



2011 - 2012 ADOPTED BUDGET

BUDGET MESSAGE &
SUPPLEMENTAL INFORMATION





2011-2012 CITY BUDGET

Members of the Budget Committee

Mayor & Council Members:

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

Public Members:

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

City Manager

Kent Taylor

Department Heads

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



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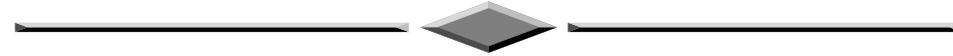
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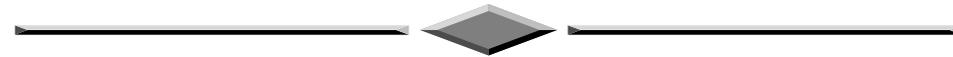
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BUDGET MESSAGE



CITY OF McMINNVILLE

2011 – 2012

BUDGET MESSAGE

April 26, 2011

Honorable Rick Olson, Mayor

City Council and Members of the Budget Committee

"When local government leaders are trusted, an environment of cooperation is more likely to surround all decisions they make. Cooperation leads to easier communication between leaders and residents and increases the likelihood that high value policies and programs will be implemented to improve the quality of life of the entire community."

"In general, survey respondents demonstrated strong trust in local government. A majority rated the overall direction being taken by the City of McMinnville as 'good' or 'excellent.' This was much higher than the benchmark."

"A majority of respondents felt that the value of services for taxes paid was 'excellent' or 'good.' This rating was much above the benchmark."

~ The National Citizen Survey™,

City of McMinnville, Oregon

March, 2011

By the National Research Center, Inc.

I. INTRODUCTION

Amidst all of the dollar figures, account descriptions, and graphs and charts that make up this Proposed Budget, it can be easy to lose sight of the objective of the Budget. For me, the City's Budget reflects decisions about resource allocation aimed at maximizing residents' quality of life. The services the budget buys are critical in shaping our community and what people think about it. And the results of our recent community attitude survey indicate that in large measure the citizens feel that the services received for taxes paid to the City of McMinnville are a good buy - and a far better value than

the federal, state, or other local governments. 81 percent of the survey respondents rated the overall quality of life in McMinnville as "excellent" or "good." Those budget allocation decisions of the past have paid off.

The survey also points out service areas in which we can improve. Some of those areas are addressed in the Proposed Budget. Fiscal constraints limit our ability to address a number of them.

Cities across Oregon and the United States continue to face serious budget challenges as traditional spending revenues flatten or decline and expenses keep rising. Over the past several years of the recession we have tapped into financial reserves in order to fund General Fund operating expenditures. Those reserves were built up over time to ensure sufficient resources for cash flow and provide a "rainy day fund" to mitigate revenue shortages or address emergency expenditures. The Proposed Budget is balanced but allocates \$747,255 in General Fund reserves from an estimated total balance of \$5.9 million.

Once again your Management Team has approached both administration and oversight of the current year's Budget and preparation of this Proposed 2011 – 2012 Budget in a collaborative and fiscally conservative manner. This careful managing of the City's resources has allowed us to incur some savings over what we estimated one year ago.

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

II. BUDGET ASSUMPTIONS

The Proposed 2011 – 2012 Budget is based upon the following assumptions and criteria:

- A. The Economy.** The recession which began in earnest during the later part of 2008, is now being called "the Great

Recession.” Both the private sector and governments at all levels strive to define “the new normal.” McMinnville is no exception, as the impacts of the recession continue to weigh heavily on residents’ minds. Our recent Community Attitude Survey validated this. Survey results indicated that while residents were mostly positive about the overall quality of business and service establishments in McMinnville and McMinnville as a place to work, their biggest concerns were employment opportunities. The ratings of how people felt about their own economic prospects in the near term were not very positive. And, “economic development” was the most mentioned need when residents were asked what the City Council should prioritize during the next five years.

The recession has negatively affected property values, with some decline continuing. This negatively affects property tax revenues. Also impacting property tax revenues and other revenue sources is the sharp decline in construction and development as indicated in the following table:

City of McMinnville, Oregon
Construction Activity
Last Four Fiscal Years

| Fiscal Year Ended June 30, | Commercial and Industrial (a) | | Residential (b) | |
|----------------------------|-------------------------------|-------------|-------------------|------------|
| | Number of Permits | Value | Number of Permits | Value |
| 2007 | 147 | 65,033,583 | 406 | 48,635,973 |
| 2008 | 151 | 100,554,562 | 273 | 34,586,033 |
| 2009 | 153 | 10,832,643 | 140 | 12,649,511 |
| 2010 | 134 | 42,913,099 | 144 | 9,466,331 |

Source: City of McMinnville Building Division

While there is some discussion of a slow economic recovery taking place on a national scale, I believe it will be slow to trickle down to Oregon and McMinnville.

B. Taxation and Fiscal Policy. The Proposed Budget is balanced and stays within all of the statutory property tax limitations. No additional voter approval is required to authorize the proposed operating tax rate.

The City has added no new bonded debt during the current fiscal year. Thus, the property tax levy for debt service funds the City’s existing debt obligations.

The City is entering 2011 in relatively good budgetary shape considering the challenges that we have been confronting and addressing. Steps were taken over the past two years to offset the impact of the City’s stagnant General Fund revenues.

The accumulation of reserves during the “good years” allowed the City to be in a position in the past few years to manage the fiscal and economic downturn. The Proposed Budget again uses General Fund reserves to meet expenses and fund operations with minor interruption. In 2011 - 12 reserves will fund an estimated 4.3 percent gap between current revenues and expenditures. Continued fiscal prudence and management oversight of the budget will be necessary in 2011 and the future to minimize and/or overcome that gap.

One of the City Council’s objectives for 2011 is to develop a written policy to address the financial reserve and fund balance issues as a tool to guide the preparation of future budgets (see enclosed copy of “City of McMinnville 2011 Goals and Objectives” in the Budget Officer’s section).

The proposed City tax rate for Fiscal Year 2011 – 2012 is estimated to be \$5.69 per \$1,000 of assessed value. The current year’s tax rate is \$5.74.

C. Service and Program Mix. Within the confines of our revenue limitations, I believe the Proposed Budget is responsive to community values and service desires (as most recently expressed in the City’s Community Attitude

Survey of March, 2011) and to the City Council's 2011 Goals and Objectives (see enclosed copy).

Citizens, elected officials, and management staff have all indicated their support for the provision of a mix of City services as a major way for the City to ensure a high community quality of life. The Proposed Budget reflects that value. During budget preparation, the actions of the Management Team once again reflected a shared sense of community and an acknowledgement of continued fiscal challenges.

D. EMPLOYEE COMPENSATION AND FTE REDUCTIONS.

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

COLA – Salaries of General Service employees (all non-union staff) reflect a 1.2 percent cost-of-living adjustment (COLA). This follows two consecutive years of no COLA. In various forums, including last year's Budget Committee meeting, some City Councilors and Budget Committee members expressed concern about fairness and equity issues and the hope that some consideration would be given to providing a COLA in 2011-12. The employees within both public safety unions have received COLAs each of the past two years.

The 2011 - 12 Proposed Budget reflects a COLA of 2.0 percent for Fire Union members as required by our collective bargaining agreement. And, it reflects an estimated COLA of 1.5 percent for Police Union members, whose contract is currently being negotiated.

PERS – The Proposed Budget reflects the impact of a 20 percent increase in our employer contribution paid to the

Oregon Public Employees Retirement System. This premium increase results in an increased '11 – '12 cost to the General Fund of \$244,000.

Personnel Changes – The most significant changes in staffing within the General Fund include the addition of one Police Officer position. One Associate Planner position in the Planning Department has been eliminated. This position will voluntarily become vacant prior to the start of the new fiscal year. Please see the F.T.E. Summary Chart behind the "Personal Service" tab in the budget document for an overall look at staffing.

Medical Insurance – The Proposed Budget document, as distributed, reflects an estimated 5 percent premium increase in the coming policy year. Since the budget document was printed, we have learned that our actual premium increase will be about 3 percent in the coming year. For General Service employees, the cost of this increase will be split 50/50 with the City. This will bring the General Service employee share of their annual medical premium to 23 percent of the total premium cost.

Pursuant to the terms of collective bargaining agreements, the share of medical premiums for employees within the police union is 5.0 percent of the total cost. Fire union employees pay 10 percent of the total premium cost.

E. OTHER INSURANCE COVERAGES. It is another good year for news about our premium for liability, property, and workers' compensation insurance coverages through the City-County Insurance Services Trust (CIS). We have budgeted for a 1 percent increase in liability and property, and a 2 percent increase in workers' compensation premiums. But the most current information suggests that these rates will not increase at all. In addition, the Proposed Budget reflects the City's having received a \$91,000 dividend from CIS for good performance in prior policy years – further evidence of the excellent cost and coverage advantages and risk management services we have received from our participation in the CIS program.

III. BUDGET HIGHLIGHTS AND ITEMS OF NOTE

Continued budgetary discipline and fiscal prudence, during a prolonged economic recession and a period of revenue base growth that is negligible, allow us to maintain current service levels.

Expenditure highlights include:

A. Public Safety.

Police – Adds back one Police Officer position, dedicated to traffic enforcement and education.

Fire and Emergency Medical Service (EMS) – The addition of three Firefighter / Paramedic positions and one EMS Division Chief position allows improvement to EMS (ambulance) program performance – allowing the deployment of an additional ambulance on the north end of McMinnville. Funding for this comes from new user fee revenue, estimated at \$575,000, and an increase of \$150,000 in General Fund support to the Ambulance Fund.

B. Economic Development. The City's financial contribution to the McMinnville Economic Development Partnership (MEDP) is restored to its pre-2010 level. The proposed support of \$38,246 is the amount requested for 2011 – 12 by the MEDP Board of Directors.

C. Building Division – The substantial reduction in building activity over the past several years has required a drawdown on Building Fund reserves. This was in addition to making significant program cost reductions. 2011 – 12 will require a General Fund transfer to the Building Fund of \$50,000 in order to maintain the minimum level of permitting and inspection services.

D. Information Systems. Capital outlay is increased and targeted for continuing to build system-wide redundancy and continuity of operations for our computer systems. The purchase of the software program, Active-Net will greatly improve customer service and staff efficiency in the Parks and Recreation Department.

E. Public Works. The Wastewater Services Division adds a Senior Mechanic / Technician and upgrades two other positions to

bolster our plant maintenance and operating capabilities and to build a leadership “bench.” The Wastewater Capital Fund budgets approximately \$5 million for the design and construction of an infiltration and inflow removal project in the downtown area and to begin design and construction of the Water Reclamation Facility's (WRF) secondary treatment expansion and modifications.

Sewer user charges are increased 3.25 percent effective July 1, 2011, in accordance with the 2010 Wastewater Financial Plan.

F. Streets - \$600,000 is budgeted in the Transportation Fund for an increased level of street maintenance program of overlays and slurry sealing.

IV. UNFUNDED REQUESTS

The most significant requests, included in the internal first-round reviews, not included in the Proposed Budget were:

| | |
|--|-----------|
| Funding of Preparation of Tax Increment Financing (Urban Renewal) Feasibility and Implementation Plans | \$30,000 |
| One Patrol Car (3 are in the Budget) | \$34,000 |
| One Motorcycle | \$22,300 |
| Tactical Training and Tactical Patrol Equipment | \$25,000 |
| Fire Department Ladder Truck – Year One Debt Service Payment | \$126,000 |
| One Fire Department Command Vehicle | \$40,000 |
| Park Drive - Street Overlay | \$20,000 |
| One Information System Analyst II | \$81,340 |

V. PROPOSED 2011 – 2012 PROPERTY TAXES

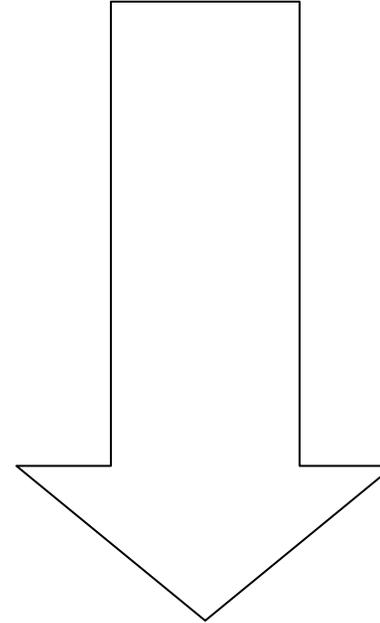
The projected tax rate for the Proposed Budget is \$5.69 per \$1000 of assessed value. The current year's rate is \$5.74.

The projected tax rate is based on an estimated total City assessed valuation of \$2.2 billion. This represents a projected 3.5 percent increase from the current year.

An “estimated not to be received” collection factor of 8 percent has been used to calculate new property tax receipts (the “Property Taxes – Current” accounts). Due to the overall economic uncertainties and volatility of the real estate market, we will need to closely monitor the rate of actual property tax collections as compared to our projections. The City of McMinnville’s share of the total property taxes levied in McMinnville is estimated to remain at about 35 percent.

The following table summarizes the property taxes which make up the total proposed property tax levy for Fiscal Year 2011 – 2012. Current year actual data is also shown.

See Property Tax Levy and Rate Summary Table on Next Page



CITY OF McMINNVILLE
2011 – 2012
BUDGET MESSAGE

| | 2010 - 2011 Yamhill County Certified Property Tax Levy | 2011 - 2012 Proposed Budget Property Tax Levy | \$ Change | % Change |
|-------------------------------------|---|---|----------------|-------------|
| General Fund | 10,576,424 | 10,946,600 | 370,176 | 3.5% |
| Debt Service Fund | 1,521,994 | 1,461,800 | (60,194) | -4.0% |
| Total Property Tax Funds | 12,098,418 | 12,408,400 | 309,982 | 2.6% |

| | Actual 2010 - 2011 PPTax Rate* | Proposed Budget 2011 - 2012 PPTax Rate* | \$ Change* | % Change |
|-------------------------------------|--|--|--------------|--------------|
| General Fund | 5.02 | 5.02 | 0.00 | 0.00 |
| Debt Service Fund | 0.72 | 0.67 | -0.05 | -6.9% |
| Total Property Tax Funds | 5.74 | 5.69 | -0.05 | -0.9% |

* Rate per \$1,000 of
AV

| | | | | |
|---------------------------|----------------------|----------------------|-------------------|-------------|
| Assessed Valuation | 2,106,858,078 | 2,180,598,111 | 73,740,033 | 3.5% |
|---------------------------|----------------------|----------------------|-------------------|-------------|

| | |
|--------------------------|----------------------|
| Real Market Value | 3,193,379,293 |
|--------------------------|----------------------|

VI. FORMAT OF THE BUDGET DOCUMENT

You will find in this Proposed Budget notebook considerable supplemental and supporting information and budget detail. Behind the Budget Officer Tab, are the 2011 City Council Goals and Objectives and City of McMinnville Organization Chart.

Behind the Financial Overview tab, you will find an overview and analysis of the City's revenues, expenditures, and reserves. Numerous charts and graphs are included in the analysis to enhance the readability of the document. Also included behind the Financial Overview tab is a section entitled "2011 – 2012 Proposed Budget – Fund Definition, Budget Basis." This section explains the different types of funds, describes the purpose of each of the City's funds, and discloses the total operating expenditures for each fund.

Behind the Personal Services Tab is information related to staffing levels and Fiscal Year 2011 – 2012 proposed reductions; volunteer rosters; and salary schedules.

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

VII. CONCLUSION

"The first rule of city government should be an unwavering commitment to delivering real value to the public with every tax dollar."

*~ Stephen Goldsmith,
Deputy Mayor of New York City*

The City of McMinnville is entering 2011 in relatively good budgetary and financial shape, considering the challenges that we are confronting and addressing. Having a "rainy day fund" (financial reserves) and budgeting conservatively over the past couple of years have allowed us to balance the budget and provide services. But we must be mindful that the growth in the City's General Fund revenue base remains negligible. In any responsible fiscal scenario, draw down of the current financial reserves cannot be done indefinitely. We project that within three years our General Fund balance will be at a level needed for cash flow purposes.

The City Council has committed to developing and adopting this year a formal financial policy with regard to fund balances and reserves. This action would govern the preparation of future budgets.

Absent any significant new resources, additional reductions in expenditures will be required and it will be difficult to maintain existing levels of service in the next few years.

We face tough fiscal choices and they are choices that will impact McMinnville's overall quality of life. And as our recent Community Attitude Survey verified, it is a quality of life that our citizens cherish. I am confident that, together, we will make responsible decisions with "an unwavering commitment to delivering real value to the public with every tax dollar."

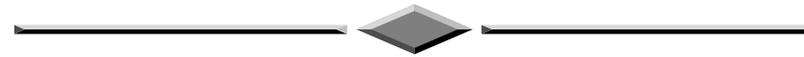
Acknowledgements - As always, preparation of this Proposed Budget is a team effort and reflects many hours of hard work on the part of many City staff members. Additionally, as discussed at length throughout this *Budget Message*, this has been another challenging year. A special thanks to Finance Director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

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

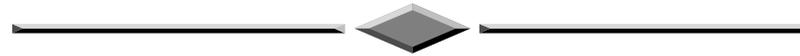
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kent L. Taylor". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kent L. Taylor
Budget Officer
City Manager



CITY OVERVIEW

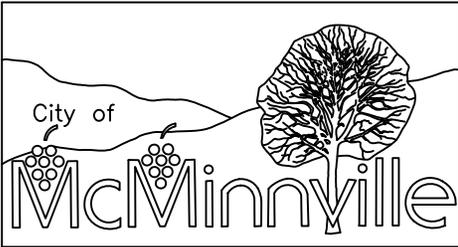


- 2011 City of McMinnville Goals & Objectives
- City of McMinnville Organization Chart

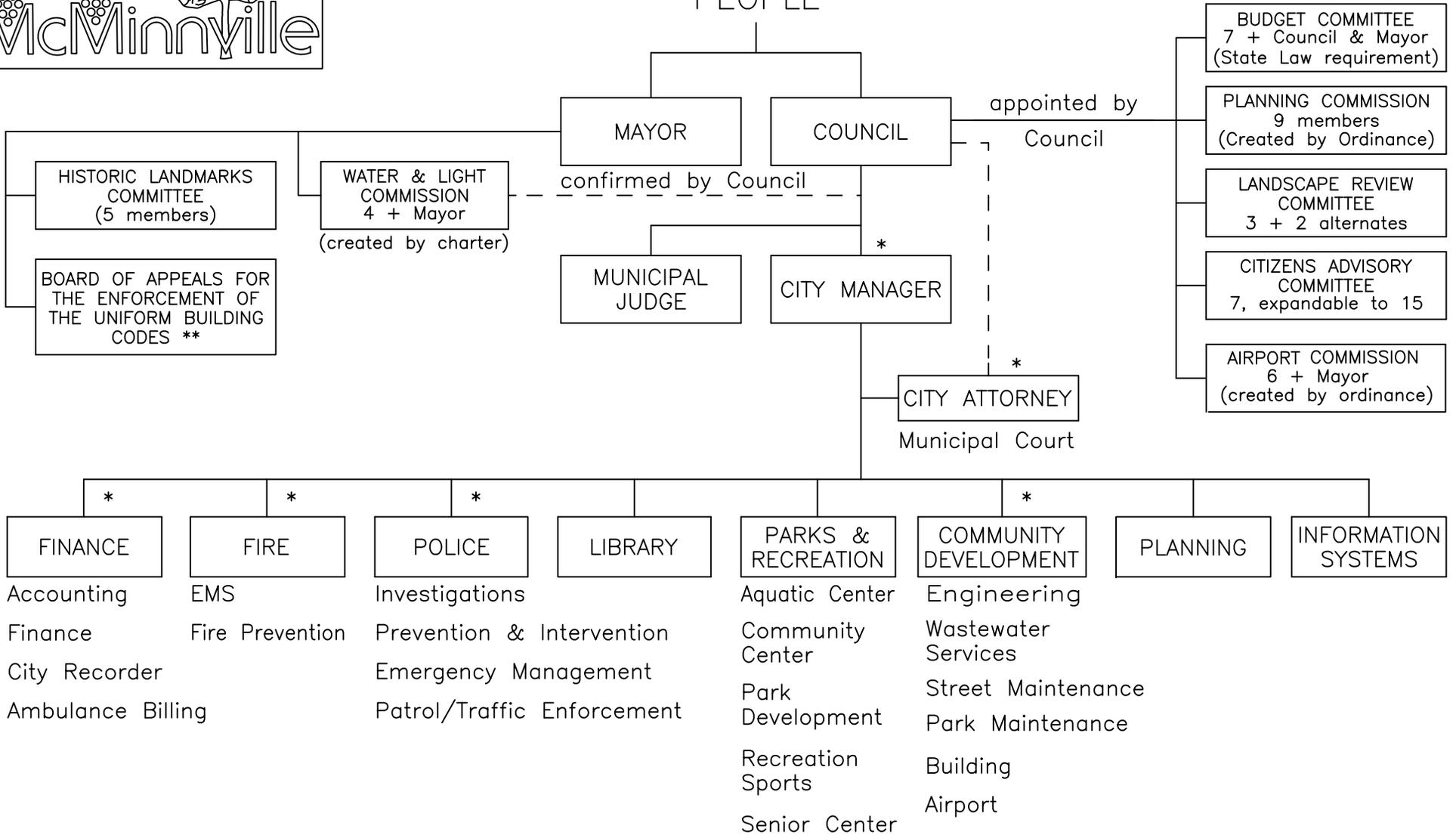
**CITY OF McMinnville
2011 GOALS AND OBJECTIVES**

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

| <u>GOALS</u> | <u>OBJECTIVES</u> | <u>TARGET DATE</u> |
|--|---|-------------------------|
| MANAGE AND PLAN TO MEET DEMAND FOR CITY SERVICES | * Review and draft an updated Wastewater Financial Plan | 2 nd Quarter |
| | * Finalize elements of Master Transportation Plan and begin development of an implementation plan | 4 th Quarter |
| | * Implement plan for enhanced emergency medical services | 2 nd Quarter |
| _____ | | |
| COMMUNICATING WITH CITIZENS AND KEY LOCAL PARTNERS | * Further engage and support economic development partners | Ongoing |
| | * Review and respond to the Community Attitude Survey results | 4 th Quarter |
| _____ | | |
| PLAN AND CONSTRUCT CAPITAL PROJECTS | * Support the Airport Commission and development of plans for airport improvements, including a new FBO building | Ongoing |
| | * Continue implementation of the Wastewater Master Plan | 3 rd Quarter |
| _____ | | |
| PLAN FOR AND MANAGE FINANCIAL RESOURCES | * Assess technology tools and improvements to gain efficiencies and effectiveness; include the consideration of technology partnerships | 3 rd Quarter |
| | * Prepare and adopt the 2011 – 2012 City Budget | 2 nd Quarter |
| | * Develop and adopt financial policies to guide future Budget preparations and fund balance levels | 4 th Quarter |
| _____ | | |
| PROMOTE SUSTAINABLE GROWTH AND DEVELOPMENT | * Integrate sustainability into policy-making and provision of City services | Ongoing |
| | * Explore tax increment financing as a means of financing downtown public infrastructure capital improvements | 2 nd Quarter |



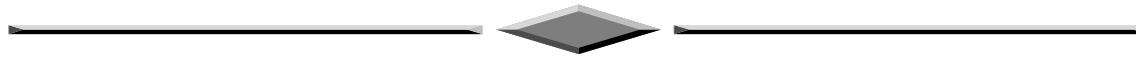
PEOPLE



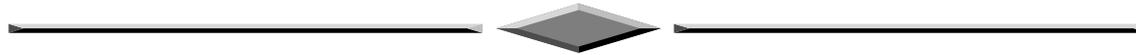
* Officers listed in Charter and appointed by Council upon recommendation by City Manager.
 Council serves as own Contract Review Board.
 Council serves as Library Board to meet any State Law requirements.

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

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



FINANCIAL OVERVIEW





Financial Overview

2011-2012 Proposed Budget

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

The Budget Process:

Purpose of Budget

- The budget represents the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and dictates the City's allocation of resources. In addition, it guides spending decisions and provides a tool for performance measurement. As much as federal and state governments, local government also must demonstrate "transparency" and "accountability". This budget document clearly indicates where the City has allocated its resources for fiscal years 2009-10 and 2010-11 and where it intends to spend taxpayer and ratepayer dollars in fiscal year 2011-12.

Preparation of Budget

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

Adoption of Budget

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

Resource and Requirement Summaries

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

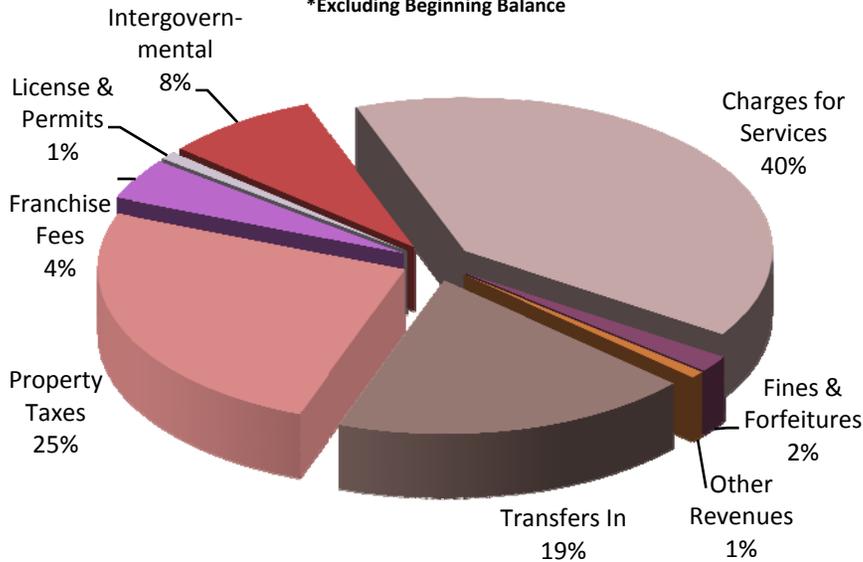
ALL CITY FUNDS

| RESOURCES – by Type | |
|------------------------|---------------------|
| Beginning Balance | \$32,089,728 |
| Property Taxes | 11,700,875 |
| Franchise Fees | 2,027,000 |
| License & Permits | 392,750 |
| Intergovernmental | 3,735,911 |
| Charges for Services | 18,389,500 |
| Fines & Forfeitures | 812,300 |
| Other Revenues | 346,080 |
| Transfers In | 8,709,409 |
| Total Resources | \$78,203,553 |

| REQUIREMENTS – by Classification | |
|----------------------------------|---------------------|
| Personal Services | \$18,098,395 |
| Materials & Services | 15,251,148 |
| Capital Outlay | 4,800,579 |
| Debt Service | 4,648,769 |
| Transfers Out | 8,709,409 |
| Contingency | 3,374,107 |
| Ending Balance | 23,321,146 |
| Total Requirements | \$78,203,553 |

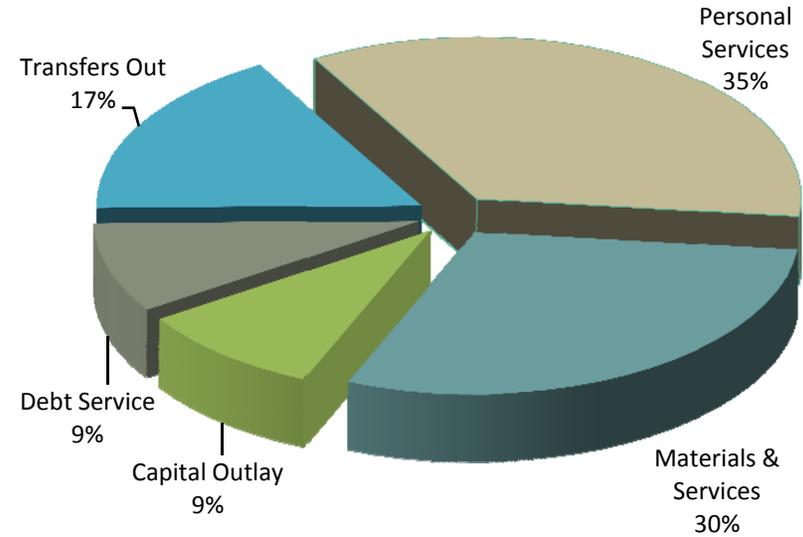
Revenues- All City Funds

*Excluding Beginning Balance



Expenditures - All City Funds

*Excluding Contingency & Ending Balance



Financial Overview

Page III

Resources for All City Funds:

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

Property Tax Revenue -- \$11.7 million or 25% of all City revenues. Property tax revenues fund a significant portion of General Fund operations. Property tax revenues are also used to pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the "General Fund Resources" section of this document. For additional information on the City's General Obligation debt, please see the Debt Service Fund.

Charges for Services Revenue -- \$18.4 million or 40% of all City revenues. Charges for Services are the largest source of City revenues. Sewer user charges in the Wastewater Services Fund at \$8.1 million and ambulance transport fees at \$7.1 million constitute the majority of total Charges for Services.

Transfers In Revenue -- \$8.7 million or 19% of all City revenues. These are "internal" revenues that result from the City's policy of reimbursing certain departments, such as Administration, Finance, and Engineering, for services provided to other City departments. Also included in Transfers In is a \$5.7 million transfer from Wastewater Services to Wastewater Capital for debt service payments on revenue bonds and to fund capital projects.

Intergovernmental Revenue -- \$3.7 million or 8% of all City revenues, including state shared revenues, such as liquor, cigarette, and gas taxes. Cigarette tax revenues are projected to remain flat, while liquor and gas tax revenues are projected to increase.

Requirements for All City Funds:

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

Expenditures are classified as Personal Services (salaries and wages and fringe benefits), Materials and Services (contractual services, materials, ambulance transport fee write-offs, and other), Capital Outlay (long term assets), Debt Service (payments on debt obligations) and Transfers Out (which correspond to Transfers In revenues).

Personal Services Expenditures -- \$18.1 million or 35% of total City expenditures. \$12.0 million or 66% of total Personal Services expenditures is for Salaries and Wages and \$6.1 million or 34% is for fringe benefits.

Materials and Services Expenditures -- \$15.3 million or 30% of total expenditures, including \$3.2 million in the General Fund for program costs, contractual services, etc.: \$2.9 million in the Wastewater Capital Fund for professional services; and \$3.9 million in the Ambulance Fund for transport fee write-offs. Ambulance write-offs reflect the difference between ambulance transport fees billed and transport fees collected.

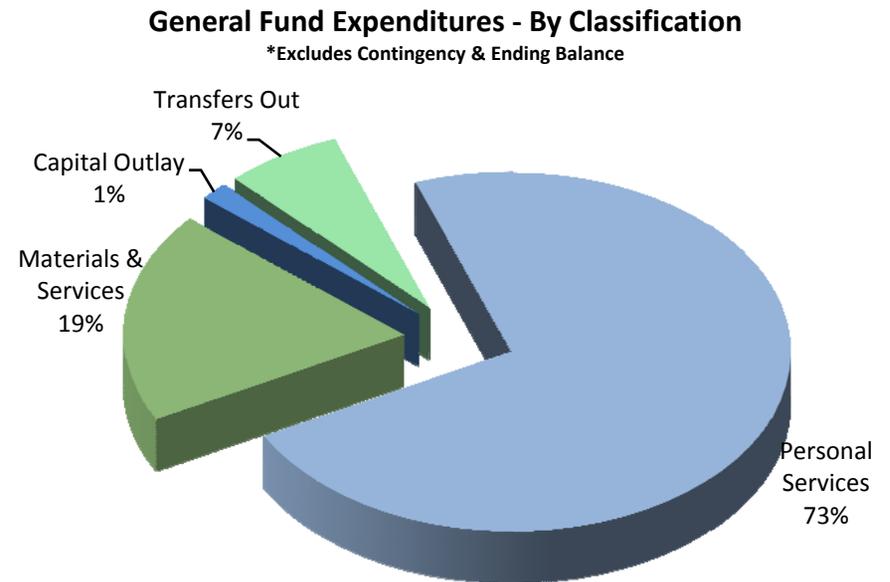
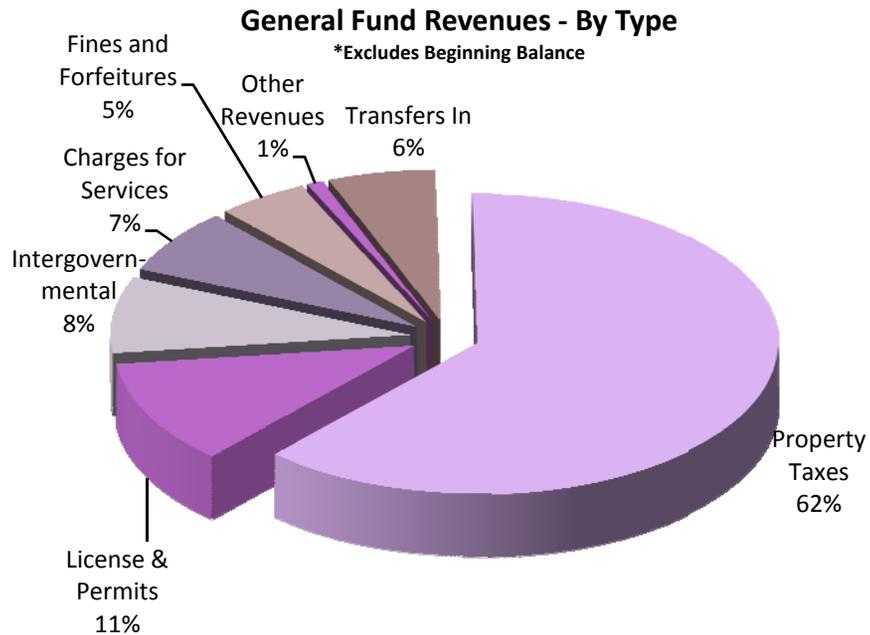
Capital Outlay Expenditures -- \$4.8 million or 9% of total expenditures, including such projects as park acquisition and construction in the Park Development Fund (funded by 2001 bond proceeds) and design and construction of secondary treatment expansion in the Wastewater Capital Fund (funded primarily by sewer user charges).

Transfers Out Expenditures -- \$8.7 million or 17% of total expenditures, corresponding to Transfers In Revenue.

**GENERAL FUND
OPERATING PROPERTY TAX**

| GENERAL FUND RESOURCES – by Type | |
|---|---------------------|
| Beginning Balance | \$5,944,230 |
| Property Taxes | 10,320,875 |
| License & Permits | 1,874,900 |
| Intergovernmental | 1,371,552 |
| Charges for Services | 1,163,147 |
| Fines and Forfeitures | 812,300 |
| Other Revenues | 140,830 |
| Transfers In | 947,504 |
| Total Resources | \$22,575,338 |

| GENERAL FUND REQUIREMENTS – by Classification | |
|--|---------------------|
| Personal Services | \$12,646,330 |
| Materials & Services | 3,294,843 |
| Capital Outlay | 280,457 |
| Transfers Out | 1,156,733 |
| Contingency | 750,000 |
| Ending Balance | 4,446,975 |
| Total Requirements | \$22,575,338 |



Financial Overview

Page V

General Fund Resources:

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

Property Taxes for General Operating Purposes -- Levied at the permanent rate of \$5.02 per \$1,000 of assessed property value. The 2011-12 Proposed Budget projects \$10.3 million in operating property tax revenues, a 3.5% increase from the prior year. Property tax revenues constitute 62% of General Fund revenues. Accordingly, increases in assessed values and new construction significantly impact the City's ability to provide services to the public.

Licenses and Permits Revenue -- \$1.9 million or 11% of General Fund revenues. Licenses and permits primarily consist of franchise fees collected on behalf of the City by water and electric, telephone, gas, and garbage collection providers. Franchise fees paid by McMinnville Water and Light (74% of all Licenses and Permits revenue) are projected to remain at levels consistent with the last three years, in spite of challenges experienced by industrial customers.

Charges for Services Revenue -- \$1.2 million or 7% of General Fund revenues primarily consist of Parks and Recreation Department fees collected for Aquatic Center use and recreation programs, and Fines and Forfeitures collected by the Municipal Court.

General Fund Requirements:

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

Personal Services Expenditures -- \$12.6 million or 73% of total General Fund expenditures. Police, Fire and Municipal Court combined account for \$7.2 million of total General Fund Personal Services. Because Personal Services are such a substantial percentage of expenditures, significant budget reductions can generally only be obtained by reducing staffing levels and/or fringe benefits.

Materials and Services Expenditures -- \$3.3 million or 19% of General Fund expenditures. The Police and Parks and Recreation Department budgets combined account for \$1.5 million or 45% of Materials and Services expenditures. Examples of Police Department expenditures are building utilities and maintenance; fuel, maintenance and repairs of vehicles; computer system costs; and property and liability insurance. Parks and Recreation Department expenditures are primarily for recreation program costs, and utilities, repairs and maintenance of the Aquatic Center, Community Center and Senior Center facilities.

Capital Outlay Expenditures -- This chart reflects that, due to budget constraints, a minimal amount of Capital Outlay expenditures are included in the 2011-12 Proposed Budget. Some of the Capital Outlay items included in the budget are five vehicles and other equipment in the Police Department and building improvements in the Fire Department.

Financial Overview
Page VI

General Fund Expenditures by Department:

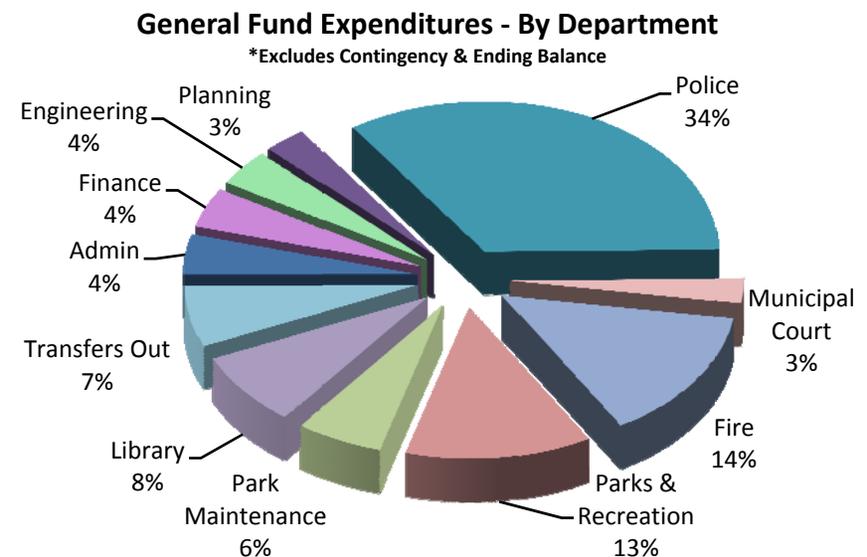
The following pie chart illustrates that the largest share of General Fund resources are spent on public safety. Police Department, Fire Department and Municipal Court expenditures combined account are \$8.9 million or 51% of all General Fund expenditures.

Culture and Recreation expenditures (Parks & Recreation, Parks Maintenance, and Library) combined are \$4.7 million or 27% of all General Fund expenditures. The largest share of Culture and Recreation expenditures is attributable to the Parks and Recreation Department. It should be noted that approximately half of Parks and Recreation Department expenditures are offset by Charges for Services revenues. The significant portion of General Fund resources dedicated to Culture and Recreation demonstrates the City’s commitment to providing the citizens of McMinnville a quality environment, as well as a safe environment.

The remaining \$3.8 million or 22% of General Fund expenditures are for general government (Administration, Finance, Engineering, and Planning) and Transfers Out. Administration includes City Manager’s Office, City Hall and Other City Property, Human Resources, Legal, Mayor and City Council, and Community Services.

