal</b>		6,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Replacement	1	3,000	3,000	
				Caselle license + renewal cost	1	3,200	3,200	
3,720	1,200	6,800	<b>7840-10</b>	<b>M &amp; S Computer Charges - Engineering</b>		3,700	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Plotter maintenance	1	1,200	1,200	
				Large Monitors	5	500	2,500	
31,262	0	0	<b>7840-12</b>	<b>M &amp; S Computer Charges - Human Resources</b>		6,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				New Mobile Computers	2	3,000	6,000	
0	0	0	<b>7840-14</b>	<b>M &amp; S Computer Charges - Planning Econ Development</b>		6,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Computer / Licensing	1	6,000	6,000	
1,253	0	0	<b>7840-15</b>	<b>M &amp; S Computer Charges - Planning</b>		0	0	0
0	0	0	<b>7840-16</b>	<b>M &amp; S Computer Charges - Planning Administration</b>		0	0	0
0	3,787	0	<b>7840-17</b>	<b>M &amp; S Computer Charges - Planning Current</b>		10,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Replacement	1	3,000	3,000	
				PC Laptops/Mobiles	5	1,600	7,200	
0	3,815	0	<b>7840-18</b>	<b>M &amp; S Computer Charges - Planning Long Range</b>		7,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				PC Laptops/Mobiles	5	1,600	7,200	
0	311	0	<b>7840-19</b>	<b>M &amp; S Computer Charges - Planning Code Compliance</b>		0	0	0
36,181	25,270	15,700	<b>7840-20</b>	<b>M &amp; S Computer Charges - Police</b>		16,600	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Network Storage Device	1	3,000	3,000	
				MDT Repair	1	2,000	2,000	
				Zebra mobile printers	5	1,000	5,000	
				Desktop Replacements	3	1,200	3,600	
				Mobile Replacement	1	3,000	3,000	
3,517	10,822	0	<b>7840-25</b>	<b>M &amp; S Computer Charges - Municipal Court</b>		6,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Replacements	2	3,000	6,000	

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
37,304	7,842	20,100	<b>7840-30</b>	<b>M &amp; S Computer Charges - Fire</b>		8,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Mobile Replacements	2	2,500	5,000	
				Desktop Replacements	1	1,500	1,500	
				TV/Fire stick for main station	1	1,500	1,500	
31	31	12,000	<b>7840-35</b>	<b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b>		0	0	0
3,846	2,490	3,500	<b>7840-40</b>	<b>M &amp; S Computer Charges - Aquatic Center</b>		1,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Activenet Peripherals	1	1,000	1,000	
102	6,576	4,000	<b>7840-45</b>	<b>M &amp; S Computer Charges - Community Center</b>		4,400	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Upstairs Printer	1	400	400	
				Activenet Peripherals	1	1,000	1,000	
				Mobile laptop	1	3,000	3,000	
0	0	0	<b>7840-50</b>	<b>M &amp; S Computer Charges - Kids on the Block</b>		0	0	0
0	3,003	0	<b>7840-55</b>	<b>M &amp; S Computer Charges - Recreational Sports</b>		0	0	0
4,294	1,784	0	<b>7840-60</b>	<b>M &amp; S Computer Charges - Senior Center</b>		5,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Small Scanner	1	300	300	
				Datacard Printer	1	1,200	1,200	
				Activenet Peripherals	1	1,000	1,000	
				Mobile Laptop	1	2,500	2,500	
1,308	2,091	0	<b>7840-65</b>	<b>M &amp; S Computer Charges - Park Maintenance</b>		9,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Desktop replacement	1	1,200	1,200	
				Display TV for conference room	1	500	500	
				Discovery network connection	1	1,500	1,500	
				Facilities tech/licensing	1	6,000	6,000	
20,530	14,982	12,000	<b>7840-70</b>	<b>M &amp; S Computer Charges - Library</b>		15,200	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Scanner	1	1,000	1,000	
				Surface laptops	2	3,000	6,000	
				Desktops/Virtual Desktops	1	5,000	5,000	
				All in One Computers	2	1,600	3,200	

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
2,480	2,127	0	<b>7840-75</b>	<b>M &amp; S Computer Charges - Street</b>		4,100	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Desktop Replacement	1	1,200	1,200	
				Printers - Mechanic, Sign Shop	2	1,200	2,400	
				Display TV for conference room	1	500	500	
2,273	330	10,150	<b>7840-80</b>	<b>M &amp; S Computer Charges - Building</b>		1,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Accela peripherals	1	1,000	1,000	
6,271	14,666	8,200	<b>7840-85</b>	<b>M &amp; S Computer Charges - WWS</b>		6,800	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Desktop Replacements	2	1,200	2,400	
				Laptop Replacements	2	1,600	3,200	
				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
11,455	3,141	5,000	<b>7840-95</b>	<b>M &amp; S Computer Charges - Ambulance</b>		3,500	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Desktop Replacement	1	1,500	1,500	
				R12 Peripherals	1	2,000	2,000	
5,509	5,605	8,000	<b>8280</b>	<b>Data Communications</b>		8,000	0	0
<b>605,475</b>	<b>707,920</b>	<b>698,910</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>851,580</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>								
29,549	0	40,000	<b>8730-05</b>	<b>Equipment - Computers - Hardware</b>		88,000	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				VM backbone host replacement	1	18,000	18,000	
				Capital account seed money	1	20,000	20,000	
				Storage uplift	1	50,000	50,000	
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
0	0	5,000	<b>8750-10</b>	<b>Capital Outlay Computer Charges - Engineering</b>		0	0	0
0	0	0	<b>8750-14</b>	<b>Capital Outlay Computer Charges - Planning Econ Development</b>		0	0	0
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
0	0	0	<b>8750-17</b>	<b>Capital Outlay Computer Charges - Planning Current</b>		0	0	0

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
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
37,430	51,161	0	<b>8750-20</b>	<b>Capital Outlay Computer Charges - Police</b>		70,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement MDTs	5	14,000	70,000		
0	16,755	0	<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>		0	0	0
0	0	5,000	<b>8750-75</b>	<b>Capital Outlay Computer Charges - Street</b>		0	0	0
0	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>		0	0	0
16,675	10,085	3,400	<b>8750-95</b>	<b>Capital Outlay Computer Charges - Ambulance</b>		24,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Replacement MDTs	3	8,000	24,000		
0	0	0	<b>8750-97</b>	<b>Capital Outlay Computer Charges - ARPA Projects</b>		80,000	0	0
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Firewall Upgrade	1	80,000	80,000		
0	0	0	<b>8750-98</b>	<b>Capital Outlay Computer Charges - ERP</b>		0	0	0
<b>83,654</b>	<b>78,001</b>	<b>63,400</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>262,000</b>	<b>0</b>	<b>0</b>
			<b><u>CONTINGENCIES</u></b>					
0	0	61,800	<b>9800</b>	<b>Contingencies</b>		75,000	0	0
<b>0</b>	<b>0</b>	<b>61,800</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>75,000</b>	<b>0</b>	<b>0</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	0	0
196,697	150,431	313,935	<b>9999</b>	<b>Unappropriated Ending Fd Balance</b>		68,317	0	0
			Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations					
<b>211,772</b>	<b>165,506</b>	<b>329,010</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>			<b>83,392</b>	<b>0</b>	<b>0</b>
<b>1,403,948</b>	<b>1,452,561</b>	<b>1,698,359</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>1,857,670</b>	<b>0</b>	<b>0</b>

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
1,403,948	1,452,561	1,714,310	<b>TOTAL RESOURCES</b>	1,857,670	0	0
1,403,948	1,452,561	1,698,359	<b>TOTAL REQUIREMENTS</b>	1,857,670	0	0



**INSURANCE SERVICES FUND**



### Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers’ compensation premiums and claims. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers’ compensation costs charged to Departments are based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS. This amount has been reduced because CIS no longer offers workers comp coverage.
- **Property & Liability Insurance** – A budget increase of 13% has been applied to property and liability premiums compared to 2021-22 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:**
  - FY23 workers compensation insurance is projected to be flat relative last year.
  - 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** In 2022-23, the City continues to fund the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department. Reserve levels are such that no distribution of excess reserve is planned in FY2022-23.

**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

- 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
  - Cyber liability insurance

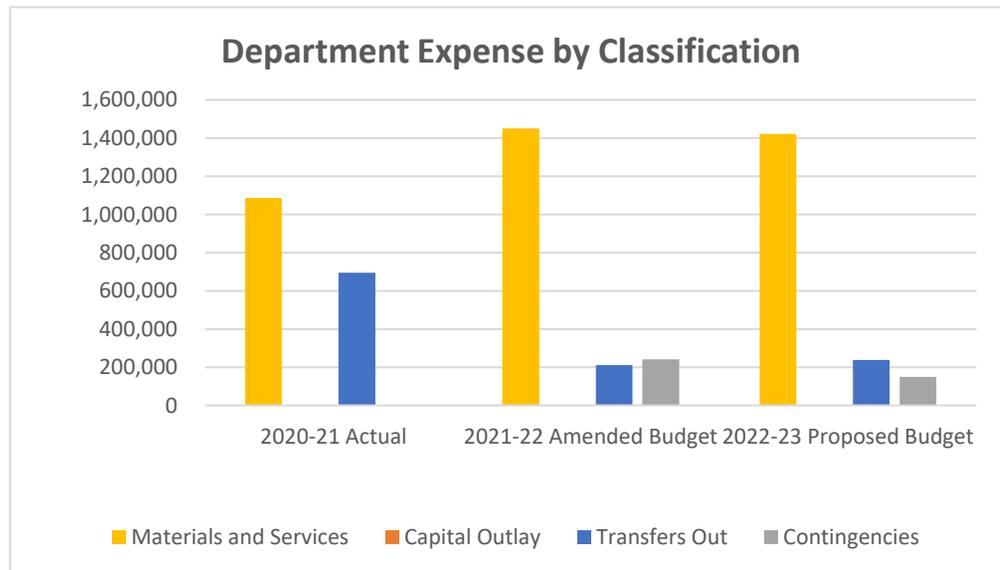
## **Future Challenges and Opportunities**

- The City is beginning its second year working with SAIF as its workers' compensation carrier to provide coverage and claims management services.
- 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.

Insurance Services Fund

**Fund Cost Summary**

	2020-21 Actual	2021-22 Amended Budget	2022-23 Proposed Budget	Budget Variance
<b>Revenue</b>				
Beginning Fund Balance	1,465,769	922,845	616,472	-306,373
Charges for Services	1,162,739	1,291,691	1,327,200	35,509
Miscellaneous	118,824	139,500	98,000	-41,500
<b>Revenue Total</b>	<b>2,747,331</b>	<b>2,354,036</b>	<b>2,041,672</b>	<b>-312,364</b>
<b>Expenses</b>				
Materials and Services	1,086,125	1,449,600	1,422,630	-26,970
Capital Outlay	0	0	0	0
Transfers Out	694,426	210,533	238,242	27,709
Contingencies	0	241,907	150,000	-91,907
<b>Expenses Total</b>	<b>1,780,551</b>	<b>1,902,040</b>	<b>1,810,872</b>	<b>-91,168</b>
Ending Fund Balance	966,780	451,996	230,800	-221,196



## Insurance Services Fund

## Historical Highlights

<p><b>1985</b> City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).</p> <p><b>1986</b> City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.</p> <p><b>1989</b> City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.</p> <p><b>1991</b> Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.</p> <p><b>2003</b> Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.</p> <p><b>1995</b> Insurance Services Fund surplus funds Community Center seismic retrofit.</p>	<p><b>1995</b> Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.</p> <p><b>1997</b> City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.</p> <p><b>2000</b> Fire union members first begin medical insurance cost sharing – 10% of premium.</p> <p><b>2001</b> City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.</p> <p><b>2003</b> Police union members first begin medical insurance cost sharing – 5% of premium.</p> <p><b>2006</b> CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.</p>	<p><b>2006</b> City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.</p> <p><b>2009</b> Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.</p> <p><b>2012</b> Insurance Services Fund surplus allocated to operating departments.</p> <p><b>2015</b> Insurance Services Fund surplus allocated to operating departments.</p> <p><b>2018</b> Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration.</p> <p><b>2018</b> Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.</p> <p><b>2019</b> Insurance Services Fund surplus allocated to operating departments</p>
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Budget Document Report

**85 - INSURANCE SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>BEGINNING FUND BALANCE</u></b>						
1,794,009	1,465,769	922,845	<b>4090</b> <b>Beginning Fund Balance</b> Estimated July 1 undesignated carryover from prior year	616,472	0	0
<b>1,794,009</b>	<b>1,465,769</b>	<b>922,845</b>		<b>616,472</b>	<b>0</b>	<b>0</b>
<b><u>CHARGES FOR SERVICES</u></b>						
397,400	418,800	448,100	<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.	506,550	0	0
223,500	267,800	280,300	<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.	312,380	0	0
480,154	476,139	563,291	<b>6070</b> <b>Workers' Compensation Insurance</b> Charges to payroll operating departments and funds for worker's compensation insurance coverage.	508,270	0	0
<b>1,101,054</b>	<b>1,162,739</b>	<b>1,291,691</b>		<b>1,327,200</b>	<b>0</b>	<b>0</b>
<b><u>MISCELLANEOUS</u></b>						
27,302	6,947	10,000	<b>6310</b> <b>Interest</b>	6,000	0	0
32,385	22,513	25,000	<b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b>	25,000	0	0
0	0	5,000	<b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b>	5,000	0	0
26,638	6,467	22,000	<b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b>	22,000	0	0
500	0	0	<b>6600</b> <b>Other Income</b>	0	0	0
78,994	82,897	77,500	<b>6600-15</b> <b>Other Income - City County Insurance Services</b> Revenue from CIS multi-line credit	40,000	0	0
<b>165,818</b>	<b>118,824</b>	<b>139,500</b>		<b>98,000</b>	<b>0</b>	<b>0</b>
<b>3,060,881</b>	<b>2,747,331</b>	<b>2,354,036</b>		<b>2,041,672</b>	<b>0</b>	<b>0</b>

## 85 - INSURANCE SERVICES FUND

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b><u>MATERIALS AND SERVICES</u></b>						
1,164	1,254	1,800	<b>7750 Professional Services</b>	0	0	0
0	0	0	<b>7750-01 Professional Services - Audit &amp; other city-wide prof svc</b> Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses	1,700	0	0
580,616	646,583	728,400	<b>8300 Property &amp; Liability Ins Premium</b> Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery.	818,930	0	0
0	0	5,000	<b>8330-18 Liability Aggregate Deductible - 2017 - 2018</b> Liability deductible year open with two open claim. 2017-18 fiscal year general liability deductible amount is \$50,000	0	0	0
1,073	7,599	25,000	<b>8330-19 Liability Aggregate Deductible - 2018 - 2019</b> Liability deductible year open with three open claim. 2018-19 fiscal year general liability deductible amount is \$50,000	30,000	0	0
42,616	5,250	2,400	<b>8330-20 Liability Aggregate Deductible - 2019 - 2020</b> 2019-20 fiscal year general liability deductible amount is \$50,000	0	0	0
0	43,599	25,000	<b>8330-21 Liability Aggregate Deductible - 2020 - 2021</b>	40,000	0	0
0	0	50,000	<b>8330-22 Liability Aggregate Deductible - 2021 - 2022</b>	25,000	0	0
0	0	0	<b>8330-23 Liability Aggregate Deductible - 2022 - 2023</b>	50,000	0	0
115	40,680	0	<b>8350-16 Workers' Compensation - 2015 - 2016 Retro Closed</b> No open workers' compensation claims for this plan year	0	0	0
0	11,849	0	<b>8350-17 Workers' Compensation - 2016 - 2017 Retro Closed</b> No open workers' compensation claims for this plan year	0	0	0
425	12,377	0	<b>8350-18 Workers' Compensation - 2017 - 2018 Retro Closed</b> No open workers' compensation claims for this plan year	0	0	0
38,714	16,312	10,000	<b>8350-19 Workers' Compensation - 2018 - 2019 Retro</b> No open workers' compensation claims for this plan year	0	0	0
236,297	59,773	50,000	<b>8350-20 Workers' Compensation - 2019 - 2020 Retro</b> One open workers' compensation claims for this plan year.	5,000	0	0
0	206,870	100,000	<b>8350-21 Workers' Compensation - 2020 - 2021 Retro</b>	0	0	0
0	0	400,000	<b>8350-22 Workers' Compensation - 2021 - 2022</b> Initial contribution paid to CIS for 2021-22 fiscal year.	0	0	0
0	0	0	<b>8350-23 Workers' Compensation - 2022 - 2023</b> Initial contribution paid to CIS for 2022-23 fiscal year.	400,000	0	0
25,972	19,625	25,000	<b>8370-05 Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b> The City's property insurance carries a \$1,000 deductible.	25,000	0	0

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A			2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
0	7,194	5,000	<b>8370-10</b>	<b>Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>		5,000	0	0
5,473	7,159	22,000	<b>8370-15</b>	<b>Property &amp; Auto Damage Claims - Automobile Damage</b> The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible.		22,000	0	0
<b>932,464</b>	<b>1,086,125</b>	<b>1,449,600</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>1,422,630</b>	<b>0</b>	<b>0</b>
<b><u>CAPITAL OUTLAY</u></b>								
22,600	0	0	<b>8850-10</b>	<b>Vehicles - Replacement</b>		0	0	0
<b>22,600</b>	<b>0</b>	<b>0</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TRANSFERS OUT</u></b>								
552,923	599,331	186,470	<b>9700-01</b>	<b>Transfers Out - General Fund</b>		212,351	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Administration and Finance personnel services support.	1	84,125	84,125	
				Insurance Services Fund support of HR Manager position	1	128,226	128,226	
21,156	22,889	6,016	<b>9700-20</b>	<b>Transfers Out - Street</b>		6,473	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance Services Fund support of HR Manager position	1	6,473	6,473	
10,928	14,969	3,008	<b>9700-70</b>	<b>Transfers Out - Building</b>		3,236	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance Services Fund support of HR Manager position	1	3,236	3,236	
55,041	57,237	15,039	<b>9700-75</b>	<b>Transfers Out - Wastewater Services</b>		16,182	0	0
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Insurance Services Fund support of HR Manager position	1	16,182	16,182	
<b>640,048</b>	<b>694,426</b>	<b>210,533</b>	<b><u>TOTAL TRANSFERS OUT</u></b>			<b>238,242</b>	<b>0</b>	<b>0</b>
<b><u>CONTINGENCIES</u></b>								
0	0	241,907	<b>9800</b>	<b>Contingencies</b>		150,000	0	0
<b>0</b>	<b>0</b>	<b>241,907</b>	<b><u>TOTAL CONTINGENCIES</u></b>			<b>150,000</b>	<b>0</b>	<b>0</b>

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
<b><u>ENDING FUND BALANCE</u></b>						
1,465,769	966,780	451,996	<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	230,800	0	0
<b>1,465,769</b>	<b>966,780</b>	<b>451,996</b>	<b><u>TOTAL ENDING FUND BALANCE</u></b>	<b>230,800</b>	<b>0</b>	<b>0</b>
<b>3,060,881</b>	<b>2,747,331</b>	<b>2,354,036</b>	<b><i>TOTAL REQUIREMENTS</i></b>	<b>2,041,672</b>	<b>0</b>	<b>0</b>

Budget Document Report

**85 - INSURANCE SERVICES FUND**

2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	Department : N/A Section : N/A Program : N/A	2023 PROPOSED BUDGET	2023 APPROVED BUDGET	2023 ADOPTED BUDGET
3,060,881	2,747,331	2,354,036	<b>TOTAL RESOURCES</b>	2,041,672	0	0
3,060,881	2,747,331	2,354,036	<b>TOTAL REQUIREMENTS</b>	2,041,672	0	0



## **Core Services**



City of McMinnville – Core Services

Staff prioritization. Highlighted box represents assessment of service quality.