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

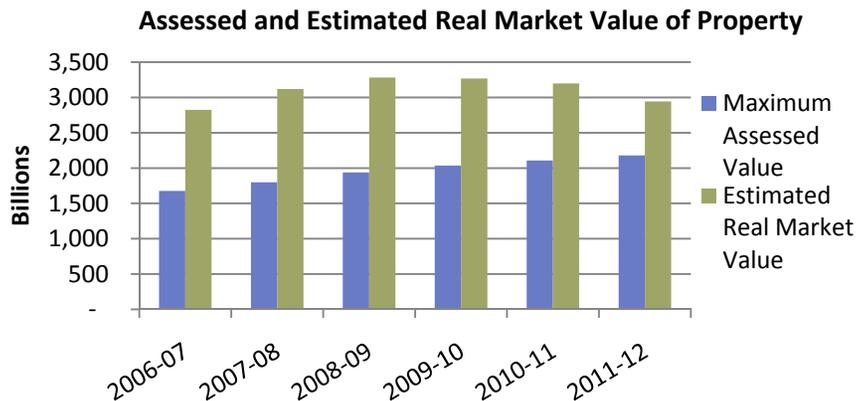
| GENERAL FUND REQUIREMENTS – by Department | |
|--|---------------------|
| Administration | \$758,305 |
| Finance | 741,404 |
| Engineering | 680,200 |
| Planning | 499,411 |
| Police | 5,967,605 |
| Municipal Court | 466,731 |
| Fire | 2,449,284 |
| Parks & Recreation | 2,232,070 |
| Park Maintenance | 1,041,194 |
| Library | 1,385,426 |
| Transfers Out | 1,156,733 |
| Contingency | 750,000 |
| Ending Balance | 4,446,975 |
| Total Requirements | \$22,575,338 |



General Fund Reserve:

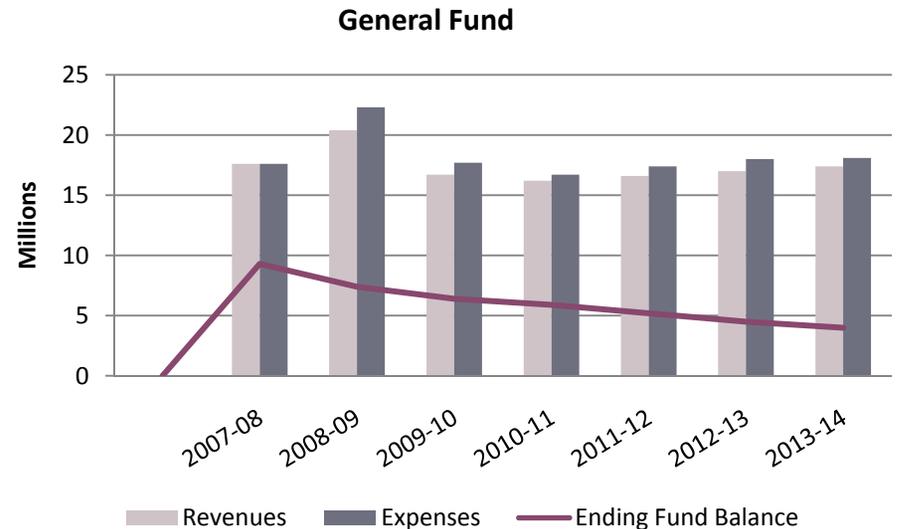
One measure of a City’s financial health is whether revenues exceed expenditures. When revenues exceed expenditures, the ending fund balance or reserve is increased. The reserve may also increase when actual revenues are higher than projected and / or actual expenditures are lower than budgeted.

From 2004-05 through 2008-09, the City’s assessed value increased by an average of 7% per year. This steady growth and the accompanying increase in property tax revenue played a major role in the City’s ability to maintain a healthy General Fund reserve even though the demand for services increased with the growing population. However, the City’s assessed value grew by only 5% in 2009-10; 3.55% in 2010-11; and is anticipated to grow by only 3.5% in the next few years. This slower growth rate is an important factor in spending down the General Fund reserve. The following chart compares the growth in maximum assessed value to real market value for the last six years.



Another important factor in spending down the reserve in past years was higher costs for Police and Fire personal services, which resulted from additional staffing along with cost of living adjustments (COLA) and other provisions included in collective bargaining agreements.

The following chart demonstrates the relationship between expenditures exceeding revenues and the corresponding decrease in the General Fund ending fund balance. In this chart, fiscal year 2008-09 revenues and expenditures are inconsistent with other years as transfers to establish the Building Fund and to close out the Fire Fund, Park and Recreation Fund, and Improvements Fund, are included. Revenue and expenditure estimates for 2012-13 and 2013-14 were derived from the City’s long term fiscal forecast. The forecast assumes that current revenues will fund 95% of current expenditures.



Financial Overview
Page VIII

The chart on this page compares the 2010-11 Amended Budget with the 2011-12 Proposed Budget for Property Tax Supported departments: the General Fund, Ambulance Fund, and Building Fund. Note that Capital Outlay expenditures and Ambulance transport fee write-offs are excluded from Expenditures in the table below to allow for better operational comparison.

Planning Department expenditures in the 2011-12 Proposed Budget decreased compared to the 2010-11 Amended Budget due to an unfilled Associate Planner position in fiscal year 2011-12.

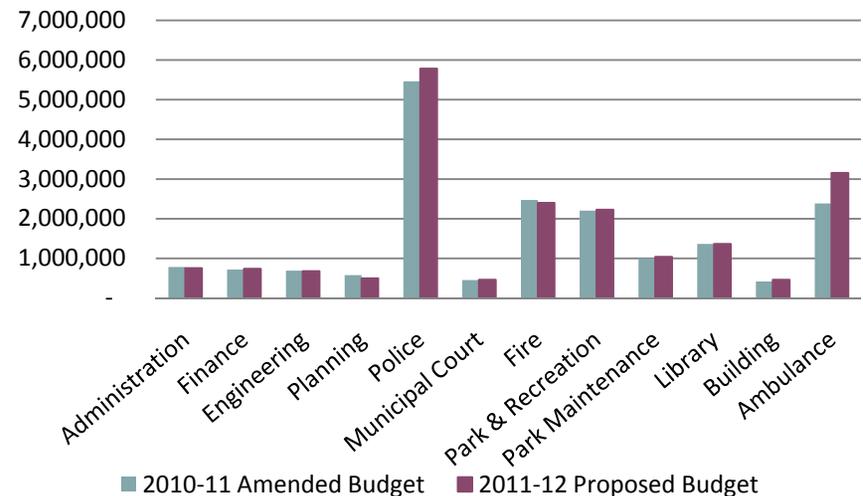
The increase in Police Department expenditures resulted from the addition of a police officer dedicated to traffic enforcement along with cost of living and fringe benefit increases.

The decrease in Fire Department expenditures resulted from changing the allocation of all Firefighter / Paramedic positions to 35% Fire and 65% Ambulance. Previously three positions were 100% allocated to Fire and three were 50% allocated to Fire. The change in percentages more accurately reflects the actual operations. This reallocation shifted almost \$267,000 in personal services costs to the Ambulance Fund.

In the Building Fund, which was established as a separate fund in fiscal year 2008-09, resources have historically exceeded expenditures. However, the 2011-12 Proposed Budget includes a General Fund transfer to provide for an adequate contingency in the Building Fund. To reduce expenditures, the 2010-11 Amended Budget included furlough days (leave without pay) for Building Department staff. Furlough days were discontinued in January 2011.

| PROPERTY TAX SUPPORTED – DEPARTMENT COMPARISON | | | |
|---|--------------------------------------|---------------------------------------|------------------------|
| (Excludes Capital Outlay & Ambulance Fund Write-Off Expense) | | | |
| | <u>2010-11 Amended Budget</u> | <u>2011-12 Proposed Budget</u> | <u>% Change</u> |
| Administration | \$782,083 | \$755,573 | -3.39% |
| Finance | 719,482 | 736,852 | +2.41% |
| Engineering | 692,311 | 677,623 | -2.12% |
| Planning | 577,003 | 495,924 | -14.05% |
| Police | 5,464,089 | 5,784,905 | +5.87% |
| Municipal Court | 452,470 | 462,634 | +2.25% |
| Fire | 2,473,050 | 2,398,335 | -3.02% |
| Park & Recreation | 2,203,372 | 2,226,152 | +1.03% |
| Park Maintenance | 991,346 | 1,039,145 | +4.82% |
| Library | 1,365,536 | 1,364,030 | -0.11% |
| Building Fund | 417,145 | 461,187 | +10.56% |
| Ambulance Fund | 2,383,947 | 3,155,499 | +32.36% |
| Total | \$18,521,834 | \$19,557,859 | +5.59% |

Property Tax Supported - Department Comparison
2010-11 Amended Budget vs 2011-12 Proposed Budget



Financial Overview

Page IX

The significant increase in Ambulance Fund expenditures is attributable to several factors. In addition to the shift of personal services costs from the Fire Department, a full-time Division Chief and three full-time Firefighter / Paramedic positions are proposed to address operational challenges. Another factor is cost of living adjustments (COLA) and rising fringe benefit costs. Please refer to the Ambulance Fund Budget Summary for further discussion of the operational changes included in the 2011-12 Proposed Budget.

Fiscal Forecast

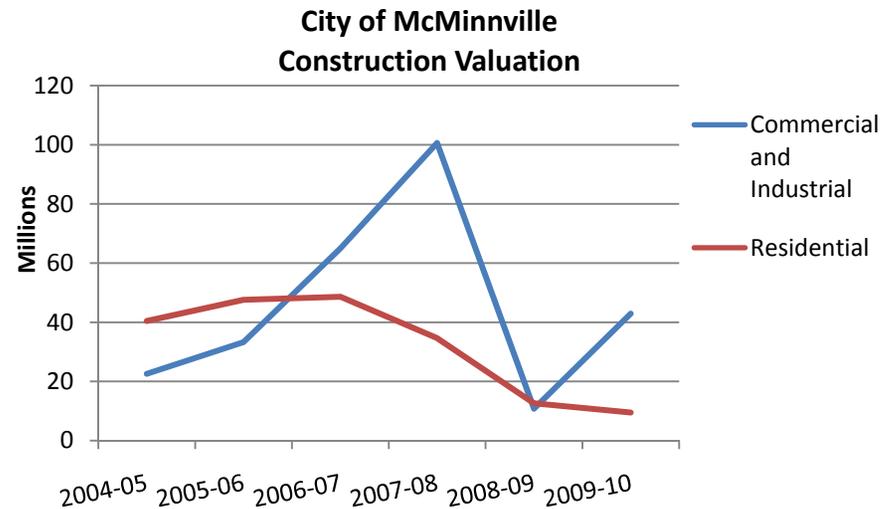
Recognizing that the recovery from the current recession will be prolonged, City management decided in November 2009 to complete a three year fiscal forecast for the General Fund, Ambulance Fund, and Building Fund. This forecast projected revenues, expenditures and fund balances for fiscal years 2010-11, 2011-12, and 2012-13. The Ambulance Fund was included in the forecast process as General Fund support is required to balance the fund. The Building Fund 2011-12 Proposed Budget includes General Fund support for the first time since it was established as a separate fund in fiscal year 2008-09.

A set of assumptions was defined and used to project revenues and expenditures. Assumptions were based on historical data, trends, discussion with other entities, and the assistance of a financial consultant who has extensive budgeting and local government expertise. The initial fiscal forecast in 2009 indicated that General Fund reserves would be depleted to an unacceptable level in 2012-13 unless steps were taken to increase revenues and /or reduce expenditures. To address this concern, City Council adopted a 2010-11 Budget which included a 4% decrease in expenditures compared to the previous year (excluding capital outlay projects). As a result of this conservative approach, it is estimated that the fiscal year 2011-12 General Fund beginning balance will be \$1,006,000 more than projected in the 2009 forecast.

The fiscal forecast has proven to be extremely beneficial in the budget process, allowing management to consider the 2011-12 Proposed Budget within the framework of the City's long term financial picture.

Budget Highlights for Other Funds

The Building Fund has been significantly affected by a substantial reduction in residential, commercial and industrial construction. Due to the decrease in permit revenue, the Building Fund reserve has virtually disappeared and a General Fund Transfer is necessary in the 2011-12 Proposed Budget. It is anticipated that a transfer will be required for the next several years, until the economy recovers and permit revenue improves. The chart below illustrates the dramatic increase in commercial and industrial activity in 2006-07 and 2007-08 and the equally dramatic decrease in 2008-09.



Financial Overview

Page X

The Ambulance Fund faces significant financial and operational challenges. Reimbursements for Medicare and Medicaid transports, which make up 67% of all emergency transports provided by the City, are significantly less than the transport fee rate billed by the City. In addition, the demand for emergency transport services continues to grow as the population of the Ambulance Service Area (ASA) grows.

To address these challenges, staff worked extensively with City Council during the past year to review alternative service model options. The 2011-12 Proposed Budget includes a service model which addresses a number of these challenges. Rate increases for transports, mileage, and FireMed memberships have been incorporated to offset higher personal services costs associated with the proposed service delivery model. The City will continue to review ambulance operations to determine the best service delivery model for the years ahead.

Wastewater Services and Wastewater Capital Funds

expenditures constitute 34% of all City expenditures. In April 2010, the City's Wastewater Master Plan and Financial Plan were updated. This update indicated that the City can rely on a "pay as you go" approach to funding the significant capital needs identified in the Wastewater Master Plan. The foresight shown by previous management and City Councils will enable the City to maintain the existing rate structure with only moderate rate increases and no additional debt over the life of the plan.

Summary

Following the Financial Overview is a Citywide Financial Overview which provides a comparison of the total resources and requirements for all City funds for the 2010-11 Amended Budget and the 2011-12 Proposed Budget.

The table reflects a decrease in the total Beginning Fund Balance for all funds, which is partially due to the spending down of the General Fund reserve and to spending bond proceeds for park acquisition and construction projects in the Park Development Fund.

Comparison of revenues indicates that Property Taxes and Licenses and Permits revenues show a modest increase from the prior year. Charges for Services revenues reflect a 16% increase, which is primarily due to an additional \$2.6 million in ambulance transport fees. Note that the corresponding increase in ambulance write-offs, which reflects the difference between ambulance transport fees billed and fees collected, is included in Materials and Services expenditures.

The decrease in Miscellaneous revenues is generally due to extremely low interest rates and lower cash balances in several funds.

The \$1.2 million or 7% increase in Personal Services is due to higher salaries and wages (\$460,000) and fringe benefits (\$706,000). The salaries and wages increase resulted from Cost of Living Adjustments (COLA) for General Service, Police and Fire Union employees, along with additional positions in the Police Department and Ambulance Fund. The fringe benefit increase is primarily due to escalating employer contribution rates for the Public Employee Retirement System (PERS).

The significant increase in Materials and Service reflects \$2.9 million in professional services budgeted in the Wastewater Capital Fund for expansion of the Wastewater Reclamation Facility (WRF). Also, as previously mentioned, ambulance transport fee write-offs increased by nearly \$1.5 million due to higher transport fees. The decrease in Capital Outlay expenditures reflects a \$1.5 million reduction in Inflow and Infiltration (I&I) projects in the Wastewater Capital Fund and a \$1.7 million reduction in runway / taxiway construction projects in the Airport Maintenance Fund.

Financial Overview
Page XI

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

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

City Wide Financial Overview



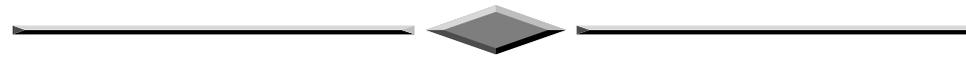
| Description | 2010 - 2011 Amended Budget | 2011 - 2012 Proposed Budget | Percent Change |
|-------------|-------------------------------|--------------------------------|-------------------|
|-------------|-------------------------------|--------------------------------|-------------------|

RESOURCES

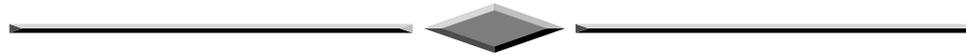
| | | | |
|----------------------------|---------------------|---------------------|-----------|
| Beginning Fund Balance | \$33,771,519 | \$32,089,728 | -5% |
| Property Taxes | 11,437,240 | 11,700,875 | 2% |
| Special Assessments | 60,000 | 60,000 | 0% |
| Licenses & Permits | 2,261,995 | 2,419,750 | 7% |
| Intergovernmental | 5,307,485 | 3,735,911 | -30% |
| Charges for Services | 15,801,577 | 18,389,500 | 16% |
| Fines & Forfeitures | 843,700 | 812,300 | -4% |
| Miscellaneous | 648,218 | 286,080 | -56% |
| Current Revenue | 36,360,215 | 37,404,416 | 3% |
| Transfers In | 6,361,516 | 8,709,409 | 37% |
| TOTAL ALL RESOURCES | \$76,493,250 | \$78,203,553 | 2% |

REQUIREMENTS

| | | | |
|---|-------------------|---------------------|-----------|
| Personal Services | 16,933,097 | 18,098,395 | 7% |
| Materials & Services | 11,543,615 | 15,251,148 | 32% |
| Capital Outlay | 8,769,964 | 4,800,579 | -45% |
| Debt Service | 4,650,919 | 4,648,769 | 0% |
| Operating Budget | 41,897,595 | 42,798,891 | 2% |
| Transfers Out | 6,361,516 | 8,709,409 | 37% |
| Non-operating Budget | 6,361,516 | 8,709,409 | 37% |
| Contingency | 3,349,549 | 3,374,107 | 1% |
| Ending Fund Balance | 24,884,590 | 23,321,146 | -6% |
| TOTAL ALL REQUIREMENTS | 76,493,250 | \$78,203,553 | 2% |
| Reserve (% of Resources) | 37% | 34% | -3% |
| % Current Revenues Fund Current Operating Expenditures | 87% | 87% | 0% |



FUND DEFINITIONS



- Budget Organization Chart



Fund Definitions

- Budget Basis

2011-2012 Proposed Budget

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

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

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

Governmental Funds: General Fund

General Fund

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

Governmental Funds: Special Revenue Funds

Special revenue funds account for financial resources that are legally restricted to expenditures for specific purposes.

Special Assessment Fund

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

Telecommunications Fund

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

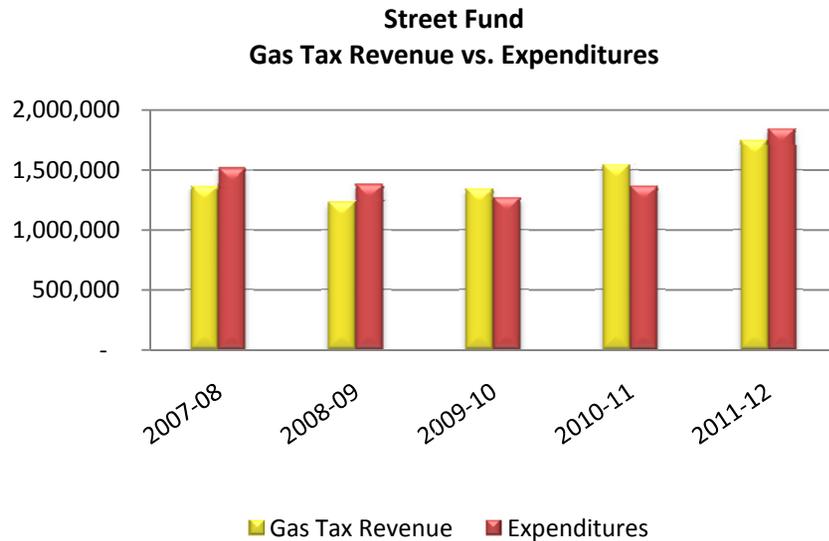
Emergency Communications Fund

This fund accounts for the City's participation in the 911 Central Emergency Dispatch Center operated by Yamhill Communications Agency (YCOM). The State of Oregon collects emergency telephone tax from subscribers and distributes the tax to Oregon cities on a pro-rata basis. The 911 tax revenue received from the State and the approximately \$657,000 transferred into this fund from Police, Fire and Ambulance are paid to YCOM for the City's member contribution.

Fund Definitions – Budget Basis
Page II

Street Fund

The principal revenue source for this fund is state gasoline tax administered in accordance with Article IX, Section 3 of the Constitution of the State of Oregon and used to finance street maintenance, improvements, and street equipment purchases. As the graph illustrates, gas tax revenue is generally not sufficient to fully fund Street Fund activities and projects. Use of the fund reserve has been necessary to balance fund resources and requirements.



Airport Maintenance Fund

This fund accounts for fees for airport services including building, hangar, and land lease rental income. These fees are used to fund airport operations. In past years, Federal Aviation Administration (FAA) grant funds have been used for capital projects, such as taxiway and runway construction and improvements. The 2011-12 Proposed Budget for the Airport Maintenance Fund does not include any FAA grant funds.

Improvements Fund, Fire Fund, and Park and Recreation Fund

These funds were used to account for the City’s property tax operating levy allocated to major operating and capital projects; fire protection; and parks and recreation activities. All three funds were folded into the General Fund in fiscal year 2008-09.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects other than those accounted for in proprietary funds.

Public Safety Facilities Construction Fund

This fund was used to account for the \$13.1 million Public Safety & Court/Civic Building bond proceeds received in 2006 and used to fund the construction of the Public Safety Building and the Civic Hall.

Fund Definitions – Budget Basis
Page III

Transportation Fund

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

Park Development Fund

This fund accounts for the \$9.1 million Park System Improvement bond proceeds received in 2001, park system development charges (SDCs), grants, and donations which are used for park system expansion and improvements. It is anticipated that nearly all of the bond proceeds will be spent by June 30, 2012.

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 payments on general obligation bonds. The 2001 Park Improvements Bonds and 2006 Public Safety & Court/Civic Building Bonds are currently the City's only outstanding general obligation debt.

Business Type Activies: Enterprise Funds

Enterprise Funds account for the acquisition, operation, and maintenance of City facilities and for services that are entirely or primarily self-supporting through fees charged to customers.

Building Fund

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

Wastewater Services Fund

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

Wastewater Capital Fund

Major revenue sources for the Wastewater Capital Fund are system development charges (SDCs) and user fees which are transferred from the Wastewater Services Fund. The 2011-12 Proposed Budget includes Transfers In from the Wastewater Services Fund of \$5.7 million, with \$2.9 million for debt service payments on the 2004 Sewer Refunding Bonds and \$2.8 million for wastewater capital projects.

Fund Definitions – Budget Basis
Page IV

Ambulance Fund

This fund is used to account for revenues and expenditures for emergency medical services provided to the community. Although the Ambulance Fund is classified as an enterprise fund and is intended to be self-supporting, General Fund support has been necessary for the last eight years. Reimbursements for Medicare and Medicaid transports, which make up 67% of all emergency transports provided by the City, are significantly less than the transport fee billed by the City.

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

Insurance Services Fund

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

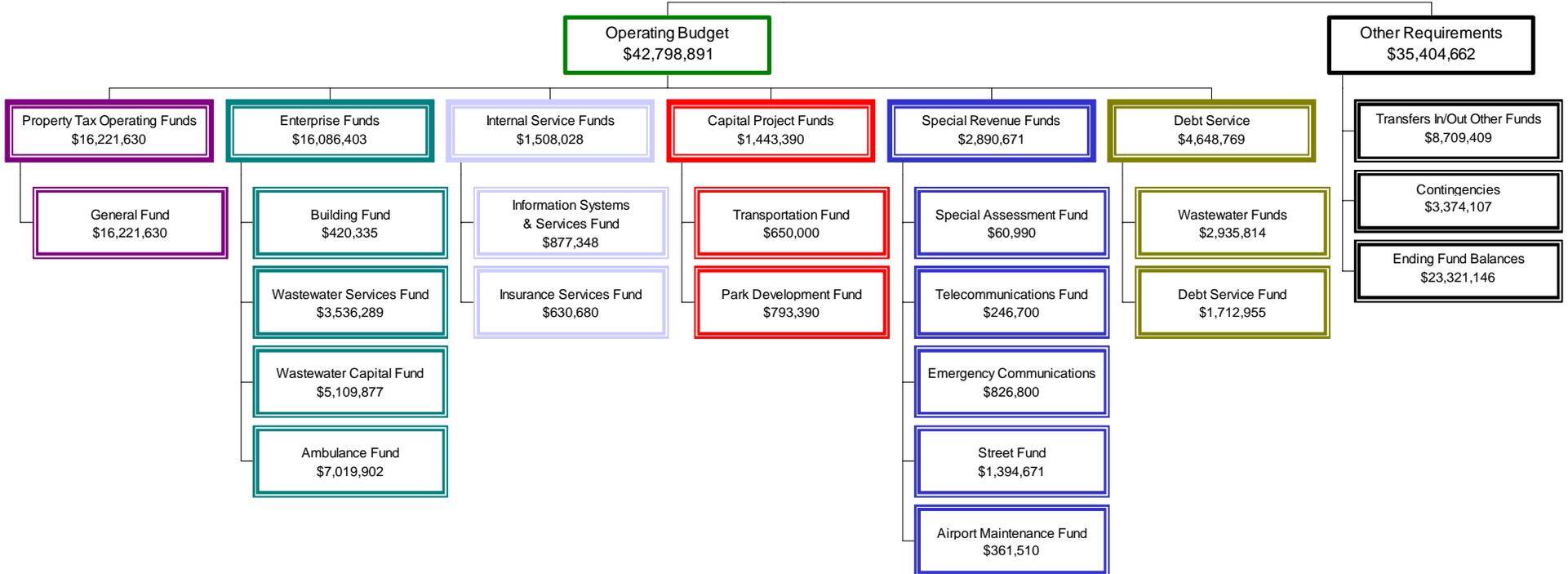
Budget Organization Chart: The chart on the following page separates the components of the "Operating Budget" from "Other Requirements". The total "Operating Budget" of \$48.1 million is comprised of all Personal Services, Materials and Services, Capital Outlay and Debt Service expenditures. "Other Requirements" include Transfers In and Transfers Out to other funds, Contingencies and Ending Fund Balances.



Budget Organization Chart

2011 – 2012 Proposed Budget

Total 2011 – 2012 Proposed Budget
\$78,203,553





PERSONAL SERVICES SUPPLEMENTAL INFORMATION



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



Personal Services Overview

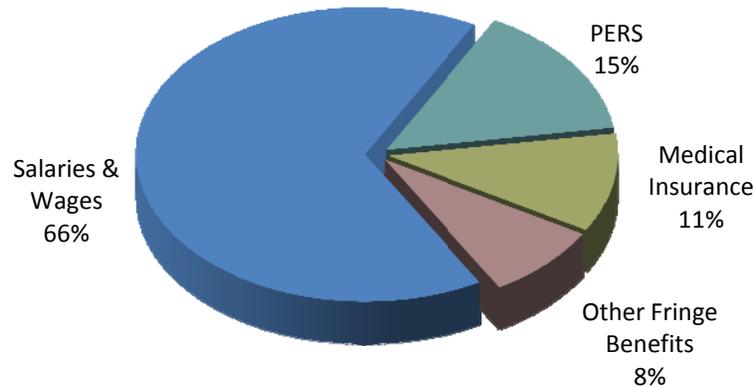
2011–2012 Proposed Budget

Introduction

City of McMinnville personal services expenditures account for 35% of the City’s total 2011-12 Proposed Budget expenditures and include salaries and wages and fringe benefits for City personnel.

The chart below illustrates the composition of personal services expenditures.

Personal Services Expenditures



Salaries and Wages

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

- Regular full time employees are compensated with a semi-monthly salary and receive full fringe benefits.
- Regular part time plus employees work twenty or more hours a week and are compensated on an hourly basis with limited fringe benefits.
- Regular part time employees work nineteen hours or less a week and are compensated on an hourly basis. They receive only those fringe benefits required by law.

- Temporary employees are extra help positions compensated on an hourly basis. They receive only those fringe benefits required by law.

Fringe Benefits

Total fringe benefits, including PERS and medical insurance costs, account for 34% of personal services expenditures. Because PERS and medical insurance costs combined are 26% of personal services expenditures, changes in rates for these fringe benefits have a significant impact on the City’s budget.

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

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

| | <u>Employer Contribution</u> | |
|---------------------------------|------------------------------|----------------|
| | <u>2009-11</u> | <u>2011-13</u> |
| • PERS Tier 1 / Tier 2 members | ~14% | ~18% |
| • OPSRP General Service members | ~12% | ~14% |
| • OPSRP Police and Fire members | ~15% | ~17% |
| • IAP – all members | 6% | 6% |

Medical Insurance

The 2011-12 Proposed Budget reflects an estimated 5% increase in premiums; however, since the budget document was printed, the City has been notified that actual premiums will increase by only approximately 3%. For General Service employees, the cost of this increase will be split 50/50 with the City, bringing the employee share to 23% of total premium cost. Pursuant to the terms of collective bargaining agreements, Fire Union employees share 10% of total premium cost and Police Union employees share 5% of total premium cost.

Personal Services Overview

Page II

Other Fringe Benefits

- FICA Social Security
- FICA Medicare
- Life Insurance
- Long Term Disability Insurance
- Workers Compensation Insurance
- Unemployment

Change in Personnel and Volunteers

Personal services expenditures for fiscal year 2011-12 reflect an overall increase of 3.41 FTE. The tables which follow this overview provide detail for these changes and include:

- Table #1 Five-year trend of FTE actuals including the “2012 Proposed Budget” by department.
- Table #2 Change in FTE from the “2011 Adopted Budget” to the “2012 Proposed Budget” by position.
- Table #3 Current number of employees and volunteers by department.
- Table #4 Volunteer Roster – Illustrates number of volunteers that help provide City services.

Furlough Days

Furlough days (leave without pay) were implemented by the Building and Library Departments, along with employees split between Engineering and Planning, as a short term cost savings measure during the first half of fiscal year 2010-11. No furlough days are included in the 2011-12 Proposed Budget.

Cost of Living Adjustment (COLA)

The COLA for General Service employees is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area for the second half of 2010. The 2011-12 Proposed Budget includes a 1.2% COLA for General Service employees, who did not receive a COLA in the previous two fiscal years.

Pursuant to the terms of collective bargaining agreements, the 2011-12 Proposed Budget includes a 2.0% COLA for Fire Union employees, and a tentative 1.5% COLA for Police Union employees.

Significant Department Changes

The 2011-12 Proposed Budget includes the following changes:

In the Planning Department, an Associate Planner position is being eliminated through attrition. In the Police Department, a police officer dedicated to traffic enforcement is being added. In the Fire Department and Ambulance Fund, an EMS Division Chief and three Firefighter / Paramedics are being added. In the Wastewater Services Fund, a reorganization is taking place with a net result of one additional FTE. Please refer to individual department Budget Summaries for more detail.

Summary

Personal services expenditures included in the 2011–12 Proposed Budget generally reflect the fiscally conservative approach of maintaining staffing and service levels in most departments. However, additional public safety positions are included in the 2011-12 Proposed Budget to address challenges identified in Police, Fire and Ambulance operations.

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

Table #1

| Department | Adopted 2007-08 | Adopted* 2008-09 | Adopted 2009-10 | Adopted 2010-11 | Proposed 2011-12 | * With Logos implementation, FTEs for operational employees are directly allocated to operational departments. |
|---|----------------------------|-----------------------------|----------------------------|----------------------------|-----------------------------|--|
| Administration | 3.30 | 3.30 | 3.38 | 3.30 | 3.30 | |
| Finance | 8.86 | 9.18 | 8.94 | 8.54 | 8.19 | |
| Engineering | 5.70 | 5.70 | 5.85 | 5.85 | 5.85 | |
| Planning | 5.50 | 5.50 | 5.50 | 5.50 | 4.50 | |
| Police | 45.16 | 45.05 | 45.19 | 43.04 | 44.16 | |
| Municipal Court | 4.68 | 5.87 | 4.73 | 4.41 | 4.41 | |
| Fire | 11.00 | 16.75 | 16.99 | 16.40 | 14.95 | |
| Parks & Recreation | | | | | | |
| Administration | 1.00 | 2.32 | 2.25 | 2.15 | 2.15 | |
| Aquatic Center | 10.32 | 10.86 | 10.65 | 10.91 | 11.19 | |
| Community Center & Rec Programs | 6.51 | 6.40 | 5.90 | 5.93 | 5.19 | |
| Kids On The Block | 5.63 | 6.26 | 7.99 | 7.50 | 7.67 | |
| Recreation Sports | 4.31 | 4.23 | 4.85 | 4.70 | 4.85 | |
| Senior Center | 1.81 | 2.30 | 2.44 | 2.78 | 2.87 | |
| Park Maintenance | 8.02 | 10.52 | 10.53 | 10.29 | 10.26 | |
| Library | 16.51 | 17.93 | 17.93 | 17.31 | 17.01 | |
| General Fund - Total | 138.31 | 152.17 | 153.12 | 148.61 | 146.55 | |
| Street Fund | 9.69 | 9.15 | 8.84 | 8.83 | 8.90 | |
| Building | 5.92 | 5.90 | 3.75 | 3.65 | 3.65 | |
| Wastewater Services | | | | | | |
| Administration | 13.91 | 2.94 | 2.82 | 3.06 | 3.06 | |
| Plant | - | 7.00 | 7.00 | 7.00 | 8.00 | |
| Environmental Services | - | 4.00 | 4.00 | 4.00 | 4.00 | |
| Conveyance Systems | 5.00 | 5.10 | 5.40 | 5.40 | 5.40 | |
| Wastewater Services - Total | 18.91 | 19.04 | 19.22 | 19.46 | 20.46 | |
| Ambulance | 18.16 | 16.04 | 15.72 | 16.32 | 20.72 | |
| Information Systems & Services | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | |
| Total City Employees - FTE's | 193.99 | 205.30 | 203.65 | 199.87 | 203.28 | |
| Difference from prior year | | | | + 3.41 | | |

City of McMinnville
Change in Full Time Equivalent (FTE)
2010-11 Adopted to 2011-12 Proposed Budget

Table #2

| <u>Positions - By Department</u> | <u>Change in FTE</u> | <u>Positions - By Department</u> | <u>Change in FTE</u> |
|---|----------------------|---|----------------------|
| <u>Administration</u> | | <u>Recreation Sports</u> | |
| No Changes | <u>0.00</u> | RP Labor - Youth Soccer | <u>0.15</u> |
| <u>Finance</u> | | <u>Senior Center</u> | |
| Accountant I | (0.12) | Program Assistant - Senior Center | (0.28) |
| Extra Help - Accountant | (0.20) | Extra Help - Senior Center | 0.28 |
| Extra Help - Ambulance | (0.03) | Extra Help - Day Tours | (0.01) |
| | <u>(0.35)</u> | Classes & Programs Labor - SC | 0.03 |
| <u>Engineering</u> | | Extra Help - Senior Center Events & Rentals | 0.07 |
| No Changes | <u>0.00</u> | | <u>0.09</u> |
| <u>Planning</u> | | <u>Park Maintenance</u> | |
| Associate Planner | <u>(1.00)</u> | Extra Help - Park Maintenance | <u>(0.01)</u> |
| <u>Police</u> | | <u>Library</u> | |
| Police Officer - Traffic | 1.00 | Librarian II | (1.50) |
| Extra Help - Facility Maintenance | 0.07 | Librarian I | 0.99 |
| Extra Help - Investigations | 0.03 | Library Assistant | 0.05 |
| Extra Help - Police Reserves | 0.02 | Library Page | 0.08 |
| | <u>1.12</u> | Program Assistant | 0.08 |
| <u>Municipal Court</u> | | | <u>(0.30)</u> |
| No Changes | <u>0.00</u> | <u>Street</u> | |
| <u>Fire</u> | | Extra Help - Street | <u>0.05</u> |
| Firefighter / Paramedic | (1.35) | <u>Building</u> | |
| Firefighter / Paramedic - PT+ | (0.10) | No Changes | <u>0.00</u> |
| | <u>(1.45)</u> | <u>Wastewater Services</u> | |
| <u>Parks & Recreation - Administration</u> | | Supervisor - Environmental Services * | 1.00 |
| No Changes | <u>0.00</u> | Senior Laboratory Technician - WRF * | (0.50) |
| <u>Aquatic Center</u> | | Senior Environmental Technician - WRF * | (0.50) |
| RP Labor - Lifeguards | 0.07 | Senior Mechanic - WRF | 1.00 |
| Instructor - Child Lessons | (0.07) | Senior Utility Worker - WRF | 1.00 |
| Instructor - Fitness Classes | 0.04 | Utility Worker II - WRF | (1.00) |
| Classes & Programs Labor | 0.02 | | <u>1.00</u> |
| Extra Help - Aquatic Center Office | 0.22 | <u>Ambulance</u> | |
| | <u>0.28</u> | EMS Division Chief | 1.00 |
| <u>Community Center</u> | | Firefighter / Paramedic | 4.35 |
| Site Director - Summer STARS | 0.01 | Firefighter / Paramedic - PT+ | (0.21) |
| Rec Leadership - Summer STARS | (0.80) | Paramedic - PT+ | (0.74) |
| Classes & Programs Labor - CC | 0.05 | | <u>4.40</u> |
| | <u>(0.74)</u> | <u>Information Systems</u> | |
| <u>Kids On The Block</u> | | No Changes | <u>0.00</u> |
| Site Director II - KOB | 0.41 | Total Change in Full Time Equivalent (FTE) | <u><u>3.41</u></u> |
| Site Director - KOB | (0.15) | | |
| Assistant Site Director - KOB | 0.12 | | |
| Rec Leadership - KOB Elementary | (0.21) | | |
| | <u>0.17</u> | | |

* Note: the Environmental Services Supervisor is a new position. It is expected that either the Senior Laboratory Technician position or the Senior Environmental Technician position will be eliminated upon completion of an internal recruitment process for the supervisor position. Due to the uncertainty, both the Sr Lab Tech and the Sr Environ Tech have been budgeted at 0.50 FTE.