Estimated cost is to move to higher service level

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
1	City Manager Organizational and Operational Support	Current span of authority is 12 direct reports, resulting in a limited ability to engage with employees or work groups outside immediate supervision. This practice isolates the City Manager from most City employees, often limiting availability for direct communication and leadership opportunities across the organization. Currently accounts for approximately 58% of City Manager's time.	Restructuring to create a Central Services/Administration Department (i.e., Legal, Human Resources, Finance, Communications) would lower City Manager direct reports to 8, which would free up approximately 0.1 FTE of the City Manager's time for communication and engagement across the organization. Additional staff resources required: 1 FTE analyst, 1 FTE administrative support, allocated to all Administration functions.	Creation of an Assistant or Deputy City Manager to equally share executive level direct reports would lower City Manager direct reports to 6 and would not require creation of a Central Services Department (base option). This level of service would free up approximately 0.2 FTE of the City Manager's time from current level of service. In addition to the benefits of the base option, there will be added capacity for new projects and initiatives and this model better addresses succession planning for the City. Additional staff resources required: 1 FTE Asst./Dep. CM, 1 FTE analyst (from base option), 1 FTE administrative support (from base option).	The addition of a project manager or second analyst to the mid-level of service would increase capacity to support departments in policy and budget formulation and implementation and would create capacity for proactive project and initiative development in addition to the impacts of the mid-level of service. Additional staff resources required: 1 FTE project manager or analyst, 1 FTE Asst./Dep. CM (from mid-level option), 1 FTE analyst (from base option), 1 FTE administrative support (from base option). Should account for approximately 33% of City Manager's time. [Total FTE in this option would also move other City Manager Core Services to mid and/or optimal levels, depending on organizational priorities.]	212,000
2	City Recorder/Legal City Council Duties: Prepares City Council Agenda/Packet. Track, prepare, review, edit City Ordinances and Resolutions. Attends City Council Meetings	Recorder: Agenda/packets have not been reviewed thoroughly and late, after meetings tasks are consistently late. Recorder only formats Ordinances and Resolution for inclusion Council packet. Recorder only attends City Council meetings and not available to attend other board meetings. Minutes for Council meeting not produced at all Legal: Only review documents for inclusion in Council packet; only attend Council meetings, but no other committee or board meetings.	Recorder: Agenda/packets have minimal review and after meeting tasks are completed within a week or so. Recorder reviews Ordinances and Resolution for inclusion Council packet. Recorder attends City Council meetings with no coverage and not available to attend other board meetings. Minutes for Council meeting not turned around timely Legal: Draft ordinances/resolutions when requested, but otherwise only review documents for inclusion in Council packet; only attend committee/board meetings when essential	Recorder: Agenda/packets are reviewed, sometimes posted late, after meeting tasks are completed the following day. With added Asst. Recorder, Recorder has more capability of drafting Ordinances and Resolutions and to attend City Council meetings with available coverage. Capability to attend other board meetings as needed for coverage. Minutes for Council meeting turned around on a faster level Roughly \$133,560 for 1 FTE City Recorder Legal: Draft ordinances/resolutions when requested and be involved in initial drafting and staff work group on project; attend other board/committee meetings when needed and annually for training 1 FTE Assistant City Recorder	Recorder: Agenda/packets are thoroughly reviewed hardly if ever posted late, after meeting tasks are completed the following day and all documents added into records management. With added Asst. Recorder and PT Staff flexibility for Recorder to be more involved at initial stages or Ordinances and Resolutions with City Attorney and Department Heads, provide reminders on upcoming resolutions that need update. Attends City Council meetings with coverage and has capability to attend other board meetings to assist as needed. Minutes for Council meeting turned around quickly and staff flexibility to help with other board meeting minutes Roughly \$146,820 for 1 FTE City Recorder, 1 FTE Assistant City Recorder, 0.5 FTE Admin Assistant Legal: Involved at initial stages of projects that ultimately lead to ordinances/ resolutions; draft documents for review by Council at work sessions and revise for final adoption; attend Council and Planning Commission meetings; attend other committee/board meetings as needed and annually for training	179,978
3	Information Systems INFRASTRUCTURE Provide network services, data and information security, and infrastructure for City buildings and systems. Backups, disaster recovery, AV, spam blocking, etc.	Network services are useable, inconstant, slow and unreliable. Operations are affected and inefficient due to technology restraints. Security is defensive and less proactive. Logs are not routinely reviewed, updates are applied as emergencies dictate, minimal active threat monitoring.	Network Information Systems stable and outages are minimal, speeds are acceptable and new services, buildings and functionality are easily added and brought on-line. Security logs are reviewed and threats planned for in advance, updates are performed on a scheduled basis, backups are routinely spot tested and layered threat blocking and monitoring systems are in place.	At least 1/2 FTE dedicated to network operations / security - design adjustments can be made for performance, fully redundant connections to all City buildings are in place and tested, network hygiene Information Systems a priority. High level of active monitoring, more proactive measures taken. Full data recovery activities planned and executed.	1 FTE dedicated to network/security operations, smaller issues can be quickly addressed, security design issues can be quickly put in place, high level of active network security and performance monitoring. Monthly data recovery exercises and employee training program. Realtime redundant systems for all critical infrastructure in place.	270,000
4	Information Systems OPERATIONS CRITICAL Operations including email, phones, videoconferencing, VPN, mission- critical city servers, desktops, laptops, software systems	Email and phone systems are functional - no frills, best effort towards managed mobile devices, desktops and servers, little remote support available. Triage decisions made constantly on 'putting out fires'.	Email and phone systems are functional and can integrate with other systems; mobile device management in place, All employees have access to remote work tools - mobiles, secure and reliable VPN connections and filesharing.	Email and phones are robust; Office 365 deployed across the organization and integrated across City work projects. Mobile device management Information Systems mature; all employees are able to work remotely.	Information Systems Information Systems proactive and pursuing projects and improvements across all departments, providing new services to citizens. Timelines are fully achievable and projects can be expanded on and reliably delivered. (1/2 FTE plus 50-80k annual capital costs)	0
5	Human Resources Recruitment and Selection	Limited contact coordinated with hiring managers; response times may take a week or longer; no candidate sourcing strategy; long time to fill positions; no retention strategy; no clear onboard/orientation strategy	Acceptable level of coordination with hiring managers; response times take 2-3 days; limited candidate sourcing strategy; jobs take 2-3 months to fill; limited retention strategy; basic onboard/orientation program	HR Analyst manages ½-¾ of recruitment portfolio; high touch support with hiring managers; response times take 1-2 days; developed candidate sourcing strategy; jobs are filled in 6-8 weeks; retention strategy is developed; informal onboard/orientation program (highly variable by department)	Recruitments are managed by two HRBPs, Director manages executive level searches; high touch support with hiring managers; response times take 1-2 days; effective sourcing and retention strategy, passive recruitment occurs; jobs are filled in 6-8 weeks; coordinated onboarding/orientation program sets employees up for successful integration into teams/organization	94,070