City of McMinnville
Number of Employees and Volunteers
March 2011 Actual

Table #3

| Department | Employees | | Volunteers | Grand Total |
|--|------------------|------------------|----------------------|--------------------|
| | Full Time | Part Time | See Volunteer Roster | |
| Administration | 3 | 1 | 26 | 30 |
| Finance | 5 | 3 | - | 8 |
| Engineering | 5 | - | 11 | 16 |
| Planning | 6 | - | 54 | 60 |
| Police | 41 | 5 | 51 | 97 |
| Municipal Court | 4 | 6 | - | 7 |
| Fire | | | | |
| Fire Administration & Operations | 5 | - | 58 | 63 |
| Fire Prevention & Life Safety | 3 | - | - | 3 |
| Parks & Recreation | | | | |
| Administration | 1 | - | 4 | 5 |
| Aquatic Center | 3 | 25 | 4 | 32 |
| Community Center & Rec Programs | 1 | 10 | 1 | 12 |
| Kids On The Block | 1 | 35 | 15 | 51 |
| Mayor's Charity Ball | - | - | 200 | 200 |
| Recreation Sports | 2 | 36 | 200 | 238 |
| Senior Center | 1 | 10 | 119 | 130 |
| Park Maintenance | 6 | 4 | 258 | 268 |
| Library | 10 | 14 | 193 | 217 |
| General Fund - Total | 97 | 149 | 1,194 | 1,440 |
| Street | 8 | - | - | 8 |
| Airport Maintenance | - | - | 6 | 6 |
| Building | 4 | - | 15 | 19 |
| Wastewater Services | | | | |
| Administration | 2 | - | - | 2 |
| Plant | 6 | - | - | 6 |
| Environmental Services | 4 | - | - | 4 |
| Conveyance Systems | 6 | - | - | 6 |
| Wastewater Services - Total | 18 | - | - | 18 |
| Ambulance | 20 | 7 | - | 27 |
| Information Systems & Services | 3 | - | - | 3 |
| Total City Employees & Volunteers | 150 | 156 | 1,215 | 1,521 |

**City of McMinnville
Volunteer Roster - 2010**

Table #4

| Department | # of Volunteers | Notes |
|--|----------------------------|---|
| Administration | | |
| City Council | 7 | |
| Budget Committee | 7 | |
| Mayor's Charity Ball Advisory Board | <u>12</u> | |
| | <u>26</u> | |
| Police | | |
| Police Reserves (a) | 9 | (a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions. |
| Citizens Emergency Response Team (CERT) | 23 | |
| Other Police Volunteers (b) | <u>19</u> | |
| | <u>51</u> | (b) Other Police Volunteers include the police auxiliary, police parking patrol |
| Engineering | | |
| Transportation Advisory Committee | <u>11</u> | |
| Library | | |
| Volunteers | <u>193</u> | |
| Building | | |
| Board of Appeals | 5 | |
| Building Code Advisory Board | <u>10</u> | |
| | <u>15</u> | |
| Planning | | |
| Citizen's Advisory Committee | 3 | |
| Northeast Gateway Advisory Committee | 15 | |
| Downtown Master Plan Advisory Committee | 10 | |
| Historic Landmarks Committee | 5 | |
| Landscape Review Committee | 5 | |
| McMinnville Urban Area Management Commission | 7 | |
| Planning Commission | <u>9</u> | (c) Fire & EMS Volunteers are paid a reimbursement for emergency calls based on a point basis computed on number of calls and the level of EMT certification. Volunteers who sign up for shift coverage duty on the weekend also receive a stipend. |
| | <u>54</u> | |
| Fire & Ambulance | | |
| Fire & EMS Volunteers (c) | 58 | (d) The McMinnville Swim Club and High School host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events. |
| Parks & Recreation | | |
| Aquatic Center (d) (e) | 4 | (e) The Survival Swimming Program provides up to 10 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition, Perrydale, Armit, 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. |
| Park Watch Program | 4 | |
| Community Center | 1 | |
| Kids On The Block | 15 | |
| Recreational Sports | 200 | |
| Senior Center Volunteers (f) | 119 | |
| Park Project Volunteers | 258 | |
| Mayor's Charity Ball | <u>200</u> | |
| | <u>801</u> | (f) Senior Center Volunteers contribute over 5,000 hours of their time each year helping in the front office, meal site, Meals on Wheels, special events, entertainment, grounds & building maintenance, class & program instructors, trip escorts, guest speakers, library, computer lab, attorney consultation, hearing aid assistance, blood pressure checks, Wortman Park Art Gallery, McMinnville Senior Citizens, Inc. and |
| Airport | | |
| Airport Commission | <u>6</u> | |
| Total Volunteers | <u>1,215</u> | |

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

July 1, 2011

1.2% Projected COLA Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|---------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| City Attorney | 361 | 3,553 | 3,731 | 3,917 | 4,113 | 4,318 | 4,534 |
| Community Development Director | | | | | | | |
| Fire Chief | 360 | 3,466 | 3,639 | 3,822 | 4,013 | 4,213 | 4,424 |
| Police Chief | | | | | | | |
| Finance Director/City Recorder | 357 | 3,219 | 3,380 | 3,548 | 3,726 | 3,912 | 4,108 |
| Information Systems Director | 355 | 3,064 | 3,217 | 3,378 | 3,546 | 3,724 | 3,910 |
| Parks & Recreation Director | | | | | | | |
| Planning Director | | | | | | | |
| Library Director | 354 | 2,989 | 3,138 | 3,295 | 3,460 | 3,633 | 3,815 |
| Wastewater Services Manager | | | | | | | |
| Assistant Fire Chief | 353 | 2,916 | 3,062 | 3,215 | 3,376 | 3,544 | 3,722 |
| Fire Marshal | | | | | | | |
| Police Captain | | | | | | | |
| Assistant City Engineer | 350 | 2,708 | 2,843 | 2,985 | 3,135 | 3,291 | 3,456 |
| Human Resources Director | | | | | | | |
| Building Official | 348 | 2,577 | 2,706 | 2,841 | 2,984 | 3,133 | 3,290 |
| EMS Division Chief | | | | | | | |
| Fire & Life Safety Div Chief | | | | | | | |
| Superintendent - Public Works | | | | | | | |
| Engineering Services Manager | 346 | 2,453 | 2,576 | 2,704 | 2,840 | 2,982 | 3,131 |
| Information Systems Analyst III | 344 | 2,335 | 2,452 | 2,574 | 2,703 | 2,838 | 2,980 |
| Operations Superintendent - WRF | | | | | | | |
| Police Supp Svcs Div Commander | | | | | | | |
| Supervisor - Environmental Svcs | | | | | | | |
| Project Manager - Engineering | 342 | 2,222 | 2,334 | 2,450 | 2,573 | 2,701 | 2,836 |
| Senior Planner | 341 | 2,168 | 2,277 | 2,390 | 2,510 | 2,636 | 2,767 |
| Building Inspector III | 340 | 2,115 | 2,221 | 2,332 | 2,449 | 2,571 | 2,700 |
| Technical Services Accountant | | | | | | | |
| Community Center Manager | 339 | 2,064 | 2,167 | 2,275 | 2,389 | 2,508 | 2,634 |
| GIS/CAD System Specialist | | | | | | | |
| Information Systems Analyst II | | | | | | | |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Library Services Coordinator | | | | | | | |
| Recreation Program Mgr - Aquatic | | | | | | | |
| Recreation Program Mgr - CC | | | | | | | |
| Recreation Program Mgr - KOB | | | | | | | |
| Recreation Program Mgr - Seniors | | | | | | | |
| Recreation Program Mgr - Sports | | | | | | | |
| Senior Librarian | 338 | 2,013 | 2,114 | 2,220 | 2,331 | 2,447 | 2,569 |
| Sr Environmental Tech - WRF | | | | | | | |
| Supervisor - Park Maintenance | | | | | | | |
| Supervisor - SS & SD Maintenance | | | | | | | |
| Supervisor - Street Maintenance | | | | | | | |
| Peer Court Manager | 337 | 1,964 | 2,063 | 2,166 | 2,274 | 2,388 | 2,507 |
| Sr Laboratory Tech - WRF | | | | | | | |
| Support Services Mgr -Police | | | | | | | |
| Associate Planner | 336 | 1,917 | 2,012 | 2,113 | 2,219 | 2,329 | 2,446 |
| Building Inspector II | | | | | | | |
| Engineering Technician | | | | | | | |
| Senior Mechanic - WRF | | | | | | | |
| Information Systems Analyst I | 335 | 1,870 | 1,963 | 2,062 | 2,164 | 2,273 | 2,386 |
| Senior Operator - WRF | | | | | | | |
| Assistant Planner | 332 | 1,736 | 1,823 | 1,914 | 2,010 | 2,110 | 2,216 |
| Librarian III - Children's Svcs | | | | | | | |
| Librarian III - Reference/IS | | | | | | | |
| Mechanic - WRF | | | | | | | |
| Senior Accountant | | | | | | | |
| Admin Assistant/HR Analyst | 331 | 1,694 | 1,778 | 1,867 | 1,961 | 2,059 | 2,162 |
| Comm Ctr & Supp Svcs Supervisor | | | | | | | |
| Environmental Tech II - WRF | | | | | | | |
| Operator II - WRF | | | | | | | |
| Rec Program Supervisor - Aquatic | | | | | | | |
| Rec Program Supervisor - Sports | | | | | | | |
| Accountant II | 330 | 1,652 | 1,735 | 1,822 | 1,913 | 2,008 | 2,109 |
| Firefighter/Paramedic - PT+ | | | | | | | |
| Laboratory Technician - WRF | | | | | | | |
| Senior Utility Worker - Pk Maint | | | | | | | |
| Senior Utility Worker - WRF | | | | | | | |
| Accountant I | 328 | 1,573 | 1,651 | 1,734 | 1,821 | 1,912 | 2,007 |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Accounts Rec Billing Coord -Fire | | | | | | | |
| Legal Secretary | | | | | | | |
| Librarian II - Children's | | | | | | | |
| Librarian II - Reference | | | | | | | |
| Librarian II - Young Adult | | | | | | | |
| Office Manager - Fire | | | | | | | |
| Paramedic - PT+ | | | | | | | |
| Permit Technician - Comb Depts | | | | | | | |
| Permit Technician - Eng/Bldg | | | | | | | |
| Environmental Tech I - WRF | 327 | 1,535 | 1,611 | 1,692 | 1,776 | 1,865 | 1,959 |
| Operator I - WRF | | | | | | | |
| Rec Program Coordinator II | | | | | | | |
| Facilities Maint Spec II - WRF | 326 | 1,497 | 1,572 | 1,650 | 1,733 | 1,820 | 1,911 |
| Library Circulation Specialist | | | | | | | |
| Mechanic - Public Works | | | | | | | |
| Operations Supp Specialist - PW | | | | | | | |
| Parking & Code Enforcement | | | | | | | |
| Utility Worker II - Public Works | | | | | | | |
| Utility Worker II - Street | | | | | | | |
| Utility Worker II - WRF | | | | | | | |
| Accounts Rec Billing Spec - Fire | 324 | 1,425 | 1,496 | 1,571 | 1,650 | 1,732 | 1,819 |
| Executive Assistant - Police | | | | | | | |
| Executive Secretary - Comm Dev | | | | | | | |
| Executive Secretary - Fire | | | | | | | |
| Executive Secretary - Planning | | | | | | | |
| Librarian I - Children's | | | | | | | |
| Librarian I - Reference | | | | | | | |
| Librarian I - Technical Services | | | | | | | |
| Sr Administrative Spec - MC | | | | | | | |
| Police Records Specialist | 323 | 1,390 | 1,460 | 1,533 | 1,609 | 1,690 | 1,774 |
| Rec Program Coordinator I | | | | | | | |
| Facility Maintenance Spec I | 322 | 1,356 | 1,424 | 1,495 | 1,570 | 1,649 | 1,731 |
| Firefighter/EMT - FT | | | | | | | |
| Utility Worker I - Public Works | | | | | | | |
| Accounting Specialist I | 320 | 1,291 | 1,356 | 1,423 | 1,494 | 1,569 | 1,648 |
| Admin Spec II - Combined Depts | | | | | | | |
| Admin Spec II - Eng/Bldg | | | | | | | |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Administrative Spec II - Fire | | | | | | | |
| Administrative Spec II - MC | | | | | | | |
| Library Tech Assistant | | | | | | | |
| Library Tech Asst - Children's | | | | | | | |
| Library Tech Asst - Circulation | | | | | | | |
| Library Tech Asst - Reference | | | | | | | |
| Library Tech Asst - Tech Svcs | | | | | | | |
| Municipal Court Security Officer | | | | | | | |
| Facility Maintenance Technician | 318 | 1,229 | 1,290 | 1,355 | 1,422 | 1,494 | 1,568 |
| Library Asst - Children's | | | | | | | |
| Library Asst - Circulation | | | | | | | |
| Library Asst - Technical Svcs | | | | | | | |
| Medical Transport Specialist | 317 | 1,199 | 1,258 | 1,321 | 1,388 | 1,457 | 1,530 |
| Admin Spec I - Combined Depts | 316 | 1,170 | 1,228 | 1,289 | 1,354 | 1,422 | 1,493 |
| Administrative Spec I - Admin | | | | | | | |
| Administrative Spec I - MC | | | | | | | |
| Office Specialist II - Aquatic | | | | | | | |
| Office Specialist II - MC | | | | | | | |
| Office Specialist II - PW | | | | | | | |
| Office Specialist II - WRF | | | | | | | |
| Recreation Specialist - Aquatic | | | | | | | |
| Office Specialist - Aquatic | 314 | 1,113 | 1,169 | 1,227 | 1,288 | 1,353 | 1,421 |
| Office Specialist I - CDC | | | | | | | |
| Office Specialist I - City Hall | | | | | | | |
| Office Specialist I - Fire | | | | | | | |
| Office Specialist I - Peer Court | | | | | | | |
| Office Specialist I - Police | | | | | | | |
| PD Crime Information Specialist | | | | | | | |
| PD Records Office Specialist | | | | | | | |
| Office Assistant | 306 | 913 | 959 | 1,007 | 1,058 | 1,110 | 1,166 |
| Library Page | 302 | 828 | 869 | 912 | 958 | 1,006 | 1,056 |

City of McMinnville
SEMI-MONTHLY SALARY SCHEDULE - MISCELLANEOUS

July 1, 2011

1.2% Projected COLA Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|-----------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| City Manager | 099 | 5,693 | | | | | |
| Judge | 068 | 1,618 | | | | | |

Other / Certification Pay - General Service Employees

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

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

July 1, 2011

1.5% Projected COLA Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|---|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Police Sergeant | 160 | 2,332 | 2,448 | 2,571 | 2,699 | 2,834 | 2,976 |
| Police Officer | 150 | 2,019 | 2,120 | 2,226 | 2,337 | 2,454 | 2,576 |
| Community Services Officer Police Comm Support Coordinator | 140 | 1,656 | 1,739 | 1,826 | 1,917 | 2,013 | 2,113 |
| Parking & Code Enforcement Police Evidence & Property Tech | 130 | 1,606 | 1,687 | 1,771 | 1,859 | 1,952 | 2,050 |
| Police Records Specialist | 120 | 1,494 | 1,569 | 1,647 | 1,729 | 1,816 | 1,907 |
| Peer Court Office Specialist I | 110 | 1,308 | 1,373 | 1,442 | 1,514 | 1,590 | 1,669 |

Other / Certification Pay - Police Union Employees

| Title | Amount | Percent | Range | Step |
|--------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree | 52 | 2% | 150 | F |
| BA/ BS Degree | 103 | 4% | 150 | F |
| Intermediate Certificate | 103 | 4% | 150 | F |
| Advanced Certificate | 206 | 8% | 150 | F |
| Bilingual | 129 | 5% | 150 | F |
| Detective | 129 | 5% | 150 | F |
| Field Training Officer | 129 | 5% | 150 | F |
| K-9 | 129 | 5% | 150 | F |
| Motorcycle Duty | 129 | 5% | 150 | F |

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

July 1, 2011

2.0% Projected COLA Increase

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F |
|-------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Fire Captain | 240 | 2,470 | 2,593 | 2,723 | 2,859 | 3,002 | 3,152 |
| Fire Lieutenant | 235 | 2,260 | 2,373 | 2,492 | 2,617 | 2,748 | 2,885 |
| Fire Mechanic/Firefighter/EMT | 230 | 2,216 | 2,327 | 2,443 | 2,565 | 2,694 | 2,828 |
| Deputy Fire Marshal | 225 | 2,153 | 2,260 | 2,373 | 2,492 | 2,617 | 2,748 |
| Firefighter/Paramedic | 220 | 2,111 | 2,216 | 2,327 | 2,443 | 2,565 | 2,694 |
| Paramedic | 210 | 2,010 | 2,111 | 2,216 | 2,327 | 2,443 | 2,565 |
| Firefighter/EMT | 207 | 1,915 | 2,010 | 2,110 | 2,216 | 2,328 | 2,444 |
| Fire Prevention Specialist | 205 | 1,570 | 1,648 | 1,731 | 1,817 | 1,908 | 2,004 |

Other / Certification Pay - Fire Union Employees

| Title | Amount | Percent | Range | Step |
|--------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree | 27 | 1% | 220 | F |
| BA / BS Degree | 54 | 2% | 220 | F |
| Field Training Officer | 54 | 2% | 220 | F |
| Intermediate Certificate | 162 | 6% | 220 | F |
| Paramedic | 269 | 10% | 220 | F |

City of McMinnville
SUPPLEMENTAL SALARY SCHEDULE

July 1, 2011

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H | Step I | Step J |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Extra Help - Accountant | 094 H | 17.94 | 18.83 | 19.77 | 20.76 | 21.80 | 22.89 | | | | |
| Extra Help - Ambulance Billing | 092 H | 8.50 | 9.40 | 10.40 | 11.40 | 12.40 | 13.40 | 14.40 | 15.40 | 16.40 | 17.40 |
| Extra Help - Finance | | | | | | | | | | | |
| Extra Help - Facility Maint | 084 H | 19.85 | 20.00 | 26.00 | | | | | | | |
| Extra Help - Investigations | | | | | | | | | | | |
| Extra Help - PD Special Projects | | | | | | | | | | | |
| Extra Help - Training Facility | | | | | | | | | | | |
| Extra Help - Community Relations | 082 H | 10.00 | 12.69 | | | | | | | | |
| Extra Help - Clerical | | | | | | | | | | | |
| Extra Help - Prkng & Code Enforc | | | | | | | | | | | |
| Extra Help - EMT | 075 H | 12.60 | 17.56 | 23.01 | | | | | | | |
| Extra Help - Fire | | | | | | | | | | | |
| Extra Help - Drill Night | 074 H | 10.00 | 14.00 | 16.73 | | | | | | | |
| Extra Help - Fire Prevention | | | | | | | | | | | |
| City Prosecutor | 066 H | 45.00 | | | | | | | | | |
| Municipal Court - Interpreter | 064 H | 10.00 | | | | | | | | | |
| Extra Help - Municipal Court | 062 H | 8.50 | 15.00 | | | | | | | | |
| Extra Help - Bldg Plan Review | 052 H | 50.00 | | | | | | | | | |
| Site Director II - KOB | 050 H | 12.54 | 12.92 | 13.31 | 13.71 | 14.12 | 14.54 | 14.98 | 15.43 | 15.89 | 16.37 |
| Head Guard | 049 H | 15.65 | | | | | | | | | |
| Recreation Program Instructor I | 048 H | 10.52 | 10.84 | 11.16 | 11.50 | 11.84 | 12.20 | 12.56 | 12.94 | 13.33 | 13.73 |
| Program Assistant - SC | | | | | | | | | | | |
| Program Assistant - Library | | | | | | | | | | | |
| Site Director - KOB | | | | | | | | | | | |
| Site Director - Summer STARS | | | | | | | | | | | |
| Assistant Site Director - KOB | 046 H | 9.51 | 9.79 | 10.09 | 10.39 | 10.70 | 11.02 | 11.35 | 11.69 | 12.04 | 12.41 |
| Assistant Site Director - STARS | | | | | | | | | | | |
| Instructor - Fitness Classes | | | | | | | | | | | |
| Rec Leadership - Park Ranger | | | | | | | | | | | |
| Instructor - Adult Lessons | 044 H | 9.00 | 9.27 | 9.55 | 9.84 | 10.13 | 10.44 | 10.75 | 11.07 | 11.40 | 11.75 |
| Instructor -Child Lessons | | | | | | | | | | | |
| Classes & Programs Labor - AC | 042 H | 8.50 | 8.76 | 9.02 | 9.29 | 9.57 | 9.85 | 10.15 | 10.45 | 10.77 | 11.09 |

| Classification Title | Range | Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H | Step I | Step J |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Extra Help - Aquatic Ctr Office | | | | | | | | | | | |
| Extra Help - Community Center | | | | | | | | | | | |
| Extra Help - SC Events & Rentals | | | | | | | | | | | |
| Extra Help - Senior Center | | | | | | | | | | | |
| Extra Help - Senior Ctr Day Tour | | | | | | | | | | | |
| Rec Leadership - KOB Elementary | | | | | | | | | | | |
| Rec Leadership - Summer STARS | | | | | | | | | | | |
| RP Labor - AC Special Events | | | | | | | | | | | |
| RP Labor - Adult Sports | | | | | | | | | | | |
| Classes & Programs Labor - CC | | | | | | | | | | | |
| RP Labor - Lifeguard | | | | | | | | | | | |
| RP Labor - Youth Basketball | | | | | | | | | | | |
| RP Labor - Youth Bball / Sball | | | | | | | | | | | |
| RP Labor - Youth Soccer | | | | | | | | | | | |
| Extra Help - TSP Data Collect | 034 H | 14.53 | | | | | | | | | |
| Extra Help - Park Maintenance | 032 H | 9.65 | 10.15 | | | | | | | | |
| Extra Help - Streets | | | | | | | | | | | |
| Extra Help - WWS | 024 H | 9.65 | 10.15 | 15.00 | | | | | | | |



**GENERAL FUND
BEGINNING FUND BALANCE**





General Fund – Beginning Fund Balance

2011 – 2012 Proposed Budget --- Budget Summary

General Fund – Beginning Fund Balance

Beginning Fund Balance

The Beginning Fund Balance is the reserve amount carried over from the previous fiscal year. At July 1, 2010, the beginning fund balance was approximately \$6,398,000. At July 1, 2011, the beginning fund balance is estimated at approximately \$5,944,000. This is a decrease of \$454,000 or 7%.

- **Draw down of General Fund reserve** --- The 2011-12 proposed budget continues the trend of spending down the beginning fund balance or the reserve to fund current operations. The General Fund beginning balance is budgeted to decrease from \$5,944,000 at July 1, 2011 to \$5,197,000 at June 30, 2012. This is a decrease of \$747,000 or 13%.

Designated Beginning Fund Balance – Lanouette Endowment ---

The Lanouette Nonexpendable Trust Fund corpus was endowed to support library children's programs and is accounted for as a Designated Fund Balance in the General Fund. The corpus interest is calculated monthly as a separate revenue account assigned to the Library Department Organization Set.

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

Total of \$400,000 has been reserved for the purchase of fire vehicles for the Fire Department.

Designated Beginning Fund Balance – General Fund – Aquatic

Center --- \$100,000 reserved for the Aquatic Center was spent in 2009-10 to partially fund the energy efficiency project completed at the Aquatic Center. The majority of the project was funded by Bonneville Power Administration (BPA) and McMinnville Water and Light energy incentives.

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 762,980 | 0 | 0 | 4001-05 Designated Begin FB-General Fd - Building Divison | 0 | 0 | 0 |
| 23,230 | 23,230 | 23,230 | 4001-10 Designated Begin FB-General Fd - Lanouette Endowment Lanouette Nonexpendable Trust corpus endowed to support Library Children's Programs is accounted for as a Designated Fund Balance and corpus interest is calculated as a separate Library revenue account. | 23,230 | 23,230 | 23,230 |
| 0 | 200,000 | 300,000 | 4001-15 Designated Begin FB-General Fd - Fire - Vehicle Reserve Designated cash saved as a vehicle reserve toward a future fire vehicle purchase. The next fire vehicle scheduled to be purchased will cost approximately \$500,000 to \$900,000. | 400,000 | 400,000 | 400,000 |
| 0 | 100,000 | 0 | 4001-20 Designated Begin FB-General Fd - Aquatic Center | 0 | 0 | 0 |
| 3,705,238 | 7,035,746 | 5,329,800 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 5,521,000 | 5,521,000 | 5,935,000 |
| 4,491,448 | 7,358,976 | 5,653,030 | <u>TOTAL BEGINNING FUND BALANCE</u> | 5,944,230 | 5,944,230 | 6,358,230 |
| 4,491,448 | 7,358,976 | 5,653,030 | <u>TOTAL RESOURCES</u> | 5,944,230 | 5,944,230 | 6,358,230 |



ADMINISTRATION DEPARTMENT



Organization Set – Sections

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

Organization Set #

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



General Fund – Administration

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

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

City Manager's Office – #01-01-002

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

City Hall & City Property - #01-01-003

- Includes maintenance expenditures for City Hall, the new Civic Hall, and City owned property not otherwise assigned to a specific fund or department; i.e., Chamber of Commerce building and Abba Java coffee kiosk parking lot.

Mayor & City Council - #01-01-005

- Includes 0.10 FTE of City Manager's Administrative Assistant / HR Analyst who is responsible for preparing City Council packets and minutes. Includes \$30,000 for Community Outreach programs, including neighborhood City Council meetings, City Faire and the 2011 Annual Report.

Legal - #01-01-008

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

Community Services - #01-01-011

- Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, YAMCO public transportation and McMinnville Economic Development Partnership. Contributions to several programs have continued at reduced levels in the 2011-2012 Proposed Budget due to budget constraints.

Human Resources - #01-01-012

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

Core Services

City Manager's Office

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

General Fund – Administration

2011 – 2012 Proposed Budget --- Budget Summary

City Attorney’s Office

- Provides legal advice to the Mayor, City Council, City Manager, Department Heads, and City employees concerning City business.
- Provides representation of the City in court proceedings, administrative matters, and other forums.
- Drafts City’s legal documents and reviews all legal documents submitted to the City.
- Manages the City’s Municipal Court.



Future Challenges and Opportunities

Administration - City Manager’s Office

- The ability to finance growing operational and capital needs, with relatively flat revenues. Additional discussion of long-term issues is included in the City Manager’s Budget Message.

Administration - City Attorney’s Office

- Update and maintain the City of McMinnville Municipal Code.
- Work with Human Resources and Finance to update and maintain Employee Handbook
- Ability to provide timely legal advice and legal representation for the Mayor, City Council, City Manager, Department Heads, and City employees.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 33,151 | 43,596 | 44,112 | 516 |
| Personal Services | 439,728 | 441,114 | 457,840 | 16,726 |
| Materials & Services | 292,557 | 340,969 | 297,733 | (43,236) |
| Capital Outlay | 7,500 | 856 | 2,732 | 1,876 |
| Total Expenditures | 739,785 | 782,939 | 758,305 | (24,634) |
| Net Expenditures | (706,634) | (739,343) | (714,193) | (25,150) |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 3.30 | | |
| No change | | - | |
| FTE Proposed Budget | | | 3.30 |



General Fund – Administration

Historical Highlights

- | | | | | | |
|-------------|--|-------------|--|-------------|--|
| 1876 | McMinnville incorporates as a town on October 20, 1876 with a Board of Trustees. | 1994 | City Hall and Police Department undergo major remodels with City Council Chambers removed. | 2006 | City purchases Oregon Mutual Insurance Company's Regional Office for the home of a new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments. |
| 1882 | McMinnville incorporates as a city with a Mayor and City Council. | 1995 | Civic Center Master Plan developed. | 2007 | City Hall is remodeled over an approximate 10-month period; to more adequately service the Administration, Finance, and Municipal Court Departments. |
| 1916 | Voters establish original operating property tax base. | 1995 | City purchases Home Laundry site at NE corner of Second and Cowsls. | 2008 | City Council establishes Downtown Public Art Program. |
| 1965 | Joe Dancer appointed City Administrator. | 1999 | The City Attorney position restored to full-time. | 2009 | Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed. |
| 1971 | City Attorney position established. | 2005 | City Council undertakes new community outreach project - Community Choices | 2009 | Rick Olson elected Mayor. |
| 1984 | Edward J. Gormley elected Mayor. | | | | |
| 1986 | May 1986, Kent Taylor appointed City Manager and continues to hold the position. | | | | |
| 1992 | City acquires parking lot at NE corner of First and Cowsls for joint development with Presbyterian Church. | | | | |
| 1992 | Downtown Historic Street Light Project implemented in City-owned parking lots. | | | | |



General Fund - Administration

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | | |
|---|-----------|-------|---------|-------------------------|---------|
| Fund | Number of | | Total | <u>Detailed Summary</u> | |
| Department | Employees | Range | Salary | Page | Amount |
| <u>City Attorney</u> | 1 | 361 | 113,457 | | |
| General Fund | | | | | |
| Administration | | | | | |
| Legal (0.90 FTE) | | | | 9 | 102,111 |
| Municipal Court | | | | | |
| Court (0.10 FTE) | | | | 70 | 11,346 |
| <u>Administrative Assistant / HR Analyst</u> | 1 | 331 | 54,554 | | |
| General Fund | | | | | |
| Administration | | | | | |
| City Manager's Office (0.40 FTE) | | | | 2 | 21,822 |
| Mayor & City Council (0.10 FTE) | | | | 7 | 5,455 |
| Human Resources (0.50 FTE) | | | | 13 | 27,277 |
| <u>Administrative Specialist I</u> | 1 | 316 | 12,378 | | |
| General Fund | | | | | |
| Administration | | | | | |
| Mayor & City Council (0.20 FTE) | | | | 7 | 6,189 |
| Legal (0.20 FTE) | | | | 9 | 6,189 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 162,677 | 163,048 | 163,049 | 7000-05 Salaries & Wages - Regular Full Time City Manager - 1.00 FTE Administrative Assistant / HR Analyst - 0.40 FTE | 164,915 | 164,915 | 164,915 |
| 2,265 | 1,960 | 2,500 | 7000-20 Salaries & Wages - Overtime | 2,500 | 2,500 | 2,500 |
| 975 | 1,841 | 1,841 | 7000-25 Salaries & Wages - City Employee Recognition Outstanding Public Service (OPS) Awards: Monthly OPS Awards \$100 (net of employee tax) Yearly OPS Award \$500 (net of employee tax) | 1,841 | 1,841 | 1,841 |
| 9,000 | 9,000 | 9,000 | 7000-30 Salaries & Wages - Auto Allowance City Manager's \$750 per month automobile allowance. | 9,000 | 9,000 | 9,000 |
| 8,291 | 8,074 | 8,229 | 7300-05 Fringe Benefits - FICA - Social Security | 8,244 | 8,244 | 8,244 |
| 2,464 | 2,470 | 2,558 | 7300-06 Fringe Benefits - FICA - Medicare | 2,584 | 2,584 | 2,584 |
| 39,636 | 35,039 | 35,154 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 42,995 | 42,995 | 42,995 |
| 15,298 | 15,521 | 15,936 | 7300-20 Fringe Benefits - Medical Insurance | 14,868 | 14,868 | 14,694 |
| 88 | 88 | 89 | 7300-25 Fringe Benefits - Life Insurance | 89 | 89 | 89 |
| 896 | 871 | 870 | 7300-30 Fringe Benefits - Long Term Disability | 882 | 882 | 882 |
| 330 | 312 | 366 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 423 | 423 | 423 |
| 37 | 35 | 41 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 41 | 41 | 41 |
| 241,956 | 238,261 | 239,633 | TOTAL PERSONAL SERVICES | 248,382 | 248,382 | 248,208 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 0 | 153 | 1,000 | 7520 Public Notices & Printing | 1,000 | 1,000 | 1,000 |
| 59 | 84 | 500 | 7540 Employee Development | 400 | 400 | 400 |
| 3,252 | 538 | 2,500 | 7550 Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Manager and the City Manager's staff. | 2,500 | 2,500 | 2,500 |
| 1,000 | 900 | 681 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 510 | 510 | 510 |
| 963 | 988 | 1,200 | 7620 Telecommunications | 1,200 | 1,200 | 1,200 |
| 4 | 58 | 500 | 7660 Materials & Supplies | 500 | 500 | 500 |
| 1,600 | 1,670 | 2,500 | 7660-05 Materials & Supplies - Office Supplies | 2,500 | 2,500 | 2,500 |
| 189 | 96 | 500 | 7660-15 Materials & Supplies - Postage | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :002 - CITY MANAGER'S OFFICE Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 59 | 1,718 | 2,020 | 7750 | Professional Services | | 2,360 | 2,360 | 2,360 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 2,290 | 2,290 | |
| | | | | Section 125 administration fee | 1 | 70 | 70 | |
| 3,167 | 3,038 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 1,380 | 2,251 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 4,680 | 7840 | M & S Computer Charges | | 4,779 | 4,779 | 4,829 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 4,829 | 4,829 | |
| 0 | 0 | 0 | 7840-02 | M & S Computer Charges - City Manager's Office | | 0 | 0 | 0 |
| 21,444 | 22,298 | 22,000 | 8000 | City Memberships | | 23,050 | 23,050 | 23,050 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Local Government Personnel Institute | 1 | 1,500 | 1,500 | |
| | | | | Mid Willamette Valley Council of Gov't - 50% McM W&L shared | 1 | 7,500 | 7,500 | |
| | | | | ICLEI - Local Governments for Sustainability | 1 | 300 | 300 | |
| | | | | League of Oregon Cities - 50% McM W&L shared | 1 | 11,000 | 11,000 | |
| | | | | International City Mgr/Oregon City & County Mgr Assoc | 1 | 1,500 | 1,500 | |
| | | | | McMinnville Chamber of Commerce | 1 | 850 | 850 | |
| | | | | Yamhill Valley Visitors Association | 1 | 400 | 400 | |
| 33,117 | 33,793 | 38,081 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 39,299 | 39,299 | 39,349 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 0 | 0 | 599 | 8750 | Capital Outlay Computer Charges | | 2,049 | 2,049 | 2,049 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 2,049 | 2,049 | |
| 0 | 0 | 599 | <u>TOTAL CAPITAL OUTLAY</u> | | | 2,049 | 2,049 | 2,049 |
| 275,073 | 272,053 | 278,313 | <u>TOTAL REQUIREMENTS</u> | | | 289,730 | 289,730 | 289,606 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 0 | 10,380 | 10,450 | 5400-02 Property Rentals - Chamber of Commerce Chamber of Commerce monthly rental income increases in October depending on the June 30, 2011 CPI-W increase. | 10,774 | 10,774 | 10,774 |
| 0 | 14,224 | 13,146 | 5400-03 Property Rentals - Parking Lot Budget Note: Downtown Economic Improvement District Assessment (DEID) - Special Assessment Fund allocation per City Council motion. | 13,338 | 13,338 | 13,338 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Cornerstone Express kiosk | 12 | 1,146 | 13,752 |
| | | | Cornerstone Express DEID | 1 | -414 | -414 |
| 0 | 24,604 | 23,596 | TOTAL CHARGES FOR SERVICES | 24,112 | 24,112 | 24,112 |
| MISCELLANEOUS | | | | | | |
| 10,278 | 0 | 0 | 6350-05 Property Rentals - Chamber of Commerce | 0 | 0 | 0 |
| 12,702 | 0 | 0 | 6350-10 Property Rentals - Parking Lot | 0 | 0 | 0 |
| 22,980 | 0 | 0 | TOTAL MISCELLANEOUS | 0 | 0 | 0 |
| 22,980 | 24,604 | 23,596 | TOTAL RESOURCES | 24,112 | 24,112 | 24,112 |

01 - GENERAL FUND

| | | | | | | | | |
|------------------------|------------------------|------------------------------------|---|--|--|-------------------------------------|-------------------------------------|------------------------------------|
| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------|------------------------|------------------------------------|---|--|--|-------------------------------------|-------------------------------------|------------------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| | | | | | | | | | | |
|--------|--------|--------|----------------|---|--------------|-----------------|--------------|--------|--------|--------|
| 164 | 263 | 500 | 7590 | Fuel - Vehicle & Equipment | | | | 500 | 500 | 500 |
| 6,043 | 10,764 | 11,700 | 7600 | Electric & Natural Gas | | | | 11,700 | 11,700 | 11,700 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | | City Hall & 3rd Street kiosk electricity | 1 | 4,800 | 4,800 | | | |
| | | | | Civic Hall electricity | 1 | 2,900 | 2,900 | | | |
| | | | | Civic Hall heating fuel | 1 | 1,300 | 1,300 | | | |
| | | | | City Hall heating fuel | 1 | 2,700 | 2,700 | | | |
| 600 | 600 | 545 | 7610-05 | Insurance - Liability | | | | 580 | 580 | 580 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | | | |
| 1,900 | 3,900 | 4,360 | 7610-10 | Insurance - Property | | | | 4,560 | 4,560 | 4,560 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | | | |
| 2,204 | 4,956 | 5,000 | 7620 | Telecommunications | | | | 5,000 | 5,000 | 5,000 |
| 4,331 | 4,418 | 9,600 | 7650-10 | Janitorial - Services | | | | 9,600 | 9,600 | 9,600 |
| 600 | 922 | 1,800 | 7650-15 | Janitorial - Supplies | | | | 1,800 | 1,800 | 1,800 |
| 0 | 8 | 500 | 7660 | Materials & Supplies | | | | 500 | 500 | 500 |
| 601 | 0 | 1,000 | 7720-06 | Repairs & Maintenance - Equipment | | | | 1,000 | 1,000 | 1,000 |
| 48,515 | 16,647 | 7,000 | 7720-08 | Repairs & Maintenance - Building Repairs | | | | 7,000 | 7,000 | 7,000 |
| | | | | Miscellaneous maintenance and repairs | | | | | | |
| 1,310 | 2,057 | 5,600 | 7720-10 | Repairs & Maintenance - Building Maintenance | | | | 5,600 | 5,600 | 5,600 |
| 2,271 | 2,001 | 3,000 | 7720-12 | Repairs & Maintenance - Grounds | | | | 3,000 | 3,000 | 3,000 |
| 0 | 44 | 0 | 7720-14 | Repairs & Maintenance - Vehicles | | | | 0 | 0 | 0 |
| 6,190 | 3,726 | 3,977 | 7740-05 | Rental Property Repair & Maint - Building | | | | 4,020 | 4,020 | 4,020 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | | Insurance - Liability | 1 | 80 | 80 | | | |
| | | | | Insurance - Property | 1 | 440 | 440 | | | |
| | | | | Miscellaneous rental repairs and maintenance | 1 | 3,500 | 3,500 | | | |
| 846 | 383 | 500 | 7750 | Professional Services | | | | 500 | 500 | 500 |
| 686 | 0 | 0 | 7770-13 | Professional Services - Projects - Downtown Infastructure | | | | 0 | 0 | 0 |
| 4,316 | 12,689 | 13,000 | 7790 | Maintenance & Rental Contracts | | | | 13,000 | 13,000 | 14,500 |
| | | | | Security system, janitorial services, floor mat cleaning, heating system maintenance. | | | | | | |
| 0 | 6,000 | 3,000 | 7790-05 | Maintenance & Rental Contracts - Water & Light Fiber Net | | | | 3,000 | 3,000 | 3,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :003 - CITY HALL & CITY PROPERTY Program :N/A | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| 305 | 0 | 500 | 7800 | M & S Equipment | 500 | 500 | 500 |
| 80,884 | 69,377 | 71,582 | <u>TOTAL MATERIALS AND SERVICES</u> | | 71,860 | 71,860 | 73,360 |
| <u>CAPITAL OUTLAY</u> | | | | | | | |
| 61,612 | 0 | 0 | 8800-20 | Building Improvements - Downtown Infrastructure | 0 | 0 | 0 |
| 61,612 | 0 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | | 0 | 0 | 0 |
| 142,496 | 69,377 | 71,582 | <u>TOTAL REQUIREMENTS</u> | | 71,860 | 71,860 | 73,360 |

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 5,905 | 5,394 | 5,394 | 7000-05 Salaries & Wages - Regular Full Time Administrative Assistant / HR Analyst - 0.10 FTE | 5,455 | 5,455 | 5,455 |
| 5,388 | 6,675 | 6,018 | 7000-10 Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE | 6,189 | 6,189 | 6,189 |
| 566 | 490 | 600 | 7000-20 Salaries & Wages - Overtime | 600 | 600 | 600 |
| 709 | 752 | 744 | 7300-05 Fringe Benefits - FICA - Social Security | 759 | 759 | 759 |
| 166 | 176 | 174 | 7300-06 Fringe Benefits - FICA - Medicare | 178 | 178 | 178 |
| 1,924 | 2,390 | 2,292 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 2,701 | 2,701 | 2,701 |
| 1,423 | 1,334 | 1,410 | 7300-20 Fringe Benefits - Medical Insurance | 1,060 | 1,060 | 1,048 |
| 7 | 6 | 6 | 7300-25 Fringe Benefits - Life Insurance | 6 | 6 | 6 |
| 32 | 29 | 28 | 7300-30 Fringe Benefits - Long Term Disability | 30 | 30 | 30 |
| 46 | 24 | 25 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 29 | 29 | 29 |
| 9 | 10 | 9 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 9 | 9 | 9 |
| 108 | 87 | 400 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 125 | 125 | 125 |
| 16,282 | 17,366 | 17,100 | TOTAL PERSONAL SERVICES | 17,141 | 17,141 | 17,129 |
| MATERIALS AND SERVICES | | | | | | |
| 1,176 | 0 | 500 | 7520 Public Notices & Printing | 500 | 500 | 500 |
| 434 | 456 | 500 | 7620 Telecommunications | 500 | 500 | 500 |
| 125 | 0 | 300 | 7660 Materials & Supplies | 300 | 300 | 300 |
| 2,421 | 3,151 | 1,500 | 7660-05 Materials & Supplies - Office Supplies | 1,500 | 1,500 | 1,500 |
| 102 | 105 | 100 | 7660-15 Materials & Supplies - Postage | 100 | 100 | 100 |
| 2,144 | 4 | 10 | 7750 Professional Services Section 125 administration fee | 10 | 10 | 10 |
| 29,850 | 35,609 | 43,500 | 7750-06 Professional Services - Community Outreach Continuing the City Council's public communication efforts, including neighborhood City Council meetings, City Faire, and 2012 Annual Report. | 30,000 | 30,000 | 32,000 |
| 0 | 220 | 0 | 7800 M & S Equipment | 0 | 0 | 0 |
| 23,055 | 22,448 | 21,000 | 8005 Mayor/City Council Expenses Mayor and City Council activities which include the following: City Council dinner meetings, League of Oregon Cities City Council participation, City Council Annual Goal Setting, and other expenses related to Mayor and City Council activities and responsibilities. | 21,000 | 21,000 | 21,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :005 - MAYOR & CITY COUNCIL Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 59,308 | 61,994 | 67,410 | <u>TOTAL MATERIALS AND SERVICES</u> | 53,910 | 53,910 | 55,910 |
| 75,590 | 79,360 | 84,510 | <i>TOTAL REQUIREMENTS</i> | 71,051 | 71,051 | 73,039 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 99,072 | 99,046 | 99,415 | 7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.90 FTE | 102,111 | 102,111 | 102,111 |
| 5,388 | 6,675 | 6,018 | 7000-10 Salaries & Wages - Regular Part Time Administrative Specialist I - 0.20 FTE | 6,189 | 6,189 | 6,189 |
| 6,311 | 6,389 | 6,332 | 7300-05 Fringe Benefits - FICA - Social Security | 6,343 | 6,343 | 6,343 |
| 1,498 | 1,514 | 1,528 | 7300-06 Fringe Benefits - FICA - Medicare | 1,570 | 1,570 | 1,570 |
| 22,908 | 20,958 | 20,912 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 25,867 | 25,867 | 25,867 |
| 4,387 | 4,454 | 4,464 | 7300-20 Fringe Benefits - Medical Insurance | 4,608 | 4,608 | 4,562 |
| 57 | 57 | 56 | 7300-25 Fringe Benefits - Life Insurance | 56 | 56 | 56 |
| 556 | 542 | 542 | 7300-30 Fringe Benefits - Long Term Disability | 548 | 548 | 548 |
| 207 | 153 | 172 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 178 | 178 | 178 |
| 29 | 30 | 32 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 32 | 32 | 32 |
| 140,413 | 139,818 | 139,471 | TOTAL PERSONAL SERVICES | 147,502 | 147,502 | 147,456 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 140 | 43 | 400 | 7540 Employee Development | 300 | 300 | 300 |
| 4,983 | 4,312 | 3,500 | 7550 Travel & Education Professional association conferences, seminars, and workshops including travel and meal costs, professional memberships, dues, subscriptions, professional reference materials for the City Attorney. | 3,500 | 3,500 | 3,500 |
| 500 | 500 | 340 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 510 | 510 | 510 |
| 625 | 660 | 800 | 7620 Telecommunications | 800 | 800 | 800 |
| 614 | 258 | 500 | 7660-05 Materials & Supplies - Office Supplies | 500 | 500 | 500 |
| 151 | 27 | 100 | 7660-15 Materials & Supplies - Postage | 100 | 100 | 100 |
| 3,849 | 1,947 | 0 | 7750-09 Professional Services - Legal | 0 | 0 | 500 |
| 1,542 | 1,302 | 0 | 7830-98 M & S Computer Charges - IS Fund - Computer Services | 0 | 0 | 0 |
| 690 | 236 | 0 | 7830-99 M & S Computer Charges - IS Fund - Computer M&S Equipment | 0 | 0 | 0 |
| 0 | 0 | 2,006 | 7840 M & S Computer Charges | 1,593 | 1,593 | 1,610 |

| Description | Units | Amt/Unit | Total |
|--|-------|----------|-------|
| Shared city-wide M&S operating, network hardware & software, etc | 1 | 1,610 | 1,610 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :008 - LEGAL Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|---------------------------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7840-08 | M & S Computer Charges - Legal | | 0 | 0 | 0 |
| 13,094 | 9,285 | 7,646 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 7,303 | 7,303 | 7,820 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 257 | 8750 | Capital Outlay Computer Charges | | 683 | 683 | 683 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 683 | 683 | | |
| 0 | 0 | 257 | <u>TOTAL CAPITAL OUTLAY</u> | | | 683 | 683 | 683 |
| 153,507 | 149,103 | 147,374 | <u>TOTAL REQUIREMENTS</u> | | | 155,488 | 155,488 | 155,959 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| MISCELLANEOUS | | | | | | |
| 0 | 7,522 | 10,000 | 6490 Donations - Public Art Public donations for the Downtown Public Art Project. | 10,000 | 10,000 | 10,000 |
| 0 | 1,025 | 10,000 | 6490-10 Donations - Public Art - Dedicated Public donations for the Downtown Public Art Project for a specific piece of artwork. | 10,000 | 10,000 | 10,000 |
| 0 | 8,547 | 20,000 | <u>TOTAL MISCELLANEOUS</u> | 20,000 | 20,000 | 20,000 |
| 0 | 8,547 | 20,000 | TOTAL RESOURCES | 20,000 | 20,000 | 20,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :011 - COMMUNITY SERVICES Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 6,736 | 8,437 | 5,000 | 8010 Holiday Lighting City contribution to community-wide Holiday Lighting Program, a public/private partnership and monthly lighting charges. | 7,500 | 7,500 | 7,500 |
| 7,681 | 6,318 | 9,000 | 8012 M&S Downtown Public Art Program City's annual support of Downtown Public Art Project includes pedestal construction and artist honorariums. | 9,000 | 9,000 | 9,000 |
| 0 | 0 | 10,000 | 8012-05 M&S Downtown Public Art Program - Donations - Public Art Public art purchases funded through revenue account 6490, Donations-Public Art. | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 9,040 | 8012-10 M&S Downtown Public Art Program - Donations - Dedicated Public donations for the Downtown Public Art Project for a specific piece of artwork; funded through revenue account 6490-10, Donations-Public Art-Dedicated. | 10,000 | 10,000 | 10,000 |
| 10,500 | 23,900 | 9,585 | 8015 Community Services | 9,585 | 9,585 | 10,335 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Your Community Mediators of Yamhill County | 1 | 7,500 | 7,500 |
| | | | Jaycees - 4th of July fireworks support | 1 | 2,335 | 2,335 |
| | | | Miscellaneous | 1 | 500 | 500 |
| 15,000 | 15,000 | 14,000 | 8020 McMinnville Downtown Association City's contribution to the McMinnville Downtown Association "in-lieu of "a Downtown Economic Improvement District assessment. | 14,000 | 14,000 | 14,000 |
| 9,000 | 0 | 0 | 8025 Yamhill Co - YCTA | 0 | 0 | 0 |
| 25,000 | 25,000 | 22,500 | 8030 YCAP Transportation - YAMCO YAMCO public transportation program support. | 22,500 | 22,500 | 22,500 |
| 36,050 | 37,132 | 35,135 | 8060 Economic Development Financial support of McMinnville Economic Development Partnership, shared with McMinnville Water & Light Department and Chamber of Commerce. | 38,246 | 38,246 | 38,246 |
| 109,967 | 115,787 | 114,260 | <u>TOTAL MATERIALS AND SERVICES</u> | 120,831 | 120,831 | 121,581 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 0 | 7,500 | 0 | 8712-05 Capital Outlay Downtown Public Art Program - Donations - Public Art | 0 | 0 | 0 |
| 0 | 0 | 36,960 | 8712-10 Capital Outlay Downtown Public Art Program - Donations - Dedicated | 0 | 0 | 0 |
| 0 | 7,500 | 36,960 | <u>TOTAL CAPITAL OUTLAY</u> | 0 | 0 | 0 |
| 109,967 | 123,287 | 151,220 | <u>TOTAL REQUIREMENTS</u> | 120,831 | 120,831 | 121,581 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :012 - HUMAN RESOURCES Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 26,937 | 26,969 | 26,969 | 7000-05 Salaries & Wages - Regular Full Time <small>Administrative Assistant / HR Analyst - 0.50 FTE</small> | 27,277 | 27,277 | 27,277 |
| 2,831 | 2,450 | 2,500 | 7000-20 Salaries & Wages - Overtime | 2,500 | 2,500 | 2,500 |
| 1,718 | 1,690 | 1,827 | 7300-05 Fringe Benefits - FICA - Social Security | 1,847 | 1,847 | 1,847 |
| 402 | 395 | 427 | 7300-06 Fringe Benefits - FICA - Medicare | 432 | 432 | 432 |
| 6,745 | 5,864 | 5,874 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 7,184 | 7,184 | 7,184 |
| 6,772 | 6,673 | 7,060 | 7300-20 Fringe Benefits - Medical Insurance | 5,310 | 5,310 | 5,248 |
| 31 | 32 | 32 | 7300-25 Fringe Benefits - Life Insurance | 32 | 32 | 32 |
| 143 | 144 | 144 | 7300-30 Fringe Benefits - Long Term Disability | 146 | 146 | 146 |
| 54 | 53 | 62 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 72 | 72 | 72 |
| 14 | 14 | 15 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 15 | 15 | 15 |
| 45,648 | 44,283 | 44,910 | <u>TOTAL PERSONAL SERVICES</u> | 44,815 | 44,815 | 44,753 |
| MATERIALS AND SERVICES | | | | | | |
| 256 | 0 | 500 | 7520 Public Notices & Printing | 500 | 500 | 500 |
| 0 | 0 | 200 | 7530 Safety Training/OSHA | 200 | 200 | 200 |
| 151 | 0 | 500 | 7550 Travel & Education <small>Professional association conferences, seminars and workshops including travel and meal costs, professional memberships, dues, subscriptions, and reference materials for the Administrative Assistant/HR Analyst.</small> | 500 | 500 | 500 |
| 642 | 593 | 800 | 7620 Telecommunications | 800 | 800 | 800 |
| 1,091 | 95 | 1,000 | 7660 Materials & Supplies | 500 | 500 | 500 |
| 903 | 1,488 | 1,500 | 7660-05 Materials & Supplies - Office Supplies | 1,500 | 1,500 | 1,500 |
| 0 | 126 | 500 | 7660-15 Materials & Supplies - Postage | 500 | 500 | 500 |
| 21 | 21 | 30 | 7750 Professional Services <small>Section 125 administration fee</small> | 30 | 30 | 30 |
| 3,064 | 2,322 | 5,030 | <u>TOTAL MATERIALS AND SERVICES</u> | 4,530 | 4,530 | 4,530 |
| 48,712 | 46,605 | 49,940 | <u>TOTAL REQUIREMENTS</u> | 49,345 | 49,345 | 49,283 |



FINANCE DEPARTMENT



Organization Set – Sections

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

Organization Set #

01-03-013
01-03-016

Budget Highlights

Accounting Section – #01-03-013

- **Salaries & Wages – Full Time, Regular Part-Time, Temporary and Overtime** --- During the conversion to Logos, the new ERP financial system, regular part-time employee, temporary employee, and overtime hours were increased to handle the significant increase in workload. As New World Systems, the Logos software provider, develops and improves the system in response to user suggestions, the need for system testing will continue to require Finance Department resources. However, total Salaries and Wages for the 2011 - 2012 budget are 5% less than the prior year's budget as we continue to gain efficiencies and knowledge of the Logos system.
- **Travel & Education** --- Included is attendance at the New World Systems national conference and Northwest Users meeting. Attendance at these conferences is critical for Finance staff to remain current on Logos developments and products and to provide feedback to New World.



Ambulance Billing Section – #01-03-016

- **Salary & Wages – Regular Full-Time and Regular Part-Time** -- Staffing level of 1.75 FTE for the Ambulance Billing Section remains consistent with last year. However, the budget for Temporary positions and overtime were both decreased slightly.

Core Services

Accounting Section

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

Ambulance Billing Section

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

General Fund – Finance

2011 – 2012 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

Accounting Section

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

Ambulance Billing

- Effective communication with Information Systems (IS) Department staff continues to be critical as changes to ambulance billing systems may directly affect collectability of transport fees.
- Remain informed regarding changing billing procedures and rulings at the State and Federal level, including provisions of health care reform; integrate these changes into the City’s ambulance billing process.
- Meet the challenges of coordinating Medicare and Medicaid billing as well as working with a wide variety of billing systems.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 13,431 | 13,000 | 13,000 | - |
| Personal Services | 642,244 | 639,091 | 651,567 | 12,476 |
| Materials & Services | 80,237 | 80,391 | 85,285 | 4,894 |
| Capital Outlay | - | 1,543 | 4,552 | 3,009 |
| Total Expenditures | 722,481 | 721,025 | 741,404 | 20,379 |
| Net Expenditures | (709,050) | (708,025) | (728,404) | 20,379 |

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|----------------------------|-------------------|---------------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 8.54 | | |
| Accountant I | | (0.12) | |
| Extra Help - Accountant | | (0.20) | |
| Extra Help - Ambulance | | (0.03) | |
| FTE Proposed Budget | | (0.35) | 8.19 |



General Fund – Finance

Historical Highlights

- 1983** Finance Department transitions City accounting system to mainframe computer using Group 4 software.
- 1987** Coopers & Lybrand appointed City financial auditor.
- 1988** Finance Department purchases first PC which is shared and primarily used for budget preparation.
- 1989** First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting
- 1995** Talbot, Korvola & Warwick appointed City financial auditor.
- 1997** YCOM begins contracting with City Finance Department for accounting, budgeting, financial reporting, and insurance administration.
- 1997** Grant Thornton LLP appointed City financial auditor.

- 2003** Governmental Accounting Standard Board Statement # 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP).

- 2003** Property lien searches available via Internet.

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

- 2006** In February, City Finance Department issues Request for Proposal for ERP System, and after conducting several rounds of demos and site visits, recommends New World System's Logos.net ERP product to City Council.



- 2007** In September 2007, City "goes live" with Logos.net's Financial Management Suite's general ledger, procurement, revenue collections, miscellaneous billing, and annual budget preparation functionality.

- 2008** In January 2008, City "goes live" with Logos.net's Human Resource Suite's payroll processing and position budgeting; followed by the annual budget preparation in Logos.

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 10,100 | 13,275 | 12,500 | 5310 On-Line Lien Search Fees On-line City lien search allows title companies to check any city property for outstanding property liens. Title companies are billed monthly \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets. | 12,500 | 12,500 | 12,500 |
| 10,100 | 13,275 | 12,500 | <u>TOTAL CHARGES FOR SERVICES</u> | 12,500 | 12,500 | 12,500 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 160 | 156 | 500 | 6600-94 Other Income - Finance Miscellaneous Finance Department collections. | 500 | 500 | 500 |
| 160 | 156 | 500 | <u>TOTAL MISCELLANEOUS</u> | 500 | 500 | 500 |
| 10,260 | 13,431 | 13,000 | <u>TOTAL RESOURCES</u> | 13,000 | 13,000 | 13,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 344,443 | 310,881 | 313,140 | 7000-05 Salaries & Wages - Regular Full Time Finance Director / City Recorder - 1.00 FTE Technical Services Accountant - 1.00 FTE Senior Accountant - 1.00 FTE Accountant II - 1.00 FTE Accountant I - 1.00 FTE | 311,010 | 311,010 | 311,010 |
| 65,667 | 66,146 | 73,712 | 7000-10 Salaries & Wages - Regular Part Time Senior Accountant - 0.75 FTE Accountant I - 0.63 FTE | 70,010 | 70,010 | 70,010 |
| 22,446 | 19,516 | 7,833 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 17,901 | 12,092 | 9,000 | 7000-20 Salaries & Wages - Overtime | 3,000 | 3,000 | 3,000 |
| 26,832 | 24,943 | 25,029 | 7300-05 Fringe Benefits - FICA - Social Security | 23,809 | 23,809 | 23,809 |
| 6,407 | 5,833 | 5,854 | 7300-06 Fringe Benefits - FICA - Medicare | 5,568 | 5,568 | 5,568 |
| 99,713 | 80,530 | 79,747 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 89,600 | 89,600 | 89,600 |
| 16,491 | 14,847 | 14,886 | 7300-20 Fringe Benefits - Medical Insurance | 29,936 | 29,936 | 29,534 |
| 449 | 441 | 441 | 7300-25 Fringe Benefits - Life Insurance | 441 | 441 | 441 |
| 2,013 | 2,089 | 2,082 | 7300-30 Fringe Benefits - Long Term Disability | 2,068 | 2,068 | 2,068 |
| 804 | 781 | 848 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 923 | 923 | 923 |
| 196 | 187 | 195 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 185 | 185 | 185 |
| 160 | 6 | 0 | 7300-40 Fringe Benefits - Unemployment | 4,597 | 4,597 | 4,597 |
| 603,521 | 538,292 | 532,767 | TOTAL PERSONAL SERVICES | 541,147 | 541,147 | 540,745 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|--------------|-----------------|--------------|
| 236 | 416 | 500 | 7500 Credit Card Fees | 500 | 500 | 500 |
| 3,889 | 2,756 | 4,000 | 7520 Public Notices & Printing | 3,500 | 3,500 | 3,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Budget financial summary publication | 1 | 3,000 | 3,000 |
| | | | Other legal notices | 1 | 500 | 500 |
| 282 | 352 | 700 | 7540 Employee Development | 600 | 600 | 600 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 18,508 | 16,601 | 16,000 | 7550 | Travel & Education | | 17,625 | 17,625 | 17,625 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | CPA Continuing Professional Education | 1 | 3,000 | 3,000 | |
| | | | | Membership - McMinnville Rotary Club | 1 | 925 | 925 | |
| | | | | New World Users Conference | 1 | 9,000 | 9,000 | |
| | | | | Professional organization dues | 1 | 1,700 | 1,700 | |
| | | | | Accountant staff training | 1 | 2,000 | 2,000 | |
| | | | | Subscriptions, meals, etc | 1 | 1,000 | 1,000 | |
| 2,500 | 2,900 | 1,838 | 7610-05 | Insurance - Liability | | | 2,320 | 2,320 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | |
| 4,897 | 4,805 | 5,000 | 7620 | Telecommunications | | | 5,000 | 5,000 |
| 9,665 | 6,940 | 6,500 | 7660-05 | Materials & Supplies - Office Supplies | | | 6,500 | 6,500 |
| 256 | 1,313 | 2,000 | 7660-10 | Materials & Supplies - Office Supplies Inventory | | | 2,000 | 2,000 |
| 3,488 | 3,367 | 3,500 | 7660-15 | Materials & Supplies - Postage | | | 3,500 | 3,500 |
| 39 | 0 | 500 | 7720-06 | Repairs & Maintenance - Equipment | | | 500 | 500 |
| 3,938 | 3,830 | 5,210 | 7750 | Professional Services | | | 5,210 | 5,210 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 1,080 | 1,080 | |
| | | | | Section 125 administration fee | 1 | 130 | 130 | |
| | | | | Strategic budget and financial planning assistance | 1 | 4,000 | 4,000 | |
| 7,007 | 16,390 | 10,510 | 7750-24 | Professional Services - Audit | | | 9,490 | 9,490 |
| 4,040 | 6,030 | 5,000 | 7750-27 | Professional Services - Net Assets | | | 6,000 | 6,000 |
| | | | | Net Assets lien search functionality allows title companies to check any city property for outstanding liens Title companies are billed monthly, \$25 per lien search; City pays Net Assets \$10 per lien search. | | | | |
| 178 | 2,307 | 2,500 | 7790 | Maintenance & Rental Contracts | | | 2,500 | 2,500 |
| | | | | Printer / scanner / copier lease and per page cost. | | | | |
| 2,413 | 0 | 1,000 | 7800-03 | M & S Equipment - Office | | | 1,000 | 8,500 |
| 9,289 | 7,812 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | | 0 | 0 |
| 6,680 | 4,418 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | | 0 | 0 |
| 0 | 0 | 12,033 | 7840 | M & S Computer Charges | | | 10,620 | 10,732 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 10,732 | 10,732 | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :03 - FINANCE Section :013 - ACCOUNTING Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 3,600 | 7840-05 | M & S Computer Charges - Accounting | | 8,420 | 8,420 | 8,420 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Workstation replacements - Tammy P., Crystal W., & Marcia B. | 3 | 1,800 | 5,400 | | |
| | | | Data Projector - City Hall | 1 | 1,500 | 1,500 | | |
| | | | Dual monitor cards | 4 | 380 | 1,520 | | |
| 77,305 | 80,237 | 80,391 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 85,285 | 85,285 | 92,897 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 0 | 0 | 1,543 | 8750 | Capital Outlay Computer Charges | | 4,552 | 4,552 | 4,552 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 4,552 | 4,552 | | |
| 0 | 0 | 1,543 | <u>TOTAL CAPITAL OUTLAY</u> | | | 4,552 | 4,552 | 4,552 |
| 680,826 | 618,530 | 614,701 | <u>TOTAL REQUIREMENTS</u> | | | 630,984 | 630,984 | 638,194 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :03 - FINANCE Section :016 - AMBULANCE BILLING Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 47,580 | 47,616 | 47,616 | 7000-05 Salaries & Wages - Regular Full Time Accounts Receivable Billing Coordinator - 1.00 FTE | 48,187 | 48,187 | 48,187 |
| 27,487 | 28,083 | 29,710 | 7000-10 Salaries & Wages - Regular Part Time Accounts Receivable Billing Specialist - 0.75 FTE | 31,180 | 31,180 | 31,180 |
| 0 | 2,033 | 1,500 | 7000-15 Salaries & Wages - Temporary Extra Help - Ambulance Billing - 0.06 FTE | 1,000 | 1,000 | 1,000 |
| 180 | 50 | 500 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 4,586 | 4,734 | 4,918 | 7300-05 Fringe Benefits - FICA - Social Security | 4,983 | 4,983 | 4,983 |
| 1,073 | 1,107 | 1,150 | 7300-06 Fringe Benefits - FICA - Medicare | 1,166 | 1,166 | 1,166 |
| 17,166 | 14,624 | 15,192 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 17,978 | 17,978 | 17,978 |
| 4,799 | 4,949 | 4,962 | 7300-20 Fringe Benefits - Medical Insurance | 5,120 | 5,120 | 5,070 |
| 125 | 126 | 126 | 7300-25 Fringe Benefits - Life Insurance | 126 | 126 | 126 |
| 422 | 428 | 430 | 7300-30 Fringe Benefits - Long Term Disability | 434 | 434 | 434 |
| 151 | 153 | 166 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 193 | 193 | 193 |
| 47 | 49 | 54 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 53 | 53 | 53 |
| 103,615 | 103,952 | 106,324 | TOTAL PERSONAL SERVICES | 110,420 | 110,420 | 110,370 |
| 103,615 | 103,952 | 106,324 | TOTAL REQUIREMENTS | 110,420 | 110,420 | 110,370 |



ENGINEERING DEPARTMENT





General Fund – Engineering 2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

During 2011-12, Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements and purchases, including:

- o Construction of a 1,500 square foot storage building / shop for the Oregon State Police at the Municipal Airport (Airport Fund);
- o Completion of pavement overlays on various City streets (Transportation Fund);
- o Slurry seal application on various City streets (Transportation Fund);
- o Planned equipment purchases and storage building construction in support of the Conveyance Division of Wastewater Services (Wastewater Services Fund);
- o Sewer rehabilitation and reconstruction in the Downtown Basin to reduce inflow and infiltration (I&I) and improve system capacity (Wastewater Services Fund and Wastewater Capital Fund);
- o Modifications to the secondary treatment facilities at the Water Reclamation Facility (WRF) to improve process efficiencies and increase flow capacity (Wastewater Capital Fund)

Core Services

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

Future Challenges and Opportunities

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



To date, the Engineering Department has evaluated 1,342 private sewer laterals.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 15,526 | 20,250 | 11,000 | (9,250) |
| Personal Services | 610,410 | 635,960 | 621,742 | (14,218) |
| Materials & Services | 49,989 | 56,351 | 55,881 | (470) |
| Capital Outlay | 14,986 | 1,114 | 2,577 | 1,463 |
| Total Expenditures | 675,385 | 693,425 | 680,200 | (13,225) |
| Net Expenditures | (659,859) | (673,175) | (669,200) | (3,975) |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 5.85 | | |
| No change | | - | |
| FTE Proposed Budget | | | 5.85 |



General Fund – Engineering Dept

Historical Highlights

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

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



The Engineering Department received 1,950 locate requests in 2010.

General Fund - Engineering

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|---------------------------------|------------------|--------------|---------------|-------------------------|---------------|
| <u>Fund</u> | <u>Number of</u> | <u>Range</u> | <u>Total</u> | <u>Page</u> | <u>Amount</u> |
| <u>Department</u> | <u>Employees</u> | | <u>Salary</u> | | |
| <u>Permit Technician</u> | 1 | 328 | 48,510 | | |
| General Fund | | | | | |
| Engineering (0.60 FTE) | | | | 20 | 29,106 |
| Building Fund (0.40 FTE) | | | | 210 | 19,404 |
| <u>Permit Technician</u> | 1 | 328 | 46,234 | | |
| General Fund | | | | | |
| Engineering (0.25 FTE) | | | | 20 | 11,559 |
| Planning (0.50 FTE) | | | | 24 | 23,116 |
| Building Fund (0.25 FTE) | | | | 210 | 11,559 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | | |
| 19,267 | 14,562 | 20,000 | 5320 | Engineering Fees Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs. | 10,000 | 10,000 | 10,000 |
| 19,267 | 14,562 | 20,000 | <u>TOTAL CHARGES FOR SERVICES</u> | | 10,000 | 10,000 | 10,000 |
| <u>MISCELLANEOUS</u> | | | | | | | |
| 580 | 965 | 250 | 6600-96 | Other Income - Engineering | 1,000 | 1,000 | 1,000 |
| 580 | 965 | 250 | <u>TOTAL MISCELLANEOUS</u> | | 1,000 | 1,000 | 1,000 |
| 19,846 | 15,526 | 20,250 | <u>TOTAL RESOURCES</u> | | 11,000 | 11,000 | 11,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 391,732 | 409,187 | 424,416 | 7000-05 Salaries & Wages - Regular Full Time Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 1.00 FTE GIS / CAD System Specialist - 1.00 FTE Engineering Technician - 1.00 FTE Permit Technician - Eng / Bldg - 0.60 FTE Permit Technician - Combined Depts - 0.25 FTE | 421,459 | 421,459 | 421,459 |
| 0 | 0 | 250 | 7000-20 Salaries & Wages - Overtime | 250 | 250 | 250 |
| 5,400 | 5,400 | 5,400 | 7000-30 Salaries & Wages - Auto Allowance Community Development Director's \$450 per month automobile allowance. | 5,400 | 5,400 | 5,400 |
| 23,267 | 23,830 | 26,228 | 7300-05 Fringe Benefits - FICA - Social Security | 25,841 | 25,841 | 25,841 |
| 5,441 | 5,584 | 6,237 | 7300-06 Fringe Benefits - FICA - Medicare | 6,194 | 6,194 | 6,194 |
| 90,264 | 81,497 | 84,582 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 86,097 | 86,097 | 86,097 |
| 69,474 | 75,652 | 78,762 | 7300-20 Fringe Benefits - Medical Insurance | 66,358 | 66,358 | 65,290 |
| 347 | 367 | 369 | 7300-25 Fringe Benefits - Life Insurance | 369 | 369 | 369 |
| 2,179 | 2,264 | 2,258 | 7300-30 Fringe Benefits - Long Term Disability | 2,318 | 2,318 | 2,318 |
| 5,721 | 6,478 | 7,288 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 7,286 | 7,286 | 7,286 |
| 142 | 151 | 170 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 170 | 170 | 170 |
| 593,968 | 610,410 | 635,960 | TOTAL PERSONAL SERVICES | 621,742 | 621,742 | 620,674 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 153 | 220 | 700 | 7540 Employee Development | 500 | 500 | 500 |
| 3,020 | 1,910 | 3,500 | 7550 Travel & Education Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials. | 3,500 | 3,500 | 3,500 |
| 1,662 | 1,117 | 2,000 | 7590 Fuel - Vehicle & Equipment Vehicle expense - 50% shared with Planning Department. | 2,000 | 2,000 | 2,000 |
| 3,155 | 2,537 | 3,200 | 7600 Electric & Natural Gas Department's share of Community Development Center's electricity expense, ~38%. | 2,900 | 2,900 | 2,900 |
| 3,600 | 2,900 | 2,179 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 2,100 | 2,100 | 2,100 |
| 900 | 900 | 681 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 660 | 660 | 660 |
| 5,744 | 5,328 | 6,000 | 7620 Telecommunications | 6,000 | 6,000 | 6,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| 2,297 | 2,261 | 2,500 | 7650 | Janitorial | | 2,900 | 2,900 | 2,900 |
| | | | | | Department's share of Community Development Center janitorial service and supply costs, ~38%. | | | |
| 7,218 | 5,660 | 6,000 | 7660 | Materials & Supplies | | 6,000 | 6,000 | 6,000 |
| | | | | | Uniforms, safety equipment, office, engineering, and surveying materials and supplies. | | | |
| 227 | 141 | 500 | 7720 | Repairs & Maintenance | | 500 | 500 | 500 |
| | | | | | Vehicle and equipment repairs and maintenance. | | | |
| 758 | 187 | 1,900 | 7720-08 | Repairs & Maintenance - Building Repairs | | 5,400 | 5,400 | 5,400 |
| | | | | | Department's share of Community Development Center's repairs and improvements, ~38%. | | | |
| 980 | 1,161 | 1,800 | 7720-10 | Repairs & Maintenance - Building Maintenance | | 2,500 | 2,500 | 2,500 |
| | | | | | Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%. | | | |
| 1,436 | 1,122 | 3,430 | 7750 | Professional Services | | 3,440 | 3,440 | 3,440 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 1,310 | 1,310 | |
| | | | | Section 125 administration fee | 1 | 130 | 130 | |
| | | | | Miscellaneous professional services | 1 | 2,000 | 2,000 | |
| 666 | 975 | 650 | 7790 | Maintenance & Rental Contracts | | 2,200 | 2,200 | 2,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HP4000 plotter annual maintenance contract | 1 | 1,550 | 1,550 | |
| | | | | Large format copier annual maintenance contract | 1 | 650 | 650 | |
| 1,788 | 1,805 | 1,900 | 7790-20 | Maintenance & Rental Contracts - Community Development Center | | 2,400 | 2,400 | 2,400 |
| | | | | | Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%. | | | |
| 1,332 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 11,419 | 18,342 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 15,800 | 3,424 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 5,841 | 7840 | M & S Computer Charges | | 6,011 | 6,011 | 6,074 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 6,074 | 6,074 | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :05 - ENGINEERING Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 13,570 | 7840-10 | M & S Computer Charges - Engineering | | 6,870 | 6,870 | 6,870 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation replacement with dual monitors - Rich S. | 1 | 1,800 | 1,800 | |
| | | | | Warranty extension - Designjet printer | 1 | 600 | 600 | |
| | | | | Accela Permits Plus - 90% shared with Planning and Building | 1 | 1,550 | 1,550 | |
| | | | | AutoCAD maintenance renewal - 50% shared with Planning | 1 | 650 | 650 | |
| | | | | ESRI ArcIMS Mapping - shared w/Plan,Park Maint,Street,Bldg,& WWS | 1 | 1,170 | 1,170 | |
| | | | | Hansen sewer database - 90% shared w/Park Maint, Street, & WWS | 1 | 1,100 | 1,100 | |
| 62,155 | 49,989 | 56,351 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 55,881 | 55,881 | 55,944 |
| | | | | <u>CAPITAL OUTLAY</u> | | | | |
| 7,902 | 0 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8740 | Computer Equipment - IS Fund | | 0 | 0 | 0 |
| 0 | 0 | 1,114 | 8750 | Capital Outlay Computer Charges | | 2,577 | 2,577 | 2,577 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 2,577 | 2,577 | |
| 0 | 14,986 | 0 | 8850 | Vehicles | | 0 | 0 | 0 |
| 7,902 | 14,986 | 1,114 | | <u>TOTAL CAPITAL OUTLAY</u> | | 2,577 | 2,577 | 2,577 |
| 664,025 | 675,385 | 693,425 | | <u>TOTAL REQUIREMENTS</u> | | 680,200 | 680,200 | 679,195 |



PLANNING DEPARTMENT





Budget Highlights

The 2011-12 budget provides resources to address critical short term and long term planning issues and City Council goals related to land use, including growth management, updating of the Comprehensive Plan, and working with the City's economic development partners and downtown community.

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

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

This budget reflects “hold the line” positions in most accounts, with some notable reductions related to staffing and professional services.

- Reduction of one Associate Planner position, as the person currently in this position intends to resign to pursue other interests. There is no plan to refill this position.
- Funding for professional services for urban growth boundary related work is reduced as some closure to this epic struggle is anticipated in the coming fiscal year.
- The budget does propose increased funding for downtown-related planning, per City Council direction to assess the feasibility of an urban renewal district. Also included is funding for a “redistricting” analysis required as part of the US Census process.

Programs and Projects:

Funding in this budget will allow the department to:

- Support City Council's 2011 planning related goals;
- Support the McMinnville Economic Development Partnership (MEDP) and the City's economic development program; and
- Advance the City's comprehensive plan and implementing ordinances update efforts; support downtown planning and the City's historic resource program; and address a possible remand of the adopted McMinnville *Growth Management and Urbanization Plan* (MGMUP) by the Oregon Court of Appeals.

Core Services

Current Planning

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

Long-Range Planning

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

Economic Development

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Serve as partner with McMinnville Industrial Promotions (MIP), McMinnville Area Chamber of Commerce, and private business interests in MEDP. Through this partnership, the department represents the City's interests in economic development, assists in the preparation of business recruitment and retention materials, and responds to various business inquiries.

General Fund – Planning

2011 – 2012 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Conclude legal challenges to the City’s adopted MGMUP.
- Continue to participate actively with the MEDP in matters of economic development.
- Review and update the Volume I (Background Element), Volume II (Goals and Policies), and Volume III (Zoning Ordinance) of the City’s Comprehensive Plan to reflect the community’s vision and needs of the changing population.
- Continue implementation of the adopted Sign Ordinance.
- Begin implementation of the adopted Transportation System Plan (TSP).
- Upon resolution of legal challenges to the MGMUP, develop and implement master plans for the Neighborhood Activity Centers and other plans and policies contained in the MGMUP in order to accommodate projected growth.
- Provide on-going training to staff and elected and appointed officials regarding land use.
- Support improvement activities and plans for the downtown and Northeast Gateway, as may be directed by the City Council.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 68,989 | 93,690 | 76,760 | (16,930) |
| Personal Services | 471,043 | 484,069 | 425,859 | (58,210) |
| Materials & Services | 62,339 | 92,934 | 70,065 | (22,869) |
| Capital Outlay | - | 1,543 | 3,487 | 1,944 |
| Total Expenditures | 533,382 | 578,546 | 499,411 | (79,135) |
| Net Expenditures | (464,393) | (484,856) | (422,651) | (62,205) |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 5.50 | | |
| Associate Planner | | (1.00) | |
| FTE Proposed Budget | | | 4.50 |



The Planning Department is managing the year-long NE Gateway project to create a new urban vision for the historic downtown industrial area east of the railroad tracks.

The Planning Department is part of the City’s Sustainability Committee and directed the City’s first Greenhouse Gas Emissions Audit. In addition, the department helped direct the preparation of an “Action Plan” to help guide City and Council actions relative to sustainability.





General Fund – Planning Dept

Historical Highlights

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



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



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

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

1948 First McMinnville Planning Commission appointed.

1968 McMinnville adopted its first comprehensive Zoning Ordinance.

1968 City’s first downtown master plan also adopted, “Planning for the Central Area.”

1970 City population passes 10,000.

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

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

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

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

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

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



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

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

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

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



2008 Large Format “Big Box” commercial design standards, revised general zoning ordinance regulations, commercial trash enclosures, and new signage standards were drafted by the Planning Department and adopted by the City Council.

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

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

2011 Work begins on the drafting of a revitalization plan for the “Northeast Gateway.” Project is funded by a State grant awarded to the City.



2011 Initial Census 2010 figures are released showing McMinnville’s population at 32,187.



Managing growth and maintain McMinnville’s “Small Town Atmosphere” continue to be important to both citizens and visitors alike.



The Planning Department is ready to begin implementing the McMinnville Growth Management and Urbanization Plan upon a favorable outcome of its appeal to the Oregon Court of Appeals.

General Fund - Planning

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | | |
|---------------------------------|-----------|-------|--------|-------------------------|--------|
| Fund | Number of | Range | Total | <u>Detailed Summary</u> | |
| Department | Employees | | Salary | Page | Amount |
| <u>Permit Technician</u> | 1 | 328 | 46,234 | | |
| General Fund | | | | | |
| Engineering (0.25 FTE) | | | | 20 | 11,559 |
| Planning (0.50 FTE) | | | | 24 | 23,116 |
| Building Fund (0.25 FTE) | | | | 210 | 11,559 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| LICENSES AND PERMITS | | | | | | |
| 7,509 | 7,745 | 6,000 | 4250-05 Planning Fees - Land Use Fees - Administrative Administrative variance, minor land partition, landscape plan review, home occupation permit, and boundary line adjustment application fees. | 4,000 | 4,000 | 4,000 |
| 3,015 | 4,477 | 2,000 | 4250-10 Planning Fees - Land Use Fees - Planning Comm Conditional use permit, variance, Planning Director appeals, and subdivision application fees. | 3,000 | 3,000 | 3,000 |
| 8,265 | 935 | 1,500 | 4250-15 Planning Fees - Land Use Fees - City Council Urban growth boundary amendments, comprehensive plan map and text amendments, Planning Commission appeals, and zone change application fees. | 2,000 | 2,000 | 2,000 |
| 4,290 | 0 | 1,400 | 4250-20 Planning Fees - Annexation Fees Fees to cover Planning Commission public hearings, ballot preparation and notification expenses for proposed annexation measures; i.e. "Segment 1" and "Segment 2" fees. | 1,400 | 1,400 | 1,400 |
| 2,397 | 4,490 | 1,200 | 4250-25 Planning Fees - Building Permit Review Fees Fees to cover Planning Department costs associated with the review of building permit applications. | 1,200 | 1,200 | 1,200 |
| 5,148 | 0 | 13,000 | 4250-30 Planning Fees - Election Fees - Annexations Annexation measure applicant "deposit" for the November 2011 non-general election. | 13,000 | 13,000 | 13,000 |
| 30,625 | 17,647 | 25,100 | TOTAL LICENSES AND PERMITS | 24,600 | 24,600 | 24,600 |
| INTERGOVERNMENTAL | | | | | | |
| 10,500 | 0 | 17,000 | 4535 Federal NPS CLG Grant | 0 | 0 | 0 |
| 49,690 | 51,090 | 51,440 | 5070-05 Water & Light - Economic Development McMinnville Water and Light Department economic development support which helps to fund City economic development functions and Planning Department current and long-range planning activities. | 52,060 | 52,060 | 52,060 |
| 60,190 | 51,090 | 68,440 | TOTAL INTERGOVERNMENTAL | 52,060 | 52,060 | 52,060 |
| MISCELLANEOUS | | | | | | |
| 301 | 252 | 150 | 6600-99 Other Income - Planning Miscellaneous Planning Department revenues including the sale of maps and documents, and photocopy charges. | 100 | 100 | 100 |
| 301 | 252 | 150 | TOTAL MISCELLANEOUS | 100 | 100 | 100 |
| 91,115 | 68,989 | 93,690 | TOTAL RESOURCES | 76,760 | 76,760 | 76,760 |

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 331,089 | 337,534 | 342,375 | 7000-05 Salaries & Wages - Regular Full Time Planning Director - 1.00 FTE Senior Planner - 1.00 FTE Associate Planner - 1.00 FTE Executive Secretary - 1.00 FTE Permit Technician - Combined Depts - 0.50 FTE | 291,627 | 291,627 | 291,627 |
| 168 | 24 | 300 | 7000-20 Salaries & Wages - Overtime | 300 | 300 | 300 |
| 19,827 | 20,141 | 21,246 | 7300-05 Fringe Benefits - FICA - Social Security | 18,100 | 18,100 | 18,100 |
| 4,637 | 4,710 | 4,968 | 7300-06 Fringe Benefits - FICA - Medicare | 4,232 | 4,232 | 4,232 |
| 75,506 | 65,413 | 66,349 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 68,031 | 68,031 | 68,031 |
| 37,821 | 36,105 | 41,024 | 7300-20 Fringe Benefits - Medical Insurance | 37,224 | 37,224 | 36,696 |
| 344 | 346 | 347 | 7300-25 Fringe Benefits - Life Insurance | 284 | 284 | 284 |
| 1,838 | 1,863 | 1,886 | 7300-30 Fringe Benefits - Long Term Disability | 1,596 | 1,596 | 1,596 |
| 4,112 | 4,765 | 5,414 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 4,334 | 4,334 | 4,334 |
| 138 | 141 | 160 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 131 | 131 | 131 |
| 475,479 | 471,043 | 484,069 | TOTAL PERSONAL SERVICES | 425,859 | 425,859 | 425,331 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|-------|-------|-------|
| 5,007 | 1,260 | 3,000 | 7520 Public Notices & Printing Legal notices for Citizens Advisory Committee (CAC), Planning Commission and City Council hearings on land-use; printing brochures, forms, and plan documents including the Zoning Ordinance. Publication, notification and ballot preparation expenses. | 4,000 | 4,000 | 4,000 |
| 148 | 207 | 700 | 7540 Employee Development | 500 | 500 | 500 |
| 3,411 | 1,564 | 1,000 | 7550 Travel & Education Attendance at educational conferences; e.g., League of Oregon Cities, American Planning Association seminars, and Oregon Planner's Institute. Memberships in professional organizations, trips to out-of-town meetings, and Planning Commission training and dinners are also included. | 2,000 | 2,000 | 2,000 |
| 0 | 161 | 200 | 7590 Fuel - Vehicle & Equipment Vehicle expense - 50% shared with Engineering Department. | 200 | 200 | 200 |
| 3,072 | 2,470 | 3,100 | 7600 Electric & Natural Gas Department's share of Community Development Center electricity expense, ~37%. | 2,800 | 2,800 | 2,800 |
| 3,100 | 2,400 | 1,634 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 1,670 | 1,670 | 1,670 |
| 800 | 700 | 477 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 510 | 510 | 510 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 4,096 | 4,004 | 5,500 | 7620 | Telecommunications | | 3,750 | 3,750 | 3,750 |
| 2,237 | 2,202 | 2,500 | 7650 | Janitorial Department's share of Community Development Center janitorial service and supply costs, ~37%. | | 2,800 | 2,800 | 2,800 |
| 4,924 | 3,328 | 3,000 | 7660 | Materials & Supplies Office supplies and planning publications. | | 4,500 | 4,500 | 4,500 |
| 0 | 5,000 | 5,000 | 7660-27 | Materials & Supplies - Downtown Project Develop/Improve | | 0 | 0 | 1,000 |
| 9,244 | 0 | 17,000 | 7710 | Materials & Supplies - Grants | | 0 | 0 | 0 |
| 739 | 182 | 1,850 | 7720-08 | Repairs & Maintenance - Building Repairs Department's share of Community Development Center's repairs and improvements, ~37%. | | 5,200 | 5,200 | 5,200 |
| 867 | 1,130 | 1,700 | 7720-10 | Repairs & Maintenance - Building Maintenance Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~37%. | | 2,500 | 2,500 | 2,500 |
| 1,352 | 1,093 | 1,070 | 7750 | Professional Services | | 6,480 | 6,480 | 6,480 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 1,430 | 1,430 | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| | | | | City ward boundry redistricting - MWVCOG | 1 | 5,000 | 5,000 | |
| 5,935 | 15,094 | 8,000 | 7750-09 | Professional Services - Legal Contract attorney services to assist the City with addressing the pending Oregon Court of Appeals decision as regard the adopted "McMinnville Growth Management and Urbanization Plan." | | 5,000 | 5,000 | 5,000 |
| 5,148 | 0 | 13,000 | 7750-30 | Professional Services - Annexation Elections Election expenses related to the November 2011 election; City reimbursed by applicant(s) through revenue account 4250-30, Planning Fees-Election Fees-Annexation. | | 13,000 | 13,000 | 13,000 |
| 0 | 0 | 0 | 7760-07 | Professional Svcs - Plan/Study - Downtown Master Plan Funds to study a City Council approved (pending) Tax Increment Financing program for downtown. | | 0 | 15,000 | 15,000 |
| 0 | 0 | 0 | 7760-15 | Professional Svcs - Plan/Study - DLCD Urban Growth Boundary | | 0 | 0 | 0 |
| 1,842 | 1,836 | 1,800 | 7790-20 | Maintenance & Rental Contracts - Community Development Center Department's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~37%. | | 2,300 | 2,300 | 2,300 |
| 0 | 378 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 9,388 | 17,912 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 11,750 | 1,418 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :07 - PLANNING Section :N/A Program :N/A | | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 12,033 | 7840 | M & S Computer Charges | | | 8,135 | 8,135 | 8,221 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 8,221 | 8,221 | | |
| 0 | 0 | 10,370 | 7840-15 | M & S Computer Charges - Planning | | | 4,720 | 4,720 | 4,720 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Dual monitors - Jennifer L. | 1 | 600 | 600 | | |
| | | | | Warranty extensions - 2 desktops and 1 printer | 1 | 750 | 750 | | |
| | | | | Accela Permits Plus - 90% shared with Engineering & Building | 1 | 1,550 | 1,550 | | |
| | | | | AutoCAD maintenance renewal - 50% shared with Engineering | 1 | 650 | 650 | | |
| | | | | ESRI ArcIMS Mapping - shared w/ Eng,Park Maint,Street,Bldg,& WWS | 1 | 1,170 | 1,170 | | |
| 73,057 | 62,339 | 92,934 | <u>TOTAL MATERIALS AND SERVICES</u> | | | | 70,065 | 85,065 | 86,151 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | | |
| 0 | 0 | 1,543 | 8750 | Capital Outlay Computer Charges | | | 3,487 | 3,487 | 3,487 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 3,487 | 3,487 | | |
| 0 | 0 | 1,543 | <u>TOTAL CAPITAL OUTLAY</u> | | | | 3,487 | 3,487 | 3,487 |
| 548,536 | 533,381 | 578,546 | <u>TOTAL REQUIREMENTS</u> | | | | 499,411 | 514,411 | 514,969 |



POLICE DEPARTMENT



Organization Set – Sections

- Chief's Office**
- Field Operations**
- Special Operations**
- Support Services**
- Community Relations**

Organization Set #

01-11-040
01-11-043
01-11-046
01-11-049
01-11-052



Budget Highlights

The Police Department (PD) is committed to the safety and livability of our community. The proposed 2011-12 budget reflects our best efforts to maintain the core services within available resources and funding. The Department's priorities are community safety, the investigation of criminal activity and solving community livability issues.