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
6	City Manager Council Engagement and Support	Plan and construct Council Meeting agendas. Meet with Council members as preferred by each member. Assist in response to constituent inquiries. Guide policy interpretation and implementation, including the strategic plan. Prepare staff reports and communications, both routine and specialized. Schedule, lead and/or participate in numerous meetings. Currently accounts for approximately 32% of City Manager's time.	Additional staff support would allow the City Manager to more fully engage with the Council, as individual members and the full body, in higher level review, support and guidance on policy matters, as well as Council priority projects and initiatives. Administrative and/or analytical support would be used to take on routine items and inquiries, task tracking and reporting, staff reports and calendar management and would be allocated for added support for other administrative functions (i.e., Recorder, Human Resources, Legal). Depending on workload and priorities, base level of service would allow approximately 0.1 FTE of the City Manager's time to be redirected to focus on priority functions. Additional staff resources required: 1 FTE analyst or 1 FTE administrative support.	The addition of 1 FTE (analyst or administrative support, depending on which position was added in base level), would expand the capacity to deal with routine items described in base level allowing the City Manager more time to provide leadership support for Council priority projects and initiatives, approximately 0.1 FTE above base level. Additional staff resources required: 1 FTE analyst or 1 FTE administrative support (resulting with one of each classification from the below base level).	The addition of an Assistant/Deputy City Manager to the mid-level of service would increase capacity to support departments in implementation of Council priority project and initiatives, including taking a proactive approach in project development and management, in addition to the impacts of the mid-level of service. Additional staff resources required: 1 FTE Asst./Dep. CM, 1 FTE analyst (from base or mid-level option), 1 FTE administrative support (from base or mid-level option). Should account for approximately 33% of City Manager's time.	99,000
7	City Recorder/Legal 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.	Recorder only reviews forms when submitted, limited availability for candidates, packet not updated, no training for incoming candidates Legal: CM/DH/Supervisors only reach out to in-house counsel when needed; Consequence: May lead to litigation under election laws which could require the assistance of outside legal counsel; candidates confused about process or violate laws without education from staff	Recorder attends election training only for major changes, packet updated as needed, available for questions from candidates, minimal training for candidates Legal: Review informational documents to be provided to candidates; review ballot titles and explanatory statements; advise staff when questions arise; Consequence: Candidates often continue to have questions and issues arise that could have been proactively handled through more education early on in the election process; causes additional work; May lead to litigation under election laws	Recorder attends election training, with added FTE has help to review/update packet and forms reviewed. Recorder has more capability to be available for questions from candidates throughout the whole process, training for onboarding candidates Legal: Provide informational sessions for candidates; develop ballot titles and explanatory statements and work with sec of state's office as needed; advise staff on enforcement of code related to elections (sign code/campaign finance); Consequence: better educated candidates, help elections run more smoothly, less work for other staff; staff are supported when issues do arise; minimize possibility for litigation	Recorder attends elections trainings on regular basis, with added FTE and .5 staff has staff flexibility and assistance to update packets, provide a robust informational sessions for candidate and robust onboarding training for candidates Legal: Strategic meetings with City Recorder, Finance Director, and code enforcement/ planning to prepare documents, update code as needed, provide informational sessions for candidates; develop ballot titles and explanatory statements and work with sec of state's office as needed; advise staff on enforcement of code related to elections (sign code/campaign finance); Consequence: better educated candidates, help elections run more smoothly, less work for other staff; staff are supported when issues do arise; minimize possibility for litigation; identify, review, and remedy issues before they impact candidates and staff	0
8	Fire and Rescue Operations	Effective Response Force on scene within 9 minutes >70% Current 52%. Lack of initial on-scene staffing increase risk to firefighters for injury and increases the risk to property damage due to delayed initial fire attack. Not enough staff to relieve existing staff without overtime increases cumulative stress on workforce. High Risk for Firefighter injury/Error.High risk of increased property damage due to delayed response. Volunteer staffing at 15 qualified Firefighters reduces response force availability.	Effective Response Force on scene within 9 minutes >70% 52%. Staffing to meet relief needs of current staffing levels reducing cumulative stress on employees from overtime Employee still at increased risk for injury and Community still at increased risk to property risk to property damage. Increase Volunteer Numbers to improve secondary vehicles response. Evaluate student program if space is available. 3 FTE needed \$420,000	Effective Response Force on scene within 9 minutes 80%. Need 1 additional substation, one additional engine/truck staffed. Should meet the effective response force in 2/3 of the City. Decreasing risk of injury to firefighters.Decrease the risk to property damage from an improved fire attack response time. Sub-station 2 million Capital(This may be offset through a partnership with Lafayette), 9 paid staff \$1.26 million annually implement student program for 6 "sleepers" \$70,000 for tuition assistance.	Effective Response Force on scene within 9 minutes 90%. Need 2 additional sub stations on top of staffing increases listed earlier. One may be in agreement with another department like Lafayette. Will need one additional substation near airport for estimated 2 million.	400,000
9	Fire - EMS Services	Ambulance Response less than 6 minutes 90% of the time in McMinnville. The FD uses a dual roll system where FF are on the ambulances and Medics are on the engine to get the most bang for the buck.When ambulance unit hours increase to 20 % the availability for fires is reduced and when ambulance hours are above 25% the system is considered stressed and responses are delayed due to overusing mutual aid resources. Currently calling for move ups or active calls over 400 times a year. Unit hour utilization of 25% indicated stressed system with overuse of our partners. Current Medic -12 27%, Medic -1 20%, Medic -10 20%. On the track for a 9000 call year. An increase of over 1000 calls from the previous record.Stress is causing continued loss of staff and Chronic stress issues.	Addition of funding for 4 FTE combined would allow us convert the Peak unit into a 24 hour car. This would reduce the unit hour utilization to around 18 per unit. Ambulance Response Time less than 6 minutes in city 90% of calls Contract Requirement and calling partners 300 calls per year. While meeting the overall response requirements there are areas that are below that level due to lack of substation. Cost for 4/ \$560,000	Ambulance Response Time less than 6 minutes in city 90% Using partners less than 100 calls per year, While meeting the overall response requirements there are areas that are below that level due to lack of substation. Addition of 6 staff would allow us to staff an additional 24 hour ambulance keep the PEAK Unit. This would place us in a position that would have our unit hour utilization around an estimated 12-14%. This reduces stress on the system and provides for more firefighters available at any one time in the system. This level of staffing also may allow for a cross staffed engine with the new 24 hour ambulance. \$840,000	Ambulance Response Time less than 6 minutes in city 90% Using partners less than 100 calls per year. Substation required near the hospital or partnership with hospital on deployment model. This will allow department to improve the response times in areas underserved due to substation addition. Cost allocated in the Fire Operations for substations.	
10	Police Calls for Service:Respond to emergency and non-emergency calls for service. To include CRU	Officers' response time are unacceptable and community complaints about how crimes are handled and investigated rise. Community is left feeling underserved and employee satisfaction with how they respond is diminished. No staff flexibility at all.	Officers' response time rise, community concerns are not addressed in a timely manner. Some calls may go unanswered. Flexibility lacks relating to ability to respond to community concerns.	Respond and handle calls for service in a manner that does not allow calls for service to sit for more than 30 minutes to 60 minutes maximum. Ensure staffing allocations allow for flexibility in responding to crime trends taking place at a given time	Hiring of additional officers allows MPD to return to a 4/10 schedule with overlaps, which would reduce some costs to the city (12-hour shift differential). Currently we work a 12-hour schedule which allows us to staff higher numbers, but this is a suboptimal schedule as clinical studies have shown. \$120,000 includes rollups per officer	965,720
11	Police Investigations:Detectives conduct complex investigation related to serious person and property crimes (ex. homicides, sexual assaults adult and child, etc).	Only the mandatory cases are investigated, some need to be handled by patrol who do not have adequate resources to resolve these types of complex and involved cases. Case loads are unmanageable. We fail our community, and our civil risk is exposure increase as criminals are left unprosecuted due to shoddy investigations	Cases are investigated, some more complete than others. Our investigative responses are limited by the number of detectives who can assist patrol officers. Detective case loads increase causing some cases to not be worked in a timely manner. Employees burn out becomes a concern as has happened in the past.	Conduct thorough and complete investigations in a timely manner, and ensure staffing allows for flexibility to have multiple large-scale investigations going at once.	The addition of a crime analyst position within our investigation section provides data driven information about crime trends and provides timely and accurate information to our staff and the community. Estimated \$80,000 includes rollups.	80,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
12	Finance Budget and Financial Planning	FTE: approx. .8 (lower level is less collaboration/work product from depts). Budget prepared in accordance with state law, developed by departments in context of best practices in their respective fields, state mandates. Substantially leverages NWS* functionality, producing a budget document with limited analysis and narrative information. Budget Committee (BC) discussion focused during budget season only; minimal orientation of BC. Statutory budget hearings. Long Term Implications: Focus on functional budget areas risks that the allocation of resources may be out of step with MacTown2032 and council priorities. Silo'd approach runs risk of prioritizing near term needs over long-term sustainability. Lack of a robust community engagement component, inadequate training for BC members, limited visibility into financial data lead to frustrations with the process and the budget decisions made.	FTE approx.: .8 Dept Budget: 12,500 Budget prep same as below base with addition of budget document focus on departmental activity details down to the line-item level and narratives describing how the activities funded fit in with MacTown2032. Includes considerable, though incomplete, analysis of city-wide fiscal status and near- or long-term financial sustainability. Web based public comment option in addition to statutory budget hearings. Long Term Implications: Collaborative staff approach to budget is a strength that allows City to minimize the negative impacts of limited funding. Staff commitment to MacTown2032 goals assures incremental progress on the 15-year time horizon strategic plan. The focus on maintaining service levels the community has come to expect and strategic plan deliverables combined with inadequate analysis of current year financial trends run risk that reserve levels and capital needs will be dangerously deprioritized. Lack of a robust community engagement component is same as below base.	FTE: 1.8 approx – 110,000 incr. Dept Budget: 22,500. One-time: 15,000. Budget prep same as base with addition of forecasting application to produce expanded financial analysis. Adding staff capacity enables separate Capital Improvement Plan (CIP). Added capacity also allows support of more BC activities throughout the year and listening session opportunities for BC with community organizations and public. Long Term Implications: Collaborative staff approach and commitment to MacTown 2032 same as base. Improved analysis of near- and long-term civic funding picture due to CIP and improved forecasting capacity. CIP enables city to make meaningful break from run to failure approach and deferred maintenance. Should allow current staff time savings in departments where silo'd capital planning is taking place. Strategic approach for more environmentally sound purchasing. Forecasting capacity enables scenario modeling for more informed decision making. Community engagement builds trust with and accountability to public.	FTE: 1.8 approx – 110,000 incr. Dept Budget: 42,500 to 72,500 One-time: 40,000 to 115,000. Budget prep same as mid-level. CIP same as mid-level. BC activities same as mid-level. Software to provide interactive and on-demand budget and performance information available on the website. Long Term Implications: Collaborative staff approach and improved balance between near and long term budgeting with forecasting and CIP is same as mid-level. New public facing budget application and performance data provides more accountability regarding MacTown2032 goals and department-specific best practices. Technology solutions for forecasting, CIP and public facing budget/performance data will have carrying costs associated with them. Incremental cost increase: Added staff and forecasting is same as mid-level. Budget/performance transparency applications run \$20,000-\$50,000/year with one-time costs.	315,000
13	Engineering Public Infrastructure Management	Limited capacity and funding for managing the City's transportation, wastewater, stormwater and airport infrastructure and systems and providing reviews and monitoring of public infrastructure improvements constructed as part of private development projects. Additional tasks include: inspections, defective private sewer lateral program to reduce I&I, utility locates, ROW permits, sidewalk permits, construction permits, pre-app meetings for private development, general public inquiries/phone calls. Current staffing is not sufficient to respond quickly.	Hire additional staff for the following: Administrative Assistance, Purchasing/Contract Specialist (to allow engineers to focus on engineering tasks and to assist with adoption of a formal purchasing policy/process). These additional FTE's would help the division to provide quicker response times to public requests, more streamlined processes, and consistency throughout the organization. Install video equipment in Operations room to facilitate virtual meetings.	In addition to Base level additions, hire additional Engineer to assist with increased development proposal reviews, inspections, permitting.	As development continues and with the expanded UGB, at least one additional Engineer may be needed to keep up with the increased work flow.	200,000
14	Legal Legal Advice: Advise Council and staff on any legal questions	Limited contact coordinated with Council, CM, and DH; Consequence: staff undertake actions without consultation with attorney; increases risk of liability and/or violation of laws; LOS Equivalent: response times may take a week or longer 1 FTE City Attorney \$206,000 (Salary + Ben)	Generally be available to all Councilors, CM, and DH; Consequence: Staff may proceed without legal input or may be unable to proceed until legal response provided; causes delay in others' work flows; increases risk of liability and/or violation of laws; LOS Equivalent: response times averaging between 1 business day and 1 week; some delayed responses to other staff – may be a week or longer 1 FTE City Attorney; 0.5 FTE Legal Assistant; 0.25 FTE Law Clerk \$271,000 (Salary + Ben)	Legal assistant readily available for staff inquiries; Consequence: work flows able to move forward smoothly; reduced likelihood of claims/litigation or violation of laws; LOS Equivalent: City Attorney responsive within three business days for all staff 1 FTE City Attorney; 1 FTE Legal Assistant; 0.5 FTE Law Clerk \$333,000 (Salary + Ben)	All legal staff readily available for inquiries ; Consequence: staff and Council able to be fully supported by responsive legal counsel; reduced likelihood of claims/litigation or violation of laws; strategically avoid litigation by being proactive in risk management; LOS Equivalent: response times generally within one to two business days, except for larger projects 1 FTE City Attorney; 1 FTE Asst. City Attorney; 1 FTE Legal Assistant; 0.5 FTE Law Clerk \$497,800 (Salary + Ben)	0
15	Planning Current (Mandated by state law to provide)	Extremely Limited - Permitting levels are low. Customer service is severely compromised. Plan review is very limited. Potential to not meet state mandated deadlines for review which default to an approval. Development code remains out-of-date. Resources = 3.5 FTES (Planners do both current and long-range planning) Professional Services Funds \$20,000. Current budget impact: reduce 1 FTE (Senior Planner). Reduce contractual services by \$150,000 – \$200,000. Long Term Consequences: Development does not reflect community values. Loss of community sense of place. Disinvested residents. Increased risk for non-compliance with ORS.	Limited – Staff is processing land-use applications and meeting plan review deadlines mandated by the state. However, the development code remains out-of-date and is amended only in a reactionary way based on egregious results in the filed. Resources = 5 FTES (Planners do both current and long-range planning), Professional Services Funds \$150,000. Current budget Impact = current status. Long Term Consequences: Development code is not revised to reflect community's values in a strategic and proactive manner. Lack of time to try and work with developers to amend plans.	Catch-Up – Plan review is thoughtful and proactive. Customer service for private development in advance of applying is the norm and staff may be able to influence development to reflect community's values. Development code is updated strategically and proactively to ensure that future development is building upon the sense of place that McMinnville values. Resources = 6 FTES (Planners do both current and long-range planning) plus 0.50 GIS FTE for Planning. Professional Services Funds \$250,000-\$325,000. Current Budget Impact: Add 1 FTE (Associate Planner - \$85,000), plus 0.50 GIS FTE (\$50,000). Long Term Consequences: development reflects what community wants and values. Less frustration with new development. Enthusiasm and confidence in future development. Compliance with ORS and Federal mandates.	Strategic - Dedicated staff with development code updated and working proactively on development code opportunities that address specialty attributes to lead community into the future. Resources = 8 FTES (Planners do both current and long-range planning). Professional Services Funds= \$325,000-\$450,000. Current Budget Impact - Add 3 FTES (Planning Manager, Associate Planner, and GIS Planning, approximately \$315,000). Add \$50,000 – 100,000 for contractual services. Long Term Consequences: Growth and development occurring in a manner that is embraced by the community and maintains what is special about McMinnville. Tax base increasing at a healthy rate. Public services are supported.	192,500
16	Human Resources Employee/Labor Relations	Transactional employee relations; bare minimum engagement with unemployment insurance claims; reactionary toward complaints of harassment/discrimination; limited contact with employees regarding protected leave; limited engagement with labor partners; heavy reliance on employment attorney; limited labor relations strategy for collective bargaining; employees and managers are minimally aware of reasonable accommodations for ADA/religious reasons	Consistent monitoring/response to unemployment insurance claims; established process to receive complaints of harassment/discrimination; established process to track and monitor protected leave; acceptable level of engagement with labor partners through regular labor/management meetings; reliance on employment attorney for functions unable to manage in-house; positional bargaining strategy with labor partners; employees and managers are aware of accommodation process	Developed strategy to manage unemployment insurance claims and cost; established process to receive complaints of harassment/discrimination; investigations are conducted swiftly and appropriate interventions are applied; employees are aware of protected leaves and how to apply for the leave; leave program includes appropriate level of employee/HR contact; regular labor/management meetings; reliance on employment attorney for highly sensitive/high-risk exposure matters; positional/interest-based bargaining strategy with labor partners; accommodation program supports employees and managers in interactive process	Developed strategy to manage unemployment insurance claims and cost; established process to receive complaints of harassment/discrimination; investigations are conducted swiftly and appropriate interventions are applied; leave program is managed consistently. HR partners with managers to strategize for upcoming employee leaves; regular labor/management meetings that promote collaboration and seek solutions to organizational issues; reliance on employment attorney for highly sensitive/high-risk exposure matters; interest-based bargaining strategy ; accommodation program includes annual training for employees and managers, effective documentation strategy, and regular check-ins to ensure needs are being met	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
17	Human Resources Ensure labor/employment law compliance	Employment law posters displayed annually; City achieves compliance with labor/employment laws often after deadline; limited monitoring of upcoming changes to law; lack of advocacy on proposed changes to law	Required notices are posted in a timely manner; compliance with labor/employment laws achieved by required date; some level of employment law monitoring; rare participation in advocacy on proposed changes to law	Required notices are posted in a timely manner; compliance achieved by required date; training on legal changes occurs prior to compliance date; regular monitoring of changes to employment law; advocacy on proposed changes to law	Required notices are posted in a timely manner; compliance achieved by required date; training on legal changes occurs prior to compliance date; proactive monitoring of changes to employment law; advocacy on proposed changes to law occurs regularly	0
18	Library Maintain a safe and comfortable space	Open 35 hours, 5 days a week; HVAC over 40 years old requires regular and costly maintenance; Difficulty staffing when any leave is taken; Safety concerns when only one person is working upstairs; Staff required to manage mental health issues; Bathrooms are used regularly and lines are common as the library is one of the few public restrooms downtown. Feedback from some public is that they do not feel safe at the library; Furniture is not made for the new requirements of the pandemic	Open 50 hours per week Five or more staff available during busy times Tables and chairs available for patrons	Open 60 hours per week Five or more staff available during busy times Tables and chairs available for patrons	Open 60 hours per week; Five or more staff available during busy times; New building that offers greater site lines with an open floor plan; Study rooms, meeting rooms, space for relaxed reading, lots of windows and light	300,000
19	Park Maintenance Deferred Maintenance	Most assets are not replaced prior to end of service life, replacement/repair is reactive. Deferred maintenance inventory continues to grow in scope and cost.Park aesthetics continue to remain below community expectations. Buildings and building elements continue to deteriorate with time and use. Downtime impacts public access to various amenities and structures and staff effectiveness. Limited staffing capacity impacts response times. Repairs and maintenance costs are high due to inability to provide properly timed maintenance relative to asset life cycle. Storm/vandalism repairs require longer time frames that are below community expectations. Asset failures continue to increase as assets age past useful life.	High priority assets (larger play equipment such as Discovery or City Park, roofs, lighting systems, emergency response equipment/vehicles) are replaced as either obsolete or at end of life. High priority systems, structures and equipment replaced or renewed (Wortman West Shelter, splash pad, smaller playgrounds, skate parks, various equipment & vehicles). Deferred maintenance items begin to be addressed. Park aesthetics improve in highly visited, visible spaces, but still fall below expectations in some locations. Safety issues are immediately addressed, and high priority assets are replaced/renewed on a programmed basis relative to life cycle and condition.	High and medium priority assets are replaced or renewed at the end of useful life or as conditions require. Deferred or backlogged items are addressed in such a manner that the backlog begins to be reduced. There is a funded plan in place to address the deferred items. Park aesthetics are good in all spaces, with fertilized, irrigated turf, mulched beds and low levels of weeds/invasive species. Proactive building/amenity maintenance is performed on a programmed, proactive basis. High and medium priority assets are replaced on a programmed basis relative to life cycle and condition. Some programmed activities in undeveloped spaces. Some park improvements and upgrades can be implemented(enhanced lighting, interpretive signing, bike racks, park rule signage, etc.).	All assets replaced or renewed on the basis of useful life schedules. Backlogged or deferred items are at a minimum, and there is a plan in place to continually address the backlogged items. Park aesthetics are outstanding in all spaces. Annual floral displays are planted in high visibility areas and maintained. All assets can be considered in good to excellent condition. All assets are replaced/renewed on a programmed basis. Undeveloped spaces are maintained, with riparian and wetland area restoration efforts and invasive species mitigation efforts as well as fuels reduction programs.	589,500
20	Parks & Recreation Park Planning & Development (Master Plan)	20 year old Master Plan, lack of funding to update, out of date SDC methodology, sunsetted bond, not much park programming, lack of marketing for large event rentals (potential revenue); Limitations are the City currently isn't funding parks maintenance at the level needed from the last master planning effort and basic asset management. Current .25 FTE	Basic Plan Update – existing condition overview, basic outreach and coordination, review of park needs, mapping, CIP, final plan.; Revenue sources: ARPA, SDC \$ (which then would not be used for construction of parks), Potential grants; Cost for this would be one time - \$75k-\$100k for basics. Does not include new SDC methodology, estimated at \$40k.	Basic Plan update +Parks Condition assessment + webpage/communication and outreach, visioning workshop, advisory committee coordination, scenario development/facility design and operations.; Dedicated part time (.5) park planner who can program, market, manage large park event permits, public liaison. Revenue sources: ARPA, SDC \$ (which then would not be used for construction of parks), Potential grants. Cost is one time \$170k – does include an updated residential SDC methodology (not commercial/industrial), limited outreach, no special efforts for underrepresented groups, limited visioning. Ongoing costs - \$60k/year	Mid level plan update + additional community visioning/outreach with attention to underrepresented community members, web presence, increased advisory committee work and participation.; Dedicated full time park planner who can program, market, manage large park event permits, public liaison, park design & planning as well as project management for capital/construction projects.; Revenue sources: ARPA, SDC \$ (which then would not be used for construction of parks), Potential grants; Cost is one time \$260k – includes commercial and industrial SDC methodology, specific efforts for underrepresented groups, increased visioning and committee work. Ongoing - \$120k/year (1 FTE)	100,000
21	Finance Accounting and Business Services	FTE approx.: 2.4 Dept Budget: 37,100. Accounting and business services includes general ledger, annual financial statements, purchase orders and payables, some central billing and basic training/resources for department staff who use NWS. An annual financial report is produced, a lower standard for government accounting. Because of tight staffing levels anytime folks are on leave, a fire erupts or a project in financial services with low staffing allocations emerge, accounting services and internal control is typically the finance function that is de-prioritized. Little training available to dept staff in NWS. Ad hoc support available. "How to" documents scarce. Finance staff training focused on NWS, not gov. accounting. Consequences to deferring accounting activities is weakened internal control and higher risk of errors or fraudulent activity. Working consistently at overcapacity means that details – or important items – are overlooked or lost. Lack of a consistent training program for finance staff -> risk of failing to update business process with changes in state or federal law.	FTE approx.: 2.4 Dept. Budget: 37,100. Accounting and business services is same as below base with change that annual comprehensive financial report is produced so can earn GFOA award for Excellence in Financial Reporting. Same tight staffing level as below base. Same minimum support to dept staff as below base. Re-org of some business processes to add some capacity for finance staff training opportunities. Consequences to deferring accounting activities is same as below-base. Lack of a training for department and finance staff is same as below base.	FTE approx. 2.6 22,000 ncr Dept Budget: 47,100 Accounting and business services is same as base. Adding approx. .2 FTE capacity will allow the finance team to better balance ongoing accounting needs given tight staffing level but does not stretch to complete continuity of operations. Participation in GFOA and Oregon GFOA activities (an increase of 10,000 in the budget) will be prioritized. To mitigate missing key changes in government accounting standards, state or federal statute. Same min support to depart staff as below base. Consequences to deferring accounting activities is still a factor.	FTE approx. 3.1 64,000 incr Dept Budget: 47,100 Accounting and business services is same as base. Capacity add in mid-level is same. Adding a general accountant to the team results in .5 FTE more capacity in accounting, with sprinkled capacity adds in other fiscal services areas, allowing for continuity of operations. Fin staff training same as mid-level. New general accountant will enhance NWS departmental staff training and development of resources to improve efficiency and effectiveness in use of software across city. Establishing training in other finance activities such as cash handling, how to avoid fraud, and other important subjects. Reducing the amount of time working at over capacity reduces risk that details – or important items – are overlooked or lost as new fires require the attention of finance staff.	10,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
22	<p>Planning</p> <p>Long Range Planning (Mandated by state law to provide)</p>	<p>Extremely Limited - Almost non-existent.</p> <p>3.5 FTES (Planners do both current and long-range planning) Professional Services Funds \$20,000 Budget Impact: Reduce 1 FTE (Senior Planner) Reduce contractual services by \$150,000 – \$200,000</p> <p>Long Term Consequences: Lack of strategic planning, diminishing development opportunities, anemic tax base and growth = inability to support increased cost of public services. Increased risk for non-compliance with ORS</p>	<p>Limited – ability to tackle one or two long-range planning projects per year.</p> <p>5 FTES (Planners do both current and long-range planning) Professional Services Funds \$150,000 Budget Impact: Current</p> <p>Long Term Consequences: Lack of strategic planning, diminishing development opportunities, anemic tax base and growth = inability to support increased cost of public services. Start to address compliance issues with ORS and Federal mandates. Reduce risk of legal challenges. Growth occurring in a way that could be detrimental to the long-term sense of place for McMinnville.</p>	<p>Catch-Up – Ability to update all of the necessary plans within five years.</p> <p>6.5 FTES (Planners do both current and long-range planning). Plus 0.50 GIS FTE for Planning. Professional Services Funds \$250,000-\$325,000 Budget Impact: Add 1.5 FTE (Associate Planner plus 0.50 GIS Planning FTE)</p> <p>Long Term Consequences: Active community dialogue, public participation in long-range planning. Strategic plan for growth and development. Enthusiasm and confidence in future development. Compliance with ORS and Federal mandates.</p>	<p>Catch-Up and Strategic – Ability to update all of the necessary plans within five years, keep them updated and become strategic about long-range planning.</p> <p>8 FTES (Planners do both current and long-range planning) Professional Services Funds \$325,000-\$450,000 Budget Impact: Add 3 FTES (Planning Manager, Associate Planner and GIS Planner) Add \$50,000 – 100,000 for contractual services</p> <p>Long Term Consequences: Growth and development occurring in a manner that is embraced by the community and maintains what is special about McMinnville. Tax base increasing at a healthy rate. Public services are supported.</p>	0
23	<p>Engineering</p> <p>Capital Improvement Projects</p>	<p>Limited capacity and funding for managing the City's Capital Improvement Projects. Not able to keep up with current workload and project schedules. ARPA projects - need increased staff for additional project load. Currently have only one Project Manager (new City Engineer will help).</p>	<p>Hire additional staff for the following: Administrative Assistance, Purchasing/Contract Specialist (to allow engineers to focus on engineering tasks and to assist with adoption of a formal purchasing policy). These additional FTE's would help the division to provide quicker response times to public requests, more streamlined processes, and consistency throughout the organization.</p>	<p>In addition to Base level additions, hire additional Engineer to assist with project management and implementation of our Capital projects.</p>	<p>In addition to Base and mid level additions, hire Grant Specialist (Planning?) to assist with grant applications to improve infrastructure throughout the City. This would likely require additional FTE Engineers to manage new projects. Hire in-house CAD drafter or engineer to be able to design more projects in-house.</p>	175,000
24	<p>External Communications (Website/Print/Social Media)</p>	<p>Website does not have up-to-date information, broken links. Does not include appropriate translated materials. Is not optimized for a mobile device. Is not designed for users with visual disabilities. Not branded appropriately. Print materials are developed without consistency in style, branding, etc. Materials lack professional quality. Inconsistent approach to social media throughout City. No coordinated approach between platforms (Facebook, Instagram, LinkedIn, NextDoor, and Twitter). 1 FTE Public Engagement Specialist</p>	<p>Website has some out-of-date information but for the most part includes accurate and timely content. Some materials are translated to Spanish. Limited accessibility for people with visual disabilities. Items contain City logo and follow branding guidelines. There may be inconsistency in content between departments but messaging is clear and understandable. Materials are printed in English/Spanish. Social media accounts exist for most departments/services. The administration, messaging, and engagement on platforms may be somewhat inconsistent. 1 FTE Public Engagement Specialist .5 FTE Administrative Assistant</p>	<p>Website contains up-to-date information with limited broken links. Many pages include information in Spanish. Website is designed with basic accessibility principles and is easy to navigate. Materials following branding guidelines and are easy to read and understand. Materials are printed in English/Spanish. Social media accounts exist for all departments/services where applicable and administered by CS. Messaging is for the most part consistent and includes the coordination and design of a community email blast. 1 FTE Public Engagement Manager 1 FTE Public Engagement Specialist</p>	<p>Engaging and effective website that provides up-to-date information about City services, ways to engage, and upcoming events and programs, and City news. Website is accessible to people with disabilities and/or people who speak languages other than English. Performance metrics exist to monitor high/low traffic pages and/or content. All printed materials and signage are branded and have a professional look that is recognizable within the community. A large image library ensures visually exciting graphics on fliers, postcards, presentations, etc. Materials are printed in English/Spanish. Social media is used to effectively communicate information about City services, upcoming events and programs, news, community partnerships, volunteer opportunities, and other ways for residents to engage. A coordinated approach ensures that McMinnville's "voice" is consistent regardless of platform or account. Process for monitoring and reporting effective strategies is in place. 1 FTE Public Engagement Manager, 1.5 FTE Public Engagement Specialist, .5 FTE Administrative Assistant (These positions could be combined with the other proposed communications positions)</p>	32,000
25	<p>DEI Implementation</p>	<p>Training &amp; Education: minimal, fewer than one educational opportunity for staff per year. Policy: DEI is infrequently referred to in City policies, it may not even be considered when evaluating policy implications Organizational Culture: inconsistent approach to inclusion and belonging throughout the organization; employees are hesitant to share concerns or speak out against microaggressions/harassment/discrimination Recruitment/Retention: workforce does not reflect demographics of the community, limited bilingual employees, people from non-dominant culture are rarely selected for roles (volunteer or paid) and when are selected do not stay with the organization.</p>	<p>Training &amp; Education: annual DEI education opportunities exist, employees understand the expectations to embody core values. Policy: City has a policy statement about DEI and an equity lens to help evaluate decision-making for disparate impacts with historically excluded groups. Organizational Culture: formal process for reporting microaggressions/harassment/discrimination exists; departments have a somewhat developed strategy to promote employee belonging and foster an inclusive culture. Recruitment/Retention: Strategy exists to build a workforce reflective of community demographics; bilingual employees provide inclusive customer service in multiple departments; people from the non-dominant culture are regularly selected for roles (volunteer and paid) and stay with the organization for at least 2-3 years.</p>	<p>Training &amp; Education: Frequent opportunities for DEI education exist in the organization, employees embody core values. Policy: Policies are created and reviewed using an equity lens, community engagement supports decision-making and strives to include perspectives from people from the non-dominant culture. Organizational Culture: Employees are comfortable raising concerns about microaggressions/discrimination/harassment; departments actively seek to build a more welcoming and respectful culture by engaging with employees on the topic frequently. Recruitment/Retention: workforce becomes more diverse year after year and is beginning to reflect the community demographics; recruitment process seeks to include people with lived experience in addition to minimal job requirements; people from non-dominant culture are regularly selected for roles (volunteer and paid) and stay with the organization 3-5 years.</p>	<p>Training &amp; Education: Employees engage with DEI training and education frequently; DEI training is recommended and supported by managers; employee embody core values. Policy: Decisions are made through an equity lens and a high level of feedback and community involvement to ensure disparate impacts are minimal and mitigated if unavoidable. Organizational Culture: Departments are welcoming and inclusive of employees from all backgrounds; employees regularly engage in respectful conversations about DEI that continually improve the culture. Recruitment/Retention: workforce reflects community demographics; staff are multilingual and able to effectively serve a diverse community; candidates from non-dominant cultures are regularly selected for roles and are supported and onboarded in a culturally conscious way; people from non-dominant cultures have the same retention rates as dominant culture employees.</p>	15,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
26	Legal Meetings: Serve as parliamentarian and legal advisor during Council meetings and other Board/Committee mtgs as needed	No attendance at other board/committee meetings; attend all Council meetings; Consequence: potential violations of Oregon public meetings laws; staff provide legal advice to committees without consultation of attorney; LOS Equivalent: Avg 3 hrs/mtg x 3 mtg/mo x hrly rate of \$101.30 = \$911.70/mo	Attend all Council meetings, and attend other board/commission meetings when requested; Consequence: potential violations of Oregon public meetings laws; reduced likelihood that staff provide legal advice to committees without consultation of attorney; LOS Equivalent: Avg 3 hrs/mtg x 4 mtg/mo x hrly rate of \$101.30 = \$1215.60/mo	Attend all Council meetings, and attend other board/commission meetings when requested; consistent monitoring of future Council agenda items; Consequence: reduced likelihood of potential violations of Oregon public meetings laws; able to anticipate need for legal counsel and potential legal issues at meetings when monitoring agenda items; LOS Equivalent: (Avg 3 hrs/mtg x 4 mtg/mo x hrly rate of \$101.30) + (4 hrs/mo for monitoring x 101.30) = \$1620.80/mo	Attend all Council and Planning Commission meetings, attend other board/commission meetings when requested; consistent monitoring of future Council and Planning Comm'n agenda items; Consequence: reduced likelihood of potential violations of Oregon public meetings laws; able to anticipate need for legal counsel and potential legal issues at meetings when monitoring agenda items; assistance to Planning Comm'n to avoid having decisions appealed to Council and to LUBA; LOS Equivalent: (Avg 3 hrs/mtg x 5 mtg/mo x hrly rate of \$101.30) + (5 hrs/mo for monitoring x 101.30) = \$2026/mo	0