- **Addition of a dedicated Traffic Education and Enforcement Officer** --- The addition of a dedicated traffic officer will enhance the PD's ability to promote safe and efficient traffic flow. During 2010-11, when the PD was unable to consistently deploy a traffic officer, traffic accidents in the City of McMinnville increased by 25%. In conjunction with a focus on traffic safety issues, the traffic officer will also assist in disrupting the trafficking of narcotics in McMinnville by making drug interdiction traffic stops a high priority.

Core Services

Field Operations

- Emergency and non-emergency calls-for-service response.
- Initial and follow-up investigation of misdemeanor crimes and violations.
- Initial investigation of felony crimes. (Detectives follow-up on long-term investigations of person and property crimes.)
- Traffic enforcement.
- Serious injury crash investigations.
- Special event coverage.
- Participation in multi-agency accident investigation team.
- Parking enforcement and radar trailer placement.
- Code enforcement, i.e., abandoned vehicles, trash complaints, grass, illegal dumping and sign postings, etc.
- Subpoena service.

Special Operations

- The investigation of mandated and the most serious felony person crimes; i.e., homicide, rape, child abuse, etc.
- The investigation of all serious person and property crimes.
- High School Resource Officers (SRO)
- Participation in multi-agency narcotics investigation team.
- Public Information
- Emergency Management
- Liaison to State and Federal agencies.

Support Operations

- Police records management and reporting required by law.
- Records requests; i.e., information, police report copies, etc.
- Evidence and found property management and disposal.
- Professional standards.
- Technology Development
- Community Relations
- Facilitate community safety and educational events; i.e., National Night Out, Kids' Bicycle and Safety Fair, Parent-aid Drug Awareness Program, Citizens' Police Academy, and Senior Citizen Safety and Awareness programs.

Future Challenges and Opportunities

Current Economic Trends and Criminal Activity

Person and property crime in McMinnville continues to increase. According to the most recent FBI Statistics, of the ten cities in Oregon with a population of 25,000 to 50,000, McMinnville ranks 2nd in rate of violent crime and 4th in property crime for 2009. Preliminary numbers for 2010 suggest these numbers will not decrease.

Anticipated Rise in Gang Activity

Gang activity continues to increase throughout the Willamette Valley and Portland Metro areas. McMinnville also is seeing an increase and expects that gang violence and vandalism in McMinnville will continue to follow the trends in the region.

General Fund – Police

2011 – 2012 Proposed Budget --- Budget Summary

Future Challenges and Opportunities (con't)

Professional Standards

Although temporarily on hold for the past year, the PD is still committed to best practices in law enforcement and becoming accredited through the Oregon Accreditation Alliance. Accreditation through the Alliance will help to ensure that the PD's policies and practices are consistent with Oregon law, as well as state and national standards.

Staffing/Workload Analysis

Police Department resources will continue to be allocated to prioritize emergency response and the delivery of essential services. The PD hopes to perform a comprehensive workload and staffing analysis to ensure efficient use of resources to meet the community's needs. Currently, the PD response to emergencies is generally acceptable; however, response to non-emergency calls-for-service is often delayed and most times response to livability issues is limited.

Federal, State and Local Assistance and Resources

With the economic trends impacting all of our partners at the Federal, State and Local levels, the PD continually can rely less and less on outside assistance. Currently the PD works with these agencies in the areas of training, accident investigation, drug enforcement, major crime investigations, crime scene processing and intelligence sharing. A reduction in these resources impacts the PD's ability to respond to unusual situations such as incidents related to bombs, SWAT, riot control and other disasters.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 206,231 | 171,985 | 152,005 | (19,980) |
| Personal Services | 4,656,509 | 4,718,138 | 4,997,762 | 279,624 |
| Materials & Services | 732,785 | 745,951 | 787,143 | 41,192 |
| Capital Outlay | 100,314 | 80,374 | 182,700 | 102,326 |
| Debt Service | 8,035 | - | - | - |
| Total Expenditures | 5,497,643 | 5,544,463 | 5,967,605 | 423,142 |
| Net Expenditures | (5,291,412) | (5,372,478) | (5,815,600) | 443,122 |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|-----------------------------------|------------------------------|--------------------|-------------------------------|
| FTE Adopted Budget | 43.04 | | |
| Police Officer - Traffic | | 1.00 | |
| Extra Help - Facility Maintenance | | 0.07 | |
| Extra Help - Investigations | | 0.03 | |
| Extra Help - Police Reserves | | <u>0.02</u> | |
| FTE Proposed Budget | | <u>1.12</u> | 44.16 |

2001 New Evidence Storage Building opens for PD use next to the Water Reclamation Facility.

2002 School District funding for school resource officer assigned to middle schools is lost. Officer returns to patrol duties.

2003 DARE Program eliminated and officer returned to patrol duties due to severe citywide budget shortfall.

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

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

2006 Police Department begins deploying tasers.



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

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

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

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



2008 Police move into new Public Safety Building.



2008 Addition of a second motorcycle officer.

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

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

2010 Dedicated traffic enforcement team eliminated due to budget constraints.

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

2011 Tactical support team created through grants and donations.



2011 One full-time motorcycle traffic enforcement position reinstated.

General Fund - Police

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> | |
|---|---------------------------------------|------------------------|-------|-----------------|-------------------------|--------|
| Fund | Department Section Program | | | | Page | Amount |
| <u>Police Community Support Coordinator</u> | | 1 | 140 | 55,471 | | |
| General Fund | Police | | | | | |
| | Field Operations | | | | | |
| | Code / Parking Enforcement (0.98 FTE) | | | | 41 | 54,362 |
| Street Fund (0.02 FTE) | | | | | 172 | 1,109 |



**POLICE DEPARTMENT
Chief's Office**



Organization Set – Programs

- Administration
- Building Maintenance

Organization Set #

01-11-040-501
01-11-040-550

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

RESOURCES

INTERGOVERNMENTAL

| | | | | | | | |
|-------|-------|--------|----------------|---|--------------|-----------------|--------------|
| 435 | 0 | 0 | 4545 | Federal FEMA Grant | 0 | 0 | 0 |
| 0 | 0 | 39,162 | 4547-20 | Federal Stimulus Funds - Justice Assist Recovery Grant | 0 | 0 | 0 |
| 0 | 3,495 | 4,893 | 4560 | BVP Grant Federal Bulletproof Vest Partnership Grant which funds 50% of the bulletproof vest purchases. | 5,720 | 5,720 | 5,720 |
| 1,053 | 0 | 0 | 4560-08 | BVP Grant - 2008 | 0 | 0 | 0 |
| 0 | 30 | 0 | 4590-25 | ODOT Federal Grants - Pedestrian Safety Grant | 0 | 0 | 0 |
| 6,320 | 6,860 | 9,100 | 4600 | Traffic Safety Grant-DUII | 13,000 | 13,000 | 13,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | 2011 awarded grant - funds remaining | 1 | 4,500 | 4,500 |
| | | | | 2012 grant - application to be processed | 1 | 8,500 | 8,500 |
| 4,420 | 9,440 | 11,430 | 4610 | Traffic Safety Grant-Safety Belt | 12,000 | 12,000 | 12,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | 2011 awarded grant - remaining funds | 1 | 4,000 | 4,000 |
| | | | | 2012 grant - application to be processed | 1 | 8,000 | 8,000 |

| | | | | | | | |
|---------------|---------------|---------------|--------------------------------|--|---------------|---------------|---------------|
| 12,228 | 19,825 | 64,585 | TOTAL INTERGOVERNMENTAL | | 30,720 | 30,720 | 30,720 |
|---------------|---------------|---------------|--------------------------------|--|---------------|---------------|---------------|

CHARGES FOR SERVICES

| | | | | | | | |
|--------|--------|--------|----------------|---|--------|--------|--------|
| 18,414 | 13,565 | 10,000 | 5330 | Police Fees Fees charged by the Police Department per service: 25 Video or audio recording per listen 15 Non criminal fingerprinting 5 Photocopy per police report | 7,000 | 7,000 | 7,000 |
| 0 | 8,525 | 17,300 | 5400-30 | Property Rentals - YCOM Yamhill Communications Agency (YCOM) 100% rent phase-in. | 25,835 | 25,835 | 25,835 |

| | | | | | | | |
|---------------|---------------|---------------|-----------------------------------|--|---------------|---------------|---------------|
| 18,414 | 22,090 | 27,300 | TOTAL CHARGES FOR SERVICES | | 32,835 | 32,835 | 32,835 |
|---------------|---------------|---------------|-----------------------------------|--|---------------|---------------|---------------|

MISCELLANEOUS

| | | | | | | | |
|-------|-------|-------|----------------|--|-------|-------|-------|
| 1,739 | 3,824 | 5,000 | 6400 | Donations - Police | 5,000 | 5,000 | 5,000 |
| 4,750 | 3,417 | 0 | 6600-05 | Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job after a worker's compensation injury for up to three months. | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 670 | 1,544 | 2,000 | 6600-25 Other Income - PD Reserves Revenue received for police reserve coverage of special events, primarily from Linfield College and McMinnville School District #40. | 2,500 | 2,500 | 2,500 |
| 10,546 | 33,997 | 15,000 | 6600-95 Other Income - Police Miscellaneous police revenue including unclaimed property and surplus property sale; police officer witness fees for appearing in other than Municipal Court, such as before the Grand Jury or Circuit Court; and special event police officer coverage, primarily received from Linfield College and McMinnville School District #40. | 20,000 | 20,000 | 20,000 |
| 17,705 | 42,783 | 22,000 | <u>TOTAL MISCELLANEOUS</u> | 27,500 | 27,500 | 27,500 |
| 48,346 | 84,698 | 113,885 | TOTAL RESOURCES | 91,055 | 91,055 | 91,055 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 144,830 | 146,994 | 148,056 | 7000-05 Salaries & Wages - Regular Full Time Police Chief - 1.00 FTE Executive Assistant - 1.00 FTE | 149,832 | 149,832 | 149,832 |
| 5,400 | 5,400 | 5,400 | 7000-30 Salaries & Wages - Auto Allowance Police Chief's \$450 per month automobile allowance. | 5,400 | 5,400 | 5,400 |
| 9,002 | 8,911 | 9,296 | 7300-05 Fringe Benefits - FICA - Social Security | 9,328 | 9,328 | 9,328 |
| 2,121 | 2,084 | 2,225 | 7300-06 Fringe Benefits - FICA - Medicare | 2,251 | 2,251 | 2,251 |
| 34,210 | 29,665 | 29,860 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 35,671 | 35,671 | 35,671 |
| 13,544 | 13,979 | 14,118 | 7300-20 Fringe Benefits - Medical Insurance | 14,576 | 14,576 | 14,324 |
| 125 | 126 | 126 | 7300-25 Fringe Benefits - Life Insurance | 126 | 126 | 126 |
| 841 | 824 | 830 | 7300-30 Fringe Benefits - Long Term Disability | 838 | 838 | 838 |
| 5,057 | 3,886 | 4,525 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,386 | 3,386 | 3,386 |
| 50 | 50 | 58 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 58 | 58 | 58 |
| 215,180 | 211,919 | 214,494 | TOTAL PERSONAL SERVICES | 221,466 | 221,466 | 221,214 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 566 | 1,723 | 1,500 | 7520 Public Notices & Printing Advertising for employment positions, community events, and newspaper subscriptions. | 1,500 | 1,500 | 1,500 |
| 246 | 601 | 1,500 | 7530 Safety Training/OSHA | 750 | 750 | 750 |
| 1,589 | 1,699 | 2,900 | 7540 Employee Development | 2,100 | 2,100 | 2,100 |
| 4,609 | 3,999 | 3,260 | 7550 Travel & Education | 4,320 | 4,320 | 4,320 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Executive Assistant training | 1 | 450 | 450 |
| | | | Chaplain training | 1 | 560 | 560 |
| | | | Police Chief training | 1 | 2,200 | 2,200 |
| | | | Memberships | 1 | 1,110 | 1,110 |
| 0 | 30 | 0 | 7555 Travel & Education - Grants | 0 | 0 | 0 |
| 2,109 | 2,313 | 3,000 | 7570 Dept Employee Recognition Employees, volunteers, and reserves appreciation dinner, plaques, certificates, etc. | 3,000 | 3,000 | 3,000 |
| 817 | 936 | 1,000 | 7590 Fuel - Vehicle & Equipment | 1,000 | 1,000 | 1,000 |
| 80,400 | 67,800 | 43,370 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 46,310 | 46,310 | 46,310 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 7,400 | 8,000 | 5,314 | 7610-10 | Insurance - Property | | 4,990 | 4,990 | 4,990 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | |
| 7,664 | 5,307 | 6,045 | 7620 | Telecommunications | | 5,605 | 5,605 | 5,605 |
| 746 | 800 | 1,260 | 7630-05 | Uniforms - Employee | | 1,200 | 1,200 | 1,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Chief, Executive Assistant and Chaplains | 1 | 1,200 | 1,200 | |
| 32,554 | 19,769 | 26,300 | 7660 | Materials & Supplies | | 23,050 | 23,050 | 23,050 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Supplies; paper, file folders, notebooks, pens | 1 | 5,500 | 5,500 | |
| | | | | Form printing | 1 | 6,000 | 6,000 | |
| | | | | Postage | 1 | 6,800 | 6,800 | |
| | | | | Toner cartridges | 1 | 3,500 | 3,500 | |
| | | | | Frieght & shipping charges | 1 | 1,000 | 1,000 | |
| | | | | Photo development | 1 | 250 | 250 | |
| 0 | 0 | 9,552 | 7660-25 | Materials & Supplies - Grants | | 0 | 0 | 0 |
| 1,739 | 3,824 | 5,000 | 7680 | Materials & Supplies - Donations | | 5,000 | 5,000 | 5,000 |
| | | | | Materials and supplies purchases funded by revenue account 6400, Donations - Police. | | | | |
| 450 | 356 | 500 | 7720-14 | Repairs & Maintenance - Vehicles | | 500 | 500 | 500 |
| 12,296 | 11,180 | 22,750 | 7750 | Professional Services | | 23,435 | 23,435 | 23,435 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 5,860 | 5,860 | |
| | | | | Crime Reports.com annual service fee | 1 | 1,200 | 1,200 | |
| | | | | New employee testing; physicals, psych evals, drug screen | 2 | 1,150 | 2,300 | |
| | | | | Annual maintenance of radio infrastructure | 1 | 10,000 | 10,000 | |
| | | | | New reserve testing; physicals, psych evals, drug screen | 3 | 1,150 | 3,450 | |
| | | | | Miscellaneous services | 1 | 625 | 625 | |
| 28,500 | 0 | 0 | 7770-60 | Professional Services - Projects - Radio System | | 0 | 0 | 0 |
| 2,885 | 878 | 500 | 7800 | M & S Equipment | | 500 | 500 | 500 |
| | | | | Miscellaneous office furniture | | | | |
| 0 | 0 | 9,786 | 7820 | M & S Equipment - Grants | | 11,440 | 11,440 | 11,440 |
| | | | | 2011 BVP Grant - To replace 16 vests that will expire in fiscal year 2011-2012. | | | | |
| 2,105 | 3,495 | 0 | 7820-08 | M & S Equipment - Grants - BVP - 2008 | | 0 | 0 | 0 |
| 0 | 3,575 | 0 | 7820-09 | M & S Equipment - Grants - BVP - 2009 | | 0 | 0 | 0 |
| 186,673 | 136,286 | 143,537 | TOTAL MATERIALS AND SERVICES | | | 134,700 | 134,700 | 134,700 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| | | | <u>CAPITAL OUTLAY</u> | | | |
| 0 | 0 | 20,350 | Equipment - Grants | 0 | 0 | 0 |
| 0 | 0 | 20,350 | <u>TOTAL CAPITAL OUTLAY</u> | 0 | 0 | 0 |
| 401,853 | 348,204 | 378,381 | <u>TOTAL REQUIREMENTS</u> | 356,166 | 356,166 | 355,914 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :550 - BUILDING MAINTENANCE | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|---------------|---------------|---------------|---|---------------|---------------|---------------|
| 9,407 | 24,555 | 25,650 | 7000-15 Salaries & Wages - Temporary Extra Help - Facility Maintenance - 0.69 FTE | 28,300 | 28,300 | 28,300 |
| 583 | 1,522 | 1,590 | 7300-05 Fringe Benefits - FICA - Social Security | 1,755 | 1,755 | 1,755 |
| 136 | 356 | 372 | 7300-06 Fringe Benefits - FICA - Medicare | 410 | 410 | 410 |
| 0 | 3,624 | 3,078 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 5,677 | 5,677 | 5,677 |
| 327 | 798 | 877 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,044 | 1,044 | 1,044 |
| 7 | 17 | 18 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 20 | 20 | 20 |
| 10,461 | 30,873 | 31,585 | TOTAL PERSONAL SERVICES | 37,206 | 37,206 | 37,206 |

MATERIALS AND SERVICES

| | | | | | | |
|---------------|----------------|----------------|---|----------------|-----------------|----------------|
| 38,993 | 41,812 | 41,500 | 7600 Electric & Natural Gas | 45,000 | 45,000 | 45,000 |
| 600 | 1,600 | 953 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 1,090 | 1,090 | 1,090 |
| 3,000 | 6,700 | 4,905 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 4,560 | 4,560 | 4,560 |
| 0 | 0 | 100 | 7630-05 Uniforms - Employee | 100 | 100 | 100 |
| 38,204 | 38,204 | 21,000 | 7650-10 Janitorial - Services | 18,000 | 18,000 | 18,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Janitorial services | 1 | 15,000 | 15,000 |
| | | | Carpet cleaning | 2 | 1,500 | 3,000 |
| 2,245 | 2,324 | 3,000 | 7650-15 Janitorial - Supplies | 3,000 | 3,000 | 3,000 |
| 15,856 | 34,779 | 35,500 | 7720-10 Repairs & Maintenance - Building Maintenance | 42,247 | 42,247 | 42,247 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Christmas lighting | 1 | 1,400 | 1,400 |
| | | | Cascadia landscaping | 1 | 4,400 | 4,400 |
| | | | Garbage and recycle service | 1 | 3,850 | 3,850 |
| | | | Additional repairs, maintenance, and misc. supplies, as needed | 1 | 13,485 | 13,485 |
| | | | Permits and inspections | 1 | 2,100 | 2,100 |
| | | | Service agreements and contracts | 1 | 17,012 | 17,012 |
| 98,899 | 125,420 | 106,958 | TOTAL MATERIALS AND SERVICES | 113,997 | 113,997 | 113,997 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :040 - CHIEF'S OFFICE Program :550 - BUILDING MAINTENANCE | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 0 | 7,417 | 0 | 8710 Equipment | 0 | 0 | 0 |
| 0 | 7,417 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | 0 | 0 | 0 |
| 109,360 | 163,710 | 138,543 | <u>TOTAL REQUIREMENTS</u> | 151,203 | 151,203 | 151,203 |



**POLICE DEPARTMENT
Field Operations**



Organization Set – Programs

- **Administration**
- **Patrol**
- **Traffic**
- **Code/Parking Enforcement**
- **Reserves**
- **Canine**

Organization Set #

01-11-043-501
01-11-043-553
01-11-043-556
01-11-043-559
01-11-043-562
01-11-043-565

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 89,061 | 90,590 | 87,412 | 7000-05 Salaries & Wages - Regular Full Time Police Captain - Field Operations - 1.00 FTE | 90,231 | 90,231 | 90,231 |
| 5,297 | 5,307 | 5,420 | 7300-05 Fringe Benefits - FICA - Social Security | 5,594 | 5,594 | 5,594 |
| 1,239 | 1,241 | 1,267 | 7300-06 Fringe Benefits - FICA - Medicare | 1,308 | 1,308 | 1,308 |
| 20,181 | 18,055 | 17,421 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 21,764 | 21,764 | 21,764 |
| 13,544 | 11,895 | 14,118 | 7300-20 Fringe Benefits - Medical Insurance | 14,576 | 14,576 | 14,324 |
| 63 | 52 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 516 | 390 | 484 | 7300-30 Fringe Benefits - Long Term Disability | 500 | 500 | 500 |
| 3,937 | 2,929 | 3,514 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,653 | 2,653 | 2,653 |
| 24 | 25 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 29 | 29 | 29 |
| 133,862 | 130,483 | 129,728 | TOTAL PERSONAL SERVICES | 136,718 | 136,718 | 136,466 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 6,647 | 3,011 | 1,430 | 7530 Safety Training/OSHA | 4,430 | 4,430 | 4,430 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Automated external defibrillators (AED's) | 2 | 1,600 | 3,200 |
| | | | Other safety and OSHA equipment | 1 | 1,230 | 1,230 |
| 3,733 | 829 | 1,550 | 7550 Travel & Education | 2,500 | 2,500 | 2,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Memberships | 1 | 300 | 300 |
| | | | Captain training and development | 1 | 2,200 | 2,200 |
| 1,255 | 1,148 | 1,800 | 7590 Fuel - Vehicle & Equipment | 2,000 | 2,000 | 2,000 |
| 19,206 | 19,894 | 20,676 | 7620 Telecommunications Includes telecommunications for entire Field Operations Division. | 21,708 | 21,708 | 21,708 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Nextel service for Division | 12 | 894 | 10,728 |
| | | | Verizon wireless service for five units | 12 | 15 | 180 |
| | | | Yamhill County Telecom - landlines | 15 | 600 | 9,000 |
| | | | Yamhill County Telecom - voicemail | 20 | 65 | 1,300 |
| | | | Blackbox services - phone moves, programming | 1 | 500 | 500 |
| 165 | 373 | 700 | 7630-05 Uniforms - Employee | 700 | 700 | 700 |
| 448 | 329 | 500 | 7660 Materials & Supplies | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,681 | 3,247 | 6,250 | 7750 | Professional Services | | 6,050 | 6,050 | 6,050 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | In-custody hospital bills for jail clearance and detox | 1 | 6,000 | 6,000 | |
| | | | | Section 125 administration fee | 1 | 50 | 50 | |
| 900 | 194 | 350 | 7800 | M & S Equipment | | 350 | 350 | 350 |
| 36,035 | 29,025 | 33,256 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 38,238 | 38,238 | 38,238 |
| 169,897 | 159,507 | 162,984 | | TOTAL REQUIREMENTS | | 174,956 | 174,956 | 174,704 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

| PERSONAL SERVICES | | | | | | | |
|--------------------------|------------------|------------------|---|--|------------------|------------------|------------------|
| 1,393,376 | 1,417,408 | 1,614,585 | 7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Patrol - 6.00 FTE Police Officer - Patrol - 18.00 FTE | | 1,648,429 | 1,648,429 | 1,705,973 |
| 224,259 | 229,248 | 245,007 | 7000-20 Salaries & Wages - Overtime | | 245,050 | 245,050 | 250,978 |
| 99,470 | 101,620 | 105,962 | 7300-05 Fringe Benefits - FICA - Social Security | | 107,798 | 107,798 | 111,386 |
| 23,263 | 23,766 | 26,963 | 7300-06 Fringe Benefits - FICA - Medicare | | 27,455 | 27,455 | 28,375 |
| 352,680 | 311,126 | 376,980 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | | 448,139 | 448,139 | 463,109 |
| 331,002 | 341,705 | 384,940 | 7300-20 Fringe Benefits - Medical Insurance | | 390,480 | 390,480 | 378,000 |
| 1,440 | 1,415 | 1,512 | 7300-25 Fringe Benefits - Life Insurance | | 1,512 | 1,512 | 1,512 |
| 7,387 | 7,292 | 8,242 | 7300-30 Fringe Benefits - Long Term Disability | | 8,398 | 8,398 | 8,712 |
| 68,506 | 57,095 | 74,753 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | | 55,665 | 55,665 | 57,534 |
| 657 | 651 | 696 | 7300-37 Fringe Benefits - Workers' Benefit Fund | | 696 | 696 | 696 |
| 4,008 | 6,256 | 12,699 | 7300-40 Fringe Benefits - Unemployment | | 5,000 | 5,000 | 5,000 |
| 249 | 0 | 0 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | | 0 | 0 | 0 |
| 2,506,298 | 2,497,581 | 2,852,339 | TOTAL PERSONAL SERVICES | | 2,938,622 | 2,938,622 | 3,011,275 |

| MATERIALS AND SERVICES | | | | | | | |
|-------------------------------|--------|--------|---|--------------|-----------------|--------------|--------|
| 5,796 | 6,432 | 4,700 | 7550 Travel & Education | | 7,400 | 7,400 | 7,400 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Division assigned training | 3 | 1,800 | 5,400 | |
| | | | Leadership training | 1 | 1,000 | 1,000 | |
| | | | Tactical team training - less lethal options | 1 | 1,000 | 1,000 | |
| 41,607 | 43,331 | 64,000 | 7590 Fuel - Vehicle & Equipment | | 70,000 | 70,000 | 70,000 |
| 15,662 | 12,801 | 16,500 | 7630-05 Uniforms - Employee | | 16,500 | 16,500 | 16,500 |
| 10,280 | 8,338 | 8,600 | 7660 Materials & Supplies | | 9,600 | 9,600 | 9,600 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Batteries, CD's, forms, etc | 1 | 9,000 | 9,000 | |
| | | | Replacement of Honor Guard flag; misc supplies | 1 | 600 | 600 | |
| 1,938 | 40 | 3,000 | 7720 Repairs & Maintenance | | 1,000 | 1,000 | 1,000 |
| 30,911 | 28,053 | 33,000 | 7720-14 Repairs & Maintenance - Vehicles | | 34,200 | 34,200 | 34,200 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :553 - PATROL | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------|------------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 4,318 | 2,822 | 0 | 7720-16 | Repairs & Maintenance - Radio & Pagers | | 0 | 0 | 0 |
| | | | Budget Note: Consolidated into Special Operations - Administration; org set # 01-11-046-501.7720-16. | | | | | |
| 1,384 | 1,899 | 2,000 | 7720-20 | Repairs & Maintenance - Vehicle Electronics | | 2,000 | 2,000 | 2,000 |
| 0 | 77 | 100 | 7750 | Professional Services | | 130 | 130 | 130 |
| 10,074 | 9,813 | 2,810 | 7800 | M & S Equipment | | 31,300 | 31,300 | 31,300 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Tactical ballistic vest with armor plates | 9 | 2,000 | 18,000 | | |
| | | | Ammunition for tactical team training | 1 | 5,600 | 5,600 | | |
| | | | Gas masks with extra filter | 1 | 3,500 | 3,500 | | |
| | | | Miscellaneous equip - ballistic blanket, rain gear, camera, etc. | 1 | 4,200 | 4,200 | | |
| 121,970 | 113,606 | 134,710 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 172,130 | 172,130 | 172,130 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 29,564 | 54,314 | 58,500 | 8850 | Vehicles | | 103,500 | 103,500 | 103,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Patrol vehicles | 3 | 25,000 | 75,000 | | |
| | | | Equipment transfer and set-up for three new vehicles | 3 | 9,500 | 28,500 | | |
| 29,564 | 54,314 | 58,500 | <u>TOTAL CAPITAL OUTLAY</u> | | | 103,500 | 103,500 | 103,500 |
| 2,657,831 | 2,665,501 | 3,045,549 | <u>TOTAL REQUIREMENTS</u> | | | 3,214,252 | 3,214,252 | 3,286,905 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| 105,406 | 130,768 | 0 | 7000-05 | Salaries & Wages - Regular Full Time | | 70,421 | 70,421 | 70,238 |
| | | | | Police Officer - Traffic - 1.00 FTE | | | | |
| 12,477 | 15,471 | 0 | 7000-20 | Salaries & Wages - Overtime | | 0 | 0 | 0 |
| 7,223 | 8,957 | 0 | 7300-05 | Fringe Benefits - FICA - Social Security | | 4,366 | 4,366 | 4,355 |
| 1,689 | 2,095 | 0 | 7300-06 | Fringe Benefits - FICA - Medicare | | 1,021 | 1,021 | 1,018 |
| 26,712 | 29,145 | 0 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | | 16,985 | 16,985 | 16,941 |
| 26,381 | 33,565 | 0 | 7300-20 | Fringe Benefits - Medical Insurance | | 18,390 | 18,390 | 17,794 |
| 102 | 123 | 0 | 7300-25 | Fringe Benefits - Life Insurance | | 63 | 63 | 63 |
| 537 | 650 | 0 | 7300-30 | Fringe Benefits - Long Term Disability | | 346 | 346 | 346 |
| 4,952 | 5,120 | 0 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 2,070 | 2,070 | 2,065 |
| 44 | 58 | 0 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 29 | 29 | 29 |
| 185,524 | 225,952 | 0 | TOTAL PERSONAL SERVICES | | | 113,691 | 113,691 | 112,849 |
| MATERIALS AND SERVICES | | | | | | | | |
| 1,898 | 1,847 | 1,090 | 7550 | Travel & Education | | 2,090 | 2,090 | 2,090 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Membership - North America motor officer association | 3 | 30 | 90 | |
| | | | | Motorcycle training | 2 | 1,000 | 2,000 | |
| 2,061 | 2,284 | 500 | 7590 | Fuel - Vehicle & Equipment | | 2,500 | 2,500 | 2,500 |
| | | | | Motorcycle fuel. | | | | |
| 3,987 | 1,335 | 1,000 | 7630-05 | Uniforms - Employee | | 2,400 | 2,400 | 2,400 |
| 413 | 364 | 0 | 7660 | Materials & Supplies | | 350 | 350 | 350 |
| 5,001 | 9,478 | 1,000 | 7720-14 | Repairs & Maintenance - Vehicles | | 4,550 | 4,550 | 4,550 |
| | | | | Motorcycle repairs & maintenance. | | | | |
| 1,888 | 2,800 | 0 | 7800 | M & S Equipment | | 3,000 | 3,000 | 3,000 |
| | | | | Purchase of a second moving radar to outfit both motorcycles. | | | | |
| 15,248 | 18,107 | 3,590 | TOTAL MATERIALS AND SERVICES | | | 14,890 | 14,890 | 14,890 |
| CAPITAL OUTLAY | | | | | | | | |
| 6,500 | 0 | 0 | 8850 | Vehicles | | 0 | 0 | 0 |
| 6,500 | 0 | 0 | TOTAL CAPITAL OUTLAY | | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :556 - TRAFFIC | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 207,272 | 244,059 | 3,590 | TOTAL REQUIREMENTS | 128,581 | 128,581 | 127,739 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>FINES AND FORFEITURES</u> | | | | | | |
| 50 | 563 | 500 | 6115 Code Enforcement Fines and forfeiture reimbursement for police department abatements (weeds/rubbish, etc) | 500 | 500 | 500 |
| 50 | 563 | 500 | <u>TOTAL FINES AND FORFEITURES</u> | 500 | 500 | 500 |
| 50 | 563 | 500 | TOTAL RESOURCES | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 91,663 | 97,826 | 102,983 | 7000-05 Salaries & Wages - Regular Full Time Police Community Support Coordinator - 0.98 FTE Parking & Code Enforcement - 1.00 FTE | 104,793 | 104,793 | 104,501 |
| 609 | 3,331 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 1,114 | 432 | 997 | 7000-20 Salaries & Wages - Overtime | 986 | 986 | 1,006 |
| 5,686 | 6,195 | 6,409 | 7300-05 Fringe Benefits - FICA - Social Security | 6,521 | 6,521 | 6,503 |
| 1,330 | 1,449 | 1,507 | 7300-06 Fringe Benefits - FICA - Medicare | 1,533 | 1,533 | 1,530 |
| 21,195 | 18,814 | 19,894 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 23,469 | 23,469 | 23,407 |
| 17,127 | 18,165 | 18,626 | 7300-20 Fringe Benefits - Medical Insurance | 19,556 | 19,556 | 18,978 |
| 122 | 125 | 125 | 7300-25 Fringe Benefits - Life Insurance | 125 | 125 | 125 |
| 491 | 524 | 544 | 7300-30 Fringe Benefits - Long Term Disability | 554 | 554 | 552 |
| 4,022 | 3,587 | 4,180 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,110 | 3,110 | 3,102 |
| 50 | 52 | 58 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 58 | 58 | 58 |
| 803 | 847 | 1,000 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 1,724 | 1,724 | 1,724 |
| 144,212 | 151,347 | 156,323 | TOTAL PERSONAL SERVICES | 162,429 | 162,429 | 161,486 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|--------------|-----------------|--------------|
| 1,071 | 459 | 1,100 | 7550 Travel & Education | 1,100 | 1,100 | 1,100 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Training | 1 | 1,000 | 1,000 |
| | | | Membership - Oregon code enforcement | 2 | 50 | 100 |
| 2,698 | 2,598 | 2,800 | 7590 Fuel - Vehicle & Equipment Fuel for parking scooter, code enforcement vehicle and the volunteer parking patrol vehicle. | 3,000 | 3,000 | 3,000 |
| 1,563 | 843 | 1,500 | 7630-05 Uniforms - Employee Uniforms for Code/Parking Enforcement staff as well as volunteers | 1,500 | 1,500 | 1,500 |
| 1,707 | 1,045 | 1,500 | 7660 Materials & Supplies | 1,500 | 1,500 | 1,500 |
| 3,872 | 3,129 | 2,000 | 7720-14 Repairs & Maintenance - Vehicles | 2,000 | 2,000 | 2,000 |
| 0 | 38 | 50 | 7750 Professional Services | 50 | 50 | 50 |
| 450 | 450 | 2,000 | 7750-08 Professional Services - Code Enforcement Services to clean up yard debris and grass abatements | 3,000 | 3,000 | 3,000 |
| 0 | 209 | 500 | 7800 M & S Equipment | 500 | 500 | 500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :559 - CODE/PARKING ENFORCEMENT | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 11,361 | 8,771 | 11,450 | <u>TOTAL MATERIALS AND SERVICES</u> | 12,650 | 12,650 | 12,650 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 0 | 28,327 | 0 | 8850 Vehicles Replace 1993 Ford Ranger. | 15,500 | 15,500 | 15,500 |
| 0 | 28,327 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | 15,500 | 15,500 | 15,500 |
| 155,573 | 188,445 | 167,773 | <u>TOTAL REQUIREMENTS</u> | 190,579 | 190,579 | 189,636 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :562 - RESERVES | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| 2,846 | 2,790 | 3,500 | 7000-15 | Salaries & Wages - Temporary | | 5,000 | 5,000 | 5,000 |
| | | | | Extra Help - Police Reserves - 0.10 FTE | | | | |
| 176 | 173 | 217 | 7300-05 | Fringe Benefits - FICA - Social Security | | 310 | 310 | 310 |
| 41 | 40 | 51 | 7300-06 | Fringe Benefits - FICA - Medicare | | 73 | 73 | 73 |
| 109 | 107 | 141 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 147 | 147 | 147 |
| 2 | 2 | 2 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 3 | 3 | 3 |
| 0 | 46 | 0 | 7300-40 | Fringe Benefits - Unemployment | | 0 | 0 | 0 |
| 399 | 780 | 945 | 7400-05 | Fringe Benefits - Volunteers - Life Insurance | | 945 | 945 | 945 |
| 1,046 | 1,643 | 2,599 | 7400-10 | Fringe Benefits - Volunteers - Workers' Compensation Insurance | | 2,238 | 2,238 | 2,238 |
| 4,619 | 5,581 | 7,455 | TOTAL PERSONAL SERVICES | | | 8,716 | 8,716 | 8,716 |
| MATERIALS AND SERVICES | | | | | | | | |
| 635 | 2,782 | 600 | 7550 | Travel & Education | | 1,845 | 1,845 | 1,845 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Mid-Valley reserve academy for new reserve officers | 3 | 375 | 1,125 | |
| | | | | Membership - Oregon Assoc of Reserve Police Officers | 12 | 15 | 180 | |
| | | | | Other reserve training | 1 | 540 | 540 | |
| 2,637 | 3,377 | 8,500 | 7630-10 | Uniforms - Volunteer | | 7,800 | 7,800 | 7,800 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Replacement uniforms | 9 | 200 | 1,800 | |
| | | | | Uniforms for new reserve officers | 3 | 2,000 | 6,000 | |
| 30 | 2,702 | 1,500 | 7660 | Materials & Supplies | | 1,500 | 1,500 | 1,500 |
| 3,302 | 8,861 | 10,600 | TOTAL MATERIALS AND SERVICES | | | 11,145 | 11,145 | 11,145 |
| 7,921 | 14,442 | 18,055 | TOTAL REQUIREMENTS | | | 19,861 | 19,861 | 19,861 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>MISCELLANEOUS</u> | | | | | | |
| 0 | 0 | 0 | 6400 Donations - Police | 0 | 0 | 0 |
| 0 | 0 | 0 | <u>TOTAL MISCELLANEOUS</u> | 0 | 0 | 0 |
| 0 | 0 | 0 | <i>TOTAL RESOURCES</i> | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :043 - FIELD OPERATIONS Program :565 - CANINE | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | |
| 4,479 | 2,235 | 2,430 | 7550 | Travel & Education | | 2,980 | 2,980 | 2,980 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Membership - Oregon Police Canine Association | 4 | 20 | 80 | |
| | | | | Training and certifications | 1 | 2,900 | 2,900 | |
| 7,966 | 10,383 | 7,500 | 7660 | Materials & Supplies | | 8,325 | 8,325 | 8,325 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Veterinary care | 1 | 3,800 | 3,800 | |
| | | | | Boarding | 1 | 1,000 | 1,000 | |
| | | | | Vortex lining for vehicle cages | 4 | 300 | 1,200 | |
| | | | | Miscellaneous supplies and equipment | 1 | 2,325 | 2,325 | |
| 12,444 | 12,618 | 9,930 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 11,305 | 11,305 | 11,305 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 10,100 | 0 | 0 | 8710-15 | Equipment - Canine | | 0 | 0 | 0 |
| 10,100 | 0 | 0 | | <u>TOTAL CAPITAL OUTLAY</u> | | 0 | 0 | 0 |
| 22,544 | 12,618 | 9,930 | | <u>TOTAL REQUIREMENTS</u> | | 11,305 | 11,305 | 11,305 |



**POLICE DEPARTMENT
Special Operations**



Organization Set – Programs

- **Administration**
- **Investigations**
- **Narcotics**
- **School Resource**
- **In-Service Training**