27	Human Resources Maintain employee handbook/personnel policies	Employee handbook includes basic personnel policies and is updated irregularly; policies are not organized or accessible to employees; no HR coordination with individual departments on department policies/SOGs/SOPs	Employee handbook includes basic personnel policies and is updated every 2-3 years; policies are organized and accessible to employees; occasional HR coordination on individual department policies/SOGs/SOPs	Employee handbook includes personnel policies and additional information such as strategic plan integration, ways to integrate within teams and departments, etc.; handbook is updated annually; policies are organized and accessible to employees online; occasional HR coordination on individuals department policies/SOGs/SOPs	Handbook is regularly updated and is used as a resource for existing employees and as a tool to onboard/orient new employees; handbook is updated annually and includes effective communication on changes (in writing, via video or in person training); policies are reviewed annually and accessible to employees online; policies are regularly discussed at staff meetings to ensure understanding across organization; HR coordinates with individual departments on department policies/SOGs/SOPs	0
28	Finance Payroll and Benefits Management	FTE approx.: 1.05 Dept Budget: 12,100 24 payrolls are processed each year, accommodating the special pays and contract arrangements of 2 bargaining units and different classifications of non-represented staff. PERS, state and federal payroll reporting requirements, and benefits reconciliations and backend administration. Benefits were almost exclusively evaluated through an administrative lens. Staff onboarding at hire is supported. Because finance staff is stretched, when other demands emerge, timely internal control reviews of the twice monthly payrolls is de-prioritized.	FTE approx.: 1.05 Dept Budget: 12,100. 24 payrolls are processed each year, accommodating the special pays and contract arrangements of 2 bargaining units and different classifications of non-represented staff. PERS, state and federal payroll reporting requirements, and benefits reconciliations and back end administration. Benefits are viewed predominantly through an administrative lens. Staffing capacity organization wide does not stretch to getting feedback on what benefits are valued by staff and/or analyzed outside of price increases from current providers. Staff onboarding at hire is supported. Because finance staff is stretched, when other demands emerge, timely internal control reviews of the twice monthly payrolls is de-prioritized.	FTE approx.: 1.1 5,000 incr Dept Budget: 12,100, Payroll processing same as base level. A net increase of .05 FTE, and a reorg of existing personnel allocations made possible by adding the analyst and grant/special projects specialist, allow for adding more thorough analysis of benefits spends and staff-wide communications. Staff onboarding at hire is supported. Because finance staff is less stretched, timely internal control reviews of the twice monthly payrolls can be re-prioritized.	FTE approx.: 1.2 12,000 incr Dept Budget: 36,100 . Payroll processing same as base level. A net increase of .15 FTE over base level, and a reorg of existing personnel allocations made possible by adding the analyst and grant/special projects specialist and general accountant, allow for adding more thorough analysis of benefits spends and staff-wide communications. Staff onboarding at hire is supported. Special hiring or benefits programming activities becomes possible. Because finance staff is less stretched, timely internal control reviews of the twice monthly payrolls can be re-prioritized.	0
29	Library Offer library materials for borrowing	Out of date, poor quality, few items available for borrowing	Currently Friends of the Library and Library Foundation pay for 80% of the adult book and electronic resource borrowing collections. The borrowing collections are up to date, relevant, well maintained, and diverse. Books, audio, video, downloadable audio and ebooks for all ages in languages spoken by 10% or more of the community are available to borrow; Small collection of Library of Things (games and puzzles)	City budget covers the costs of patron borrowing collections (remove burden of this core service from the Friends of the Library and Library Foundation); Expanded access to base level options such as more audio and ebooks, streaming music, and databases for employment training, in depth research; More Library of Things for borrowers to expand their hobbies, skills, knowledge, and enjoyment (i.e. kitchen and home equipment, tools); Staff to manage Library of Things and other additions.	Expanded collection of all materials for borrowing; Larger space for physical materials; Staff to maintain, clean, and organize more materials	70,000
30	Police Evidence: Process and account for evidence through best practices and ensure that evidence and property taken in is accurately accounted for.	Evidence is lost or not tracked in a timely manner, exposing the city to liability and potential lawsuits. Our evidence techs are unable to process evidence to the labs or other partners leading to cases being dismissed or lost due to faulty practices.	Evidence is tracked and sorted in a timely manner; however, we lose the ability to have techs who are responsive to both department and partner needs and expectation. We do what is necessary to keep in alignment with what state accreditation standards.	Evidence techs are readily available to handle evidence submitted by staff daily. Evidence that is submitted is processed in accordance with best practice and disposed of in accordance with policy and state law.	Moving our PT Evidence Tech to a FT position allows our evidence section to provide more support to our officers, by also responding to crime scenes to assist in processing and allows for staff to have technical expertise through training and education. We become more proactive nimble. Additional \$50,000 with rollups	50,000
31	Fire Code Enforcement	State doing only required inspections when available. ; Minimal interaction with other City departments on new construction, only fire department access, and water supply; Share one State DFM for 4 Counties. ; No complaints are investigated; No local input, no local contact for business owners/managers. ; No support or safety review/inspections of community events such as Dine Out, Air show, Alien Days, fair, etc.; Lack of local inspection program increases fire risk to businesses and their occupants and risk to the community overall.; Lack of working with other City departments creates fragmentation of service to local businesses and community members ; The lack of inspection or planning for local events places community members and visitors at a risk.; Failure to respond to complaints or concerns leaves community at risk and frustrated with lack of service	Inspecting State required inspections as well as high risk occupancies every 3-5 years; Few moderate and no low level occupancies are inspected unless requested or deemed necessary; Investigate complaints. ; FD Access and Water Supply inspections. ; Community Event inspections completed when available.;Continued lack of inspection and maintenance increases the risk of fire or other serious safety hazards such as locked/blocked exits, non-functioning fire alarm and sprinkler systems, etc. Placing the community at risk for occupants and economic impact.; Lack of local processes and inspections increases fire risk as well as safety risk to building occupants and risk to the community overall.; Lack of working with other City departments creates fragmentation of service to local businesses. ; The lack of inspection or planning for local events places community members and visitors at a risk.;	Inspecting State required inspections as well as high risk occupancies every 1-2 years.; Moderate hazard every 5 years and zero low level occupancies are inspected unless requested or deemed necessary; Investigate complaints. ; Participate in Plan Review process for new construction projects. FD Access and Water Supply inspections. ; Assist businesses with safety inspections as requested.; Community Event plan review, permitting and safety inspections conducted.; (29) events this year and many months had none due to COVID; Continued lack of inspection and maintenance increases the risk of fire or other serious safety hazards such as locked/blocked exits, non-functioning fire alarm and sprinkler systems, etc. Placing the community at risk for occupants and economic impact.; Lack of full local inspection program increases fire risk as well as safety risk for building occupants and risk to the community overall. Ad 1 FTE Enforcement, investigation, and public education. 125,000	State required inspections are completed.; High life hazard/economic impact annually. ; Moderate hazards inspected every 3 years; Low level hazards inspected every 5 years. Implementation of a self- inspection annually. Investigate complaints.; Participate in Plan Review process for new construction projects. FD Access and Water Supply inspections; Community Event plan review, permitting and safety inspections conducted.; (29) events this year and many months had none due to COVID ; Implement a program to ensure all sprinkler, alarm, suppression hood systems are conducted annually or as required by Fire Code. One additional .5 FTE for optimal in the prevention division. 60000	136,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
32	Facilities Current backlog-Major Repairs & Renewal	\$4.7 M (does not include WWS buildings). No comprehensive capital plan for facilities. Funding is based largely on reactive responses to aging buildings.	\$1.15M (assumes current backlog funded and annual investment made at 50%. Overall capital renewal/major repairs plan developed for all facilities and funded at 50% of need.	\$575,000 (assumes current backlog funded and annual investment made at 75%. Overall capital renewal/major repairs plan developed for all facilities and funded at 75% of need.	\$0 (assumes current backlog funded and annual investment made at 100%. Overall capital renewal/major repairs plan developed for all facilities and funded at 100% of need.	1,900,000
33	Human Resources Support managers and employers in performance management/disciplinary process	Lack of consistent performance management strategy throughout organization; performance reviews/formal check-ins are minimal; limited training for managers on effective performance management strategies; disciplinary process is inconsistent;	Performance reviews are conducted annually, throughout organization; basic performance management training is provided; disciplinary process is consistent throughout organization	Performance reviews are conducted annually for FT/PT+/regularly budgeted positions; performance reviews are conducted consistently (according to policy) for PT/temp positions; disciplinary process is consistent throughout organization	Performance management strategy is fully developed and based on best practices; regular check-ins between managers/employees are documented and stored in an electronic system; "stay" interviews are used to inform retention strategies; disciplinary process is managed consistently and with appropriate forms for documentation	0
34	Muni Court Traffic Violations	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date 4 – 6 weeks from original infraction. Staff response to phone/email within three days. If don't appear, automatic reset is made 4 – 6 weeks from original court date. Delays due to either imbalanced staffing level relative volume of violations or operating remote court with software ill-suited for this operational need. Consequences are delays in access to justice, strong potential for more touches per violation, limited access to court staff by phone, email and/or in person for folks with questions about their cases, creation of case backlogs. In circumstances with remote court only, for people who appear the time before the judge is expedited in smaller online groups but there is more confusion for many with extra communication required to get them set up for their appearances.	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date within 4 weeks from original infraction. Staff response to phone/email within one day. Staff office hours 35/week. If don't appear, automatic reset is made 4 – 6 weeks from original court date. This service level depends on balanced staffing level relative volume of violations and operating in person court. Consequences of in-person court only is increased hardship for people who come before the court as they need to take more time off work, arrange for child care, etc. to participate in large groups that come before the judge. The traditional court operation allows for more people to be seen each court day, thus reducing the time that passes from the original violation and the court date.	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date within 4 weeks from infraction. Staff response to phone/email within 1 day. Staff office hours 35/week. Failure to appear, automatic reset made 4 – 6 weeks from original court date. With new software, anticipate less need for second appearances due to enhanced communications options and operational efficiencies. Service level depends on balanced staffing relative volume of violations and software designed for hybrid court operations. Consequences of hybrid court functionality allows people to elect modality that works best for them (remote or in-person), improved communications reduces additional failure to appear charges, and efficiencies in processing cases. Incremental cost: approx. 26k/year + 104k one-time (on premises license) to 46k/year + 53k one-time (hosted/software as service model) Note: one time cost and 5-year contract is included in ARPA investment proposals. Staffing efficiencies to be invested in ancillary processes that improve court operations + study impacts on people appearing before the court.	2 Traffic Courts per month. From 2010 to 2019 avr 2200/year (range 1600-3000 – outlier in 2012). Staff level: 1.5 FTE. Violations have first court date within 4 weeks from original infraction. Staff response to phone/email within one day. Staff office hours 35/week. Failure to appear, automatic reset is made 4 – 6 weeks from original court date. With new software, less need for second appearances due to enhanced communications options and operational efficiencies. Service level depends on balanced staffing relative volume of violations, software designed for hybrid court. Optimal includes added staffing to facilitate public education and diversion programs. Hybrid court functionality allows people to elect modality that works best for them (remote or in-person), improved communications to reduce additional failure to appear charges, and staffing efficiencies in processing cases. Incremental cost: same as mid level. Staffing efficiencies invested in ancillary processes that improve court operations and impacts on people appearing before the court. Added staffing capacity cost is described in "Muni Court Support Services."	106,000
35	Fleet Maintenance/Repair of assigned vehicles and equipment	1 FTE currently for Fleet. PW Operations maintains General Fund, WWS and Street fleet & equipment. Police and Fire fleet maintenance is managed by those departments. All assigned units are tracked via CMMS and are on preventative maintenance schedules. Staff capacity limits ability to meet all PM schedule targets. Current ratio of scheduled to demand work is 50-50 or worse; ideal is 70% scheduled to 30%demand. Work is outsourced as resources and expertise require. Operations Mechanic assists various departments City wide and assists Operations crews as necessary.	2.0 FTE total (adds shop assistant). PW Operations maintains GF, WWS and Street Fleet. Police and Fire units continue to be maintained separately. Additional capacity improves ability to hit PM targets and absorb demand work. Additional staffing and improved replacement scheduling improve staff capacity to meet PM targets. Improved replacement schedule begins to reduce demand work and downtime. Staff could be shared with Street & WWS.	3 FTE (1 supervisor, 2 staff). Additional staff and space allows implementation of a comprehensive Citywide approach to fleet maintenance. PW Operations maintains all GF, WWS and Street Fleet units, and assumes maintenance of PD units, Staff EVT certification will be required. Additional work will require additional staff, and additional vehicle bays.	4.0 FTE (1 supervisor 3 staff). Provide comprehensive fleet management services in a centralized facility for all city fleet, including PD and Fire. This will require a new or expanded fleet facility.	620,000
36	Information Systems OPERATIONS HIGH IMPACT Operations including non-critical software integrations and customizations, printing, 'in-vehicle' computers (MDTs) for Public Safety – 24/7 services for PD/FD	Printers are not adequately maintained and experience downtime; MDTs are frequently out of service, in need of repair, operations are affected and technology is unreliable for Public Safety services.	Printing operations are secure and stable; Most MDT's are up to date and operational; electronic systems such as e-ticketing and billing charts are reliable and functional. High impact software integrations are addressable in a reasonable timeframe.	More core systems are cloud based to provide 24/7 access and uptime. Most if not all City employees can work anytime, anywhere. All MDT's are up to date and operational, replaced on a scheduled 'before-failure' basis information Systems.	Workflow and team project management tools are routinely used across the organization; fully remote workers are supported, email systems are 24/7 cloud based and redundant, all systems secured with 2-factor authentication.	0
37	Information Systems OPERATIONS General management of all City servers, desktops, laptops, mobiles, software systems & integrations, printing, Patches, upgrades, user support.	Systems are run past reasonable 'end of life dates', replaced in emergency situations. Low-medium impact software and systems integrations are not addressed.	Systems are replaced before expiration, but sometimes critical projects displace other needs. (Capital funding necessary : 20-50k annually, depending on needs)	Systems are replaced before expiration in a fully planned, orderly fashion. (Capital funding necessary 50-80k, depending on needs)	Information Systems is proactive and pursuing projects and improvements across all departments, providing new services to citizens. Timelines are fully achievable and projects can be expanded on and reliably delivered. (1/2 FTE plus 50-80k annual capital costs)	0
38	Park Maintenance Restroom Maintenance	Restrooms closed in some areas. Portable restrooms removed. Building maintenance is reactive in nature.	Restrooms are serviced daily. Portable restrooms provided as resources and COVID cleaning protocols allow. Restroom roofs cleaned annually, anti-graffiti coating applied annually, and interiors painted every other year.	Restrooms are serviced daily. Buildings are maintained as at base level, with interior partitions being replaced/repared as needed, and exteriors painted every five years.	Restrooms are serviced daily, portable restrooms are provided in areas as needed. Buildings maintained as at base level, partitions replaced on a regularly programmed cycle.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
39	Parks & Recreation Volunteer Coordination	No volunteer program. Turning away volunteers/donations and not allowing volunteers to participate in our programs.; Budget implications: current	Solicitation for volunteers happens through individual programs in isolation (coaches   Wortman Café   park cleanups); No planning for events, reactive only - when someone contacts us or there is an immediate need for programs to move forward. ; Budget implications: current	Volunteer program formalized (procedures, recruitment, recognition) and managed by a staff liaison. Budget implications: .5 FTE – approx. \$60k	Park Sponsorship and Volunteer Program and coordinator that is standardized, has a web page and marketing to recruit for planned volunteer events, handles legal waivers and manages logistics for volunteer days in the parks and when needed for programs. Recognition or Awards for volunteers integrated into Mayor's State of the City potentially?; Budget implications: 1 FTE – approx.. \$120k	80,000
40	Facilities Annual Investment Requirement (20 year horizon, \$52.5M, about \$2.3M/year	Current annual investment is less than 25% of required (less than \$570,000	50% = \$1,150,000	75% = \$1,725,000	\$2,300,000	1,150,000
41	Capital-Fleet Replacements	Currently no comprehensive fleet replacement schedule for GF, Street units. PD/FD units managed separately and are funded more regularly. WWS units are funded via WWS capital plan.	Fleet/equipment replacement schedules developed and are funded for all departments. Funding strategies, including leasing are researched and implemented. Costs shown are for GF units, including Police and Fire. The backlog of GF replacements excluding PD/FD is approximately \$355,000. This level of service assumes funding to address this backlog over a 5 year period with an estimated cost of \$71,000 annually and funding to address on-going replacements. The annual estimated cost for GF units excluding Parks is \$50,000. The estimated cost for PD fleet replacement is \$210,000 annually. The estimated cost for FD annual replacements is \$340,300. WWS and Street units are funded separately. Replacement schedules are funded at 80% of estimated annual requirements.	Fleet/equipment schedules are partially funded for all departments (90%) planning for a new or enhanced maintenance facility.	Fleet/equipment replacement schedules full funded for all departments	0
42	City Recorder/Legal City's Charter and Code: Maintain and review for updates the City's Charter and the Municipal Code	Municipal Code not maintained or updated online by Code Publishing Company adding additional work and delays for City Recorder, City Attorney and IS	Municipal Code is maintained by Code Publishing Company. City Recorder and City Attorney only review if issues arise	Municipal Code is maintained by Code Publishing Company. City Recorder and City Attorney review Code every 2-4 years with assistance from 1 FTE minimal impact to workload	Municipal Code is maintained by Code Publishing Company. City Recorder and City Attorney review Code on an annual basis to ensure accuracy with added FTE and .5 staff zero to minimal impact to workloads	0
43	Legal Real estate:Negotiate real estate transactions	Administered by other City staff; only final legal review by in-house counsel; Consequence: May not obtain optimal terms due to lack of presence during negotiation; errors may be discovered late in process that delays projects or not discovered until after transactions are complete – could lead to litigation or additional costs to fix errors; LOS Equivalent: Avg 1-2 hrs for review per doc = \$101.30-\$202.60/doc	Prepare templates for staff use; review final documents for signatures; Consequence: May not obtain optimal terms due to lack of presence during negotiation and/or errors may be discovered late in process that delays projects; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 1-2 hrs for review per doc = \$101.30-\$202.60/doc; legal assistant support - minimal	Involved in negotiations, develop templates for staff use, and draft documents for signatures; Consequence: reduce likelihood for errors/ legal deficiencies; better able to ensure beneficial terms for the City; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 5-10 hrs for negotiation and review per doc = \$506.50-\$1013/doc; legal assistant support - \$1,000-\$3,000	Involved at initial stages of planning, negotiate transactions, and draft documents; Consequence: able to be strategic with real estate transactions to obtain best conditions/terms for City and optimal pricing for transactions; minimize errors/legal deficiencies in documents; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 10-20 hrs for planning, negotiation, and review per doc = \$1013-\$2026/doc; legal assistant support - \$1,000-\$5,000	0
44	Facilities Facility Maintenance program	No centralized facility maintenance programs for City buildings. Buildings managed by the department that operates the facility. Public Works Operations and PD Facility Manager lend repair and project procurement/management support as able. PD has assigned facility manager who assists with Civic Hall, Civic Hall and Community Center. Only facility dedicated staff is in the PD-.75 FTE. All other support is either by the operating department, or supported by PW Operations staff. No comprehensive CMMS tracking	2.0 FTE. Each facility has a preventative maintenance plan, but not all elements are able to be implemented. Building maintenance tracked in CMMS. Existing service contracts for HVAC and janitorial. Provide project management and in-house facility support with additional FTE in electrical, HVAC and minor repairs. Provide project management for routine maintenance tasks, and some direct support. 2.00 FTE (dedicated to facility maintenance city wide, existing service contracts maintained, All facilities are tracked in a single CMMS system	3.0 FTE At least 50% of each buildings PM plan can be implemented annually. Service delivery models are evaluated (i.e contract v. in-house) for HVAC and janitorial. Staff has capacity and expertise to handle minor electrical work. Staff plans and coordinates all PM with operating departments. 3.0 FTE dedicated Facility Maintenance staff, with HVAC and electrical expertise	4.0 FTE. All elements of each building's facility maintenance plan are implemented and funded. Delivery models options are continually evaluated. Staff has capacity and expertise to handle minor HVAC, electrical, small construction and building repairs. Staff plans and conducts work for all departments, coordinating maintenance schedules with operational needs. 4.0 FTE dedicated Facility Maintenance staff, with HVAC, electrical, carpentry, and small construction expertise	0
45	Airport	Limited capacity for providing management of airport. Unable to maintain current assets and master plan. Airport is running almost independently of City. Not actively making improvements as needed. Lack of knowledge regarding airport management with current Public Works staff makes it a challenge.	Maintain City's airport asset base: including airport layout plan project development and completion, contract airport manager coordination, and land lease and airport tenant management. Hire Airport Administrator as a contract employee to provide expertise regarding airport operations, manage the Airport Commission, assist with lease management, and act as a representative of the City. Invest in improvements of City-owned asset at the airport such as leased hangars. \$60K/year (Administrator), \$50k/year (additional maintenance).	Hire a part time City employee rather than a consultant. Regular updates to the Master Plan and Airport Layout Plan. Strategic about economic development.	Hire FTE Airport Administrator to manage the airport on-site. Provide additional airport maintenance in-house. Separate airport manager from FBO. Marketing and planning to promote use of the regional airport. Restructure airport responsibilities to better align with duties within the City staff structure (administration).	110,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
46	Human Resources Support employee health, safety, and wellness	Inconsistent approach to health/safety throughout organization; loosely organized Safety Committee; no wellness program outside of standard employee benefits; inconsistent reporting method for safety concerns, accidents, incidents	Health/safety policies exist but may be inconsistent throughout organization; Safety Committee fulfills obligations under OSHA; limited wellness program (access to recreational facilities or stipend for wellness expenses); reporting method for safety concerns, accidents, incidents exists	Health/safety policies are consistent between departments; Safety Committee fulfills obligations under OSHA; limited wellness program; reporting method for safety concerns exists and concerns are regularly reviewed by Safety Committee and/or Risk Specialist	Health/safety policies are consistent between departments and regularly reviewed for compliance/best practices; Safety Committee exceeds OSHA requirements and proactively seeks to improve health and safety for employees; reports of safety concerns are regularly reviewed by Safety Committee and/or Risk Specialist; annual health and safety report documents program	0
47	Planning Promote and Support Citizen Involvement in Planning (Mandated by state law to provide)	Extremely Limited – eliminate volunteer advisory committees and just focus on Planning Commission as Citizen Involvement Committee. Leads to disenfranchised population in future planning. Resources = Reduce 2 FTEs	Limited – Staff one or two volunteer advisory committees in addition to Planning Commission. Meet less than once a month with limited work plans and outcomes. Resources = Reduce 1 FTE	Good – staff standard citizen involvement committees – planning commission, affordable housing, design review, historic preservation. Provide active monthly support for production workplans and outcomes. Resources = Current.	Great – staff standard citizen involvement committees and staff specialty committees such as Bicycle Pedestrian Advisory Committee, ADA Committee, Economic Development, Planning Diversity and Equity. Support full workplans. Productive outcomes. Engaged citizenry. Leads to more thoughtful and creative outcomes with enduring value. Resources = Add 1.0 FTE (Associate Planner)	0
48	Parks & Recreation Inclusion and Equity; Note: close connection to physical upgrades for indoor & outdoor facilities to remove physical barriers to participation. Budget implications	Current, scholarshiping with very limited resources, trying with very limited resources to provide inclusive options to families within the framework of existing programs, usually incorporating a caregiver to assist. Continue publishing guide in Spanish & English. Budget implications: Current	Dedicated Inclusive Rec Coordinator to help families integrate into existing programs, provide training to existing staff. ; Develop and market ways to donate to scholarship funds/sponsorships.; Sufficient resources to purchase some specialized equipment and translation services.; Budget implications: On-going staff: Approx. \$80k, Translation and equipment costs: \$75k	Dedicated inclusive program manager + consultant to audit programs, processes, and procedures (suggesting every 5 years). Adaptive rec leagues launched. Better partnerships & program development with stakeholders (Autism Society of Oregon, MSD, other adaptive stakeholders); BUdget implications: On-going program manager: approx. \$140k, Translation & Equipment costs: \$75k	Mid level inclusion & equity increase + .5 rec staff to be ambassadors & partner for families across all P&R programs + optimal level rec center physical improvements, integration into outdoor space planning & advocacy, full adaptive rec program; BUdget implications: On-going program manager: approx. \$140k, part time rec coordinator - \$80k, Translation & Equipment costs: \$100k, See optimal costs for new rec center one time money.	130,000
49	Internal Communications (City Manager's Office)	Employee communications are inconsistent or limited. Newsletters are ad-hoc and not published regularly. Employees have limited understanding of City-wide initiatives and feel "out of the loop" on major projects. Heavy reliance on department managers/staff to provide information and updates regarding City news.	Newsletters are published quarterly to inform employees of City-wide projects and initiatives. Emergency/crisis communications is handled appropriately. Department managers/staff carry messaging to their teams with support from Communications staff (talking points, visual aids, etc.)	Newsletters are published quarterly to inform employees of City-wide projects and initiatives. Emergency/crisis communications is proactive and anticipatory and governed by a Emergency communications policy. A cross-functional team manages internal communications. Internal website hosts employee materials.	Employees are informed about City news, projects, and changes via multiple channels. Quarterly staff meetings provide opportunities for employees to learn about City-wide initiatives and changes. A robust internal website includes employee engagement activities and serves as a one stop shop for employee wellness.	0
50	Community Engagement (City Manager's Office)	Format, meeting time, and frequency is limited. Lead time in planning or advertisement for public participation is short >two weeks notice or non-existent. Subsequent budget to hold in-person public open houses or information sessions; also limited. No developed Community Engagement Charter. No clear process for involvement or partnerships with community based organizations. Translation and interpretation services are limited or unavailable at public meetings. Limited staffing resources throughout departments. Public meetings have very low levels of attendance and diversity. No follow-up activities are taking place.	Meeting times are offered in variability. Format options are limited. Public engagement plans are somewhat coordinated but based on department needs versus City policy and designed with minimal staff and financial resources in mind. PR staff is often brought into the process late. Meeting advertisement materials are provided in English and Spanish only. Translation services are offered at request of participants only. Meetings have low attendance and diversity. No post engagement activities are taking place.	PR Staff is engaged early on in the project/process and works directly with department/project team to form engagement plan. IAP2 standards are recognized and included throughout the planning process and is tailored to suit the particular topic, objective, location, and budget/resources with key audiences in mind. Meeting formats are versatile and offered in duality. Meeting materials are distributed early and in multiple languages based on McMinnville's demographics and supported by attendance from members of community based organizations. Meetings have increased attendance and provide childcare and interpretation services. The Community is clear on the purpose of their involvement and what happens next.	PR Staff is engaged early on in the project. Public participation is designed using a City Public Engagement Charter. Engagement plans aim at maximizing inclusion and equity, including budgets, timelines, scope, framing, outreach and communication, process design, evaluation and follow-up. Inequities are anticipated and addressed early on. Potential barriers to participation are considered before community members are discouraged from participating or forced to advocate for themselves. Meetings are held in various locations around McMinnville. Interpretation and translation materials are provided. Childcare is provided. Transportation vouchers are provided. Participation levels are high, diversity at public meetings is reflective of McMinnville's demographics. A volunteer program is established. Grant opportunities are explored and utilized.	80,000
51	City Manager External Partners, Stakeholders and Intergovernmental Engagement and Support	Attends regular and ad hoc meetings with partners and stakeholders, responds to inquiries for information and action, typically provides brief summary reports to Council and staff and when follow up is required, either prioritizes with other tasks or delegates as appropriate and as capacity dictates. There is limited capacity to engage in or lead projects and initiatives with multiple regional partners or to respond legislative and informational inquiries. Currently accounts for approximately 10% of City Manager's time.	Additional staff support would allow the City Manager to more fully engage with partners in higher level support and guidance on projects and initiatives, including Council priority projects and initiatives that would benefit from partnership engagement and support. Administrative and/or analytical support would be used to take on routine items and inquiries, task tracking and reporting, staff reports and calendar management and would be allocated for added support for other administrative functions (i.e., Recorder, Human Resources, Legal). Depending on workload and priorities, base level of service would free up about 0.1 FTE of the City Manager's time to focus on priority functions. Additional staff resources required: 1 FTE analyst or 1 FTE administrative support.	The addition of an Assistant/Deputy City Manager to the base level of service would increase capacity to support external partners and stakeholders in implementation of Council priority project and initiatives, including taking a proactive approach in managing contracts, projects, board representation and policy development specific to those partners, in addition to the impacts of the mid-level of service. There would also be capacity to responsively deal with requests for intergovernmental assistance during Legislative sessions and requests for funding earmarks including about 0.1 FTE of the City Manager's time. Additional staff resources required: 1 FTE Asst./Dep. CM, 1 FTE analyst or 1 FTE administrative support (from base or mid-level option).	To achieve optimal service, the City would be able to consistently and proactively participate in a full range of legislative activities at both the state and federal levels by supplementing mid-level services with professional services capacity for lobbying expertise. Additional resources required: professional services budget of approximately \$100,000 dedicated to contract lobbying services, 1 FTE Asst./Dep. CM (from mid-level option), 1 FTE analyst or 1 FTE administrative support (from base or mid-level option). Should account for approximately 33% of City Manager's time.	83,000
52	Information Systems INFRASTRUCTURE Support Audio/Visual, surveillance and building security systems, ensure updated systems and compliance as required.	Audio/Visual systems and building security systems are in place and operational, but out of date. Compliance and systems maintenance are best-effort. Videoconferencing systems are not equitable.	AV systems keep pace and are replaced as they become obsolete, systems are updated in a reasonable method and timeframe, cameras and building security systems are operational and in place across most City facilities.	Most City facilities are equipped with modern equipment to facilitate videoconferencing; systems can make quick design changes for performance and remote use, cameras and building security systems are operational and in place across all City facilities. (Required investment of 50-100k into City facilities, mainly Civic Hall)	AV systems are modern and high quality, remote meetings are flawless, cameras and building security systems are integrated across City facilities. (Required investment of 100k+ to unify security and camera systems and extend AV systems to all City facilities)	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
53	Muni Court Code violations	Average 9 per year last 15 years. These violations are managed during city court dates in the basic program. Unique treatment required is handled manually by staff. (Only the city, either through an administrative process or the Muni Court, can process these violations)	Average 9 per year last 15 years. These violations are managed during city court dates in the basic program. Unique treatment required is handled manually by staff. (Only the city, either through an administrative process or the Muni Court, can process these violations)	Average 9 per year last 15 years. With enhanced court software, will be able to prepare the unique treatment needed more efficiently and improve the ability to track any demographic or geographic disproportionate data with of citations before the court or outcomes in adjudication.(Only the city, either through an administrative process or the Muni Court, can process these violations)	Average 9 per year last 15 years. With enhanced court software, will be able to prepare the unique treatment needed more efficiently and improve the ability to track any demographic or geographic disproportionate data with of citations before the court or outcomes in adjudication. (Only the city, either through an administrative process or the Muni Court, can process these violations)	0
54	Muni Court Misdemeanors	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level: 1.5 FTE. Criminal citations have first court date 2 to 4 weeks from original infraction. Staff response to phone/email within three days. After arraignment, diversion programs may be available which takes 4 -6 weeks. For cases entering pre-trial, approximate 8 -12 weeks before next appearance. Delays due to either imbalanced staffing level relative volume of citations or operating remote court with software ill-suited for this operational need. Consequences are delays in access to justice, strong potential for more touches per citation, limited access to court staff by phone, email and/or in person for folks with questions about their cases, creation of case backlogs. In circumstances with remote court only, for people who appear the time before the judge is expedited in smaller online groups but there is more confusion for many with extra communication required to get them set up for their appearances.	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level 1.5 FTE. Criminal citations have first court date 2-4 weeks from original infraction. Staff response to phone/email within one day. After arraignment, diversion programs may be available which takes 4 -6 weeks. For cases entering pre-trial, approximate 8 - 12 weeks before next appearance. This service level depends on balanced staffing level relative volume of violations and operating in person court. Consequences of in-person court only is increased hardship for people who come before the court as they need to take more time off work, arrange for child care, etc. to participate in large groups that come before the judge. The traditional court operation allows for more people to be seen each court day, thus reducing the time that passes from the original citation and the court date	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level: 1.5 FTE. Criminal citations have first court date 2-4 weeks from original infraction. Staff response to phone/email within 1 day. After arraignment, diversion programs may be available, takes 4 -6 weeks. For cases entering pre-trial, approx 4 - 8 weeks before next appearance, new software allows more communication options and improved ability to execute offers from the City Prosecutor. Service level depends on balanced staffing relative volume of citations and software designed for hybrid court. Hybrid court functionality allows people to elect modality that works best for them (remote or in-person), improved communications will reduce failure to appear charges, and efficiencies in processing misdemeanor cases. Incremental cost: described in Muni Court Traffic, no additional expense needed to manage misdemeanors. Staffing efficiencies invested in ancillary processes that improve court operations and ability to study impacts on people appearing before the court.	2 Misdemeanor Courts per month. From 2010 to 2019 avr 500/year (range 400-550). Staff level: 1.5 FTE. Criminal citations have first court date 2-4 weeks from original infraction. Staff response to phone/email within one day. After arraignment, diversion programs may be available which takes 4 -6 weeks. For cases entering pre-trial, approximate 4 - 8 weeks before next appearance, more timely due to software enhancements that allow more communication options and improved ability to execute offers from the City Prosecutor. Service level depends on balanced staffing relative volume of citations and software designed for hybrid court. Optimal service level includes added staffing to facilitate public education and diversion programs (details in "Muni Court Support Services"). Incremental cost increase: The cost is described in traffic, no additional expense is needed to also manage misdemeanors. Staffing efficiencies would be invested in ancillary processes that improve court operations and ability to study impacts on people appearing before the court. Added staffing capacity cost is described in "Muni Court Support Services."	0
55	City Recorder/Legal Public Records Request: Responds, coordinates and ensures public records laws are being met	Public Records requests are all sent to City Recorder who then distributes adding a lot of work and delays to requests and other work	Have online public software system to help track and distribute requests, City Recorder available for questions as they arise, no back up support, no training opportunities provided, request are done within the deadline. \$13,540 annual cost for software	Have online public software system to help track and distribute requests, with added 1 FTE availability to provide annual training for employees on public records law, requests are done timely and has a back up, available more for questions on requests	Have online public software system to help track and distribute requests, with added 1 FTE and .5 staff availability to provide annual training for employees, Council and Board/Committees on public records law, if possible turned around way before scheduled deadline has a back up to help other depts as well, available and more robust help on requests	0
56	Fire Investigate Fires (State Mandate)	Rely on State or Yamhill County FIT to investigate fires. May not have any members available (volunteer program); No local follow through on fire trends. No local juvenile fire investigation or intervention	Potentially investigate all local fires with McMinnville and County Fire investigation team when available. State Required; May not have single employee or any members available (volunteer program); No local follow through on fire trends.; Juvenile fire investigation and intervention program	Investigate all local fires with McMinnville and County Fire investigation team. State Required.; Follow local fire trends and plan fire safety awareness and education programs	Investigate all Fires with McMinnville Fire Inspectors.; Participate in County and State Fire Inspections if needed.; Juvenile fire investigation and intervention program; Follow local fire trends and plan fire safety awareness and education programs	0
57	Park Maintenance Park Services	Neighborhood parks are serviced less than once per week, Community parks are serviced less than 2-3 times per week. Trails and trail structures are inspected as time allows or on a reactive basis.	Neighborhood parks without restrooms serviced once a week. Community parks are serviced 2-3 times per week. Trails and trail structures are walked and inspected twice a month. Graffiti is reported and cleaned up as soon as possible.	Neighborhood parks without restrooms are serviced 2 x week. Community parks are serviced daily in season. Trails and trail structures are inspected monthly. Graffiti is reported and removed with 3 days.	Neighborhood parks without restrooms are serviced daily. Community parks are serviced daily. Trails and trail structures are inspected weekly. Graffiti is reported and removed within 24 hours.	0
58	Engineering Public Infrastructure Records	Maintain CAD Drawings, technical support for staff for ArcMap and AutoCAD. Unable to maintain current records beyond engineering.	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. Hire additional GIS staff to maintain records beyond just the engineering division and to service other divisions beyond engineering.	Hire third party to provide AutoCAD tech support (to no longer be a service of GIS).	Create a GIS division within the IS department with one more FTE (total of 3 in GIS) and develop a web based GIS system. One staff to manage the web based GIS, one to manage desktop.	175,000
59	Legal Review City Legal Documents and Policies:contracts, employment policies, etc	No attorney review of specific contracts, but standard forms provided to staff; contract with outside counsel for review of employment policies; Consequence: errors may be discovered late in process that delays projects or not discovered until after contracts are complete - could lead to litigation or additional costs to fix errors; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 1 hr/mo for packet review x \$101.30/hr x 12 mos = \$1215.60/yr	Provide contract templates and only review when signature needed; minimal internal legal review of employment policies; Consequence: Some items are reviewed last minute without time for more thoughtful review; contracts may have legal errors since contract not developed in coordination with Attorney; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 1 hr/mo for packet review x \$101.30/hr x 12 mos = \$1215.60/yr;Avg 15 min review/doc x 101.30/hr = \$25.33/doc; Legal assistant support for templates and doc review = \$5000-\$10,000	Provide contract templates and also draft contracts for staff members as needed; review employment policies when requested; Consequence: Minimize risks and potential litigation/claims; may have some consistency issues if various depts doing own contracting; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 1 hr/mo for packet review x \$101.30/hr x 12 mos = \$1215.60/yr; Avg 1 hr/doc for drafting/reviewing docs and policies x 101.30/hr = \$101.30/doc; Legal assistant support for tracking = \$15,000	Centralized contracting - Develop standard forms and draft specific contracts for staff; track termination dates, insurance, bonds, etc.; have attorneys undertake additional employment law training.;Contract manager on staff for all procurements incl. standard purchases and ORPIN/cooperative agmt purchases; Consequence: Minimize risks/claims/litigation while creating consistency in contracting; free up other depts by removing contract drafting/ process; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 1 hr/mo for packet review x \$101.30/hr x 12 mos = \$1215.60/yr;Avg 1 hr/doc for drafting/reviewing docs and policies x 101.30/hr = \$101.30/doc; Contract manager for centralized contract drafting/ management = \$60,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
60	Information Systems COMMUNICATIONS Maintain City Website for employee and public communication, feedback forms	City website is online, rarely updated and 'behind the times'. Minimal functionality for citizen communication.	City website is updated as departments require; big gaps exist between different departments and resources available to devote to the web. Citizens can use online forms, and the website is updated with meeting and emergency information.	City website gets a facelift every 2-3 years, multimedia citizen engagement tools and remote integration opportunities ex/information Systemst. (Required investment of 10-20k into Website annually, time investment from City departments)	City website is actively kept fresh and up to date in terms of design, citizen engagement tools and content. (Required investment from Information Systems/Departments - FTE resource, in addition to ongoing website improvement costs (10-20k annually)	0
61	Information Systems EQUIPMENT/SUPPORT Maintain policies, partnerships, long term planning for city-wide information services	Minimal policy work is done or updated, planning is more short term and as time allows.	Base set of policies in place; operations with other agencies exist and are ready to be strengthened for projects.	Information Systems operates a full help desk model for support, department is fully cross trained, vacations have minimal impact on operations. Organizational training and policy support are developed and robust. (1/2 FTE to staff an entry level help desk)	City Information Systems is a leader in technology and engages partners for impactful public projects. Staff are fully cross trained and able to drive innovation across the organization.	0
62	Human Resources Training and Development	Limited training program exists; training is often reactionary to a problem within the department or organization; no employee development strategy; employees are often unprepared for promotional opportunities	Basic employee training programs exists with compliance-based training on topics such as harassment, policy changes, etc; employee development strategy is largely by department and inconsistent throughout organization; employees are occasionally prepared for promotional opportunities	Employee training program includes a variety of training topics as well as compliance-based trainings; some level of structure with an employee development strategy City-wide; employees are occasionally prepared for promotional opportunities	Training program includes compliance-based topics as well as department specific and career path topics; employee development program includes trainings to prepare employees for promotional opportunities; leadership development occurs throughout organization; employees have a clear understanding of career paths within the City and have sufficient training to support their career goals	
63	Parks & Recreation Indoor Rec & AquaticNotes: AC – existing Aquatic Center CC – existing Community Center RC – new combined indoor aquatic and rec center Some overlap here with indoor leagues and rec sports service. Budget implications	Deteriorating AC & CC, not enough capital maintenance and building management funds, unprogrammable space which leads to lost revenue options, inconsistent staffing/staff turnover. Reliant on facility rentals (for revenue), at the CC, rentals pull rec staff away from rec programs. Programming: Adult, Aquatic, Events, Senior, Sports, Summer Camps, Youth. Very little opportunity or staff time to take advantage of existing (small) training budget – not enough coverage, stretched too thin. We currently don't have resources to do much inclusive programming/reduce barriers to participation (physically, mentally, economically, etc). Relatively low community outreach, social media and the quarterly rec guide is done by rec staff with the layout contracted out. This is not a long term sustainable approach given the current condition of our buildings. While we may be able to continue with the same level of services and programming, the buildings will continue to be compromised and eventually be unsafe & less desirable under the current model of facility management. Current budget	In addition to addressing deferred maintenance, investments are made at the CC and AC to be accessible to people of all mobility levels, and remodeled to make the spaces more rec oriented and safer (remove drop ceilings, redo flooring, improved ramps, etc.). More full time multi-lingual staff positions (reception) for consistent level of service and living wage for staff. Programming offered: Adult, Aquatic, Events, Senior, Sports, Summer Camps, Youth. More depth and coverage to attend trainings and increase program development. Inclusive rec services are improved to a level of having a resource online for families to integrate in, potentially some leagues. Small contracted assistance for communication through the guide (articles, stories, etc.) with focus on building bridges for community members furthest from opportunity. \$20 million capital for remodel of AC & CC + ongoing operational 2 additional FTE (\$200k) + \$50k/year contractual dollars for communications/engagement+ a building maintenance fund.	New rec center, amenities tbd, scaled down from optimal level. Programming: Adult, Aquatic, Events, Family, Homeschool, Intergenerational, Senior, Sports, Summer Camps, Teen, Youth. Contracted assistance for communication through the guide (or better methods) including evaluating systems with community input. \$50-75 million new joint facility to replace the AC and CC + ongoing additional 3 FTE (\$300k) + \$50k/year contractual dollars for communications /engagement+ building maintenance fund and equipment replacement schedule	On-going program manager approx.. \$140k, part time rec coordinator - \$80k. Translation & equipment costs: \$100k. See optimal costs for new rec center one time money. New 'Dream Big' rec center. 125,000 sq'. Programming: Adaptive, Adult, Adventure, Aquatic, Cultural, Events, Family, Homeschool Intergenerational, Outdoor, Out of School Camps, Senior, Sports, Summer Camps, Teen, Youth. \$111 million new Rec Center with an additional \$500,000 of operational funding (over FY 2019) with capital maintenance and replacement budget.	270,000
64	Fleet Maintenance of City shop and fleet infrastructure	All shop and fleet infrastructure maintained on a reactive basis	Current staff (1.0 FTE) maintains vehicle shop at PW Operations yard on a proactive basis via CMMS. Limited staff capacity means that not all targets are achieved. Not all shop best practice methods can be employed	Staff maintains vehicle shop on a proactive basis via CMMS. Enhanced staffing improves capacity to meet most maintenance targets. More best practice methods are employed.	Would be able to help cross train lab and pretreatment staff to help maintain staffing levels and knowledge to support trainings and vacations.	0
65	Human Resources Employee benefits and total rewards	Employee benefits include standard offerings and are updated annually based on provider requirements; limited review of benefits means that offerings are the same year after year; benefits may not align with labor market; open enrollment occurs annually; guide to employee benefits does not exist	Employee benefits include standard offerings and are updated annually based on provider requirements; limited benefits review results in occasional changes to offerings based on either employee feedback or market research; open enrollment includes effective employee communication; basic guide to employee benefits is available	Employee benefits are updated annually and include a menu of items employees may choose from; benefits are reviewed on a regular basis and adjustments to offerings are made in response to employee feedback and market research; open enrollment communication is proactive and effective; guide to employee benefits is available online and is updated regularly	Employee benefits are updated annually and include a menu of items employees may choose from; benefits are reviewed regularly and adjustments to offerings are made in response to proactive employee feedback and market research; open enrollment period runs smoothly due to effective communication and high-touch approach; benefits are a key driver in recruitment and retention strategies and include unique services such as childcare, tuition reimbursement, etc.; benefits guide is available online and is regularly updated	0
66	Library Offer access to materials from other libraries	No access to materials from other libraries.	Access through library computer and courier system and staff available to process materials borrowed from other libraries	Base level access and staff available to assist and educate patrons on the system for greater access to materials from other libraries	Statewide courier system and borrowing capabilities among all public and higher education libraries	
67	Planning Develop, Maintain and Update the Comprehensive Plan and Codes (Mandated by state law to provide)	Do not update the Comprehensive Plan and Codes, leading to very outdated planning regulatory documents that allow development that does not reflect community values. Resources = Reduction 1.0 FTE	Sporadically update the Comprehensive Plan and Codes leading to updates that are conducted in silos without strategic positioning and leveraging. Resources = Current	Undertake a comprehensive update of the Comprehensive Plan and Codes to reflect current community values. Resources = Add 1.0 FTE (Associate Planner)	Be in front of the industry with thoughtful and diligent comprehensive plan updates and codes that are setting the stage for the future vision of the community. Resources = Add 2.0 FTEs (Associate and Assistant Planner)	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
68	Muni Court Community Support Services	Violations Bureau 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. No capacity for specialty courts, community outreach with support services providers or community education programs.	Violations Bureau 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. Establish specialty courts to serve specific vulnerable populations. One type – Veteran Court – was created and has had one person go through the program. Community outreach to some non-profits has been possible which has enhanced the ability of some populations to better access court and bolster diversion options available.	Violations Bureau 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. Maintain existing specialty courts to serve vulnerable populations – Veterans Court. Maintain existing level of community outreach. New software would allow for efficiencies in executing support services. Incremental cost of new software is described in traffic section.	Violations Bureau 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. New software would allow for efficiencies in processing. Added staff capacity of .5 FTE would allow for the muni court to build specialty court programs and strengthen community outreach with goal of offering more diversion programming, ease of access to the courts to reduce the imposition of new charges and fines associated with failures to appear, and community safety programming, all with the goal of improving public safety generally and reducing the negative impacts that involvement with the criminal justice system has on vulnerable populations. Incremental cost increase: .5 FTE approx. 50,000/year for added capacity to develop stronger support services	0
69	Legal City Prosecutor	No prosecution services; Consequence: DA's office/Circuit Court handle misdemeanors, City staff handle City Code violations; LOS Equivalent: No cost	Only prosecute traffic violations when a defense attorney is present; no misdemeanors prosecuted; Consequence: DA's office/Circuit Court handle misdemeanors, City Attorney handles traffic and City Code violations; LOS Equivalent: Handled by City Attorney; Avg 6 hrs/yr x 2 hrs/hr x \$101.30/hr = \$1215.60/yr; legal assistant support - \$1000	Prosecute all misdemeanors and also any traffic violations when a defense attorney is present; Consequence: City Prosecutor handles misdemeanors and violations, City Attorney handles City Code violations; LOS Equivalent: Contracted City Prosecutor - \$82,000/yr; City Attorney – avg 5 hr/mo x \$101.30 = \$506.60/mo (Due to budget cuts, this will be the level of service beginning Jan 1, 2022)	Prosecute all misdemeanors and also any traffic violations when a defense attorney is present; strategically plan how the court, prosecutor's office, and police department enforce and prosecute crimes; develop programs for community members in need; Consequence: City Prosecutor/Asst City Atty handles misdemeanors and violations and handles City Code violations; LOS Equivalent: Contracted City Prosecutor - \$120,000/yr (or could be handled in-house by Asst City Attorney who works on other City matters as well)	0
70	Police Traffic Safety: Through both education and enforcement provide timely and proactive enforcement of state traffic laws.	Little to no traffic enforcement takes place, and driver behavior deteriorates causing an increase in community complaints, traffic crashes, and unsafe City roads.	Current resource allocations and deployments do not allow for MPD to have a dedicated traffic team working. Patrol conducts traffic stops as calls for service allow. The addition of the CRU has allowed for those officers to work areas in which complaints are routinely received.	Proactively enforce traffic laws, by deploying dedicated resources in both high complaint and high traffic accident locations. This dedicated resource would change driver behavior. Addition of 1 sworn FTE \$120,000 includes rollups	Two additional Sworn FTE's allow for traffic enforcement of cities of comparable size. The additional officer allows for multiple problem locations to be monitored daily. A dedicated traffic team also allows for a traffic team to handle crash investigations, freeing patrol officer resources. Addition of 1 sworn FTE \$120,000 includes rollups	
71	Police School Resource Officers: Provide law enforcement services that align with common goals in partnership with the McMinnville School District.	We have no SRO's, and the school district has officers respond to the respective schools without training in either how school district policy works. Officers are ill prepared to provide appropriate support to the district as information sharing lacks and some criminal behavior increases on campus.	Our two SRO's are able to handle daily school contacts and provide assistance to MSD staff on a variety of both criminal and non-criminal issues they see daily.	The addition of one SRO would allow for both middle schools and the high school to have dedicated staff available to be onsite at each school during every student contact day. MSD currently pays 50% of 9 months; \$120,000 includes rollups	SRO's have impacts throughout the district with 4 SRO's who provide services to the HS, middle schools, as well as the elementary schools. The elementary school SRO would provide classroom instruction on a regular basis, and the 4 <sup>th</sup> SRO allows for greater flexibility and the ability for this group of officers to engage in summer programs as outlined in our Community Outreach core services ; \$240,000 includes rollups	
72	Finance Grants and Special Projects	FTE approx.: .15 Dept Budget: 2,300. Grants tracking and staffing capacity to implement business process improvements, create new reporting options are extremely limited. Some modules of NWS are not being utilized because the ability to dedicate resources to their implementation and training up staff does not exist. No departmental support for grants is offered.	FTE approx.: .15 Dept Budget: 2,300. Grants tracking and staffing capacity to implement business process improvements, create new reporting options are extremely limited. The unique demands of the pandemic grant management effort have been largely carried out by staff working after hours. Little departmental staff orientation on these grants has been possible. Efforts to make use of all NWS modules are underway but it is dependent on OT resources exclusively. Likewise, the effort to update the grants policies or the financial reporting package requested by the Council has made very little headway as it depends on staff working after hours. No departmental support for grants is offered.	FTE approx. .8 incr 67,200 Dept Budget: 2,300. A short term grants/ special projects specialist adds capacity to support the unique needs of the American Rescue Plan (ARP). The balance of this staffer is allocated to the budgeting and accounting activities as this grant program has significant impact in those two areas. This hire will support city with making strategic investment choices, support implementation of projects funded by the dollars, provide capacity for coordinating ARP work across agencies and mitigating compliance risk. Efforts to make use of all NWS modules are underway but continues to rely on OT resources. Likewise, the effort to update the financial reporting package requested by the Council will continue to rely on staff working after hours. No departmental support for non-ARP grants is offered.	FTE approx. .8 incr 67,200 Dept Budget: 27,300. A permanent grants/special projects specialist adds capacity to support the unique needs of the American Rescue Plan (ARP) as described in mid-level. If this position is converted to a permanent staffing resource, post ARP, departmental support for grants is offered, setting the stage for a more robust grant seeking program city wide. Business process improvements in all manner of areas will be supported by a \$25,000 fund to invest in consultant-built processes, policy updates, etc. that can be turned over to staff to maintain on-going, allowing efforts to make use of all NWS modules and project to update the financial reporting package requested by the Council will advance.	0
73	Legal Litigation: Represent City in civil litigation and land use matters	Contract out all litigation services; Consequence: Possibility for ballooning litigation costs as outside counsel are paid on an hourly basis; LOS Equivalent: \$50,000-\$200,000/yr outside legal services (could increase exponentially depending on case)	Contract out most services, but take more proactive role to offset some costs; Consequence: Possibility for ballooning litigation costs as outside counsel are paid on an hourly basis, though can be minimized by being active participant in litigation; LOS Equivalent: \$20,000-\$150,000/yr outside legal services + \$10,000-\$20,000 internal legal services = \$30,000-\$170,000/yr (could increase exponentially depending on case); legal assistant support - \$1,000-\$3,000;	Represent the City in matters not handled through City's insurer except in cases where specific areas of expertise needed; Consequence: Less costly litigation when in house counsel able to lead litigation, in house counsel has more access to necessary staff and records to manage litigation; LOS Equivalent: \$10,000-\$50,000/yr outside legal services + \$50,000-\$100,000/yr internal legal services = \$60,000 - \$150,000/yr (less likely for significant unanticipated outside counsel costs); legal assistant support - \$2,000-\$5,000	Represent the City in matters not handled through City's insurer, but be active participant with attorney hired by insurer; in cases where specific areas of expertise needed, be active participant to help offset costs; Consequence: Less costly litigation when in house counsel able to lead litigation, in house counsel has more access to necessary staff and records to manage litigation; more opportunities to potentially appeal decisions when fully staffed; LOS Equivalent: \$10,000-\$50,000/yr outside legal services + \$75,000-\$150,000 = \$85,000-\$200,000/yr (less likely for significant unanticipated outside counsel costs); legal assistant support - \$5,000-\$10,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
74	City Recorder Records Management: (Maintain, train, implement citywide)	Do not have records management system, continue to have paper copies and paper filing	Recorder enters the minimal documents into records management system, not implemented citywide, no training provided for records management  \$4,500 annual cost for software	With an additional FTE all paper records entered into records management system, documents accessible to the public and 1-2 departments trained annually, annual shred day implemented citywide	All paper records entered into records management system, documents accessible to the public, with the 1 FTE and .5 additional staff a citywide training on an annual basis and shred day implemented twice a year with robust help from the additional staff	0
75	Code Enforcement	Extremely Limited – Only extreme cases, complaint basis. Resources = 1.0 FTE, \$5,000 in professional services. (Reduction 1.0 FTE)	Limited – Complaint basis. Resources = 1.50 FTEs, \$15,000 in professional services. (Reduction 0.5 FTE)	Good – Develop an administrative program seeking voluntary compliance through education, and if necessary a penal structure. Resources = 2.0 FTEs, Professional Services = \$20,000. Current Budget.	Great – Maintain an in-house dedicated program seeking voluntary compliance through education. Resources = 2.0 FTEs, \$40,000 in professional services. (Add \$20,000 in professional services)	150,000
76	Library Deliver early literacy programming and education for children and caregivers	Early literacy materials for borrowing (i.e. age appropriate books for children and caregivers)	Early literacy materials for borrowing; 1-3 story times per week with information and education for caregivers on how to apply early literacy actions at home	Early literacy materials for borrowing; 4 or more story times in languages spoken by 10% or more of the community; Some educational toys for use in the library	Large Children's Room with ability to open and close area for story times, room for interactive play with children and caregivers, and many educational toys available for use in the library	
77	Facilities Repairs & Minor Capital	Most buildings either contract out simple repairs and small capital improvements or rely on PW Operations or PD facility staff.	Repairs and minor capital tracked and scheduled via CMMS. Staff provides procurement and project management assistance for operating departments.	Staff has some capacity to handle minor repairs, thus improving response times. The percentage of work outsourced for minor work drops.	Staff has optimal capacity to handle minor repairs with response times acceptable to served departments. Percentage of work outsourced for minor repairs continues to drop.	
78	Park Maintenance Park Buildings/Structures	Park structures are repaired/maintained on a reactive basis. Play equipment is inspected on a minimal schedule. Building PM's are not done regularly.	Park structures are repaired as soon as possible. Preventive maintenance work is programmed and funded. Play equipment is inspected regularly and discovered repairs completed within a week. Play equipment cleaned as needed. Play surfaces monitored and replenished on a programmed basis for fall attenuation.	Park structures are repaired within a month, unless damage is safety related (then repairs completed immediately). Preventive maintenance (roof cleaning, wood preservation, block preservation, etc.) is programmed and funded. Play equipment is inspected as per NSPI guidelines relative to age and material. Surface material upgraded to ADA compliant material at all locations. Play equipment is cleaned every other year.	Park structures are repaired within a week. Safety related repairs are completed immediately. Preventive maintenance and play equipment inspections is as per mid-level. Play equipment is cleaned every year. Fall attenuation material replenished every year.	0
79	Finance Treasury	FTE approx.: .1 Dept Budget: 1,500. Treasury consists of managing timely cash flow capacity for planned disbursements, timely bank reconciliations and support of existing merchant service providers. This lack of capacity means that alternatives for modernizing or maximizing the city's cash resources does not happen, limiting public facing departments that collect funds to design their operations largely on their own. The lack of attention on these operations, particularly inability to consistently reconcile bank accounts in a timely manner, results in higher risks of fraud, loss or violations of merchant service contracts/PCI* compliance.	FTE approx.: .1 Dept Budget: 1,500. Treasury is same as below base. This lack of capacity is same as below base. While simplification of the city's bank account portfolio and some related business process updates have eliminated some duplicative processes and allowed for more timely bank reconciliations, the lack of general attention on these operations results in higher risks of fraud, loss or violations of merchant service contracts/PCI* compliance.	FTE approx.: .1 Dept Budget: 1,500. Treasury is same as below base. This lack of capacity is same as below base. Added staffing capacity to finance does not stretch to supporting improvements in treasury activities so risks described in base remain.	FTE approx.: .2 incr 10,000 Dept Budget: 1,500 One-time: 15,000 Treasury activities are same as below base. Adding capacity for treasury with a general accountant will allow the City to become more proactive in terms of modernizing and maximizing the city's cash resources, better serving public facing departments that collect funds. Generalized improvements in business processes and providing departmental staff training associated with cash flows or cash handling will further reducing the city's treasury risk profile. Attending to the last significant concern with regard to PCI* compliance will depend on building a compliance program that staff can take over the maintenance of on a going forward basis, a one-time outlay of approximately 15,000.	0
80	Fleet Asset management, reporting	All GF, WWS and Street units tracked in CMMS. No other fleet assets tracked. CMMS data used in repair/replace decisions.	Same as below base, but additional staffing helps capacity to keep up with tracking and improved capacity to analyze data and trends, and use data in repair/replace decisions.	Additional staff capacity allows staff to use CMMS data to make operational and maintenance decisions for all assigned equipment and vehicles, and make cogent recommendations to operating departments on their fleet.	With a new permit in 2023 another technician may be necessary to keep up with permit requirements.	
81	Finance Debt	FTE approx.: .1 Dept Budget: 1,500 The city's debt program consists of paying obligations on time, accurately reporting that information in the financial statements and on EMMA* and executing required arbitrage or other compliance activities. As needed, finance has assisted other departments in obtaining financing for equipment or projects. Documents are available on the network.	FTE approx.: .1 Dept Budget: 6,500 The city's debt program is same as below base though internal borrowing to the financing options available has been added. Added web-based debt tracking system (5,000 year) which all city departments can have access to as a centralized repository of debt information. As an infrequent issuer, the capacity to assist in complex financing transactions is limited and time is cleared for this activity by reducing basic accounting or other financial activities.	FTE approx.: .1 Dept Budget: 6,500 The city's debt program is same as base level. Added staffing capacity to finance does not stretch to supporting improvements in debt activities so limitations described in base remain: as an infrequent issuer, the capacity to assist in complex financing transactions is limited; however, with the added capacity in accounting and other financial activities, the ability to dedicate short term resources to bond or similar activities has fewer negative trade offs.	FTE approx.: .2 incr 14,800 Dept Budget: 6,500 The city's debt program is largely the same as mid-level. By adding capacity with a general accountant, and reorganizing time of existing staff, finance is able to become proactive in terms of seeking out financing solutions that suit our city and its evolving financial profile. Nevertheless, as an infrequent issuer, the capacity to assist in complex financing transactions remains limited; however, with the added capacity the ability to dedicate short term resources to bond or similar activities is more feasible.	0
82	Legal Risk Management	No internal risk management; rely on insurance broker and insurer for all risk management; Consequence: litigation likely with little strategy to support defense of City; payouts to claimants; LOS Equivalent: no cost	Risk management done on a case-by-case basis with input from insurance broker and insurer; Consequence: City more likely to face litigation due to failure to properly manage risk; LOS Equivalent: Avg 20-30 hrs/yr x \$101.30 = \$2026-3039/yr	Utilize tools from insurance broker for evaluating risk; do risk evaluation for litigation, contracts, employment issues, etc.; Consequence: Proactive evaluation of risks, decrease in claims/litigation – may lead to lower premium costs; LOS Equivalent: Avg 5-10 hrs/mo x \$101.30 x 12 mos = \$6078-\$12,156/yr; Legal assistant support - \$1,000-\$3,000	Work strategically with insurance broker and city staff to develop plans to minimize risk; develop standard matrices for evaluating risk; do risk evaluation for litigation, contracts, employment issues, etc. ; Consequence: Staff educated to avoid risks; proactive evaluation of risks, decrease in claims/litigation – may lead to lower premium costs; LOS Equivalent: Avg 10-20 hrs/mo x \$101.30 x 12 mos = \$12,156-\$24,312/yr; Legal assistant support - \$3,000-\$6,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
83	<b>Parks &amp; Recreation</b> Indoor Senior  Budget implications	Senior Center closes due to lack of resources to staff and maintain the building. Some senior programming continues at CC.  Funding to construct the building was provided through a community development block grant and that would need to be addressed in some way.  This would cause disruption, isolation, lack of resources for the seniors that utilize the facility.  Savings of approx. \$200k/year (holds back approximately \$50k/year for building maintenance for an unoccupied building)	Senior Center being minimally maintained and no long term management plans.  Basic programming – fitness, art, social services (AARP, support services, support groups, foot care, safe driving, etc...)  Basic training opportunities, continue to use volunteer help for reception/registration, café, etc.  Current budget	Refresh inside, update to universal restrooms, improve fitness room, add sun shades outside  Programming is expanded to include more outdoor services  Full time receptionist position to provide consistent information and build administrative systems to automate internal systems.  \$1 million upgrades (within 5-10 year timeline)  On-going (needed now) approx. \$100k/year for 1 FTE	Senior Center and Wortman Park upgraded for safer circulation and adding outdoor spaces (shaded) near building (MacPAC recommendation).  \$3.55 million capital + additional FTE from mid level service model.  Ongoing approx. \$100k/year.	80,000
84	<b>Park Maintenance</b> Turf Maintenance	Turf stands are allowed to go brown in some facilities as stands are not irrigated in an effort to reduce mowing efforts. Athletic field stands are irrigated, mowed weekly and fertilized. No broadleaf control practiced. Pest management is on a reactive basis, with the exception of Dancer fields. Irrigation systems managed on a reactive basis.	All turf stands in the system are irrigated and mowed at least every other week and edged every 3 weeks. Athletic field stands are irrigated, mowed weekly and fertilized. Broadleaf control and pest management are practiced on a proactive base on athletic fields. Anti-compaction efforts (coring, top dressing, etc.) are programmed and funded for athletic fields. Irrigation systems at athletic fields are monitored and repaired/adjusted regularly during the season. Other irrigation systems repaired/adjusted on an as needed basis.	All turf stands in the system are irrigated and mowed weekly, and edged every other week. Athletic stands are mowed weekly and fertilized as plant requirements and soil conditions require. Broadleaf and pest management efforts are programmed and funded for athletic fields and high use areas (e.g. Discovery Meadows). All irrigation systems are monitored regularly and repairs/adjustments accomplished with 1 week of discovery.	All developed turf stands are irrigated, mowed weekly, edged weekly & fertilized 1-2 times per year. Pest outbreaks are managed according to thresholds and addressed within 3 days. Athletic turf stands are mowed as often as needed to maintain height at optimal game levels. All developed turf stands are fertilized at least twice per year. Broadleaf and pest management efforts are programmed and funded for all developed turf stands in the system. Irrigation systems are monitored weekly during the watering season and audited annually. Audit findings implemented to maximize efficient watering. Repairs completed within 24 hours of discovery.	0
85	<b>Facilities</b> Landscaping/Irrigation	No comprehensive landscape maintenance approach. Some buildings utilize contractors, some use PW Operations staff (Park Maintenance).	Comprehensive landscape management approach and standards developed for each facility, and service delivery models evaluated (i.e. contracted versus in-house staffing)	Comprehensive landscape management approach and standards implemented for each facility, and service delivery model options (i.e. contracted versus in-house staffing) implemented	Elements as in mid level; landscapes and irrigation systems are evaluated and modified with water conservation in mind.	0
86	<b>Human Resources – Maintain</b> personnel records	Personnel files include irrelevant documents; files are not maintained according to retention schedule; personnel files are found in multiple locations (with managers and in HR); some files maintained electronically while others are on paper	Personnel files include required documents and are organized in a consistent manner; files are purged according to retention schedule; personnel files are maintained in HR and supervisors have appropriate "desk files" to inform performance management; some files maintained electronically while others are on paper	Personnel files include required documents and are organized in a consistent manner; files are purged according to retention schedule; personnel files are maintained in HR and supervisors have appropriate "desk files" to inform performance management; files are maintained electronically; employees review personnel files annually during performance review process	Personnel files include required documents and are organized in a consistent manner; files are purged according to retention schedule; personnel files are maintained in HR and supervisors have appropriate "desk files" to inform performance management; files are maintained electronically; employees review personnel files annually during performance review process	0
87	<b>City Recorder</b> Onboarding/offboarding Councilors: New Council Orientation handbook, coordinates trainings, etc. Filling of Board/Committees vacancies – Post media releases, collect applications, schedule interviews, send welcoming letters	Onboarding/offboarding for Councilors only; Recorder does not help with other board/committees with vacancies, handbook not updated; training not provided	Onboarding/offboarding for Councilors; Recorder helps 1-2 other board/committees with vacancies; handbook updated as needed; available for questions about handbook	Onboarding/offboarding for Councilors; added FTE helps 2-4 other board/committees with vacancies; handbook reviewed and updated every election cycle; new Council training provided; Recorder helps as needed but not taken away from work	Buy OnBoard software system to onboard/offboard Council and all board/committees (helps track term limit, fillable online application, schedules interviews, etc.); Recorder and added FTE review and updated handbook every election cycle; new Council AND other board/committees training provided  \$1,800 a year for software system (price may be a little higher now)	0
88	<b>Human Resources</b> Succession planning/business continuity	No consistent successional planning/business continuity strategy; HR has baseline understanding of all department functions	Basic successional plan strategy with plans in place for key position vacancies; HR has baseline understanding of all department functions	Successional plan strategy in place for key position vacancies; HR has moderate understanding of department functions and City services; developed strategy to retain/promote high performers; strategy supported by training/development plan; skills gaps are identified throughout organization;	Successional plan strategy exists City-wide; HR has thorough understanding of all department functions and City services; developed strategy to retain/promote high performers and develop low to mid level performers; strategy supported by training/development plan; skills gaps are identified throughout organization and plans are developed to close said gaps; positions are proactively created to support succession planning (assistants/assistant to/deputy/etc.)	0
89	<b>Parks &amp; Recreation</b> Rec/Team Sports  Note: close connection to physical upgrades for indoor & outdoor facilities to allow for increased courts/all weather resources.  Budget implications	Few or no adult/teen leagues/programs. Limited youth programs. Lack of city resources and facilities. Under maintained/unsafe facilities. Inadequate staff to run safe and effective programs. Current budget	Youth and adult leagues in major sports (soccer, baseball/softball, basketball). Staff and resources to run safe, effective programs. Outdoor facilities receive basic maintenance. Adaptive sports Current budget	Multiple clinics or introductory classes for sports outside of major sports leagues (up-and-coming sports – lacrosse, rugby, cricket, water polo, futsal, etc.) that could develop into full leagues. A variety of indoor/outdoor leagues for youth, teen, and adult. Coach and parent training programs. Multiple adaptive sports opportunities for all ages. Adequate facilities, resources, and space to accommodate experimental programs. Permanent PT admin support staff. .5 FTE approx. \$60K	Multiple natural and artificial sports fields, indoor and outdoor sport courts, and state of the art facilities that allow for leagues, classes, clinics, training, drop-in play, and tournaments year round. Stable funding, staffing, and resources through sponsors, partnerships, general fund. Full-time coordinator, permanent part-time support staff. Increased equipment budget. 1.5 FTE, approx. \$160K + equipment approx. \$20k	60,000