Organization Set #

01-11-046-501
01-11-046-568
01-11-046-571
01-11-046-574
01-11-046-577

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 93,017 | 91,157 | 92,227 | 7000-05 Salaries & Wages - Regular Full Time Police Captain - Special Operations - 1.00 FTE | 93,887 | 93,887 | 93,887 |
| 5,247 | 5,376 | 5,718 | 7300-05 Fringe Benefits - FICA - Social Security | 5,821 | 5,821 | 5,821 |
| 1,227 | 1,257 | 1,337 | 7300-06 Fringe Benefits - FICA - Medicare | 1,361 | 1,361 | 1,361 |
| 21,078 | 18,168 | 18,381 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 22,645 | 22,645 | 22,645 |
| 13,544 | 13,979 | 14,118 | 7300-20 Fringe Benefits - Medical Insurance | 14,576 | 14,576 | 14,324 |
| 63 | 63 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 517 | 499 | 494 | 7300-30 Fringe Benefits - Long Term Disability | 500 | 500 | 500 |
| 3,819 | 3,208 | 3,708 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,760 | 2,760 | 2,760 |
| 24 | 25 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 29 | 29 | 29 |
| 138,535 | 133,731 | 136,075 | TOTAL PERSONAL SERVICES | 141,642 | 141,642 | 141,390 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|--------|--------|---|--------------|-----------------|--------------|
| 630 | 0 | 0 | 7530 Safety Training/OSHA | 0 | 0 | 0 |
| 916 | 4,600 | 1,145 | 7550 Travel & Education | 1,475 | 1,475 | 1,475 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Memberships | 1 | 375 | 375 |
| | | | Captain training and development | 1 | 1,100 | 1,100 |
| 1,754 | 1,604 | 2,000 | 7590 Fuel - Vehicle & Equipment | 1,500 | 1,500 | 1,500 |
| 9,811 | 10,335 | 10,222 | 7620 Telecommunications Includes telecommunications for entire Special Operations Division. | 10,819 | 10,819 | 10,819 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Yamhill County Telecom - seven landlines | 1 | 5,726 | 5,726 |
| | | | Yamhill County Telecom - voicemail box | 1 | 65 | 65 |
| | | | Nextel service - division | 1 | 4,488 | 4,488 |
| | | | Pager service - four pagers | 1 | 240 | 240 |
| | | | Additional Blackbox services | 1 | 300 | 300 |
| 352 | 371 | 700 | 7630-05 Uniforms - Employee | 700 | 700 | 700 |
| 299 | 330 | 600 | 7660 Materials & Supplies | 600 | 600 | 600 |
| 2,284 | 892 | 1,500 | 7720-14 Repairs & Maintenance - Vehicles | 1,500 | 1,500 | 1,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | | | | | | | | | | | | |
|----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|-------|---------------------|---|-------|-------|----------------------------|----|-----|-------|--|--|--|
| 865 | 1,077 | 6,500 | 7720-16 Repairs & Maintenance - Radio & Pagers Budget Note: In prior years repairs and maintenance for radios and pagers were budgeted in Field Operations - Patrol, org set # 01-11-043-553.7720-16. | 6,500 | 6,500 | 6,500 | | | | | | | | | | | | |
| 81 | 11 | 1,900 | 7750 Professional Services DNA testing, transcription service, records requests | 2,560 | 2,560 | 2,560 | | | | | | | | | | | | |
| | | | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Lab and DNA testing</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>LexisNexis search database</td> <td>12</td> <td>130</td> <td>1,560</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Lab and DNA testing | 1 | 1,000 | 1,000 | LexisNexis search database | 12 | 130 | 1,560 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | |
| Lab and DNA testing | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | |
| LexisNexis search database | 12 | 130 | 1,560 | | | | | | | | | | | | | | | |
| 3,726 | 2,421 | 0 | 7800-06 M & S Equipment - Weapons | 0 | 0 | 0 | | | | | | | | | | | | |
| 20,716 | 21,641 | 24,567 | TOTAL MATERIALS AND SERVICES | 25,654 | 25,654 | 25,654 | | | | | | | | | | | | |
| 159,251 | 155,373 | 160,642 | TOTAL REQUIREMENTS | 167,296 | 167,296 | 167,044 | | | | | | | | | | | | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :568 - INVESTIGATIONS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 208,041 | 260,337 | 362,193 | 7000-05 Salaries & Wages - Regular Full Time Police Sergeant - Special Operations - 1.00 FTE Police Officer - Investigations - 4.00 FTE | 359,753 | 359,753 | 358,825 |
| 31,064 | 2,959 | 2,000 | 7000-15 Salaries & Wages - Temporary Extra Help - Investigations - 0.08 FTE | 3,500 | 3,500 | 3,500 |
| 16,656 | 32,482 | 19,999 | 7000-20 Salaries & Wages - Overtime | 29,986 | 29,986 | 30,014 |
| 15,661 | 18,017 | 23,059 | 7300-05 Fringe Benefits - FICA - Social Security | 23,207 | 23,207 | 23,135 |
| 3,663 | 4,214 | 5,571 | 7300-06 Fringe Benefits - FICA - Medicare | 5,702 | 5,702 | 5,689 |
| 51,116 | 58,467 | 76,880 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 92,088 | 92,088 | 91,879 |
| 45,542 | 59,488 | 82,758 | 7300-20 Fringe Benefits - Medical Insurance | 86,892 | 86,892 | 84,130 |
| 193 | 236 | 315 | 7300-25 Fringe Benefits - Life Insurance | 315 | 315 | 315 |
| 1,066 | 1,293 | 1,760 | 7300-30 Fringe Benefits - Long Term Disability | 1,754 | 1,754 | 1,752 |
| 10,777 | 10,152 | 15,444 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 11,563 | 11,563 | 11,534 |
| 95 | 104 | 147 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 147 | 147 | 147 |
| 0 | 0 | 3,501 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 383,872 | 447,748 | 593,627 | TOTAL PERSONAL SERVICES | 614,907 | 614,907 | 610,920 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|--------------|-----------------|--------------|
| 3,101 | 4,340 | 2,980 | 7550 Travel & Education | 4,795 | 4,795 | 4,795 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Membership - Oregon Peace Officer Association | 5 | 30 | 150 |
| | | | Leadership and supervisory training | 1 | 500 | 500 |
| | | | Training - child abuse, homicide, major crimes, etc. | 1 | 4,145 | 4,145 |
| 4,351 | 4,583 | 5,500 | 7590 Fuel - Vehicle & Equipment Investigations vehicle fuel and car cleaning. | 6,500 | 6,500 | 6,500 |
| 2,008 | 2,410 | 2,400 | 7630-05 Uniforms - Employee | 2,400 | 2,400 | 2,400 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Clothing allowance | 5 | 400 | 2,000 |
| | | | Boots, clothing, and miscellaneous | 1 | 400 | 400 |
| 1,287 | 2,964 | 3,500 | 7660 Materials & Supplies | 3,000 | 3,000 | 3,000 |
| 4,051 | 4,960 | 5,000 | 7720-14 Repairs & Maintenance - Vehicles | 4,500 | 4,500 | 4,500 |
| 0 | 98 | 90 | 7750 Professional Services | 90 | 90 | 90 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :568 - INVESTIGATIONS | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 1,901 | 684 | 700 | 7800 | M & S Equipment | | 500 | 500 | 500 |
| 16,699 | 20,037 | 20,170 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 21,785 | 21,785 | 21,785 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 20,709 | 0 | 0 | 8850 | Vehicles | | 18,000 | 18,000 | 18,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Replacement of older detective vehicle with used program car | 1 | 16,000 | 16,000 | | |
| | | | Emergency light package | 1 | 2,000 | 2,000 | | |
| 20,709 | 0 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | | | 18,000 | 18,000 | 18,000 |
| <u>DEBT SERVICE</u> | | | | | | | | |
| 7,228 | 7,743 | 0 | 9420-05 | Investigations Vehicle Lease/Pur - Principal | | 0 | 0 | 0 |
| 807 | 292 | 0 | 9420-10 | Investigations Vehicle Lease/Pur - Interest | | 0 | 0 | 0 |
| 8,035 | 8,035 | 0 | <u>TOTAL DEBT SERVICE</u> | | | 0 | 0 | 0 |
| 429,315 | 475,821 | 613,797 | <u>TOTAL REQUIREMENTS</u> | | | 654,692 | 654,692 | 650,705 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :571 - NARCOTICS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 2,490 | 615 | 2,500 | 4620-05 Police Federal Drug Funds - Dept of Justice-OCDETF Organized Crime Drug Enforcement Task Forces (OCDETF) reimbursement for overtime | 1,500 | 1,500 | 1,500 |
| 4,955 | 0 | 0 | 4620-15 Police Federal Drug Funds - National Marijuana Initiative | 0 | 0 | 0 |
| 3,950 | 4,161 | 1,500 | 5200 YCINT - ERAD Grant US Department of Justice Marijuana Eradication Grant funds distributed to agencies that actively seek out persons involved in the illegal manufacture and distribution of marijuana. | 2,250 | 2,250 | 2,250 |
| Budget Note: The City shares in these funds through the Police Department's participation with the Yamhill County Interagency Narcotics Team (YCINT). | | | | | | |
| 11,396 | 4,776 | 4,000 | TOTAL INTERGOVERNMENTAL | 3,750 | 3,750 | 3,750 |
| FINES AND FORFEITURES | | | | | | |
| 12,419 | 12,742 | 13,200 | 6110-10 Drug Forfeitures - State | 14,300 | 14,300 | 14,300 |
| 12,419 | 12,742 | 13,200 | TOTAL FINES AND FORFEITURES | 14,300 | 14,300 | 14,300 |
| 23,814 | 17,518 | 17,200 | TOTAL RESOURCES | 18,050 | 18,050 | 18,050 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :571 - NARCOTICS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 145,239 | 149,553 | 73,918 | 7000-05 Salaries & Wages - Regular Full Time Police Officer - Narcotics - 1.00 FTE | 64,874 | 64,874 | 64,691 |
| 17,594 | 14,635 | 5,014 | 7000-20 Salaries & Wages - Overtime | 8,004 | 8,004 | 7,992 |
| 9,990 | 10,068 | 4,703 | 7300-05 Fringe Benefits - FICA - Social Security | 4,205 | 4,205 | 4,190 |
| 2,336 | 2,355 | 1,145 | 7300-06 Fringe Benefits - FICA - Medicare | 1,057 | 1,057 | 1,054 |
| 36,898 | 32,723 | 15,731 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 17,577 | 17,577 | 17,532 |
| 32,484 | 34,279 | 17,515 | 7300-20 Fringe Benefits - Medical Insurance | 18,390 | 18,390 | 17,794 |
| 125 | 126 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 711 | 718 | 342 | 7300-30 Fringe Benefits - Long Term Disability | 346 | 346 | 346 |
| 6,530 | 5,687 | 3,173 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,142 | 2,142 | 2,137 |
| 57 | 56 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 13 | 13 | 13 |
| 251,965 | 250,199 | 121,633 | TOTAL PERSONAL SERVICES | 116,671 | 116,671 | 115,812 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|--------------|-----------------|--------------|
| 927 | 1,065 | 2,000 | 7550 Travel & Education | 2,000 | 2,000 | 2,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Oregon Narcotics Enforcement Assoc Conference | 1 | 800 | 800 |
| | | | Training | 1 | 1,200 | 1,200 |
| 3,056 | 3,578 | 2,000 | 7590 Fuel - Vehicle & Equipment | 1,800 | 1,800 | 1,800 |
| 3,310 | 2,462 | 1,500 | 7620 Telecommunications | 1,500 | 1,500 | 1,500 |
| 811 | 800 | 600 | 7630-05 Uniforms - Employee | 700 | 700 | 700 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Clothing allowance | 1 | 400 | 400 |
| | | | Uniform | 1 | 300 | 300 |
| 5,126 | 5,638 | 6,000 | 7660 Materials & Supplies | 6,000 | 6,000 | 6,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Investigative funds | 1 | 5,000 | 5,000 |
| | | | Miscellaneous | 1 | 1,000 | 1,000 |
| 1,084 | 1,012 | 1,300 | 7720-14 Repairs & Maintenance - Vehicles | 1,300 | 1,300 | 1,300 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :571 - NARCOTICS | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|----------------|
| 1,268 | 0 | 0 | 7800 | M & S Equipment | | 1,000 | 1,000 | 1,000 | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Portable radio with accessories | 1 | 1,000 | 1,000 | | |
| 15,581 | 14,554 | 13,400 | | <u>TOTAL MATERIALS AND SERVICES</u> | | | 14,300 | 14,300 | 14,300 |
| 267,546 | 264,753 | 135,033 | | <i>TOTAL REQUIREMENTS</i> | | | 130,971 | 130,971 | 130,112 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :574 - SCHOOL RESOURCE | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 40,280 | 40,653 | 37,400 | 5020-05 McMinnville School Dist #40 - SRO - High School McMinnville School District #40 shares in the cost of the High School Resource Officer by paying the City 50% of the officer's salary and fringe benefits for the nine-month school year. | 38,900 | 38,900 | 38,800 |
| 38,455 | 37,599 | 0 | 5020-10 McMinnville School Dist #40 - SRO - Middle School | 0 | 0 | 0 |
| 78,736 | 78,252 | 37,400 | <u>TOTAL INTERGOVERNMENTAL</u> | 38,900 | 38,900 | 38,800 |
| 78,736 | 78,252 | 37,400 | TOTAL RESOURCES | 38,900 | 38,900 | 38,800 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :574 - SCHOOL RESOURCE | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | |
| 132,327 | 137,313 | 70,661 | 7000-05 | Salaries & Wages - Regular Full Time Police Officer - High School Resource Officer - 1.00 FTE | | 71,830 | 71,830 | 71,647 |
| 7,541 | 8,200 | 3,989 | 7000-20 | Salaries & Wages - Overtime | | 4,002 | 4,002 | 3,996 |
| 8,582 | 8,933 | 4,476 | 7300-05 | Fringe Benefits - FICA - Social Security | | 4,544 | 4,544 | 4,531 |
| 2,007 | 2,089 | 1,083 | 7300-06 | Fringe Benefits - FICA - Medicare | | 1,100 | 1,100 | 1,097 |
| 31,694 | 29,000 | 14,878 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | | 18,291 | 18,291 | 18,246 |
| 27,400 | 27,246 | 6,180 | 7300-20 | Fringe Benefits - Medical Insurance | | 6,488 | 6,488 | 6,282 |
| 122 | 125 | 63 | 7300-25 | Fringe Benefits - Life Insurance | | 63 | 63 | 63 |
| 660 | 675 | 342 | 7300-30 | Fringe Benefits - Long Term Disability | | 346 | 346 | 346 |
| 5,812 | 4,865 | 3,001 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | | 2,230 | 2,230 | 2,223 |
| 36 | 46 | 29 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | | 29 | 29 | 29 |
| 216,180 | 218,492 | 104,702 | TOTAL PERSONAL SERVICES | | | 108,923 | 108,923 | 108,460 |
| MATERIALS AND SERVICES | | | | | | | | |
| 3,487 | 1,277 | 1,050 | 7550 | Travel & Education | | 1,000 | 1,000 | 1,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | School Resource Officer and gang related training | 1 | 1,000 | 1,000 | |
| 115 | 218 | 300 | 7660 | Materials & Supplies Miscellaneous youth services program materials and supplies. | | 300 | 300 | 300 |
| 3,602 | 1,495 | 1,350 | TOTAL MATERIALS AND SERVICES | | | 1,300 | 1,300 | 1,300 |
| 219,782 | 219,987 | 106,052 | TOTAL REQUIREMENTS | | | 110,223 | 110,223 | 109,760 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :577 - IN-SERVICE | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 4,000 | 3,000 | 3,000 | 5380-02 Facility Rentals - Training Facility Revenue received from Oregon State Police and Yamhill County Community Corrections for use of the Firearms Facility. | 3,500 | 3,500 | 3,500 |
| 4,000 | 3,000 | 3,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 3,500 | 3,500 | 3,500 |
| 4,000 | 3,000 | 3,000 | <i>TOTAL RESOURCES</i> | 3,500 | 3,500 | 3,500 |

Budget Document Report

01 - GENERAL FUND

| | | | | | | | | |
|------------------------|------------------------|------------------------------------|---|--|--|-------------------------------------|-------------------------------------|------------------------------------|
| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :577 - IN-SERVICE | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------|------------------------|------------------------------------|---|--|--|-------------------------------------|-------------------------------------|------------------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | | | |
|---------------|---------------|---------------|--------------------------------|--|--------|---------------|---------------|---------------|
| 10,390 | 10,300 | 15,600 | 7000-15 | Salaries & Wages - Temporary Extra Help - Training Facility - 0.38 FTE | 15,600 | 15,600 | 15,600 | |
| 10 | 5 | 0 | 7000-20 | Salaries & Wages - Overtime | 0 | 0 | 0 | |
| 645 | 639 | 967 | 7300-05 | Fringe Benefits - FICA - Social Security | 967 | 967 | 967 | |
| 151 | 149 | 226 | 7300-06 | Fringe Benefits - FICA - Medicare | 226 | 226 | 226 | |
| 460 | 393 | 627 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 459 | 459 | 459 | |
| 7 | 7 | 11 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 11 | 11 | 11 | |
| 11,663 | 11,494 | 17,431 | TOTAL PERSONAL SERVICES | | | 17,263 | 17,263 | 17,263 |

MATERIALS AND SERVICES

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------|-------------------------------------|--|--------|---------------|---------------|---------------|--------------------|--------------|-----------------|--------------|--|--|--|--|--------------------------|---|-------|-------|--|--|--|--|--|---|--------|--------|--|--|--|--|---|---|-------|-------|--|--|--|--|--------------------------------------|---|-------|-------|--|--|--|
| 6,818 | 5,377 | 0 | 7540 | Employee Development | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2,827 | 6,280 | 2,600 | 7550-05 | Travel & Education - Defensive Tactics | 2,700 | 2,700 | 2,700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6,370 | 2,882 | 1,000 | 7550-10 | Travel & Education - Driving Training | 500 | 500 | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 563 | 159 | 2,500 | 7550-15 | Travel & Education - Emergency Management | 2,375 | 2,375 | 2,375 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td></td> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Training and development</td> <td>1</td> <td>2,175</td> <td>2,175</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Membership - Oregon emergency management</td> <td>2</td> <td>100</td> <td>200</td> <td colspan="3"></td> </tr> </table> | | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | Training and development | 1 | 2,175 | 2,175 | | | | | Membership - Oregon emergency management | 2 | 100 | 200 | | | | | | | | | | | | | | | | | | | |
| | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Training and development | 1 | 2,175 | 2,175 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Membership - Oregon emergency management | 2 | 100 | 200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10,242 | 12,815 | 1,500 | 7550-20 | Travel & Education - Firearms Training | 1,500 | 1,500 | 1,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 16,545 | 7660 | Materials & Supplies | 17,790 | 17,790 | 17,790 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td></td> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Taser X26 purchase</td> <td>2</td> <td>1,025</td> <td>2,050</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Firearms training and duty ammunition</td> <td>1</td> <td>11,450</td> <td>11,450</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Training equipment and supplies - firearms, defensive tactics</td> <td>1</td> <td>4,290</td> <td>4,290</td> <td colspan="3"></td> </tr> </table> | | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | Taser X26 purchase | 2 | 1,025 | 2,050 | | | | | Firearms training and duty ammunition | 1 | 11,450 | 11,450 | | | | | Training equipment and supplies - firearms, defensive tactics | 1 | 4,290 | 4,290 | | | | | | | | | | | |
| | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Taser X26 purchase | 2 | 1,025 | 2,050 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Firearms training and duty ammunition | 1 | 11,450 | 11,450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Training equipment and supplies - firearms, defensive tactics | 1 | 4,290 | 4,290 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14,100 | 5,667 | 7,400 | 7720-18 | Repairs & Maintenance - Training Facility | 7,400 | 7,400 | 7,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td></td> <td><u>Description</u></td> <td><u>Units</u></td> <td><u>Amt/Unit</u></td> <td><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Road maintenance</td> <td>1</td> <td>3,000</td> <td>3,000</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Tractor maintenance</td> <td>1</td> <td>400</td> <td>400</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Other maintenance and supplies</td> <td>1</td> <td>1,000</td> <td>1,000</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>Range construction; shoot house etc.</td> <td>1</td> <td>3,000</td> <td>3,000</td> <td colspan="3"></td> </tr> </table> | | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | Road maintenance | 1 | 3,000 | 3,000 | | | | | Tractor maintenance | 1 | 400 | 400 | | | | | Other maintenance and supplies | 1 | 1,000 | 1,000 | | | | | Range construction; shoot house etc. | 1 | 3,000 | 3,000 | | | |
| | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Road maintenance | 1 | 3,000 | 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tractor maintenance | 1 | 400 | 400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Other maintenance and supplies | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Range construction; shoot house etc. | 1 | 3,000 | 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40,920 | 33,180 | 31,545 | TOTAL MATERIALS AND SERVICES | | | 32,265 | 32,265 | 32,265 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :046 - SPECIAL OPERATIONS Program :577 - IN-SERVICE | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 52,582 | 44,674 | 48,976 | TOTAL REQUIREMENTS | 49,528 | 49,528 | 49,528 |



POLICE DEPARTMENT Support Services



Organization Set – Programs

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

Organization Set #

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

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|---------------|---------------|---------------|--|---------------|---------------|---------------|
| 60,246 | 62,191 | 66,344 | 7000-05 Salaries & Wages - Regular Full Time Police Support Services Division Commander - 1.00 FTE | 70,445 | 70,445 | 70,445 |
| 3,663 | 3,645 | 4,113 | 7300-05 Fringe Benefits - FICA - Social Security | 4,368 | 4,368 | 4,368 |
| 857 | 852 | 962 | 7300-06 Fringe Benefits - FICA - Medicare | 1,021 | 1,021 | 1,021 |
| 13,652 | 12,395 | 13,223 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 16,992 | 16,992 | 16,992 |
| 63 | 63 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 332 | 343 | 366 | 7300-30 Fringe Benefits - Long Term Disability | 390 | 390 | 390 |
| 118 | 116 | 139 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 169 | 169 | 169 |
| 26 | 25 | 29 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 29 | 29 | 29 |
| 78,957 | 79,630 | 85,239 | TOTAL PERSONAL SERVICES | 93,477 | 93,477 | 93,477 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|--------------|-----------------|--------------|
| 514 | 405 | 1,250 | 7530 Safety Training/OSHA | 1,250 | 1,250 | 1,250 |
| 1,488 | 1,448 | 785 | 7550 Travel & Education | 2,535 | 2,535 | 2,535 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Memberships | 1 | 285 | 285 |
| | | | Training | 1 | 2,250 | 2,250 |
| 4,817 | 5,106 | 5,880 | 7620 Telecommunications Includes telecommunications for entire Support Services Division. | 6,380 | 6,380 | 6,380 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Yamhill County Telecom - seven landlines | 1 | 4,700 | 4,700 |
| | | | Nextel service for division | 1 | 1,030 | 1,030 |
| | | | Cell phone for language line services | 1 | 255 | 255 |
| | | | Yamhill County Telecom - landline for off-site evidence facility | 1 | 395 | 395 |
| 248 | 231 | 300 | 7630-05 Uniforms - Employee | 300 | 300 | 300 |
| 149 | 66 | 250 | 7660 Materials & Supplies | 250 | 250 | 250 |
| 675 | 0 | 400 | 7720-06 Repairs & Maintenance - Equipment | 400 | 400 | 400 |
| 249 | 204 | 500 | 7750 Professional Services | 510 | 510 | 510 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Language line services | 1 | 460 | 460 |
| | | | Section 125 administration fee | 1 | 50 | 50 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :501 - ADMINISTRATION | | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 19,102 | 31,485 | 23,365 | 7790 | Maintenance & Rental Contracts | | | 21,086 | 21,086 | 21,086 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Aircard usage - 18 cards for patrol | 1 | 9,500 | 9,500 | | |
| | | | | Photocopier rental and maintenance | 1 | 6,536 | 6,536 | | |
| | | | | Policy management system maintenance | 1 | 2,550 | 2,550 | | |
| | | | | Other maintenance and rental contracts | 1 | 2,500 | 2,500 | | |
| 60 | 0 | 500 | 7800 | M & S Equipment | | | 500 | 500 | 500 |
| 27,302 | 38,945 | 33,230 | | <u>TOTAL MATERIALS AND SERVICES</u> | | | 33,211 | 33,211 | 33,211 |
| 106,259 | 118,575 | 118,469 | | <i>TOTAL REQUIREMENTS</i> | | | 126,688 | 126,688 | 126,688 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :580 - RECORDS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 83,136 | 87,732 | 92,065 | 7000-05 Salaries & Wages - Regular Full Time Police Records Specialist - 2.00 FTE | 95,513 | 95,513 | 95,256 |
| 21,815 | 27,096 | 24,832 | 7000-10 Salaries & Wages - Regular Part Time Police Records Specialist - 0.70 FTE | 25,743 | 25,743 | 25,743 |
| 7,298 | 2,639 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 0 | 352 | 997 | 7000-20 Salaries & Wages - Overtime | 986 | 986 | 1,006 |
| 6,902 | 7,249 | 7,272 | 7300-05 Fringe Benefits - FICA - Social Security | 7,540 | 7,540 | 7,525 |
| 1,614 | 1,695 | 1,709 | 7300-06 Fringe Benefits - FICA - Medicare | 1,772 | 1,772 | 1,770 |
| 24,366 | 21,587 | 22,385 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 26,654 | 26,654 | 26,602 |
| 29,214 | 29,499 | 30,213 | 7300-20 Fringe Benefits - Medical Insurance | 36,842 | 36,842 | 35,818 |
| 131 | 126 | 126 | 7300-25 Fringe Benefits - Life Insurance | 189 | 189 | 189 |
| 443 | 456 | 470 | 7300-30 Fringe Benefits - Long Term Disability | 632 | 632 | 632 |
| 216 | 213 | 286 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 321 | 321 | 320 |
| 77 | 73 | 79 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 79 | 79 | 79 |
| 279 | 0 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 175,493 | 178,718 | 180,434 | TOTAL PERSONAL SERVICES | 196,271 | 196,271 | 194,940 |
| MATERIALS AND SERVICES | | | | | | |
| 298 | 22 | 1,000 | 7550 Travel & Education | 3,850 | 3,850 | 3,850 |
| 811 | 653 | 900 | 7630-05 Uniforms - Employee | 900 | 900 | 900 |
| 85 | 5,845 | 4,300 | 7660 Materials & Supplies | 4,300 | 4,300 | 4,300 |
| 0 | 197 | 500 | 7800 M & S Equipment | 500 | 500 | 500 |
| 7,916 | 8,683 | 9,000 | 8040 Regional Automated Info Network Cost to share police databases among RAIN agencies in Yamhill, Polk, and Marion counties. | 6,500 | 6,500 | 6,500 |
| 9,111 | 15,400 | 15,700 | TOTAL MATERIALS AND SERVICES | 16,050 | 16,050 | 16,050 |
| 184,604 | 194,119 | 196,134 | TOTAL REQUIREMENTS | 212,321 | 212,321 | 210,990 |

Budget Document Report

01 - GENERAL FUND

Department :11 - POLICE
 Section :049 - SUPPORT SERVICES
 Program :583 - EVIDENCE

2012 PROPOSED BUDGET
 2012 APPROVED BUDGET
 2012 ADOPTED BUDGET

REQUIREMENTS

PERSONAL SERVICES

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---------------|---------------|---------------------|--------------------------------|---|----------------------|----------------------|---------------------|
| 43,458 | 46,967 | 48,451 | 7000-05 | Salaries & Wages - Regular Full Time Police Evidence and Property Technician - 1.00 FTE | 49,207 | 49,207 | 49,062 |
| 2,092 | 1,467 | 997 | 7000-20 | Salaries & Wages - Overtime | 986 | 986 | 1,006 |
| 2,771 | 2,920 | 3,028 | 7300-05 | Fringe Benefits - FICA - Social Security | 3,074 | 3,074 | 3,065 |
| 648 | 683 | 717 | 7300-06 | Fringe Benefits - FICA - Medicare | 728 | 728 | 726 |
| 10,465 | 8,839 | 9,041 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 10,108 | 10,108 | 10,084 |
| 16,242 | 17,140 | 17,515 | 7300-20 | Fringe Benefits - Medical Insurance | 18,390 | 18,390 | 17,794 |
| 63 | 63 | 63 | 7300-25 | Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 246 | 265 | 272 | 7300-30 | Fringe Benefits - Long Term Disability | 276 | 276 | 274 |
| 77 | 91 | 142 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 147 | 147 | 148 |
| 26 | 27 | 29 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 29 | 29 | 29 |
| 76,087 | 78,461 | 80,255 | TOTAL PERSONAL SERVICES | | 83,008 | 83,008 | 82,251 |

MATERIALS AND SERVICES

| | | | | | | | |
|---------------|---------------|---------------|-------------------------------------|--|---------------|-----------------|---------------|
| 426 | 200 | 500 | 7550 | Travel & Education | 500 | 500 | 500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Memberships | 1 | 65 | 65 |
| | | | | Training | 1 | 435 | 435 |
| 647 | 805 | 1,500 | 7590 | Fuel - Vehicle & Equipment | 1,500 | 1,500 | 1,500 |
| 759 | 346 | 400 | 7630-05 | Uniforms - Employee | 400 | 400 | 400 |
| 2,484 | 3,588 | 3,200 | 7660 | Materials & Supplies | 2,600 | 2,600 | 2,600 |
| 233 | 130 | 300 | 7720-14 | Repairs & Maintenance - Vehicles | 300 | 300 | 300 |
| 0 | 39 | 100 | 7750 | Professional Services | 0 | 0 | 0 |
| 239 | 239 | 300 | 7790 | Maintenance & Rental Contracts Evidence storage building alarm contract. | 600 | 600 | 600 |
| 380 | 127 | 500 | 7800 | M & S Equipment | 500 | 500 | 500 |
| 5,169 | 5,473 | 6,800 | TOTAL MATERIALS AND SERVICES | | 6,400 | 6,400 | 6,400 |
| 81,257 | 83,934 | 87,055 | TOTAL REQUIREMENTS | | 89,408 | 89,408 | 88,651 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :586 - PROFESSIONAL STANDARDS | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | |
| 100 | 100 | 500 | 7550 | Travel & Education | | 500 | 500 | 500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Membership - NW Pac dues | 1 | 100 | 100 | |
| | | | | Professional standards training | 1 | 400 | 400 | |
| 1,550 | 267 | 1,850 | 7660 | Materials & Supplies | | 1,850 | 1,850 | 1,850 |
| 1,650 | 367 | 2,350 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 2,350 | 2,350 | 2,350 |
| 1,650 | 367 | 2,350 | | TOTAL REQUIREMENTS | | 2,350 | 2,350 | 2,350 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :589 - IS - TECHNOLOGY | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| | | | | | | | |
|----------------|----------------|----------------|--|--|----------------|-----------------|----------------|
| 57,540 | 63,268 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | 0 | 0 | 0 |
| 63,921 | 37,281 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | 0 | 0 | 0 |
| 0 | 0 | 68,188 | 7840 | M & S Computer Charges | 60,535 | 60,535 | 61,173 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 61,173 | 61,173 |
| 0 | 0 | 46,670 | 7840-20 | M & S Computer Charges - Police | 56,638 | 56,638 | 56,638 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Workstation replacements - Sgt 3, Bill C., Kathy H. | 3 | 1,500 | 4,500 |
| | | | | Data911 keyboard replacements | 15 | 305 | 4,575 |
| | | | | Workstation warranty extensions | 6 | 125 | 750 |
| | | | | APS E-ticketing maintenance | 1 | 16,200 | 16,200 |
| | | | | Evidence On-Q maintenance | 1 | 7,900 | 7,900 |
| | | | | GeoComm mapping maintenance - 50% shared with Fire & Ambulance | 1 | 2,200 | 2,200 |
| | | | | Netmotion maintenance - 50% shared with Fire & Ambulance | 1 | 1,500 | 1,500 |
| | | | | Visionair e-ticketing import script | 1 | 1,150 | 1,150 |
| | | | | Visionair message switch maintenance -50% shared with Fire & Amb | 1 | 1,318 | 1,318 |
| | | | | Visionair Visionmobile maintenance - 50% shared with Fire & Amb | 1 | 6,695 | 6,695 |
| | | | | Visionair VisionRMS maintenance | 1 | 8,650 | 8,650 |
| | | | | WebLEDS maintenance | 1 | 1,200 | 1,200 |
| 121,461 | 100,549 | 114,858 | <u>TOTAL MATERIALS AND SERVICES</u> | | 117,173 | 117,173 | 117,811 |

CAPITAL OUTLAY

| | | | | | | | |
|--------|--------|--------|----------------|--|--------------|-----------------|--------------|
| 67,490 | 10,257 | 0 | 8740 | Computer Equipment - IS Fund | 0 | 0 | 0 |
| 0 | 0 | 8,740 | 8750 | Capital Outlay Computer Charges | 25,948 | 25,948 | 25,948 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 25,948 | 25,948 |
| 0 | 0 | 13,134 | 8750-20 | Capital Outlay Computer Charges - Police | 19,752 | 19,752 | 19,752 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Data911 mobile data computers - replacements | 3 | 6,584 | 19,752 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :049 - SUPPORT SERVICES Program :589 - IS - TECHNOLOGY | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 67,490 | 10,257 | 21,874 | TOTAL CAPITAL OUTLAY | 45,700 | 45,700 | 45,700 |
| 188,951 | 110,806 | 136,732 | TOTAL REQUIREMENTS | 162,873 | 162,873 | 163,511 |



**POLICE DEPARTMENT
Community Relations**



Organization Set – Programs

- **Administration**
- **Community Education**
- **Peer Court - History**

Organization Set #

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

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 2,468 | 3,934 | 6,100 | 7000-15 Salaries & Wages - Temporary Extra Help - Community Relations - 0.23 FTE | 6,100 | 6,100 | 6,100 |
| 0 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 153 | 244 | 378 | 7300-05 Fringe Benefits - FICA - Social Security | 378 | 378 | 378 |
| 36 | 57 | 88 | 7300-06 Fringe Benefits - FICA - Medicare | 88 | 88 | 88 |
| 520 | 0 | 0 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 0 | 0 | 0 |
| 115 | 150 | 245 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 179 | 179 | 179 |
| 3 | 4 | 7 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 7 | 7 | 7 |
| 278 | -90 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 3,573 | 4,299 | 6,818 | <u>TOTAL PERSONAL SERVICES</u> | 6,752 | 6,752 | 6,752 |
| MATERIALS AND SERVICES | | | | | | |
| 220 | 0 | 0 | 7550 Travel & Education Budget Note: All material & services funds have been combined with Community Relations, Community Education budget accounts | 0 | 0 | 0 |
| 875 | 472 | 0 | 7620 Telecommunications | 0 | 0 | 0 |
| 74 | 0 | 0 | 7630-05 Uniforms - Employee | 0 | 0 | 0 |
| 1,927 | 7 | 0 | 7660 Materials & Supplies | 0 | 0 | 0 |
| 3,095 | 479 | 0 | <u>TOTAL MATERIALS AND SERVICES</u> | 0 | 0 | 0 |
| 6,667 | 4,779 | 6,818 | TOTAL REQUIREMENTS | 6,752 | 6,752 | 6,752 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :592 - COMMUNITY EDUCATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| MATERIALS AND SERVICES | | | | | | | | |
| 1,109 | 1,128 | 2,000 | 7520 | Public Notices & Printing | | 2,000 | 2,000 | 2,000 |
| 0 | 0 | 500 | 7550 | Travel & Education | | 500 | 500 | 500 |
| 0 | 0 | 100 | 7630-05 | Uniforms - Employee | | 100 | 100 | 100 |
| 1,954 | 4,643 | 5,000 | 7660 | Materials & Supplies | | 5,000 | 5,000 | 5,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Citizen's police academy | 1 | 500 | 500 | |
| | | | | National Night Out / Neighborhood Watch | 1 | 300 | 300 | |
| | | | | City faire | 1 | 200 | 200 | |
| | | | | Citizens' forums / meetings | 1 | 500 | 500 | |
| | | | | Turkey Rama - booth fee, registration materials | 1 | 250 | 250 | |
| | | | | McGruff costume cleaning | 1 | 250 | 250 | |
| | | | | Marketing materials | 1 | 1,000 | 1,000 | |
| | | | | Stickers, tatoos, coloring books, balloons, helium etc | 1 | 2,000 | 2,000 | |
| 3,062 | 5,770 | 7,600 | | <u>TOTAL MATERIALS AND SERVICES</u> | | 7,600 | 7,600 | 7,600 |
| 3,062 | 5,770 | 7,600 | | <u>TOTAL REQUIREMENTS</u> | | 7,600 | 7,600 | 7,600 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :598 - PEER COURT | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 0 | 0 | 0 | 5350 Registration Fees | 0 | 0 | 0 |
| 0 | 0 | 0 | <u>TOTAL CHARGES FOR SERVICES</u> | 0 | 0 | 0 |
| <u>FINES AND FORFEITURES</u> | | | | | | |
| 27,923 | 22,201 | 0 | 6140 Peer Court Assessment Budget Note: Beginning fiscal year 2010-2011, Peer Court Assessment budgeted under Municipal Court - Court org set, #01-13-060. | 0 | 0 | 0 |
| 27,923 | 22,201 | 0 | <u>TOTAL FINES AND FORFEITURES</u> | 0 | 0 | 0 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 688 | 0 | 0 | 6400 Donations - Police | 0 | 0 | 0 |
| 688 | 0 | 0 | <u>TOTAL MISCELLANEOUS</u> | 0 | 0 | 0 |
| 28,611 | 22,201 | 0 | <u>TOTAL RESOURCES</u> | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :11 - POLICE Section :052 - COMMUNITY RELATIONS Program :598 - PEER COURT | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | | |
| 1,111 | 0 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 1,111 | 0 | 0 | <u>TOTAL PERSONAL SERVICES</u> | 0 | 0 | 0 |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 38 | 0 | 0 | 7660 Materials & Supplies | 0 | 0 | 0 |
| 688 | 0 | 0 | 7680 Materials & Supplies - Donations | 0 | 0 | 0 |
| 27,923 | 22,201 | 0 | 7750 Professional Services | 0 | 0 | 0 |
| Budget Note: Beginning fiscal year 2010-2011, Peer Court Assessment budgeted under Municipal Court - Court org set, #01-13-060. | | | | | | |
| 28,649 | 22,201 | 0 | <u>TOTAL MATERIALS AND SERVICES</u> | 0 | 0 | 0 |
| 29,761 | 22,201 | 0 | <u>TOTAL REQUIREMENTS</u> | 0 | 0 | 0 |



MUNICIPAL COURT



Organization Set – Sections

- Court
- Parking Tickets

Organization Set

01-13-060
01-13-063



General Fund – Municipal Court

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- Continue to provide increasingly better customer service, increased efficiencies, lower costs for the City, and improved ways to work with our clients while holding them accountable.
- Continue to bring innovative alternative sentencing programs to Municipal Court clients. Circuit, Juvenile, and Peer Courts are participating in Municipal Court's diversion programs.
- Continue to explore flexible payment plans that meet the needs of our clients while also meeting the goals of the Court.
- Continue to provide programs that enable people to have their drivers' licenses reinstated at the earliest possible time.
- Continue to improve all processes and procedures to ensure that the Court operates as smoothly and efficiently as possible.
- Implement e-ticketing. Once this program is in place, it will no longer be necessary to manually enter each citation into the Court's computer software system.

Core Services

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

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

Future Challenges and Opportunities

- Coordinate processes with the Police Department (PD) once e-ticketing is fully implemented in the PD
- Work with Information Services to ensure that the new cash receipting program is as efficient and helpful as possible to both Court staff and clients

- Increase collections activity through use of collections agency
- Complete procedure manuals for each position
- Maintain level of service
- Be prepared for the increasing number of trials being requested, and maintain a jury pool at all times
- Continue to cross train all employees for maximum efficiency
- Continue to improve services and provide all possible legal options to customers
- Continue to keep up with changes in the law
- Maintain and increase statistical reporting
- Maintain professionalism through education

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 782,572 | 794,350 | 762,500 | (31,850) |
| Personal Services | 323,052 | 329,647 | 343,639 | 13,992 |
| Materials & Services | 89,358 | 122,823 | 118,995 | (3,828) |
| Capital Outlay | - | 1,371 | 4,097 | 2,726 |
| Total Expenditures | 412,410 | 453,841 | 466,731 | 12,890 |
| Net Expenditures | 370,162 | 340,509 | 295,769 | 44,740 |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 4.41 | | |
| No change | | - | |
| FTE Proposed Budget | | | 4.41 |



General Fund – Municipal Court

Historical Highlights

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

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

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



116 defendants who were assigned court-appointed attorneys (CAA) were ordered to pay CAA fees.