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
90	Park Maintenance Landscape Maintenance	Landscape bed mulching is eliminated in most areas. Shrubs are pruned on a reactive basis. Pest management done on a reactive basis with the exception of building landscapes. No fertilizing is done. Irrigation systems managed on a reactive basis.	Annual Landscape bed mulching only in designated, high visibility areas. Mulching in other areas every 4-5 years. Shrubs are pruned on an annual basis. Pest management done on programmed basis in high visibility areas. Irrigation systems are monitored and repairs completed as time allows.	All landscaped beds are mulched at least every 3 years. Beds in high visibility areas mulched annually. Shrubs pruned annually. Irrigation systems monitored at least once a month during the growing season and repairs completed within a week of discovery.	Shrubs pruned as necessary year round. Shrubs fertilized once per year according to plant requirements. Bed mulching conducted annually on all beds, and dressed as needed through the year. Shrubs/plants replaced immediately. Plants inspected regularly for pest damage, and pest management activities performed on a programmed basis. Irrigation systems are monitored weekly during the watering season and audited annually. Audit findings implemented to maximize efficient watering. Repairs completed within 24 hours of discovery.	0
91	Fire Regional/Local Training	May not be able to meet State ORS requirements; No training available.	Meet State ORS and OHA and OSHA requirements ; Conduct mandated minimum required training. Including County Training Coordination	Conduct Mandated minimum, coordinate regional training. Add specialty training to improve services i.e. water rescue, confined space	Become Regional training administrator County wide training programs.	
92	Fire Fleet Maintenance	Fleet not maintained to basic safety standards. Fleet replacement plan not funded or not in place.	Keep Fleet Operational to basic safety levels using in-house and contract services.	Keep fleet operational using in-house staff and contract services to National Standards including mechanical and Firefighting operational standards	Keep fleet operational using consolidated citywide fleet services to National Standards including mechanical and Firefighting operational standards	
93	Legal Enforcement:Advise law enforcement and code enforcement	CM/DH/Supervisors only reach out to in-house counsel when needed; Consequence: errors may be discovered late in process that causes delays; could lead to litigation or additional costs to fix errors; could face constitutional issues; LOS Equivalent: Avg 1-2 hrs for review per request = \$101.30-\$202.60/ doc; May lead to significant litigation costs	Review code enforcement templates and any legal documents to be submitted to municipal court; assist in any civil legal proceedings as needed; Consequence: minimize errors by creating/ reviewing templates; could lead to litigation or additional costs to fix errors; could face constitutional issues; LOS Equivalent: Avg 1-2 hrs for review per request = \$101.30-\$202.60/doc; additional legal assistance for civil proceedings – avg 1-5 hours per case = \$101.30-\$506.50/request	Draft/review code enforcement templates; assist in drafting/reviewing specific documents; represent the City in civil legal proceedings; Consequence: minimize errors by creating/reviewing templates; minimize litigation or additional costs to fix errors; reduce costs for outside legal counsel; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr;Avg 1-2 hrs for review per request = \$101.30-\$202.60/doc; legal representation in civil proceedings – avg 1-10 hours per case = \$101.30-\$1013/request	Participate in regular check-ins with code enforcement; draft/ review code enforcement templates; assist in drafting/reviewing specific documents; be proactive in revisions based on new statutes and case law; represent the City in civil legal proceedings; Consequence: strategize ways to minimize errors, including creating/ reviewing templates, regular meetings with code enforcement staff; minimize litigation or additional costs to fix errors; reduce costs for outside legal counsel; LOS Equivalent: Creation of General Templates - \$5,000;Updates to Templates - \$1,000/yr; 1-2 mtgs with staff/mo for 1 hr = \$101.30-\$202.60/mo; Avg 1-2 hrs for review per request = \$101.30-\$202.60/doc; legal representation in civil proceedings – avg 1-10 hours per case = \$101.30-\$1013/request;	
94	Library Bridge the digital divide (Technology)	Some internet computers available for use by patrons.	Maintained computers, internet access, WIFI, printing.	Maintained computers, internet access, WIFI, printing; Technology assistance available for patrons in English and Spanish.	Maintained computers, internet access, WIFI, printing; Technology assistance available for patrons in English and Spanish; Scheduled classes, individual assistance, greater software and hardware available for community use in library and for borrowing.	
95	Fleet Asset procurement	PW Operations staff (Operations Mechanic) involved in developing specifications for PW Operations fleet. No comprehensive approach to procurement citywide.	PW Operations staff involved in developing standard specifications for all assigned vehicles (GF, Street, Park Maint). Standardized approach to fuel economy, fuel type, vehicle sizing, etc.	Fleet staff involved in developing and recommending replacement schedules for all assigned units. Moving towards a fleet management approach.	With a new permit in 2023 the need for more staff may be necessary to meet new permit requirements.	
96	Library Public Service & Engagement	Staff available for basic library needs such as borrowing materials,	Staff available to assist and train patrons in using all library resources, recommend reading and research materials in languages spoken by 10% or more of the community; Some materials and communication about library resources and services to the community (bilingual)	Bilingual staff available during all library open hours; Expanded materials and communication about library resources and services to the community (bilingual) ; Scheduled home delivery of library materials; Book Buddies bookmobile outreach to youth in our community ; Fleet maintenance as needed on older vehicles with city staff as time allows	Public communication plan and capacity so that the community is regularly aware of the library resources available to enrich their lives; Increased staff available so that staff morale can remain high, thereby offering optimal service to the community at all times; Staff capacity to regularly attend community events (i.e. Farmer's Market, Concerts on the Plaza, parades and festivals); Newer vehicles and availability of city staff to maintain vehicles in a timely manner	
97	Planning – Code Compliance, Community Relations	Extremely Limited – very little available. Resources = 1.0 FTE, \$5,000 in professional services. (Reduction 1.0 FTE)	Limited – Support efforts initiated by others. Resources = 1.50 FTEs, \$15,000 in professional services. (Reduction 0.5 FTE)	Good – Develop and support volunteer graffiti removal programs, and one or two neighborhood revitalization events. Develop educational programs. Manage a reactive Rental Inspection Program. Resources = 2.0 FTEs, Professional Services = \$20,000. Current Budget.	Great - Manage annual neighborhood revitalization programs such as Paint-Up, Rake-Up, Spruce-Up – matching up volunteer groups with need-based households. Create partnerships between utility and service providers in targeted neighborhoods for clean-up days, weekends and events. Develop educational programs. Manage a pro-active Rental Inspection Program. Resources = 2.0 FTEs, \$40,000 in professional services. (Add \$20,000 in professional services).	25,000
98	Police Records Section: Assist and handle low level question related to complaints or citizen inquires. Process and disseminate paperwork and input data to ensure accurate reporting to state and federal authorities.	Records section is minimally staffed, which may cause delays in reporting or inputting data. Officers routinely respond to citizens inquiries thus pulling them off the road to answer the simplest questions. Our state and federal reporting which needs to be submitted annually would likely be late or done in a manner that violates state or federal reporting requirements.	Records section staff are able to answer citizens questions and provide appropriate resolutions to citizens looking for information. Data input is kept up on, although at times data doesn't get entered due to other more pressing work, or projects which have been assigned.	The addition of 1 FTE would allow the MPD to expand our hour of operations and allow work to be completed in a more timely manner. The expansion of hours allows for citizens who were during our normal business hours to speak to someone who can address their concerns at the front line. As outlined earlier, the front office are the first line for our lobby contacts and providing expanded service hours is in alignment with the City goals to provide services to all citizens. Additional \$100,000 includes rollups	The addition of 2 FTE would allow the MPD front office to be open 24/7 and provide Q and A our citizens who work schedules which are not compatible with our current hours. The expansion of hours allows for work to be completed around the clock, and support to our partner agencies who might be calling after hours. Additional \$100,000 includes rollups	

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
99	Facilities Parking Lots	No comprehensive program to maintain pavement and landscape at City owned parking lots. Lots are swept by contract, asphalt repairs and striping performed by PW Operations (Streets) and landscaped maintained by PW Operations (Park Maintenance)	Pavement maintenance plans developed, and funded as resources allow, in consultation with PW Operations staff. Striping and asphalt repairs conducted by PW Operations staff. Landscaping operations as per landscaping section plans above	Pavement maintenance plans funded at 50% of need annually. Striping and asphalt repairs conducted via contract eliminating Street Fund support.	Pavement maintenance plans funded at 100% of need. Parking lot renewal projects (lighting, landscaping, amenities) plans developed and funded.	0
100	Fleet Fuel Management	Each vehicle in the City's fleet is assigned a fuel card, and fuel consumption data is available. No staff capacity to review & analyze data to identify trends or opportunities to optimize fuel use.	Staff capacity to review and analyze fuel consumption data, and begin to use data to identify trends and potential opportunities to improve fuel economy	Staff routinely reviews and audits fuel consumption data and uses it to optimize maintenance schedules and procurement recommendations.	Manage a stormwater program and able to follow through on extra projects to help protect the WRF from industrial loadings and meet all new DEQ requirements.	
101	Finance Investments	FTE approx.: .05 Dept Budget: 800. Investment activities consist of reconciling the city's LGIP* accounts, updating the monthly investment report and assuring that the City remains in compliance with the Treasury department's maximum LGIP balance. The lack of timely reconciliations (two- six months after close), and investment reporting increases the risk of fraud or loss and hampers the governing body's ability to have a clear understanding of the level or location of our cash and investment assets. The city's investment policy was last updated in 1989 does not take advantage of municipal investment options available for funds intended for capital investment, which is out of alignment with the Wastewater capital fund's strategy to pre-fund capital investments to avoid needing to go to the bond market for financing. The city has more cash than is allowed to be held in LGIP accounts; this excess earns suboptimal returns. In addition, LGIP investments are higher risk than other allowable holdings, making the city's investment portfolio higher risk than it otherwise would be.	FTE approx.: .05 Dept Budget: 800. Investment activities same as below base. The lack of more timely reconciliations and investment reporting increases risks as described in below base. Business process update has allowed us to make more timely monthly investment reports (one-two months after close). Lack of alignment of investment policy with Wastewater capital fund's debt strategy same as below base. Relying exclusively on the LGIP for investments has same risks as described in below base.	FTE approx.: .15 incr 11,500 Dept Budget: 800. Principal treasury activities remain the same as base; by adding .1 FTE staffing resources allows for update of the city's investment policy to align it with needs of the city, including the Wastewater capital fund's strategy to pre-fund capital investments. The added capacity will allow the city to invest excess cash in allowable investments, improving the returns for the city while also marginally reducing investment risk, but does not stretch to establishing a more sophisticated investment program (which would require at least .5 FTE or an investment advisor). Relying principally on the LGIP for investments has same risks as described in below base.	FTE approx.: .25 incr 19,000 Dept Budget: 50,800. Adding another .1 FTE and engaging the services of an investment advisor will augment principal treasury activities as described in mid-level. Working with an investment advisor (estimated annual cost 50,000) will reduce the city's portfolio risk with a program of laddered investments timed to mature with the needs of our annual spending as well as Wastewater Capital fund's project needs. Aligning the investment program with the wastewater strategy will require additional coordination between finance and WW staff to make sure that the timing of capital expense needs and the investment portfolio's maturities are in synch.	0
102	Fire Fleet Replacement Plan (Capital Planning)	Older vehicles not maintained properly will fail during critical events. We have experienced mechanical failures during emergencies due to the age of the fleet.	Fleet Replacement plan not funded. Vehicles receiving annual National Standard testing by outside contractor. In-house staff evaluate mechanical issues daily. Perform routine maintenance, contract for services for in depth maintenance. Lack of fleet replacement pushed older vehicles into service longer increasing the risk for breakdowns on emergency scenes.	Fund a modified Fleet replacement plan to start improving the age and safety of the fleet. Reducing maintenance costs of older vehicles by replacing.	Transfer the responsibility of the fleet maintenance to city wide fleet services and allow the FD staff to focus on fire training and improving fire services and not on fleet management. Transition to a full funded Fleet Replacement plan that allows for improved safety on emergency scene and significantly reduced maintenance costs.	100,000
103	Park Maintenance Tree Maintenance	Reactive in nature; storm damaged or diseased trees are removed and not replaced	Young trees pruned for training, storm damaged trees removed and replaced 1:1, failed or diseased trees removed as necessary and replaced 1:1. Mature trees pruned on reactive basis	Tree maintenance as per base level on a 1:1 basis. New tree plantings implemented adjacent to areas such as playgrounds, dog parks or picnic areas to improve shade conditions.	Trees pruned as necessary year round. Storm damaged or diseased trees removed and replaced as necessary on 1:1 basis. Native species plantings in natural areas/wetlands/riparian areas conducted.	0
104	Parks & Recreation Outdoor programming  Note: close connection to park maintenance and park ranger programs as well as dependent on physical upgrades to parks to allow for increased courts/all weather resources. Close connection with Rec Sports above as well	Minimal outdoor/nature camps, concerts and Parks and Rec month activities (pre- 2020). Current budget	Summer Fun activities (July-August), summer camps, special events, nature classes, walking group, contracted bands and other performers. Current budget +\$25k grant	Summer Fun activities, Year-round outdoor education/ nature classes & special events, summer camps, outdoor fitness. Mobile Rec program going to neighborhoods and different areas. Communication plan for larger activities (contracted) 1 FTE program supervisor. Ongoing 1 FTE approx. \$120k. \$100,000 mobile rec center. \$20k supplies (year one, then reduced). \$10K communication plan and execution	Utilizing & programming all outdoor spaces/parks year round. 1 FTE program supervisor. 2 FTE program staff. New programmable outdoor recreational facilities - boat dock, Interpretive/nature trail, amphitheater, Bike Park (pump track, etc.), Ropes Course, Outdoor mobile Ice Rink, Outdoor pool & splash pad, All weather sports fields & courts, Lighted sports fields & courts, Ongoing 1 FTE approx. \$120k. \$100,000 mobile rec center. \$20k supplies (year one, then reduced). \$10K communication plan and execution. Approx. \$60k for 2 PT staff to run activities	150,000
105	City Recorder Customer Service: Respond and provide customer service to community members inquiries and complaints	Does not respond to good customer service, inquiries are not handled in a timely manner	Recorder responds and provides good customer service to community members, inquiries are handled within a week or so, no coverage inquiries may be delayed when out	With an additional FTE this would free up the City Recorder to perform more high functioning duties and the FTE can respond and provide good customer service to community members, inquiries are handled within 24-72 hours and there is support coverage	With an additional FTE and .5 staff optimal customer service is provide to community members, inquiries are handled before end of business day and there is support coverage and availability to have the additional FTE help with higher functioning duties	
106	Police Records Requests: Process records requests from citizens or other requesting entities. We are required to provide information responses in a timely fashion.	Records requests are not handled in a timely manner and we violate state law. Public and private sector partners are left with little to no information which makes sharing of sensitive or case specific information poor at best, causing dissatisfaction all around.	We can provide responses to normal records requests within the time period required by state law. There are times when more complex records requests are slower to be responded to due to either the sheer number of requests or the size of a single request. A footnote: we AVG roughly 1200 records request per year.	Currently practices have the SSMgr reviewing and completing these records requests. The addition of a PT data analyst would free this position to focus on management/supervision of the section. Additional \$30,000 with rollups	The hiring of a FT data analyst would provide support to the support service manager and the Chief of Police. The data analyst would provide admin assistance on several projects and programs which are completed by the SSMgr and Chief of Police. Additional \$100,000 includes rollups	