General Fund - Municipal Court

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|---|------------------|--------------|---------------|-------------------------|---------------|
| <u>Fund</u> | <u>Number of</u> | <u>Range</u> | <u>Total</u> | <u>Page</u> | <u>Amount</u> |
| <u>Department</u> | <u>Employees</u> | | <u>Salary</u> | | |
| <u>City Attorney</u> | 1 | 361 | 113,457 | | |
| General Fund | | | | | |
| Administration | | | | | |
| Legal (0.90 FTE) | | | | 9 | 102,111 |
| Municipal Court | | | | | |
| Court (0.10 FTE) | | | | 70 | 11,346 |
| <u>Administrative Specialist I</u> | 1 | 316 | 13,478 | | |
| General Fund | | | | | |
| Municipal Court | | | | | |
| Court (0.29 FTE) | | | | 70 | 8,087 |
| Parking Tickets (0.19 FTE) | | | | 74 | 5,391 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>FINES AND FORFEITURES</u> | | | | | | |
| 742,110 | 737,259 | 725,000 | 6120 Fines & Bail Forfeitures The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court. | 710,000 | 710,000 | 710,000 |
| 0 | 0 | 25,000 | 6140 Peer Court Assessment Assessments are generated on each citation issued by the Police Department at \$10 per citation. The assessment was adopted by the City Council in June 2002 to help fund the Peer Court Program. With the transfer of the program to Yamhill County, the collected assessments are "passed-through" to the Yamhill County Peer Court Program through expenditure account, Professional Services. | 18,000 | 18,000 | 18,000 |
| 10,439 | 11,343 | 9,000 | Budget Note: Prior to fiscal year 2010-11, assessment budgeted under Police, Peer Ct org set 6150 Court Appointed Attorney Fees Municipal Court defendants charged with misdemeanors must be provided an attorney at City of McMinnville expense if the defendants allege they can not afford to hire counsel. Whenever possible, Judge Kinney requires defendants to reimburse the City for court-appointed attorney costs. | 9,000 | 9,000 | 9,000 |
| 752,549 | 748,602 | 759,000 | <u>TOTAL FINES AND FORFEITURES</u> | 737,000 | 737,000 | 737,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| -99 | 400 | 350 | 6600-93 Other Income - Municipal Court | 1,000 | 1,000 | 1,000 |
| -99 | 400 | 350 | <u>TOTAL MISCELLANEOUS</u> | 1,000 | 1,000 | 1,000 |
| 752,450 | 749,001 | 759,350 | <u>TOTAL RESOURCES</u> | 738,000 | 738,000 | 738,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 205,878 | 181,439 | 172,878 | 7000-05 Salaries & Wages - Regular Full Time City Attorney - 0.10 FTE Senior Administrative Specialist - 2.00 FTE Administrative Specialist II - 1.00 FTE City Judge - 0.20 FTE and "on call" | 177,014 | 177,014 | 177,014 |
| 26,169 | 32,206 | 55,138 | 7000-10 Salaries & Wages - Regular Part Time Administrative Specialist I - 0.29 FTE City Prosecutor - 0.38 FTE Municipal Court - Interpreter - 0.05 FTE Municipal Court Security Officer - 0.20 FTE | 55,815 | 55,815 | 55,815 |
| 1,160 | 1,798 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 8,490 | 12,660 | 9,756 | 7000-20 Salaries & Wages - Overtime | 3,008 | 3,008 | 3,008 |
| 14,513 | 13,360 | 14,718 | 7300-05 Fringe Benefits - FICA - Social Security | 14,581 | 14,581 | 14,581 |
| 3,397 | 3,127 | 3,446 | 7300-06 Fringe Benefits - FICA - Medicare | 3,420 | 3,420 | 3,420 |
| 52,262 | 35,154 | 38,259 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 44,140 | 44,140 | 44,140 |
| 28,614 | 24,648 | 20,710 | 7300-20 Fringe Benefits - Medical Insurance | 30,828 | 30,828 | 30,398 |
| 243 | 220 | 195 | 7300-25 Fringe Benefits - Life Insurance | 195 | 195 | 195 |
| 894 | 797 | 752 | 7300-30 Fringe Benefits - Long Term Disability | 770 | 770 | 770 |
| 457 | 636 | 700 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 377 | 377 | 377 |
| 117 | 114 | 122 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 122 | 122 | 122 |
| 139 | 1,940 | 3,605 | 7300-40 Fringe Benefits - Unemployment | 3,599 | 3,599 | 3,599 |
| 342,331 | 308,097 | 320,279 | TOTAL PERSONAL SERVICES | 333,869 | 333,869 | 333,439 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|---|-------|-------|-------|
| 5,451 | 7,832 | 8,000 | 7500 Credit Card Fees Credit card fees for Municipal Court collections. | 6,500 | 6,500 | 6,500 |
| 444 | 656 | 2,000 | 7520 Public Notices & Printing | 1,000 | 1,000 | 1,000 |
| 157 | 178 | 300 | 7540 Employee Development | 200 | 200 | 200 |
| 3,462 | 3,127 | 2,150 | 7550 Travel & Education Professional memberships, dues, subscriptions, reference materials, and attendance at legal seminars for the City Judge, City Prosecutor, and Municipal Court staff; also includes travel and meal costs. | 4,500 | 4,500 | 4,500 |
| 2,000 | 2,400 | 1,362 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 1,230 | 1,230 | 1,230 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,348 | 5,323 | 6,000 | 7620 | Telecommunications | | 6,000 | 6,000 | 6,000 |
| 0 | 0 | 750 | 7630 | Uniforms | | 1,500 | 1,500 | 1,500 |
| 11,370 | 9,376 | 12,750 | 7660-05 | Materials & Supplies - Office Supplies | | 12,750 | 12,750 | 12,750 |
| 4,483 | 3,497 | 6,500 | 7660-15 | Materials & Supplies - Postage | | 6,500 | 6,500 | 6,500 |
| 0 | 1,849 | 500 | 7660-17 | Materials & Supplies - Court Security | | 500 | 500 | 500 |
| 1,910 | 1,468 | 1,400 | 7750 | Professional Services | | 1,340 | 1,340 | 1,340 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 990 | 990 | |
| | | | | Shredding service | 1 | 350 | 350 | |
| 1,200 | 1,800 | 2,000 | 7750-12 | Professional Services - Contract Judge | | 1,000 | 1,000 | 1,000 |
| | | | | Back-up judge, if Judge Kinney is unavailable due to vacation or illness. | | | | |
| 32,709 | 27,538 | 40,000 | 7750-15 | Professional Services - Court Appointed Attorney | | 40,000 | 40,000 | 40,000 |
| | | | | Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150, Court Appointed Attorney Fees. | | | | |
| 905 | 900 | 1,500 | 7750-18 | Professional Services - Contract Prosecutor | | 1,000 | 1,000 | 1,000 |
| | | | | Back-up prosecutor to cover City Prosecutor Cynthia Kaufman Noble's absences and legal conflicts. | | | | |
| 6,180 | 45 | 100 | 7750-21 | Professional Services - Security | | 100 | 100 | 100 |
| | | | | A&E Security contract to provide panic button monitoring. | | | | |
| 0 | 0 | 25,000 | 7750-22 | Professional Services - Peer Court Assessment | | 18,000 | 18,000 | 18,000 |
| | | | | Budget Note: Beginning fiscal year 2010 - 2011, "Pass-through" of Municipal Court collections of Peer Court assessments to Yamhill County budgeted in Municipal Court org set. In prior fiscal years the pass-through was budgeted in Police - Community Relations - Peer Court org set. | | | | |
| 4,228 | 2,032 | 3,495 | 7800 | M & S Equipment | | 3,460 | 3,460 | 3,460 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Filing cabinets | 4 | 565 | 2,260 | |
| | | | | Cash receipting printers | 2 | 600 | 1,200 | |
| 8,462 | 8,144 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 13,820 | 13,061 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 7,096 | 7840 | M & S Computer Charges | | 9,558 | 9,558 | 9,659 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 9,659 | 9,659 | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :060 - COURT Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 1,400 | 7840-25 | M & S Computer Charges - Municipal Court | | 2,357 | 2,357 | 2,357 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Scanner | 1 | 600 | 600 | | |
| | | | Workstation warranty extensions | 3 | 119 | 357 | | |
| | | | Caselle maintenance | 1 | 1,400 | 1,400 | | |
| 304 | 125 | 500 | 8050 | Trial Expense | | 1,500 | 1,500 | 1,500 |
| | | | Juror, witness, and special interpreter fees for Municipal Court jury and non-jury trials. | | | | | |
| | | | Budget Note: Increase is due to a growth in the number of trial requests. | | | | | |
| 100,431 | 89,350 | 122,803 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 118,995 | 118,995 | 119,096 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 9,250 | 0 | 0 | 8740 | Computer Equipment - IS Fund | | 0 | 0 | 0 |
| 0 | 0 | 1,371 | 8750 | Capital Outlay Computer Charges | | 4,097 | 4,097 | 4,097 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 4,097 | 4,097 | | |
| 9,250 | 0 | 1,371 | <u>TOTAL CAPITAL OUTLAY</u> | | | 4,097 | 4,097 | 4,097 |
| 452,013 | 397,447 | 444,453 | <u>TOTAL REQUIREMENTS</u> | | | 456,961 | 456,961 | 456,632 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| FINES AND FORFEITURES | | | | | | |
| 30,297 | 33,571 | 35,000 | 6130 Parking Tickets Downtown Parking Patrol and Police Officer parking citations revenue. | 24,500 | 24,500 | 24,500 |
| 30,297 | 33,571 | 35,000 | TOTAL FINES AND FORFEITURES | 24,500 | 24,500 | 24,500 |
| 30,297 | 33,571 | 35,000 | TOTAL RESOURCES | 24,500 | 24,500 | 24,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :13 - MUNICIPAL COURT Section :063 - PARKING TICKETS Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | | |
| 19,160 | 8,201 | 0 | 7000-05 Salaries & Wages - Regular Full Time | 0 | 0 | 0 |
| 0 | 339 | 5,272 | 7000-10 Salaries & Wages - Regular Part Time Administrative Specialist I - 0.19 FTE | 5,391 | 5,391 | 5,391 |
| 252 | 13 | 244 | 7000-20 Salaries & Wages - Overtime | 192 | 192 | 192 |
| 1,093 | 481 | 342 | 7300-05 Fringe Benefits - FICA - Social Security | 346 | 346 | 346 |
| 256 | 113 | 80 | 7300-06 Fringe Benefits - FICA - Medicare | 81 | 81 | 81 |
| 3,153 | 1,716 | 1,011 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 1,348 | 1,348 | 1,348 |
| 6,868 | 2,715 | 0 | 7300-20 Fringe Benefits - Medical Insurance | 0 | 0 | 0 |
| 40 | 16 | 0 | 7300-25 Fringe Benefits - Life Insurance | 0 | 0 | 0 |
| 116 | 44 | 0 | 7300-30 Fringe Benefits - Long Term Disability | 0 | 0 | 0 |
| 37 | 17 | 12 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 9 | 9 | 9 |
| 15 | 7 | 6 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 6 | 6 | 6 |
| 0 | 1,294 | 2,401 | 7300-40 Fringe Benefits - Unemployment | 2,397 | 2,397 | 2,397 |
| 30,990 | 14,956 | 9,368 | <u>TOTAL PERSONAL SERVICES</u> | 9,770 | 9,770 | 9,770 |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 0 | 8 | 20 | 7750 Professional Services | 0 | 0 | 0 |
| 0 | 8 | 20 | <u>TOTAL MATERIALS AND SERVICES</u> | 0 | 0 | 0 |
| 30,990 | 14,964 | 9,388 | <u>TOTAL REQUIREMENTS</u> | 9,770 | 9,770 | 9,770 |



FIRE DEPARTMENT



Organization Set – Sections

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

Organization Set #

01-15-070
01-15-073



Budget Highlights

- o Personal services costs included in the 2011-12 proposed budget are nearly 4% less than the previous year’s budget. This is due to a change in position allocations and the shifting of personal services costs from the Fire Department to the Ambulance Fund. The allocation of all Firefighter / Paramedic positions is now 35% Fire and 65% Ambulance. Previously three positions were allocated 100% to Fire and three positions were allocated 50% to Fire. This change better reflects actual allocation of time and duties.
- o Purchase equipment and supplies to refurbish the department’s self contained breathing apparatus. Current breathing apparatus are experiencing a high rate of failure, particularly in the “firefighter down” safety features. This project, completed by in-house technicians, will address those issues as well as bring all units up to current standards for a cost of \$180,000. This is in lieu of replacing all 50 units at a cost of \$305,000. This is the second year of this three year project. Phasing will reduce the impact on the budget.
- o Building repair costs have gone up due to the age of the building and the mechanical systems requiring significant repairs or replacement.
- o Purchase a new vehicle accident extrication tool. This tool is the “jaws of life” that firefighters use to rescue trapped victims from damaged vehicles after an accident. New tools are required due to recent upgrades to newer vehicles which require over 200,000 pounds of cutting force compared to older model vehicles which require only 80,000 to 100,000 pounds of cutting force.

Core Services

Fire Operations

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

Fire & Life Safety

- o Maintain fire and life safety code enforcement.
- o Review plans for new building construction.
- o Complete on-site fire inspections of commercial property.
- o Investigate fires for cause and origin.
- o Investigate fires involving juvenile fire setters.
- o Provide for delivery of public fire education courses.

| CALL TYPE | SUB-TYPE | CALLS FOR SERVICE | Fire Call Type% | Division % |
|------------------|-----------------------|--------------------------|------------------------|-------------------|
| FIRE | Structural | 96 | 1.47% | |
| | Brush/Wild land | 42 | 0.65% | |
| | Vehicle | 12 | 0.10% | |
| | Other | 578 | <u>8.88%</u> | |
| | Fire Sub-Total | 728 | | 11% |
| EMS | All EMS Calls | 5,783 | | 89% |
| Total | | 6,511 | | 100% |

General Fund – Fire

2011 – 2012 Proposed Budget --- Budget Summary

Future Challenges and Opportunities

- Obtaining a new aerial ladder truck is critical to the Fire Department's ability to provide safe and effective fire service. It will also allow the truck company to provide more operational capabilities with fewer personnel and vehicles. This is critical in a combination fire department where personnel and resources are critical for labor intensive fire operations.
- Develop a plan to replace aging fire apparatus.
- Establish partnerships with external agencies that will improve efficiencies and reduce costs.
- Transition to a new data collection system to improve data collection of department statistics.
- Improve Health and Wellness of firefighters through an improved effort of the department's Health and Wellness program for all Combat Firefighters.
- Improve ability to provide quality training for emergency personnel.
- Develop an inspection program that meets the needs of the community and the state exempt status.
- Continue to review the need for future sub-stations within the City.
- Upgrade Fire Department Training Area to incorporate a life fire burning prop.
- Identify future staffing needs to accommodate the increasing response volume.
- Develop a plan to market department services.
- Explore a citation ordinance for fire and life safety code violations.
- Explore an ordinance addressing sprinkler systems.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 385,237 | 302,872 | 305,598 | 2,726 |
| Personal Services | 1,899,453 | 1,948,290 | 1,877,080 | (71,210) |
| Materials & Services | 432,659 | 524,760 | 521,255 | (3,505) |
| Capital Outlay | 232,301 | 79,537 | 50,949 | (28,588) |
| Total Expenditures | 2,564,413 | 2,552,587 | 2,449,284 | (103,303) |
| Net Expenditures | (2,179,176) | (2,249,715) | (2,143,686) | (106,029) |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | | Change | 2011-12 Proposed Budget | |
|-------------------------------|------------------------------|--|---------------|-------------------------------|--|
| FTE Adopted Budget | 16.40 | | | | |
| Firefighter / Paramedic | | | (1.35) | | |
| Firefighter / Paramedic - PT+ | | | (0.10) | | |
| FTE Proposed Budget | | | (1.45) | 14.95 | |



General Fund – Fire

Historical Highlights

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

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



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

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



General Fund – Fire

Historical Highlights

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



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

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

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

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

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



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

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

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

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



General Fund - Fire

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> | |
|---|--|------------------------|-------|-----------------|-------------------------|---------|
| Fund Department | Page | | | | Amount | |
| <u>Fire Chief</u> | | 1 | 360 | 106,187 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (0.75 FTE) | | | | 76 | 79,640 |
| | Ambulance Fund (0.25 FTE) | | | | 242 | 26,547 |
| <u>Assistant Fire Chief</u> | | 1 | 353 | 94,187 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (0.50 FTE) | | | | 76 | 47,093 |
| | Ambulance Fund (0.50 FTE) | | | | 242 | 47,094 |
| <u>Fire Captain</u> | | 3 | 240 | 259,766 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (1.05 FTE) | | | | 76 | 90,918 |
| | Ambulance Fund (1.95 FTE) | | | | 242 | 168,848 |
| <u>Fire Lieutenant</u> | | 3 | 235 | 228,971 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (1.05 FTE) | | | | 76 | 80,140 |
| | Ambulance Fund (1.95 FTE) | | | | 242 | 148,831 |
| <u>Fire Mechanic / Firefighter / EMT</u> | | 1 | 230 | 76,028 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (0.50 FTE) | | | | 76 | 38,014 |
| | Ambulance Fund (0.50 FTE) | | | | 242 | 38,014 |

| <u>Position Description</u> | | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> | |
|---|--|------------------------|-------|-----------------|-------------------------|---------|
| Fund Department | Page | | | | Amount | |
| <u>Firefighter / Paramedic</u> | | 17 | 220 | 1,172,367 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (5.95 FTE) | | | | 76 | 410,328 |
| | Ambulance Fund (11.05 FTE) | | | | 242 | 762,039 |
| <u>Firefighter / Paramedic - PT+</u> | | 6 | 330 | 207,032 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (1.20 FTE) | | | | 76 | 72,461 |
| | Ambulance Fund (2.22 FTE) | | | | 242 | 134,571 |
| <u>Office Manager</u> | | 1 | 328 | 49,087 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (0.35 FTE) | | | | 76 | 17,180 |
| | Ambulance Fund (0.65 FTE) | | | | 242 | 31,907 |
| <u>Administrative Specialist II</u> | | 1 | 320 | 32,546 | | |
| General Fund | Fire | | | | | |
| | Administration & Operations (0.35 FTE) | | | | 76 | 11,391 |
| | Ambulance Fund (0.65 FTE) | | | | 242 | 21,155 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 1,485 | 0 | 0 | 4545 Federal FEMA Grant | 0 | 0 | 0 |
| 0 | 0 | 0 | 4840 OR Conflagration Reimbursement | 0 | 0 | 0 |
| Budget Note: Reimbursement received from the State of Oregon when the Conflagration Act is implemented and the City provides personnel and equipment to assist in fighting wildfires. | | | | | | |
| 0 | 2,177 | 0 | 4840-05 OR Conflagration Reimbursement - Personnel | 0 | 0 | 0 |
| 0 | 480 | 0 | 4840-10 OR Conflagration Reimbursement - Equipment | 0 | 0 | 0 |
| 274,176 | 282,402 | 290,872 | 5030-05 McMinnville Rural Fire District - Contract Fire Protection | 299,598 | 299,598 | 299,598 |
| McMinnville Rural Fire Protection District's (MRFPD) payment to City for contract fire protection. MRFPD passed their second five-year local option levy in November 2006. | | | | | | |
| 0 | 24,820 | 0 | 5070-03 Water & Light - Energy Efficiency Incentive | 0 | 0 | 0 |
| 275,661 | 309,879 | 290,872 | TOTAL INTERGOVERNMENTAL | 299,598 | 299,598 | 299,598 |
| CHARGES FOR SERVICES | | | | | | |
| 4,054 | 3,052 | 4,000 | 5340 Fire Department Service Fees | 5,000 | 5,000 | 5,000 |
| Non-resident motor vehicle incident charges for Fire Department required services. | | | | | | |
| 4,054 | 3,052 | 4,000 | TOTAL CHARGES FOR SERVICES | 5,000 | 5,000 | 5,000 |
| MISCELLANEOUS | | | | | | |
| 0 | 66,400 | 1,000 | 6410 Donations - Fire | 1,000 | 1,000 | 1,000 |
| Donations received to help support the Fire Department. | | | | | | |
| 456 | 5,906 | 7,000 | 6600 Other Income | 0 | 0 | 0 |
| 0 | 0 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |
| 456 | 72,306 | 8,000 | TOTAL MISCELLANEOUS | 1,000 | 1,000 | 1,000 |
| 280,171 | 385,237 | 302,872 | TOTAL RESOURCES | 305,598 | 305,598 | 305,598 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 739,791 | 817,183 | 848,539 | 7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.75 FTE Assistant Fire Chief - 0.50 FTE Fire Captain - 35% - 1.05 FTE Fire Lieutenant - 35% - 1.05 FTE Fire Mechanic / Firefighter / EMT - 0.50 FTE Firefighter / Paramedic - 35% - 5.95 FTE Office Manager - 0.35 FTE Administrative Specialist II - 0.35 FTE Budget Note: Decrease due to changing allocation of all Firefighter/Paramedic positions to 35% Fire and 65% Ambulance; previously three positions were 100% Fire and three were 50% Fire | 774,705 | 774,705 | 770,380 |
| 72,042 | 79,245 | 101,460 | 7000-10 Salaries & Wages - Regular Part Time Firefighter / Paramedic - 35% - 1.20 FTE | 72,462 | 72,462 | 72,462 |
| 29,328 | 3,367 | 13,500 | 7000-15 Salaries & Wages - Temporary Extra Help - Fire - 0.13 FTE | 3,500 | 3,500 | 3,500 |
| 0 | 18,905 | 37,200 | 7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program that reimburses volunteers for participation on a "point-per-event" basis; helps off-set volunteers' costs for clothing, gasoline, training, etc. | 37,200 | 37,200 | 37,200 |
| 106,035 | 120,821 | 116,797 | 7000-20 Salaries & Wages - Overtime | 55,998 | 55,998 | 55,998 |
| 57,044 | 62,753 | 64,945 | 7300-05 Fringe Benefits - FICA - Social Security | 58,526 | 58,526 | 58,258 |
| 13,341 | 14,676 | 15,188 | 7300-06 Fringe Benefits - FICA - Medicare | 13,690 | 13,690 | 13,626 |
| 205,707 | 203,291 | 212,738 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 214,288 | 214,288 | 213,246 |
| 138,497 | 154,804 | 170,222 | 7300-20 Fringe Benefits - Medical Insurance | 165,920 | 165,920 | 163,516 |
| 800 | 1,209 | 1,480 | 7300-25 Fringe Benefits - Life Insurance | 1,265 | 1,265 | 1,265 |
| 4,158 | 4,409 | 4,594 | 7300-30 Fringe Benefits - Long Term Disability | 4,296 | 4,296 | 4,280 |
| 27,284 | 27,453 | 34,172 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 38,447 | 38,447 | 38,255 |
| 501 | 499 | 504 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 451 | 451 | 451 |
| 0 | 520 | 2,499 | 7300-40 Fringe Benefits - Unemployment | 2,500 | 2,500 | 2,500 |
| 6,922 | 3,405 | 3,473 | 7400-05 Fringe Benefits - Volunteers - Life Insurance | 3,473 | 3,473 | 3,473 |
| 9,390 | 8,505 | 9,602 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 12,372 | 12,372 | 12,372 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|--------------------|--------------|-----------------|--------------|--|--|--|--|-----------------------------------|---|--------|--------|--|--|--|--|--------------------------------|---|--------|--------|--|--|--|--|--------------------------|---|-------|-------|--|--|--|--|-----------------------------|---|-------|-------|--|--|--|--|-----------------------------|---|-----|-----|--|--|--|--|
| 35,853 | 39,648 | 44,400 | 7400-15 | Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current Volunteer Retirement Program based on Length-of-Service Award Program; provides retirement service award after 20 years of volunteer service. Monthly retirement award up to \$400 per month depending on yearly service participation point accumulation. | 44,400 | 44,400 | 44,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17,704 | 17,439 | 17,705 | 7400-20 | Fringe Benefits - Volunteers - Fire Volunteer LOSA - Past Funding for past years of service for the Volunteer Length-Of-Service Award Program. A maximum of ten prior years of service was established when the Volunteer Retirement Program was established in 1994. | 17,705 | 17,705 | 17,705 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10,597 | 11,567 | 11,615 | 7400-21 | Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers. | 11,615 | 11,615 | 11,615 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7,419 | 7,419 | 8,000 | 7400-25 | Fringe Benefits - Volunteers - Volunteer Accident Insurance | 8,000 | 8,000 | 8,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,482,415 | 1,597,116 | 1,718,633 | TOTAL PERSONAL SERVICES | | 1,540,813 | 1,540,813 | 1,532,502 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 500 | 7530 | Safety Training/OSHA | 500 | 500 | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 369 | 516 | 1,100 | 7540 | Employee Development | 800 | 800 | 800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21,106 | 17,240 | 20,000 | 7550 | Travel & Education Fire training, education, and travel expenses for career and volunteer staff. Development training includes Incident Command System Training (ICS), National Fire Academy (NFA), Fire Officer I and II, Fireground Leader, Firefighter I and II courses and related training materials. | 20,000 | 20,000 | 20,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>Oregon Fire Instructor Conference</td> <td style="text-align: right;">2</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">2,000</td> <td colspan="4"></td> </tr> <tr> <td>Oregon Spring Chief Conference</td> <td style="text-align: right;">2</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">2,000</td> <td colspan="4"></td> </tr> <tr> <td>Fire Officer Development</td> <td style="text-align: right;">3</td> <td style="text-align: right;">2,500</td> <td style="text-align: right;">7,500</td> <td colspan="4"></td> </tr> <tr> <td>Firehouse software training</td> <td style="text-align: right;">4</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">8,000</td> <td colspan="4"></td> </tr> <tr> <td>DPSST Driver Operator Class</td> <td style="text-align: right;">1</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> <td colspan="4"></td> </tr> </tbody> </table> | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | Oregon Fire Instructor Conference | 2 | 1,000 | 2,000 | | | | | Oregon Spring Chief Conference | 2 | 1,000 | 2,000 | | | | | Fire Officer Development | 3 | 2,500 | 7,500 | | | | | Firehouse software training | 4 | 2,000 | 8,000 | | | | | DPSST Driver Operator Class | 1 | 500 | 500 | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oregon Fire Instructor Conference | 2 | 1,000 | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oregon Spring Chief Conference | 2 | 1,000 | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fire Officer Development | 3 | 2,500 | 7,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Firehouse software training | 4 | 2,000 | 8,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DPSST Driver Operator Class | 1 | 500 | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18,640 | 17,197 | 20,000 | 7590 | Fuel - Vehicle & Equipment | 25,000 | 25,000 | 25,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22,566 | 17,998 | 20,000 | 7600 | Electric & Natural Gas | 20,000 | 20,000 | 20,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Units</u></th> <th style="text-align: right;"><u>Amt/Unit</u></th> <th style="text-align: right;"><u>Total</u></th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>Electric</td> <td style="text-align: right;">1</td> <td style="text-align: right;">10,000</td> <td style="text-align: right;">10,000</td> <td colspan="4"></td> </tr> <tr> <td>Natural Gas</td> <td style="text-align: right;">1</td> <td style="text-align: right;">10,000</td> <td style="text-align: right;">10,000</td> <td colspan="4"></td> </tr> </tbody> </table> | | | | | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | Electric | 1 | 10,000 | 10,000 | | | | | Natural Gas | 1 | 10,000 | 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electric | 1 | 10,000 | 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Natural Gas | 1 | 10,000 | 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11,200 | 13,400 | 8,715 | 7610-05 | Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 8,890 | 8,890 | 8,890 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18,300 | 18,600 | 11,855 | 7610-10 | Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 10,850 | 10,850 | 10,850 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12,149 | 12,249 | 15,000 | 7620 | Telecommunications | 15,000 | 15,000 | 15,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95 | 44 | 0 | 7630 | Uniforms | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| 8,072 | 8,003 | 7,500 | 7630-05 | Uniforms - Employee | Career, part-time, and volunteer fire uniforms. | 7,500 | 7,500 | 7,500 |
| 69,259 | 40,079 | 35,000 | 7630-15 | Uniforms - Protective Clothing | Safety clothing for firefighting and OSHA compliance for department personnel. National Fire Protection Association (NFPA) requires replacement of all turnouts that are over 10 years old. Also continuing to upgrade and purchase additional wildland firefighting clothing. | 35,000 | 35,000 | 35,000 |
| 5,407 | 5,965 | 9,000 | 7650 | Janitorial | Three days per week janitorial services and supplies - 25% shared with Ambulance Fund. | 9,000 | 9,000 | 9,000 |
| 12,422 | 19,986 | 22,000 | 7660 | Materials & Supplies | Supplies for fire operations, fire prevention, administration. | 22,000 | 22,000 | 22,000 |
| 3,634 | 0 | 0 | 7660-05 | Materials & Supplies - Office Supplies | | 0 | 0 | 0 |
| 0 | 6,400 | 1,000 | 7680 | Materials & Supplies - Donations | | 1,000 | 1,000 | 1,000 |
| 4,862 | 4,805 | 5,000 | 7700 | Hazardous Materials | | 5,000 | 5,000 | 5,000 |
| 3,634 | 5,661 | 5,000 | 7720 | Repairs & Maintenance | | 5,000 | 5,000 | 5,000 |
| 5,194 | 1,807 | 5,000 | 7720-06 | Repairs & Maintenance - Equipment | | 5,000 | 5,000 | 5,000 |
| 32,570 | 31,651 | 11,250 | 7720-08 | Repairs & Maintenance - Building Repairs | | 15,000 | 15,000 | 15,000 |
| 15,091 | 23,527 | 25,000 | 7720-14 | Repairs & Maintenance - Vehicles | | 30,000 | 30,000 | 30,000 |
| 1,349 | 3,395 | 3,000 | 7720-16 | Repairs & Maintenance - Radio & Pagers | | 3,000 | 3,000 | 3,000 |
| 4,611 | 7,469 | 119,200 | 7720-22 | Repairs & Maintenance - Breathing Apparatus | Budget Note: Second year of a three year phased purchase to upgrade self-contained breathing apparatus'. Anticipate \$120,000 for fiscal year 2012-2013. | 90,000 | 90,000 | 90,000 |
| 25,048 | 34,185 | 34,080 | 7750 | Professional Services | | 35,690 | 35,690 | 42,190 |
| | | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | OSHA medical exams | | 40 | 725 | 29,000 |
| | | | | Audit fee allocation | | 1 | 5,860 | 5,860 |
| | | | | Section 125 administration fee | | 1 | 130 | 130 |
| | | | | Labor negotiation arbitrator - 65% shared with Ambulance | | 1 | 700 | 700 |
| | | | | LOSAP actuarial valuation | | 1 | 6,500 | 6,500 |
| 9,345 | 0 | 0 | 7770-60 | Professional Services - Projects - Radio System | | 0 | 0 | 0 |
| 5,071 | 5,961 | 8,000 | 7790 | Maintenance & Rental Contracts | Generator system, fire sprinkler system, HVAC system, and fire alarm system maintenance contracts. | 8,000 | 8,000 | 8,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 4,593 | 3,187 | 9,000 | 7800 | M & S Equipment | | 13,000 | 13,000 | 13,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Interoperable radio equipment - 50% shared with Ambulance | 1 | 5,000 | 5,000 | |
| | | | | Simulation Forcible entry prop | 1 | 8,000 | 8,000 | |
| 16,178 | 808 | 2,500 | 7800-09 | M & S Equipment - Radios | | 2,500 | 2,500 | 2,500 |
| | | | | Replacement radios, as needed. | | | | |
| 0 | 163 | 5,000 | 7800-30 | M & S Equipment - Breathing Apparatus | | 5,000 | 5,000 | 5,000 |
| 34,818 | 32,193 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 19,132 | 6,074 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 36,747 | 7840 | M & S Computer Charges | | 36,108 | 36,108 | 36,489 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 36,489 | 36,489 | |
| 0 | 0 | 6,913 | 7840-30 | M & S Computer Charges - Fire | | 9,727 | 9,727 | 9,727 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Toughbook computer - Eric M. | 1 | 3,250 | 3,250 | |
| | | | | Firehouse software maintenance - 50% shared with Ambulance | 1 | 1,250 | 1,250 | |
| | | | | Toughbook computer - Rich L. - 65% shared with Ambulance | 1 | 1,137 | 1,137 | |
| | | | | Warranty extensions-Rich L. & Deb M.- 65% shared with Ambulance | 2 | 56 | 112 | |
| | | | | GeoComm mapping software maint - 82.5% shared with Police & Amb | 1 | 650 | 650 | |
| | | | | Visionair Visionmobile maintenance - 82.5% shared w/Police & Amb | 1 | 2,343 | 2,343 | |
| | | | | Netmotion MDT communication software-82.5% shared w/Police & Amb | 1 | 525 | 525 | |
| | | | | Visionair message switch maintenance-82.5% shared w/Police & Amb | 1 | 460 | 460 | |
| 48,254 | 49,117 | 50,000 | 8090 | Hydrant Rental & Maintenance | | 50,000 | 50,000 | 50,000 |
| | | | | Hydrant rental and maintenance fee paid monthly to McMinnville Water and Light Department. | | | | |
| 6,469 | 6,273 | 0 | 8100 | Intern Program | | 0 | 0 | 0 |
| 21,000 | 5,800 | 0 | 8105 | Fire Volunteer Association | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :070 - FIRE ADMINISTRATION & OPERATIONS Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 5,209 | 4,397 | 4,800 | 8110 | Hoses, Nozzles, & Adapters Fire hose, nozzles, and adapters with values under \$5,000. | | 10,000 | 10,000 | 10,000 |
| | | | | Budget Note: Increase reflects \$5,000 for replacement of 5" hose. | | | | |
| 5,335 | 5,238 | 5,400 | 8120 | Hose & Ladder Testing Testing of all department hose and ground ladder inventory per National Fire Protection Association and safety standards. | | 5,400 | 5,400 | 5,400 |
| 470,980 | 409,388 | 507,560 | TOTAL MATERIALS AND SERVICES | | | 503,965 | 503,965 | 510,846 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 0 | 47,600 | 8710 | Equipment | | 30,000 | 30,000 | 30,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Rescue tool upgrade continuation | 1 | 20,000 | 20,000 | |
| | | | | Thermal image purchase continuation | 1 | 10,000 | 10,000 | |
| 17,744 | 0 | 0 | 8740 | Computer Equipment - IS Fund | | 0 | 0 | 0 |
| 0 | 0 | 5,312 | 8750 | Capital Outlay Computer Charges | | 15,478 | 15,478 | 15,478 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 15,478 | 15,478 | |
| 9,698 | 107,429 | 26,625 | 8800 | Building Improvements | | 5,471 | 5,471 | 5,471 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Concrete work - 25% shared with Ambulance | 1 | 5,471 | 5,471 | |
| 0 | 124,872 | 0 | 8850 | Vehicles | | 0 | 0 | 0 |
| 27,442 | 232,301 | 79,537 | TOTAL CAPITAL OUTLAY | | | 50,949 | 50,949 | 50,949 |
| 1,980,837 | 2,238,805 | 2,305,730 | TOTAL REQUIREMENTS | | | 2,095,727 | 2,095,727 | 2,094,297 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :15 - FIRE Section :073 - FIRE PREVENTION & LIFE SAFETY Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | | |
| 182,965 | 191,554 | 195,715 | 7000-05 Salaries & Wages - Regular Full Time Fire Marshal - 1.00 FTE Deputy Fire Marshal - 1.00 FTE Fire Prevention Specialist - 1.00 FTE | 201,082 | 201,082 | 200,206 |
| 4,926 | 3,138 | 3,500 | 7000-15 Salaries & Wages - Temporary Extra Help - Fire Prevention - 0.12 FTE | 3,500 | 3,500 | 3,500 |
| 414 | 4,159 | 5,003 | 7000-20 Salaries & Wages - Overtime | 5,002 | 5,002 | 5,002 |
| 11,386 | 12,193 | 12,662 | 7300-05 Fringe Benefits - FICA - Social Security | 12,995 | 12,995 | 12,940 |
| 2,663 | 2,852 | 2,962 | 7300-06 Fringe Benefits - FICA - Medicare | 3,039 | 3,039 | 3,027 |
| 41,736 | 39,006 | 40,699 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 50,551 | 50,551 | 50,340 |
| 27,104 | 41,481 | 42,528 | 7300-20 Fringe Benefits - Medical Insurance | 44,406 | 44,406 | 43,697 |
| 199 | 263 | 315 | 7300-25 Fringe Benefits - Life Insurance | 315 | 315 | 315 |
| 1,100 | 1,067 | 1,096 | 7300-30 Fringe Benefits - Long Term Disability | 1,126 | 1,126 | 1,120 |
| 6,834 | 6,410 | 7,086 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 9,160 | 9,160 | 9,121 |
| 83 | 84 | 91 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 91 | 91 | 91 |
| 181 | 132 | 0 | 7300-40 Fringe Benefits - Unemployment | 5,000 | 5,000 | 5,000 |
| 0 | 0 | 0 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 0 | 0 | 0 |
| 279,589 | 302,337 | 311,657 | <u>TOTAL PERSONAL SERVICES</u> | 336,267 | 336,267 | 334,359 |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 81 | 123 | 200 | 7540 Employee Development | 200 | 200 | 200 |
| 4,863 | 5,023 | 5,000 | 7550 Travel & Education Training and travel costs for critical areas of certification and required fire training with professional development provided. | 5,000 | 5,000 | 5,000 |
| 0 | 173 | 0 | 7750 Professional Services Section 125 administration fee | 90 | 90 | 90 |
| 9,511 | 17,952 | 12,000 | 8080 Fire Prevention Education Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures. | 12,000 | 12,000 | 12,000 |
| 14,455 | 23,272 | 17,200 | <u>TOTAL MATERIALS AND SERVICES</u> | 17,290 | 17,290 | 17,290 |
| 294,044 | 325,609 | 328,857 | <u>TOTAL REQUIREMENTS</u> | 353,557 | 353,557 | 351,649 |



PARKS & RECREATION



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



General Fund – Parks & Recreation - Administration

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- Keeping programs affordable AND sustainable remains a challenging task as the “down” economy continues to impact local individuals and families. Fee increases do not always generate increased revenue as scholarship requests have increased and participation levels in some programs have decreased. This is particularly evident in the Youth Sports program area.
- The 2011-12 Parks and Recreation Department budget remains about the same as last year with the exception of new annual ActiveNet maintenance fees, shown throughout the Parks and Recreation budget in Materials & Services Computer Charges. ActiveNet is a software program which allows online registrations, provides operational efficiencies, and enhances communication with patrons.
- Overall some fee increases are built into the budget; some budget reductions are also introduced.
- Program managers will be challenged to watch and manage their respective budgets carefully.
- New Administration revenue accounts shown in 2011-12 reflect community donations supporting specific expenditures (seasonal brochure) and developing summer concession revenue from Discovery Meadows that will be recorded in “Other Income.”

Core Services

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

Future Challenges and Opportunities

- Keeping the public informed about our programs and services is extremely challenging. Tight budgets limit our flexibility to produce fliers and brochures; reduced media options have also impacted our “message.” ActiveNet should help in this regard by enhancing the capacity to directly communicate with patrons and market new programs to existing customers.
- Maintain program fees at levels that are within the financial reach of most McMinnville citizens. Planned fee increases, while reasonable, may impact ability to pay for some.
- Continue growth/expansion of city-wide special interest recreation programs, classes, activities and events.
- Continue needed facility improvements within the Aquatic Center, Community Center, and Senior Center.
- Continue to pursue grant dollars and other sources of funding support for facilities and services.

Park Development and Improvement Issues

- Update the Park, Recreation and Open Space Master Plan as soon as possible (including capital improvement plan). One major component of this update will assess the immediate and future recreation program and facility opportunities, needs, and interests of the community (an important and timely follow-up to the City’s recent community survey).
- Continue to explore potentials of new, comprehensive, multi-use community recreation facility, possibly within a five to seven year time frame.
- Continue to work closely with Public Works Division to sustain momentum in park development and continued improvements system-wide.
- Continue efforts to acquire a two to four acre neighborhood park site to serve residents in northwest McMinnville.

General Fund – Parks & Recreation -Administration

2011 – 2012 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | - | - | 2,200 | 2,200 |
| Personal Services | 165,544 | 172,395 | 175,863 | 3,468 |
| Materials & Services | 28,458 | 19,862 | 19,792 | (70) |
| Capital Outlay | - | 171 | 455 | 284 |
| Total Expenditures | 194,002 | 192,428 | 196,110 | 3,682 |
| Net Expenditures | (194,002) | (192,428) | (193,910) | 1,482 |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 2.15 | | |
| No change | | - | |
| FTE Proposed Budget | | | 2.15 |

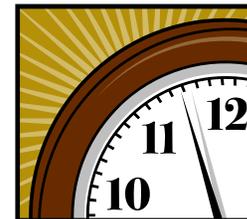


General Fund – Parks & Recreation – Administration

Historical Highlights

- 1948** McMinnville voters pass park betterment millage property tax levy on May 21st @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.
- 1968** First Director of Parks and Recreation hired.
- 1968** Recreation Commission abolished.
- 1969** City hires first Swimming Pool Manager.
- 1981** Community Center opens and Parks & Recreation programs move from City Hall.
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1986** New Aquatic Center opens.
- 1990** Part-time Volunteer Coordinator for the new Kids on the Block Program hired.
- 1995** McMinnville Senior Center opens in October 1995.

- 2008** The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation. All property tax supported departments are within the General Fund.



The Aquatic, Community and Senior Centers combined offer over 8,800 public hours of operation annually.

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>MISCELLANEOUS</u> | | | | | | |
| 0 | 0 | 0 | 6420 Donations - Parks & Recreation | 500 | 500 | 4,000 |
| 0 | 0 | 0 | 6600 Other Income | 1,700 | 1,700 | 1,700 |
| 0 | 0 | 0 | <u>TOTAL MISCELLANEOUS</u> | 2,200 | 2,200 | 5,700 |
| 0 | 0 | 0 | <i>TOTAL RESOURCES</i> | 2,200 | 2,200 | 5,700 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 97,651 | 97,721 | 97,721 | 7000-05 Salaries & Wages - Regular Full Time Parks & Recreation Director - 1.00 FTE | 98,834 | 98,834 | 98,834 |
| 21,716 | 20,265 | 24,000 | 7000-15 Salaries & Wages - Temporary Recreation Leadership - Park Ranger - 1.15 FTE | 22,000 | 22,000 | 22,000 |
| 0 | 12 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 7,117 | 6,977 | 7,547 | 7300-05 Fringe Benefits - FICA - Social Security | 7,492 | 7,492 | 7,492 |
| 1,664 | 1,632 | 1,765 | 7300-06 Fringe Benefits - FICA - Medicare | 1,752 | 1,752 | 1,752 |
| 23,197 | 20,334 | 22,356 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 26,039 | 26,039 | 26,039 |
| 13,544 | 13,979 | 14,118 | 7300-20 Fringe Benefits - Medical Insurance | 14,576 | 14,576 | 14,324 |
| 63 | 63 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 525 | 519 | 520 | 7300-30 Fringe Benefits - Long Term Disability | 526 | 526 | 526 |
| 2,214 | 2,550 | 2,941 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 2,780 | 2,780 | 2,780 |
| 58 | 56 | 63 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 63 | 63 | 63 |
| 0 | 1,072 | 1,301 | 7300-40 Fringe Benefits - Unemployment | 1,298 | 1,298 | 1,298 |
| 110 | 363 | 0 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 440 | 440 | 440 |
| 167,858 | 165,544 | 172,395 | TOTAL PERSONAL SERVICES | 175,863 | 175,863 | 175,611 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------|--------|--------|
| 19,361 | 20,859 | 12,000 | 7520 Public Notices & Printing Publication of three seasonal Parks and Recreation Program brochures and miscellaneous expenses including advertising, primarily for hiring. | 12,000 | 12,000 | 12,000 |
| 62 | 84 | 400 | 7540 Employee Development | 300 | 300 | 300 |
| 836 | 234 | 800 | 7550 Travel & Education Professional development conferences and workshop fees. Membership fees for State and National Park and Recreation Associations. | 800 | 800 | 800 |
| 800 | 700 | 477 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 510 | 510 | 510 |
| 100 | 100 | 68 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 80 | 80 | 80 |
| 1,256 | 1,374 | 1,300 | 7620 Telecommunications | 1,300 | 1,300 | 1,300 |
| 3,152 | 2,168 | 2,500 | 7660 Materials & Supplies Includes materials and supplies needed for Park Ranger and volunteer Park Watch Programs as well as other materials related to park use management and community awareness. | 1,500 | 1,500 | 2,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :001 - ADMINISTRATION Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7680 | Materials & Supplies - Donations | | 0 | 0 | 500 |
| 1,652 | 1,313 | 980 | 7750 | Professional Services | | 1,040 | 1,040 | 1,540 |
| 1,027 | 868 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 460 | 758 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 1,337 | 7840 | M & S Computer Charges | | 1,062 | 1,062 | 1,073 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 1,073 | 1,073 | |
| 0 | 0 | 0 | 7840-35 | M & S Computer Charges - Parks & Rec Administration | | 1,200 | 1,200 | 6,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 | |
| | | | | ActiveNet set-up and training | 1 | 5,400 | 5,400 | |
| 28,705 | 28,458 | 19,862 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 19,792 | 19,792 | 26,703 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 171 | 8750 | Capital Outlay Computer Charges | | 455 | 455 | 5,955 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 455 | 455 | |
| | | | | ActiveNet hardware | 1 | 5,500 | 5,500 | |
| 0 | 0 | 171 | <u>TOTAL CAPITAL OUTLAY</u> | | | 455 | 455 | 5,955 |
| 196,564 | 194,001 | 192,428 | <u>TOTAL REQUIREMENTS</u> | | | 196,110 | 196,110 | 208,269 |



**PARKS & RECREATION
Aquatic Center**



Organization Set – Programs

- Administration
- Child Lessons
- Swim Lessons
- Adult Lessons
- Fitness Programs
- Pro Shop
- Classes & Programs
- Special Events

Organization Set #

01-17-087-501
01-17-087-620
01-17-087-621
01-17-087-623
01-17-087-626
01-17-087-632
01-17-087-635
01-17-087-641

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



General Fund – Parks & Recreation - Aquatic Center

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- Fee based revenues continue to grow; therefore, individual and family memberships remain strong. Fitness classes remain popular with high participation levels. Aquatic Center (AC) fees remain a great value in this “stay close to home” economy. Slight fee increases in several membership and program categories will be implemented in 2011-12.
- Replacement of old equipment and related upgrades in the weight room are needed to support increased usage and demand. Needed equipment replacements in the AC fitness center are budgeted this year. These expenditures will enhance service to the growing number of fitness center participants
- Increases in part-time staff (lifeguards and office help) costs reflect our effort to increase hourly wages to a level similar to the new Evergreen Aviation water park scheduled to open in the summer of 2011. Moderate fee increases will be introduced to off-set these increased wages.
- Increase in the Maintenance and Rental Contracts budget reflects a full-year maintenance contract for the new HVAC and control systems. In 2010-11, the contract was necessary for only the final six months of the year due to warranty coverage for the first six months.