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
107	Planning Customer Service and Consultation	Fair – Reactionary and laborious due to poor foundational filing systems. Resources (Reduce 1.0 FTE - Senior Planner)	Good – Faster customer service and able to maintain increase in permitting. Resources = Current.	Good – Faster customer service and able to maintain increase in permitting. Resources = Add 1.0 FTE (Associate Planner)	Good – Faster, confident customer service and able to sustain increased levels of permitting. Resources = Add 2.0 FTES (Associate and Assistant Planner)	0
108	Planning Administer the McMinnville Urban Renewal Program	Fair – Limited Staff Support. Resources = 0.10 FTE	Good – Active staff support. Resources = 0.25 FTE	Proactive – proactive staff support. Resources = 0.50 FTE. (Add 1.0 FTE to Planning, Associate Planner)	Proactive/Productive – Staff ability to leverage tools towards significant results. Resources = 1.0 FTE (Hire dedicated planner for UR)	0
109	Facilities Building security	Widely varying approaches by building, based on functional security requirements. No standardize approach to cameras or door security systems. Locksmithing and key program efforts managed by Street Maintenance Supervisor.	Standards developed for building security at each facility based on operational needs. Facility maintenance staff takes over responsibility for locksmithing and key program.	Standards implanted and managed by Facility staff at various locations as opportunities, funding present themselves. Goal is address security issues in a coordinated fashion across the system.	Standards implemented and managed by Facility staff across the system.	0
110	Facilities Facility operations	Operational tasks such as room set ups, moving furniture, etc. are done by operating department. Flag raising, lowering and replacement is managed by PW Operations (Park Maintenance).	At this level, operational support for these elements would still be very limited, and would require continued coordination between departments and PW Operations.	Facility staff capacity is more readily available to assist operating departments with these operational needs.	All facility operations are conducted by Facility maintenance staff	0
111	Fire – Facility Maint.	Fix things as they break. Take no action on major issues like earth quake retro fit, deferred maintenance.	Fix things as they break. Plan for replacement of capital item failures like air handling units, sprinkler systems, emergency generators.	Plan for substation location and funding strategies.	Transition Facilities maintenance to a city central facility maintenance team. Services managed and conducted by a central services team.	0
112	Finance Insurance Services Fund	FTE approx.: .2 Dept Budget: 3,000. Manage renewal of the general liability and workers comp insurance lines of service. Do annual workers comp audit. Analysis of costs made primarily in context of budget.	FTE approx.: .2 Dept Budget: 3,000. Manage the general liability and workers comp insurance lines of service. Do annual workers comp audit. Coordinate with other support departments: City Attorney on risk management issues, HR Manager on workers comp benefits and cases. Analysis of costs made primarily in context of budget. Updated fund balance policy adds criteria for fund balance target.	FTE approx.: .25 incr 6,000 Dept Budget: 3,000. Insurance activities are the same as described in base level. Added capacity allows for more analysis of reasonable fund balances and costs charged to other funds.	FTE approx.: .3 incr 14,800 Dept Budget: 3,000. Insurance activities are the same as described in mid level. Added capacity allows for ability to implement improved business processes in this area.	0
113	Library Building maintenance and capacity	Building in need of maintenance, lack of adequate plumbing and HVAC to serve the community; Lack of space for library collections, patron meeting and study space, children's activities, staff workflow	Properly functioning building with staff capable of managing maintenance needs using outside assistance; Space available for borrowing collection, patron meeting and study space, children's activities, staff workflow	Consolidation of maintenance services to appropriate City staff instead of library staff	Well planned and designed building for library services now and in the future; Public meeting room space	0
114	Police Park Ranger Program:	We have no park rangers and city parks are patrolled by officers. Complaints of inappropriate behavior or crimes may go unchecked and our park system is or is perceived to be unsafe for patrons. If Park complaints do come in they are not prioritized by staff other than through how dispatch prioritizes them.	Current funding for this program maintains a seasonal presence of Park Rangers work in our City Park system as well as be ambassadors downtown. The program generally runs from roughly April through September scaling down.	The addition of two FT Park Rangers to augment police services in the parks full time. The addition of two FTE's provides year-round services to our park system and downtown core. Two additional FTE's; \$150,000 with rollups (estimated)	3-4 FTE Park Rangers positions that integrate into programming year around. Their presence in the park system and downtown are a proactive approach to providing both security and information information services to the community members. This programming integrates will the PR and spring, summer and fall activities.	0
115	Park Maintenance Park Amenities (benches, tables, courts, nets, etc.	Amenities are repaired on a reactive basis. Court surfaces cleaned on an as needed basis. Safety hazards are addressed as soon as possible, with some loss of service possible for a period of time in order to keep area safe.	Amenities inspected on programmed basis and repaired as soon as possible. Amenities cleaned, painted or powder coated as resources allow. Court surfaces cleaned on an annual basis. Safety hazards addressed immediately. Wood benches and tables rebuilt and painted as needed.	Inspection and repair as per base level, courts cleaned 2 x year, court cracking addressed annually, court resurfacing and striping addressed in deferred maintenance funding.	Inspection and repair as per base level, courts cleaned and maintained as per mid level, amenities cleaned painted or powder coated on a programmed basis.	0
116	Library Planning and strategy	Attend to Library needs as they arise with no strategic plan or policies.	Strategic plan and policies exist and are updated when staff time allows. Staff has time to consider and discuss best plan of action as necessary, but primarily when changes occur (such as staffing needs).	Strategic plan and policies exist, are written down and easily found by all staff, and are updated every two years.	All policies up to date and revisited annually. Strategic plan written and addressed at least every 3 years, with regular updating and follow up with library staff.	0
117	Muni Court Miscellaneous activities	Limited capacity for providing and monitoring probation and deferred sentences or civil process enforcements. Provide statutory minimum associated with bankruptcies, appeals, jail bonds. Paper-based court records. Delays in case management maintenance or financial operations, paying court appointed attorneys, etc when staffing levels dip due to leave. Sub-optimal court records storage.	Limited capacity for providing and monitoring probation and deferred sentences or civil process enforcements. Provide statutory minimum associated with bankruptcies, appeals, jail bonds. Paper-based court records. Delays in case management maintenance or financial operations, paying court appointed attorneys, etc when staffing levels dip due to leave. Sub-optimal court records storage.	Limited capacity for providing and monitoring probation and deferred sentences or civil process enforcements. Provide statutory minimum associated with bankruptcies, appeals, jail bonds. New software allows shift to paperless court records and more efficient case management activities. Reduce financial operations, paying court appointed attorneys, etc. delays when staffing levels dip due to leave if staff up from 3.5 to 4FTE base. Incremental cost increase: One time investment of 15,000 – 25,000 in city hall remodel to move muni court operations to other side of building resulting in more accessible access to the court and improve security over court records. Software and staffing investment incremental costs described in other sections.	Add staffing capacity to enhance monitoring of probation and deferred sentences and civil process enforcements (part of .5 FTE noted in community support services). Provide statutory minimum associated with bankruptcies, appeals, jail bonds. New software allows shift to paperless court records and more efficient case management activities. Reduce financial operations, paying court appointed attorneys, etc. delays when staffing levels dip due to leave if staff up from 3.5 to 4FTE base. Incremental cost increase: One time investment of 15,000 – 25,000 in city hall remodel to move muni court operations to other side of building resulting in more accessible access to the court and improve security over court records. Software and staffing investment incremental costs described in other sections.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
118	Muni Court (distribute across other services) staff levels, staff development and continuing education	Only 1 member of staff and Judge participate in continuing MC education. No one on staff has regular training in software. Consequence is risk of improper administration of complex court operations according to state law, particularly when the laws change. No software training means staff have only rudimentary understanding of one of their most important tools and likelihood that functionality of system is not optimized. Because of tight staffing levels (3.5 FTE staff + Judge, interpreters), at current court volume, when people are on leave, basic court operations are adversely impacted including cancellation of court dates 3 – 5 times per year. Incremental cost savings: approx. 5,000/year in travel, training and membership costs.	All staff and Judge participate in continuing MC education. No one on staff has regular training in software. Consequence of more training is reducing risk of improperly administering court operations according to state law, particularly when the laws change. No software training means staff have only rudimentary understanding of one of their most important tools and likelihood that functionality of system is not optimized. Because of tight staffing levels (3.5 FTE staff + Judge, interpreters), at current court volume, when people are on leave, basic court operations are adversely impacted including cancellation of court dates 3 – 5 times per year.	All staff and Judge participate in continuing MC education. One staffer has regular training in software. Staff efficiency realized from enhanced software system is partially invested in this area. Consequence of more training is reducing risk of improperly administering court operations according to state law, particularly when the laws change. Routine software training allows staff to maintain understanding of one of their most important tools and improve likelihood that functionality of system is not optimized and operational efficiencies are maintained. To provide adequate coverage for leave so need to cancel court would become unnecessary at current court volume and ability to move to office hours to 40/week, a full 4 FTE staffing complement is required. Incremental cost increase: .5 FTE approx. 50,000/year	All staff and Judge participate in continuing MC education. All staff has regular training in software; additional staff capacity allows one staffer to become expert in utilizing software so able to Consequence of more training is reducing risk of improperly administering court operations according to state law, particularly when the laws change. Creating staff expert in software will allow court to maximize its functionality over time, adding more staff efficiencies, improved communications with public and ability to analyze any disproportionate demographic or geographic data with of citations before the court or outcomes in adjudication. To provide adequate coverage for leave so need to cancel court would become unnecessary at current court volume and ability to move to office hours to 40/week, a full 4 FTE staffing complement is required. Incremental cost increase: .5 FTE approx. 50,000/year for basic coverage and .5 FTE approx. 50,000/year added tech capacity and data analysis across all programs	0
119	Fire - Emergency Management	Emergency Operations Plan available but not updated.; EOP addresses adoption of NIMS to make City eligible for Federal Grants.; Natural Hazards Mitigation Plan completed; Not all positions in EOC or City administration have received EOC specific training.; No formal pre-disaster recovery plans that are needed for disaster recovery phases, (debris removal) etc.; Continuity of Operations Plan not completed. Community Preparedness Plan not completed This could include pre-during and post disaster recovery plans. The Wildfire risk assessment and planning not completed. No training and exercise plan in place.	Emergency Operations Plan available and updated.; All positions in EOC and City Staff Trained in NIMS.; (6 courses in house or in person) 2-5 days each; Natural Hazards Mitigation Plan completed; Complete local plans that County has in place (debris removal, shelter, mass treatment.); Complete Continuity of Operations Plan; Develop Training and exercise Plan; Develop Community Preparedness Plan ; 1 FTE required for planning and coordination work ; \$125,000 for FTE	Emergency Operations Plan available and updated; Complete Wildfire risk assessment and mitigation plan. Implement training and exercises programs minimum requirements; Maintain programs in place	Emergency Operations Plan available and updated; All positions in EOC and City Staff Trained in NIMS.; Natural Hazards Mitigation Plan completed; Completed Continuity of Operations Plan; Community Preparedness Plan Developed ; Training and exercise Plan implemented and training and exercises programs being conducted for all plans. Partner on Community Emergency Response Team Efforts	
120	Police Large and Medium Scale Event Planning through Emergency Management	We don't invest and resources into large and medium scale event planning or EM issues. EM is an afterthought and the risk and liability to the City and our Citizens safety is large.	We can process small requests that come through our department in a relatively short period of time, however large scale event planning is done as an ad hoc manner.	The addition of an EM allows for detailed event planning where Police are brought in to discuss public safety needs. Additional FTE \$100,000 includes rollups	The City of Mac has an office of EM which provides support to the City Departments that deal with emergent needs of our community. In addition to an EM, there is also support staff to assist the FT EM. Additional PT staff \$50,000 (estimated)	
121	Park Maintenance Emergency Response		Park Maintenance staff help provide 24-7, 365 on call staffing to respond to calls for assistance from the public or YCOM for a wide variety of issues in the park system, right of way, storm and sanitary conveyance systems. Park Maintenance staff participates in emergency response activities primarily related to weather or hazardous materials spills.			
122	Fire - Facility Capital Planning	Facilities maintenance is being conducted by staff personnel taking away from their opportunities for training and improving firefighting and EMS services. Contractors are used when licensed work is required. Continued increasing costs for station maintenance. Facility will break down before its designed life span. All Fleet in one facility not designed to seismic standards places entire community at risk ; No capital fund planning for long term new or additional stations	Including minimal capital planning for systems that are 20 years old will prevent unanticipated expenditures and provide for facilities maintenance costs to be reduced slightly. Facilities maintenance is being conducted by staff personnel taking away from their opportunities for training and improving firefighting and EMS services. Contractors are used when licensed work is required. No capital fund planning for long term new or additional stations that studies have demonstrated the need for.	Identify and or purchase properties for future substations. Develop plans to have substations shovel ready for federal funding opportunities	Capital expenses for scheduled maintenance and repairs budgeted for and conducted annually. Facilities Capital plan developed and funded to provide support for existing FD infrastructure needs including new substations and replacement of main facility.	
123	Facilities Energy/Water Conservation	No programs or operational consideration.	No current programs. New and retro fit lighting and are coordinated with W & L for potential rebates, with an eye towards energy conservation. Plumbing fixture replacements are replaced as needed with some consideration of water conservation.	Conservation programs developed for buildings in a comprehensive, system wide fashion. Not all are funded or implemented, but are considered as a part of repairs and renewal.	Conservation programs in place for all locations, relative to both improvements (repairs and renewals) and daily operations.	
124	Park Maintenance Rec Program Support	Support provided on minimal basis for programs other than athletic based programs.	Athletic programs supported with field set up and maintenance, repair and upkeep for softball, baseball and soccer leagues. Capacity for these functions is extremely limited. Limited support for non-sports recreation programming	Continue to support sports program with field maintenance activities, expand to include support of non-sports programming with additional cleaning, facility set ups or equipment as requested.	Support as per Mid Level; develop latent capacity to support other community based events as opportunities arise.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
125	<b>City Recorder</b> General Support: Coordinates meetings, registrations, travel arraignments, and contract signatures for City Manager, Mayor, and Councilors City Events - State of the City, Town & Gown Mixer, etc	City Manager, Mayor, and Councilors coordinate their own meetings, travel arraignments, registrations, Recorder does not get involved in signatures or maintains of contracts. No events are planned	Recorder only coordinates meetings for City Manager, Mayor and Councilors, does not provide other assistance. Coordinates contract signatures but does not maintain them, minimal tracking of these contracts. Recorder helps in event planning but taken away from priority work and delay in other work	PT staff hired to help coordinate meetings, registrations, travel arraignments for City Manager, Mayor and Councilors but Recorder has to cover the other 20 hrs taking them away from priority work and delay in other work. Coordinates contract signatures, contracts are entered in records management system. Recorder or PT Staff help with City events but still impact on workload. Roughly \$12,240 (benefits not included) (Extra Admin \$12.75 x 20hrs)	Admin staff specifically dedicated to coordinates meetings, registrations, travel arraignments for City Manager, Mayor and Councilor and possibly other Department Heads, City Recorders work is not impacted and not delayed. Coordinates contract signatures, contracts entered in records management system, advanced notice given to DH when a contact is about to expire. City events are planned and staff assistance to not impact work productivity. Roughly \$24,480 (benefits not included) (Extra Admin \$12.75 x 40hrs)	0
126	<b>City Recorder</b> Labor Negotiations: Participate in Labor Contract Negotiations	Recorder does not participate in labor contract negotiations adding more work to HR to take own minutes	Recorder attends labor contract negotiations and takes minutes, taking Recorder away from own work, does not provide robust help to HR	Recorder or added FTE attends labor contract negotiations and takes minutes (does not have an impact on Recorder's work), flexibility to help HR coordinate meetings, help HR with documents, research only as needed; minimal impact to workload	Added FTE attends labor contract negotiations and PT staff takes minutes, availability to help research, creates binders, help with printing, and provide maximum support to HR; Recorder not involved in negotiations and workload not impacted	0
127	<b>Planning</b> <b>Support Economic Development</b>	Extremely Limited - only superficial support for MEDP, MDA and Chamber. Resources = 0.05 FTE	Limited - More proactive support of MEDP, MDA and Chamber. Currently Planning Director spends 15% of time on ED. Resources = 0.15 - 0.25 FTE	Good - Development of a City Ec Dev Strategy and Commission. Resources = 0.50 FTE (Add Associate Planner)	Great - City Ec Dev Strategy with commission, staff support and success. Resources = 1.0 FTE (Hire a dedicated ED Planner).	0
128	<b>Police</b> Event/Permit Request:	The PD does not service any event or permit requests, and provide no feedback to the permit requests.	Event or permit requests received are not returned in a timely manner, and citizens or community events are left scrambling to get answers.	Sworn staff is able to analyze and provide recommendations to event and permit requests in a timely fashion.	A non-sworn staff member provides input and has in-depth discussions with the person or organization requesting the event or permit approval. The final approval is provided by management; however, the work is done by a data analyst.	
129	<b>Police</b> Community Events:	We don't involve ourselves in any community events.	We engage with the community through very basic events or programs such as Shop with a Cop, Special Olympics etc.	We provide outreach programs such as citizens police academy, our community forums	High level of community outreach events. Such as PAL, or other summer programs that are integrated with other programs offered by other city departments.	
130	<b>Fire - Community Events</b> <b>Stand-By</b>	No safety standbys for any events. Provided by McMinnville. Staffing shortages prohibit ability for overtime on most or all events. ; Football Games, County Fair, Air Show, Parades, Downtown fairs, Bicycle racing, etc. ; Fees not being charged or minimal fees being charged for cost recovery.	Standbys being done with McMinnville and partner resources. For large events not happening for others. ; On smaller events on duty staff is briefed on the risk and manage the response with existing resources. May delay ambulance response on event need due to high call volume. ;Contract ambulances, volunteers from other departments.	Standbys being done with McMinnville and partner agencies on all events. Evaluate cost recovery for all events and charge full rate .	Standbys being done for all events with McMinnville resources.	
131	<b>Finance</b> <b>Campaign Finance (Fin Dept)</b>	FTE approx.: 0 Dept Budget: 0 No budget or staffing is allocated to this program. Apart from tools and processes built ahead of Nov 2020 election, no additional educational or pro-active programming provided for candidates. Reported violations are investigated. Managing the work required every two years to investigate and process any reported violations has impact diverting Finance Director's time away from other business services, adding to duties carried out beyond normal capacity. Timing of the election cycle in November coincides with finalizing annual financial statements and puts at risk the ability of the finance department to meet deadlines for that critical activity as investigations are required to be started within 1 day of reported violation and complete investigation with decision within 5 days.	FTE approx.: 0 Dept Budget: 0 Program is same as described in below base. Working at over capacity to meet investigation timelines and requirements remains as described in below base. Risks added to hitting annual audit requirements remains as described in below base.	FTE approx.: 0 Dept Budget: 0 Program is same as described in below base. Working at over capacity to meet investigation timelines and requirements remains as described in below base. Risks added to hitting annual audit requirements remains as described in below base.	FTE approx.: 05 incr 5,000 Dept Budget: 0 With add of general accountant, staffing resources are allocated to the program which will be dedicated to administrative support of the program to reduce negative impact on financial statement production deadlines when investigations are required. Apart from tools and processes built during the first cycle in the Nov 2020 election, no additional educational or pro-active programming provided for candidates. Remainder of program is as described in below base. Need to work at over capacity to meet investigation timelines and requirements remains likely as do risks associated with hitting annual audit requirements, both as described in below base.	0
132	<b>Library</b> Offer educational, cultural, and community programs	No programming offered.	Some programming offered for children, such as story times, crafts, educational performances.	Programs offered for children, teens, and adults.	Robust educational and cultural programming for all ages offered inside and outside the library.	
133	<b>Facilities</b> <b>Public Art Coordination</b>	Public art location review and safety review is done by PW Operations staff as an adjunct duty, whether located in the ROW or on private property. Adjunct duty.	Public art location and safety review is coordinated by Facility staff, with input from PW Operations.	Public art location and safety review conducted by Facility staff	No change from mid level	0
134	<b>Facilities</b> <b>Public Art Maintenance</b>	Public art maintenance largely reactive in nature. Repairs or graffiti removal are managed by PW Operations staff, and coordinated through the Public Art committed. No proactive cleaning, inspection or maintenance performed.	Regular inspection program implemented as resources and capacity allow. Art pieces tracked through CMMS.	Annual, proactive inspection program implemented and conducted by Facility staff. Art pieces cleaned as resources allow. Art pieces tracked through CMMS	Annual, proactive inspection, cleaning and preventative maintenance programs implement and conducted Facility staff. Art pieces tracked through CMMS	0
135	<b>Planning</b> <b>Public Record Retention of Land-Use Decisions</b>	Fair - Superficial. Evaluate and develop a plan for efficiencies and a better foundational filing system.	Good - Start to implement efficiencies and create structure for a better foundational filing system	Good - Implement efficiencies and better foundational filing system.	Great - All systems are in place and operational.	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
136	Park Maintenance Volunteer Support	Staff works with volunteer groups as they express interest in park maintenance related projects such as weeding, storm clean-ups, landscaping projects, trail projects, etc. Limited capacity to provide materials or staff supervision for work groups, no capacity to grow volunteer programs.	Staff is able to maintain a list of volunteer groups and match them to a defined list of maintenance projects in the park system. There is adequate budget to support the groups with materials	Staff is able to begin to expand volunteer programs, including "adopt a park" type programs. There is budget and staffing capacity to support volunteer efforts year round.	Staff is able to maintain and continually expand volunteer opportunities throughout the park system, including natural/interpretive type areas. There is budget and staffing capacity to support volunteer efforts year round	0
137	Fire Fire Prevention Public Education	No Programs; No interaction with public and no ability to educate on local or state wide fire hazards; No presence at any public events or programs.	Elementary Fire Education Schools Program Annual; Little or no other public education platforms or public outreach ; Attend minimal public events or programs	Presence at local community events highlighting fire safety, senior, safety, car seat safety, etc. ; Follow local fire trends provide fire education surrounding local trends; Provide Escape planning and practice with local businesses.; Assist public with changing or replacing smoke alarms; Limited interaction with public and ability to assist with requests for training, or help.; Unable to create full programs surrounding local fire trends.	Create and administer Middle and High School Fire safety education Programs; Provide education to college staff and RA's on fire evacuation, fire extinguisher use.; Provide Senior Safety classes ; Provide babysitter education classes; Provide car seat clinic; Provide open houses ; Offer safety classes as requested by businesses or public; Participate if public and private safety events throughout the community.; Conduct an apartment safety program. ; Attend school carnivals and fairs to provide booths and fun fire safety activities	
138	Planning Pre-Application Meetings	Do not provide them. Loss of customer service and ability to influence and coordinate with the project	Provide them on a reactionary level. Does not allow for strategic influence or customer service. Often does not catch issues and creates back-end issues after the project is submitted taking significant time and effort for both staff and applicant.	Prepare in advance and develop a program to serve the project better. Allows the opportunity to try and create an efficient system of delivery navigating the process.	Create a system of multiple touchpoints prior to submittal. Ensures a better project for developer and community. Promotes efficiencies and timeliness.	0
139	Park Maintenance Undeveloped areas	Areas left in natural state. Maintenance work is reactive only, no riparian or wetland restoration work, fuel reduction work done on a reactive basis. Camping impacts addressed on a reactive basis	Areas left in natural state. Maintenance work is reactive only. Some programmed riparian and wetland restoration work is accomplished. Fuel reduction is addressed on a programmed basis. Some invasive species pest control done in cooperation with Soil & Water District, minimal funding. Camping impacts (clean ups) are funded.	Areas left in natural state. Maintenance work, including fuels reductions activities are programmed and funded. Invasive species control is programmed and accomplished via grants and partnerships. Camping impacts are addressed on a programmed basis with regular inspections and funded clean ups as camping activity dictates.	Areas left in natural states. Opportunities to improve areas with trails, interpretive signage/activities are explored and funded. Maintenance work, including fuels reduction is performed on a programmed basis. Invasive species work is programmed and conducted with assigned City staff. Camping impacts are addressed on a programmed basis with regular inspections and funded clean ups, as well as coordinate social service efforts to support campers transition to other living situations.	0
140	Muni Court Parking tickets	Current cases eligible for collections are not routinely processed with third-party agency. Current delinquent cases take 4 – 6 months for processing. Old cases in collections receive no follow up. Consequence is fewer current and old fines are collected though people with new outstanding balances on their accounts do not get sent to collections.	Current cases eligible for collections are routinely processed to the third-party agency. Old cases in collections rarely receive follow up. Consequence is hundreds of people with prior violations remain in collections, adversely impacting their household economic status and fewer fines collected.	Current cases eligible for collections are routinely processed to the third-party agency. Follow up with collections agencies on old cases is routine. Staff efficiency realized from enhanced software system is partially invested in this area. Because of enhanced communications with new software, the number of fees associated with failures to appear or delinquent payments will decrease, improving the household economic status of those who come before the court. Consequence is some people with prior violations are resolving the collections actions that adversely impact their household economic status and more fines collected.	Current cases eligible for collections are routinely processed to the third-party agency. Follow up with collection agencies on old cases is routine. Added staff capacity allows city to implement amnesty programs and take other proactive actions to reduce outstanding balances. Because of enhanced communications with new software, the number of fees associated with failures to appear or delinquent payments will decrease, improving the household economic status of those who come before the court. Consequence is both able to reduce number of people under collections that adversely impact their personal financial status and more fines are collected. Incremental cost increase: .15 FTE approx. 15,000/year.	0
141	Planning Maintain Bonds/Escrow Logs for Deferred Infrastructure Investments	No system of maintenance and administration. Lose efficacy of security and ability to ensure that infrastructure improvements occur.	Limited system of administration leading to inefficiency and risk of efficacy of security and ability to ensure that infrastructure improvements are made.	Developed system that allows efficiency and efficacy protecting the community to ensure that required improvements happen.	Proactive management of system that provides the best efficiency and efficacy.	0
142	Muni Court City-wide support by Muni Court Staff	Provide basic services due primarily to location in the City Hall: mail distribution, accept deliveries, direct visitors – 2-4 days per week	Provide basic services due primarily to location in the City Hall: mail distribution, accept deliveries, direct visitors – 4 days per week.	Shift city wide services to administration. Invest staff time savings in Community support services, collections and financial operations.	Shift city wide services to administration. Invest staff time savings in Community support services, collections and financial operations.	0
143	Planning Manage Short Term Rental and Home Occupation Permits	No program. Proliferation of short term rentals and home occupations that can negatively impact to quality of life for residents. Current Savings = \$7,500	Codify where and how allowed but without annual permitting program. Current Savings = \$5,000	Maintain database and rigor of annual permitting program. Manage livability in the neighborhoods. Current Costs = \$7,500	Research and evaluate best practices and implement in such a way that is optimal for McMinnville. Retain housing supply, respond to zoom economy. Additional Costs = \$7,500	0
144	Planning Manage Certified Local Grant Program	Do not participate in the program. Lose opportunity for annual grant program. Lose historic preservation program. Loss of historic landmarks in McMinnville. Loss of historic charm and sense of place. Save 50% match for program, approximately \$6,000.	Operate a historic preservation program funded entirely by CLG program and nothing more. Ability to proactively implement historic preservation program, but in a limited fashion. Feels like a band-aid to preserving historic landmarks in McMinnville. Capped by grant threshold. Grant = \$6,000 Match = \$6,000	Operate a historic preservation program that is funded beyond the grant proceeds. Ability to do more programs and projects per year to elevate the importance of saving historic landmarks in the community. Preserve more landmarks for future generations, and build on historic charm and sense of place. Grant: \$6,000 Match: \$6,000 Additional Costs: \$10,000	Prioritize historic preservation in the community as a value. Create a matching grant program for historic property owners to access to help with preservation projects. Develop a resource database for local property owners of vendors and skilled craftsman that understand historic preservation. Really elevate the value of preservation of historic buildings. Ability to develop an archaeological program. Awareness of residents of history for connection. Ability to explore the unknown stories of McMinnville. Grant: \$6,000 Match: \$6,000 Additional Costs: \$40,000	0

	City Core Services	Below Base Level	Base Level	Mid Level	Optimal Level	Est. Cost
145	Fire Fire Investigation Training for County/State	Not Conducting; Lack of training program reduces availability of adding members to the regional investigation team.; Reducing investigation capabilities; Reduced ability for McMinnville department officers to gaining required training for succession planning. ; Reduced ability for McMinnville department officers to gaining required training for succession planning. ; Option would be to send members to outside training for 3-4 days for training.	Conduct Biannually; 50% increase in trained staff for County Fire investigations and succession planning.		Conduct annually; Provides training required to maintain qualified investigators to accomplish fire investigations for the county wide service.	

**Total 9,754,768**



# **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 VEBA plan as part of their benefit package.