Core Services

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

Future Challenges and Opportunities

- Assess the replacement of current gas chlorination system with an equally effective dry chlorine tablet system that would reduce OSHA and other safety-management related challenges.
- Assess and repair flat roof sections as needed over the next one to three years.
- Sustain quality programs with consistency and creatively maximizing pool hours. Effectively address impacts of program growth and sustaining patron satisfaction.
- Sustain strong membership retention efforts.
- Investigate feasibility of enclosing patio area and expanding weight room and cardio-fitness equipment and related programs to sustain success and meet rapidly growing demand. Expanded program opportunities in this area will generate new revenues to support operations.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 992,700 | 498,968 | 390,050 | (108,918) |
| Personal Services | 431,313 | 441,449 | 473,177 | 31,728 |
| Materials & Services | 186,421 | 183,172 | 194,551 | 11,379 |
| Capital Outlay | 793,402 | 514 | 1,366 | 852 |
| Total Expenditures | 1,411,136 | 625,135 | 669,094 | 43,959 |
| Net Expenditures | (418,436) | (126,167) | (279,044) | 152,877 |

General Fund – Parks & Recreation -Aquatic Center

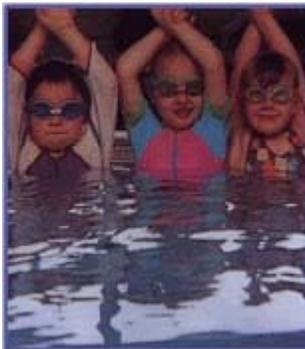
2011 – 2012 Proposed Budget --- Budget Summary

Full-Time Equivalentents (FTE)

| | 2010-11 | | 2011-12 |
|------------------------------|-------------------|-------------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 10.91 | | |
| RP Labor - Lifeguard | | 0.07 | |
| Instructor - Child Lessons | | (0.07) | |
| Instructor - Fitness Classes | | 0.04 | |
| Classes & Program Labor | | 0.02 | |
| Extra Help - Office | | 0.22 | |
| FTE Proposed Budget | | 0.28 | 11.19 |



Approximately 87% of morning program patrons are members of the pool.



The Aquatic Center's total program attendance has grown almost 13% in the last 2 years.

Partnership with Chemeketa Community College produces ~\$17,500 to \$20,000 in revenue.





General Fund – Parks & Recreation – Aquatic Center

Historical Highlights

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

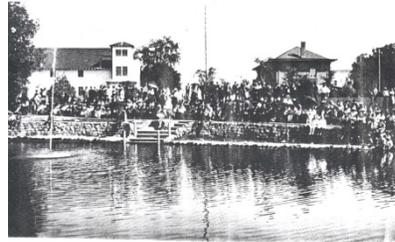
1908 McMinnville's first community Pavilion was constructed on the site of the present day Aquatic Center – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

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



Swimming pool and library - early 1900's

1910 to 1927

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



1927 to 1950's

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

1975 The facility is remodeled.



1956 to 1985

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

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

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



1986 to present

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

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

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

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



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

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 0 | 443,662 | 0 | 4630-03 Bonneville Power Administration - Energy Efficiency Incentive | 0 | 0 | 0 |
| 0 | 197,858 | 0 | 5070-03 Water & Light - Energy Efficiency Incentive | 0 | 0 | 0 |
| 0 | 641,520 | 0 | TOTAL INTERGOVERNMENTAL | 0 | 0 | 0 |
| CHARGES FOR SERVICES | | | | | | |
| 39,375 | 40,976 | 42,000 | 5360-05 Admissions - Child/Student Aquatic Center daily child/student admission fees. | 43,000 | 43,000 | 43,000 |
| 45,714 | 56,523 | 52,000 | 5360-10 Admissions - Adult/Seniors Aquatic Center daily adult/senior admission fees. | 63,000 | 63,000 | 63,000 |
| 72,964 | 77,518 | 80,000 | Budget Note: Adult daily admissions fees will increase to \$3.75, from \$3.50. 5370-05 Memberships - Family Aquatic Center year and half-yearly family swim passes. | 88,000 | 88,000 | 88,000 |
| 44,047 | 45,447 | 46,000 | Budget Note: Increase in membership fees is necessary due to anticipated higher lifeguard wages; City pay rate must be competitive with pay rate at the new Evergreen Aviation Aquatic Center. Increase in family passes will be implemented in fiscal year 2011-12. 5370-10 Memberships - Individual Aquatic Center year and half-yearly individual swim passes. | 52,800 | 52,800 | 52,800 |
| 18,559 | 12,723 | 15,000 | Budget Note: Increase in membership fees necessary due to anticipated higher lifeguard wages; City pay rate must be competitive with pay rate at the new Evergreen Aviation Aquatic Center. Fees will increase in fiscal year 2011-12. 5380-05 Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations. | 15,000 | 15,000 | 15,000 |
| 6,914 | 7,680 | 8,000 | 5380-10 Facility Rentals - McM Swim Club & McM High School Mac Swim Club (MSC) and Mac High School swim team reimbursement for lifeguard costs from meets/practices. | 8,500 | 8,500 | 8,500 |
| 2,636 | 2,683 | 3,000 | Budget Note: In addition, the MSC families purchase approximately \$16,000 in family and single memberships. 5380-15 Facility Rentals - Lockers & Equipment | 2,500 | 2,500 | 2,500 |
| 230,208 | 243,549 | 246,000 | TOTAL CHARGES FOR SERVICES | 272,800 | 272,800 | 272,800 |
| MISCELLANEOUS | | | | | | |
| 0 | 0 | 0 | 6420 Donations - Parks & Recreation | 1,500 | 1,500 | 1,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 270 | 326 | 1,500 | 6420-05 Donations - Parks & Recreation - Scholarships Donations that fund expenditure account 7680, Materials & Supplies-Donations. These donations provide swim lesson scholarships (Ken Hill Scholarship Fund). | 500 | 500 | 500 |
| 25 | 8 | 100 | 6420-10 Donations - Parks & Recreation - Equipment Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. These are donations used to purchase Aquatic Center equipment. | 100 | 100 | 100 |
| 199 | 271 | 144,368 | 6600 Other Income | 150 | 150 | 150 |
| 494 | 605 | 145,968 | TOTAL MISCELLANEOUS | 2,250 | 2,250 | 2,250 |
| 230,702 | 885,674 | 391,968 | TOTAL RESOURCES | 275,050 | 275,050 | 275,050 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|---|----------------|----------------|--|----------------|----------------|----------------|
| 152,687 | 154,530 | 154,836 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE Recreation Specialist - 1.00 FTE | 156,626 | 156,626 | 156,626 |
| 18,159 | 31,803 | 35,901 | 7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator I - 0.60 FTE Head Guard - 0.48 FTE | 36,641 | 36,641 | 36,641 |
| 96,623 | 105,312 | 107,500 | 7000-15 Salaries & Wages - Temporary Recreation Program Labor - Lifeguard - 4.62 FTE Extra Help - Aquatic Center Office - 1.24 FTE | 124,500 | 124,500 | 124,500 |
| Budget Note: Increase in pay rate is necessary for City to remain competitive with pay rate at the new Evergreen Aviation Aquatic Center. Increases in membership fees will help off-set this cost. | | | | | | |
| 90 | 195 | 150 | 7000-20 Salaries & Wages - Overtime | 100 | 100 | 100 |
| 16,132 | 17,502 | 18,500 | 7300-05 Fringe Benefits - FICA - Social Security | 19,708 | 19,708 | 19,708 |
| 3,773 | 4,093 | 4,326 | 7300-06 Fringe Benefits - FICA - Medicare | 4,609 | 4,609 | 4,609 |
| 46,038 | 47,696 | 47,517 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 54,468 | 54,468 | 54,468 |
| 31,887 | 32,907 | 33,198 | 7300-20 Fringe Benefits - Medical Insurance | 34,272 | 34,272 | 33,718 |
| 219 | 252 | 252 | 7300-25 Fringe Benefits - Life Insurance | 252 | 252 | 252 |
| 890 | 946 | 946 | 7300-30 Fringe Benefits - Long Term Disability | 954 | 954 | 954 |
| 8,268 | 9,072 | 9,476 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 10,693 | 10,693 | 10,693 |
| 244 | 265 | 282 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 290 | 290 | 290 |
| 0 | 234 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 49 | 424 | 99 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 56 | 56 | 56 |
| 375,059 | 405,231 | 412,983 | TOTAL PERSONAL SERVICES | 443,169 | 443,169 | 442,615 |

MATERIALS AND SERVICES

| | | | | | | |
|-----|-----|-----|--|-------|-------|-------|
| 0 | 0 | 0 | 7500 Credit Card Fees | 2,000 | 2,000 | 2,000 |
| 141 | 0 | 100 | 7530 Safety Training/OSHA State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations. | 100 | 100 | 100 |
| 291 | 401 | 300 | 7540 Employee Development | 200 | 200 | 200 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|
| 505 | 1,515 | 1,000 | 7550 | Travel & Education | | 600 | 600 | 600 |
| | | | | | Registration fees and other expenses associated with professional development workshops, conference, and training for Aquatic Center staff. | | | |
| 94,666 | 82,343 | 75,000 | 7600 | Electric & Natural Gas | | 75,000 | 75,000 | 75,000 |
| 2,700 | 2,700 | 1,770 | 7610-05 | Insurance - Liability | | 1,880 | 1,880 | 1,880 |
| | | | | | Budget Note: Includes CIS Trust surplus distribution. | | | |
| 5,100 | 4,900 | 2,861 | 7610-10 | Insurance - Property | | 2,750 | 2,750 | 2,750 |
| | | | | | Budget Note: Includes CIS Trust surplus distribution. | | | |
| 3,763 | 3,601 | 3,400 | 7620 | Telecommunications | | 3,500 | 3,500 | 3,500 |
| 8,899 | 9,220 | 8,650 | 7650-10 | Janitorial - Services | | 9,900 | 9,900 | 9,900 |
| 5,592 | 6,012 | 6,000 | 7650-15 | Janitorial - Supplies | | 6,500 | 6,500 | 6,500 |
| 1,813 | 1,258 | 1,800 | 7660-05 | Materials & Supplies - Office Supplies | | 1,750 | 1,750 | 1,750 |
| 0 | 0 | 1,500 | 7680 | Materials & Supplies - Donations | | 500 | 500 | 500 |
| | | | | | Funded by revenue account 6420-05, Donations-Parks & Recreation-Scholarships. Aquatic Center swim lesson scholarships (Ken Hill Scholarship Fund). | | | |
| 11,946 | 13,823 | 13,000 | 7690 | Chemicals | | 14,000 | 14,000 | 14,000 |
| | | | | | Chemicals used to sanitize, oxidize, and test pool water as prescribed by state code; i.e., chlorine, carbon dioxide, sodium bicarbonate, soda ash, calcium carbonate, and sodium thiosulfate. | | | |
| 65,761 | 28,808 | 35,000 | 7720 | Repairs & Maintenance | | 29,500 | 29,500 | 29,500 |
| 3,116 | 1,021 | 980 | 7750 | Professional Services | | 990 | 990 | 990 |
| | | | | | Audit fee allocation | | | |
| 31,100 | 8,464 | 17,100 | 7790 | Maintenance & Rental Contracts | | 17,700 | 17,700 | 17,700 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HVAC preventative maintenance contracts | 1 | 10,000 | 10,000 | |
| | | | | Annual chlorinator service | 1 | 3,000 | 3,000 | |
| | | | | Weight room equipment maintenance | 1 | 2,500 | 2,500 | |
| | | | | Fire alarm monitoring | 1 | 500 | 500 | |
| | | | | Fire suppression system inspection & service | 1 | 1,000 | 1,000 | |
| | | | | Copy machine service contract | 1 | 500 | 500 | |
| | | | | Employee background checks | 1 | 200 | 200 | |
| 772 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 290 | 1,745 | 600 | 7800-03 | M & S Equipment - Office | | 500 | 500 | 500 |
| | | | | | Credit card machine purchase. | | | |
| 0 | 6,790 | 0 | 7800-36 | M & S Equipment - Weight Room | | 10,000 | 10,000 | 10,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Replace recumbant exercise bike | 1 | 2,500 | 2,500 | |
| | | | | Replace two elliptical machines | 1 | 7,500 | 7,500 | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 25 | 0 | 100 | 7810 | M & S Equipment - Donations | | 100 | 100 | 100 |
| | | | | Donations used to purchase Aquatic Center equipment. Funded by revenue account 6420-10, Donations-Parks & Recreation-Equipment. | | | | |
| 3,082 | 2,604 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 1,655 | 2,348 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 4,011 | 7840 | M & S Computer Charges | | 3,186 | 3,186 | 3,220 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 3,220 | 3,220 | |
| 0 | 0 | 0 | 7840-40 | M & S Computer Charges - Aquatic Center | | 1,745 | 1,745 | 1,745 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Ergo keyboard - Sheila C. | 1 | 250 | 250 | |
| | | | | Keyboard extender | 1 | 295 | 295 | |
| | | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 | |
| 3,832 | 4,318 | 5,000 | 8130 | Recreation Program Expenses | | 3,500 | 3,500 | 3,500 |
| | | | | Purchase of swimming lesson, water exercise and general recreation program supplies. | | | | |
| 245,049 | 181,872 | 178,172 | TOTAL MATERIALS AND SERVICES | | | 185,901 | 185,901 | 185,935 |
| CAPITAL OUTLAY | | | | | | | | |
| 10,000 | 4,500 | 0 | 8740 | Computer Equipment - IS Fund | | 0 | 0 | 0 |
| 0 | 0 | 514 | 8750 | Capital Outlay Computer Charges | | 1,366 | 1,366 | 1,366 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 1,366 | 1,366 | |
| 0 | 0 | 0 | 8750-40 | Capital Outlay Computer Charges - Aquatic Center | | 0 | 0 | 0 |
| 21,367 | 788,902 | 0 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 31,367 | 793,402 | 514 | TOTAL CAPITAL OUTLAY | | | 1,366 | 1,366 | 1,366 |
| 651,474 | 1,380,505 | 591,669 | TOTAL REQUIREMENTS | | | 630,436 | 630,436 | 629,916 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :620 - CHILD LESSONS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 59,432 | 64,182 | 67,000 | 5350 Registration Fees Budget Note: Child Lesson registration fees are combined with Adult Lessons in the new Swim Lesson org set, 01-17-087-621. | 0 | 0 | 0 |
| 59,432 | 64,182 | 67,000 | TOTAL CHARGES FOR SERVICES | 0 | 0 | 0 |
| 59,432 | 64,182 | 67,000 | TOTAL RESOURCES | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :620 - CHILD LESSONS | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| 16,826 | 17,190 | 18,000 | 7000-15 | Salaries & Wages - Temporary Budget Note: All Child Lesson costs are combined with Adult Lessons in the new Swim Lesson org set, 01-17-087-621. | 0 | 0 | 0 |
| 1,043 | 1,066 | 1,116 | 7300-05 | Fringe Benefits - FICA - Social Security | 0 | 0 | 0 |
| 244 | 249 | 261 | 7300-06 | Fringe Benefits - FICA - Medicare | 0 | 0 | 0 |
| 880 | 1,179 | 2,160 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 0 | 0 | 0 |
| 580 | 560 | 616 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 0 | 0 | 0 |
| 28 | 28 | 29 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 19,602 | 20,272 | 22,182 | TOTAL PERSONAL SERVICES | | 0 | 0 | 0 |
| MATERIALS AND SERVICES | | | | | | | |
| 0 | 0 | 0 | 8130 | Recreation Program Expenses | 0 | 0 | 0 |
| 0 | 0 | 0 | TOTAL MATERIALS AND SERVICES | | 0 | 0 | 0 |
| 19,602 | 20,272 | 22,182 | TOTAL REQUIREMENTS | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 0 | 0 | 0 | 5350 Registration Fees Aquatic Center - Swim Lessons | 66,500 | 66,500 | 66,500 |
| 0 | 0 | 0 | <u>TOTAL CHARGES FOR SERVICES</u> | 66,500 | 66,500 | 66,500 |
| 0 | 0 | 0 | <u>TOTAL RESOURCES</u> | 66,500 | 66,500 | 66,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :621 - SWIM LESSONS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 0 | 0 | 0 | 7000-15 Salaries & Wages - Temporary Instructor - Child Lessons - 0.92 FTE Instructor - Adult Lessons - 0.03 FTE | 18,500 | 18,500 | 18,500 |
| 0 | 0 | 0 | 7300-05 Fringe Benefits - FICA - Social Security | 1,147 | 1,147 | 1,147 |
| 0 | 0 | 0 | 7300-06 Fringe Benefits - FICA - Medicare | 268 | 268 | 268 |
| 0 | 0 | 0 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 1,850 | 1,850 | 1,850 |
| 0 | 0 | 0 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 682 | 682 | 682 |
| 0 | 0 | 0 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 28 | 28 | 28 |
| 0 | 0 | 0 | <u>TOTAL PERSONAL SERVICES</u> | 22,475 | 22,475 | 22,475 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 0 | 8130 Recreation Program Expenses | 500 | 500 | 500 |
| 0 | 0 | 0 | <u>TOTAL MATERIALS AND SERVICES</u> | 500 | 500 | 500 |
| 0 | 0 | 0 | <u>TOTAL REQUIREMENTS</u> | 22,975 | 22,975 | 22,975 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :623 - ADULT LESSONS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 1,565 | 883 | 1,000 | 5350 Registration Fees Budget Note: Adult Lesson registration fees are combined with Child Lessons in the new Swim Lesson org set, 01-17-087-621. | 0 | 0 | 0 |
| 1,565 | 883 | 1,000 | TOTAL CHARGES FOR SERVICES | 0 | 0 | 0 |
| 1,565 | 883 | 1,000 | TOTAL RESOURCES | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :623 - ADULT LESSONS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 594 | 296 | 500 | 7000-15 Salaries & Wages - Temporary Budget Note: All Adult Lesson costs are combined with Child Lessons in the new Swim Lesson org set, 01-17-087-621. | 0 | 0 | 0 |
| 37 | 18 | 31 | 7300-05 Fringe Benefits - FICA - Social Security | 0 | 0 | 0 |
| 9 | 4 | 7 | 7300-06 Fringe Benefits - FICA - Medicare | 0 | 0 | 0 |
| 50 | 44 | 60 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 0 | 0 | 0 |
| 21 | 10 | 17 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 0 | 0 | 0 |
| 1 | 0 | 1 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 0 | 0 | 0 |
| 711 | 373 | 616 | <u>TOTAL PERSONAL SERVICES</u> | 0 | 0 | 0 |
| 711 | 373 | 616 | <u>TOTAL REQUIREMENTS</u> | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 23,274 | 31,789 | 28,500 | 5350 Registration Fees Aquatic Center - Fitness Programs. | 33,500 | 33,500 | 33,500 |
| Budget Note: Increase reflects anticipated growth in these popular programs. | | | | | | |
| 23,274 | 31,789 | 28,500 | TOTAL CHARGES FOR SERVICES | 33,500 | 33,500 | 33,500 |
| 23,274 | 31,789 | 28,500 | TOTAL RESOURCES | 33,500 | 33,500 | 33,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :626 - FITNESS CLASSES | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| 1,785 | 2,516 | 3,000 | 7000-15 | Salaries & Wages - Temporary Instructor - Fitness Classes - 0.19 FTE | 4,000 | 4,000 | 4,000 |
| 111 | 156 | 186 | 7300-05 | Fringe Benefits - FICA - Social Security | 248 | 248 | 248 |
| 26 | 36 | 44 | 7300-06 | Fringe Benefits - FICA - Medicare | 58 | 58 | 58 |
| 289 | 607 | 360 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 400 | 400 | 400 |
| 62 | 82 | 103 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 148 | 148 | 148 |
| 3 | 4 | 4 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 6 | 6 | 6 |
| 2,275 | 3,401 | 3,697 | TOTAL PERSONAL SERVICES | | 4,860 | 4,860 | 4,860 |
| MATERIALS AND SERVICES | | | | | | | |
| 0 | 0 | 0 | 8130 | Recreation Program Expenses | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 0 | TOTAL MATERIALS AND SERVICES | | 1,000 | 1,000 | 1,000 |
| 2,275 | 3,401 | 3,697 | TOTAL REQUIREMENTS | | 5,860 | 5,860 | 5,860 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | | |
| 5,576 | 6,354 | 6,000 | 5410 | Sales Aquatic Center revenues from sale of swim accessories and related merchandise. | 9,000 | 9,000 | 9,000 |
| 5,576 | 6,354 | 6,000 | <u>TOTAL CHARGES FOR SERVICES</u> | | 9,000 | 9,000 | 9,000 |
| 5,576 | 6,354 | 6,000 | TOTAL RESOURCES | | 9,000 | 9,000 | 9,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :632 - PRO SHOP | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 3,071 | 3,369 | 3,500 | 7660 Materials & Supplies Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop. | 5,000 | 5,000 | 5,000 |
| 3,071 | 3,369 | 3,500 | <u>TOTAL MATERIALS AND SERVICES</u> | 5,000 | 5,000 | 5,000 |
| 3,071 | 3,369 | 3,500 | <i>TOTAL REQUIREMENTS</i> | 5,000 | 5,000 | 5,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 2,185 | 1,668 | 2,000 | 5350 Registration Fees Aquatic Center - Classes & Programs | 3,000 | 3,000 | 3,000 |
| 2,185 | 1,668 | 2,000 | TOTAL CHARGES FOR SERVICES | 3,000 | 3,000 | 3,000 |
| 2,185 | 1,668 | 2,000 | TOTAL RESOURCES | 3,000 | 3,000 | 3,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :635 - CLASSES & PROGRAMS | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| 0 | 60 | 100 | 7000-15 | Salaries & Wages - Temporary Classes & Programs Labor - 0.03 FTE | 600 | 600 | 600 |
| 0 | 4 | 6 | 7300-05 | Fringe Benefits - FICA - Social Security | 37 | 37 | 37 |
| 0 | 1 | 1 | 7300-06 | Fringe Benefits - FICA - Medicare | 9 | 9 | 9 |
| 0 | 11 | 12 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 60 | 60 | 60 |
| 0 | 2 | 3 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 22 | 22 | 22 |
| 0 | 0 | 0 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 1 | 1 | 1 |
| 0 | 78 | 122 | TOTAL PERSONAL SERVICES | | 729 | 729 | 729 |
| MATERIALS AND SERVICES | | | | | | | |
| 1,088 | 659 | 750 | 8130 | Recreation Program Expenses | 1,250 | 1,250 | 1,250 |
| 1,088 | 659 | 750 | TOTAL MATERIALS AND SERVICES | | 1,250 | 1,250 | 1,250 |
| 1,088 | 737 | 872 | TOTAL REQUIREMENTS | | 1,979 | 1,979 | 1,979 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 2,463 | 2,149 | 2,500 | 5350 Registration Fees Aquatic Center - Special Events | 3,000 | 3,000 | 3,000 |
| 2,463 | 2,149 | 2,500 | <u>TOTAL CHARGES FOR SERVICES</u> | 3,000 | 3,000 | 3,000 |
| 2,463 | 2,149 | 2,500 | TOTAL RESOURCES | 3,000 | 3,000 | 3,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :087 - AQUATIC CENTER Program :641 - SPECIAL EVENTS | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| 1,273 | 1,606 | 1,500 | 7000-15 | Salaries & Wages - Temporary Recreation Program Labor - 0.08 FTE | 1,600 | 1,600 | 1,600 |
| 79 | 100 | 93 | 7300-05 | Fringe Benefits - FICA - Social Security | 99 | 99 | 99 |
| 18 | 23 | 22 | 7300-06 | Fringe Benefits - FICA - Medicare | 23 | 23 | 23 |
| 107 | 174 | 180 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 160 | 160 | 160 |
| 44 | 53 | 51 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 59 | 59 | 59 |
| 2 | 3 | 3 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 3 | 3 | 3 |
| 1,524 | 1,958 | 1,849 | TOTAL PERSONAL SERVICES | | 1,944 | 1,944 | 1,944 |
| MATERIALS AND SERVICES | | | | | | | |
| 671 | 522 | 750 | 8130 | Recreation Program Expenses | 900 | 900 | 900 |
| 671 | 522 | 750 | TOTAL MATERIALS AND SERVICES | | 900 | 900 | 900 |
| 2,195 | 2,481 | 2,599 | TOTAL REQUIREMENTS | | 2,844 | 2,844 | 2,844 |



PARKS & RECREATION
Community Center & Rec Programs



Organization Set – Programs

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

Organization Set #

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



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

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- The Community Center (CC) budget proposal for 2011-12 is generally a “hold the line” budget.
- Summertime “STARS” program reductions in both revenues and expenditures are due to fewer registrations than in the past.
- Revenue and expense increases in special interest Programs and Classes reflect moderate program growth and expanded community participation in this area. Special Events is another area that is expanding and hopefully will continue to grow as the 2nd annual sprint-triathlon is held in May 2011. Other special community events may also be introduced in 2012.
- Anticipate kitchen use revenues to show improvement in 2011-12 as we work with our new food service provider to expand services for receptions and event rentals.

Core Services

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

Future Challenges and Opportunities

- The Community Center, still known as “The People Place”, remains very busy as a great venue for receptions, meetings and community events. Recreation programming is increasing and recreational services will continue to be expanded to meet community interests.

Department Cost Summary

| | 2009-10 | 2010-11 | 2011-12 | Budget Variance |
|---------------------------|----------------|----------------|-----------------|-----------------|
| | Actual | Amended Budget | Proposed Budget | |
| Revenue | 185,340 | 220,650 | 208,250 | (12,400) |
| Personal Services | 198,468 | 225,879 | 219,888 | (5,991) |
| Materials & Services | 205,277 | 199,915 | 192,886 | (7,029) |
| Capital Outlay | - | 343 | 1,366 | 1,023 |
| Total Expenditures | 403,745 | 426,137 | 414,140 | (11,997) |
| Net Expenditures | (218,405) | (205,487) | (205,890) | 403 |

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|-------------------------------|---------------|--------|-------------|
| | Adopted | | Proposed |
| | Budget | Change | Budget |
| FTE Adopted Budget | 5.93 | | |
| Classes & Programs Labor - CC | | 0.05 | |
| Site Director - Summer STARS | | 0.01 | |
| Rec Leadership - Summer STARS | | (0.80) | |
| FTE Proposed Budget | (0.74) | | 5.19 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 32,815 | 35,055 | 36,000 | 5380-20 Facility Rentals - Meeting Rooms Community Center general meeting room rentals. | 40,000 | 40,000 | 40,000 |
| 12,568 | 11,933 | 15,000 | 5380-25 Facility Rentals - Auditorium Community Center auditorium rental for major events including theater, large banquets, major exhibits, dances, auctions, sports events, etc. | 15,000 | 15,000 | 15,000 |
| 1,020 | 720 | 6,000 | 5380-30 Facility Rentals - Kitchen Facilities Community Center flat-fee kitchen use fees generated from rental groups and revenue from a new, single-provider catering contractor. | 8,000 | 8,000 | 8,000 |
| 7,727 | 9,092 | 8,000 | 5380-35 Facility Rentals - Athletic Facilities Community Center "athletic membership" fees for locker room, track, racquetball, and gym use; including new pickleball and table tennis programs. | 9,000 | 9,000 | 9,000 |
| 7,125 | 4,330 | 6,000 | 5380-40 Facility Rentals - Staff Fees Staff fees charged to user groups when the Community Center is rented beyond normal operating hours. Also includes fees collected when McMinnville Police Department staff is required for event supervision. | 6,000 | 6,000 | 6,000 |
| 2,006 | 2,312 | 3,000 | 5380-42 Facility Rentals - Contract Event Security Fees received from rental groups at the Community Center to cover the cost of contracted event security, when needed. | 2,000 | 2,000 | 2,000 |
| 63,261 | 63,442 | 74,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 80,000 | 80,000 | 80,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 769 | 4,063 | 1,500 | 6600 Other Income Incidental revenue received at Community Center from vending machine, copy machine, audio/visual equipment user fees, etc . | 1,500 | 1,500 | 1,500 |
| 769 | 4,063 | 1,500 | <u>TOTAL MISCELLANEOUS</u> | 1,500 | 1,500 | 1,500 |
| 64,030 | 67,505 | 75,500 | <u>TOTAL RESOURCES</u> | 81,500 | 81,500 | 81,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 54,028 | 56,841 | 59,744 | 7000-05 Salaries & Wages - Regular Full Time Community Center Manager - 1.00 FTE | 63,222 | 63,222 | 63,222 |
| 16,246 | 21,737 | 27,692 | 7000-10 Salaries & Wages - Regular Part Time Recreation Program Coordinator I - 0.80 FTE | 27,022 | 27,022 | 27,022 |
| 29,949 | 27,144 | 28,000 | 7000-15 Salaries & Wages - Temporary Extra Help - Community Center - 1.39 FTE Extra Help - Community Center Security - 0.02 FTE | 28,000 | 28,000 | 28,000 |
| 198 | 134 | 0 | 7000-20 Salaries & Wages - Overtime | 500 | 500 | 500 |
| 6,000 | 6,295 | 7,157 | 7300-05 Fringe Benefits - FICA - Social Security | 7,362 | 7,362 | 7,362 |
| 1,403 | 1,472 | 1,674 | 7300-06 Fringe Benefits - FICA - Medicare | 1,722 | 1,722 | 1,722 |
| 16,356 | 19,285 | 19,477 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 21,305 | 21,305 | 21,305 |
| 13,919 | 14,100 | 14,118 | 7300-20 Fringe Benefits - Medical Insurance | 19,696 | 19,696 | 19,394 |
| 106 | 111 | 126 | 7300-25 Fringe Benefits - Life Insurance | 126 | 126 | 126 |
| 395 | 422 | 472 | 7300-30 Fringe Benefits - Long Term Disability | 502 | 502 | 502 |
| 1,271 | 1,955 | 1,329 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,571 | 1,571 | 1,571 |
| 94 | 90 | 94 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 94 | 94 | 94 |
| 228 | 5 | 0 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 546 | 546 | 546 |
| 140,193 | 149,592 | 159,883 | TOTAL PERSONAL SERVICES | 171,668 | 171,668 | 171,366 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|--|--------------|-----------------|--------------|
| 2,672 | 3,418 | 3,000 | 7500 Credit Card Fees | 2,500 | 2,500 | 2,500 |
| 172 | 222 | 200 | 7540 Employee Development | 100 | 100 | 100 |
| 800 | 273 | 500 | 7550 Travel & Education Professional development conference and workshops and membership in the Oregon Recreation and Parks Association. | 500 | 500 | 500 |
| 65,254 | 52,042 | 55,000 | 7600 Electric & Natural Gas | 58,500 | 58,500 | 61,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Natural gas | 1 | 375 | 375 |
| | | | Electricity | 1 | 60,625 | 60,625 |
| 2,800 | 2,700 | 1,702 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 1,880 | 1,880 | 1,880 |
| 11,700 | 11,000 | 7,222 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 6,730 | 6,730 | 6,730 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 2,679 | 2,808 | 2,500 | 7620 | Telecommunications | | 3,300 | 3,300 | 3,300 |
| 28,682 | 29,255 | 29,850 | 7650-10 | Janitorial - Services | | 26,000 | 26,000 | 26,000 |
| 2,737 | 3,566 | 3,000 | 7650-15 | Janitorial - Supplies | | 2,750 | 2,750 | 2,750 |
| 5,120 | 4,557 | 3,500 | 7660 | Materials & Supplies | | 3,250 | 3,250 | 3,250 |
| 32,436 | 27,065 | 16,400 | 7720 | Repairs & Maintenance | | 19,600 | 19,600 | 19,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Western Oregon Waste - garbage service | 1 | 2,100 | 2,100 | |
| | | | | Elevator repairs - unanticipated | 1 | 2,000 | 2,000 | |
| | | | | General HVAC repairs | 1 | 4,500 | 4,500 | |
| | | | | Routine and unanticipated Community Center repairs & maintenance | 1 | 11,000 | 11,000 | |
| 1,561 | 996 | 980 | 7750 | Professional Services | | 1,040 | 1,040 | 1,040 |
| | | | | Audit fee allocation | | | | |
| 14,791 | 15,614 | 14,017 | 7790 | Maintenance & Rental Contracts | | 13,900 | 13,900 | 13,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Carpet cleaning | 1 | 1,980 | 1,980 | |
| | | | | Elevator maintenance contract | 1 | 1,700 | 1,700 | |
| | | | | Employee background checks | 1 | 450 | 450 | |
| | | | | Fire alarm system monitoring | 1 | 350 | 350 | |
| | | | | HVAC system maintenance contract | 1 | 4,520 | 4,520 | |
| | | | | Copy machine maintenance contract | 1 | 4,100 | 4,100 | |
| | | | | Fire alarm & sprinkler system annual inspection | 1 | 800 | 800 | |
| 20,239 | 931 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 2,055 | 1,736 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 920 | 2,265 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 2,674 | 7840 | M & S Computer Charges | | 3,186 | 3,186 | 3,220 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 3,220 | 3,220 | |
| 0 | 0 | 0 | 7840-45 | M & S Computer Charges - Community Center | | 1,700 | 1,700 | 1,700 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation upgrade - front desk #2 | 1 | 500 | 500 | |
| | | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 | |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 810 | 1,804 | 3,000 | 8130-50 | Recreation Program Expenses - Contract Event Security | | 2,000 | 2,000 | 2,000 |
| | | | | Costs associated with contracted event security from a private agency when certain Community Center events require a security component. These costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security. | | | | |
| 5,995 | 7,686 | 7,000 | 8140 | Summer Concerts | | 7,000 | 7,000 | 7,000 |
| | | | | City's 50% contribution toward jointly sponsored Summer Concert series at Linfield College's Oak Grove with McMinnville Rotary Club. Music performance license fees are approximately \$1,800 of this total. | | | | |
| 201,422 | 167,937 | 150,545 | TOTAL MATERIALS AND SERVICES | | | 153,936 | 153,936 | 156,470 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 5,100 | 8710 | Equipment | | 0 | 0 | 0 |
| 0 | 0 | 343 | 8750 | Capital Outlay Computer Charges | | 1,366 | 1,366 | 1,366 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 1,366 | 1,366 | |
| 0 | 0 | 5,443 | TOTAL CAPITAL OUTLAY | | | 1,366 | 1,366 | 1,366 |
| 341,615 | 317,529 | 315,871 | TOTAL REQUIREMENTS | | | 326,970 | 326,970 | 329,202 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 16,000 | 40,204 | 44,000 | 5350 Registration Fees Community Center special interest programs and classes serving children and adults. | 50,000 | 50,000 | 50,000 |
| 0 | 567 | 1,400 | 5350-12 Registration Fees - Piano Registration fees for students taking piano lessons. | 1,400 | 1,400 | 1,400 |
| 16,000 | 40,771 | 45,400 | <u>TOTAL CHARGES FOR SERVICES</u> | 51,400 | 51,400 | 51,400 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 0 | 7,838 | 5,950 | 6420-27 Donations - Parks & Recreation - Piano Local donations for the piano lesson program. | 5,950 | 5,950 | 5,950 |
| 0 | 7,838 | 5,950 | <u>TOTAL MISCELLANEOUS</u> | 5,950 | 5,950 | 5,950 |
| 16,000 | 48,609 | 51,350 | <u>TOTAL RESOURCES</u> | 57,350 | 57,350 | 57,350 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :635 - CLASSES & PROGRAMS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 9,285 | 10,270 | 12,200 | 7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.67 FTE | 13,500 | 13,500 | 13,500 |
| 576 | 637 | 756 | 7300-05 Fringe Benefits - FICA - Social Security | 837 | 837 | 837 |
| 135 | 149 | 177 | 7300-06 Fringe Benefits - FICA - Medicare | 196 | 196 | 196 |
| 0 | 341 | 1,464 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 1,350 | 1,350 | 1,350 |
| 419 | 279 | 556 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 578 | 578 | 578 |
| 5 | 8 | 18 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 20 | 20 | 20 |
| 10,419 | 11,684 | 15,171 | TOTAL PERSONAL SERVICES | 16,481 | 16,481 | 16,481 |
| MATERIALS AND SERVICES | | | | | | |
| 2,264 | 12,082 | 13,000 | 8130 Recreation Program Expenses Materials and supplies consumed in recreational classes and programs offered for children and adults. Also includes fees paid to contract instructors. | 14,500 | 14,500 | 14,500 |
| 0 | 8,710 | 7,350 | 8130-33 Recreation Program Expenses - Piano Contract payments for piano instructor as well as other incidental support fees; i.e. piano tuning. | 7,350 | 7,350 | 7,350 |
| 2,264 | 20,792 | 20,350 | TOTAL MATERIALS AND SERVICES | 21,850 | 21,850 | 21,850 |
| 12,684 | 32,476 | 35,521 | TOTAL REQUIREMENTS | 38,331 | 38,331 | 38,331 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 4,820 | 4,212 | 6,000 | 5350 Registration Fees Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. | 7,000 | 7,000 | 7,000 |
| 4,820 | 4,212 | 6,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 7,000 | 7,000 | 7,000 |
| 4,820 | 4,212 | 6,000 | <i>TOTAL RESOURCES</i> | 7,000 | 7,000 | 7,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :638 - TINY TOTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 1,420 | 503 | 1,000 | 8130 Recreation Program Expenses Materials and supplies needed to support Tiny Tots Indoor Playpark. | 1,200 | 1,200 | 1,200 |
| 1,420 | 503 | 1,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 1,200 | 1,200 | 1,200 |
| 1,420 | 503 | 1,000 | TOTAL REQUIREMENTS | 1,200 | 1,200 | 1,200 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 7,304 | 8,492 | 7,500 | 5350 Registration Fees Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, and other major one-time programs, performing arts, triathlon, and interactive exhibits directly sponsored by the Parks and Recreation Department. | 14,000 | 14,000 | 14,000 |
| 7,304 | 8,492 | 7,500 | <u>TOTAL CHARGES FOR SERVICES</u> | 14,000 | 14,000 | 14,000 |
| 7,304 | 8,492 | 7,500 | <u>TOTAL RESOURCES</u> | 14,000 | 14,000 | 14,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :641 - SPECIAL EVENTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 11,444 | 6,714 | 5,000 | 8130 Recreation Program Expenses Expenses for major community events such as Missoula Children's Theater Summer Residency, triathlon, and other department-sponsored special events. | 6,000 | 6,000 | 6,000 |
| 11,444 | 6,714 | 5,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 6,000 | 6,000 | 6,000 |
| 11,444 | 6,714 | 5,000 | <i>TOTAL REQUIREMENTS</i> | 6,000 | 6,000 | 6,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 63,600 | 56,523 | 80,000 | 5350 Registration Fees Summertime Arts Recreation & Sports (STARS) Program registration fees for elementary aged children; program intended to be self-supporting. Budget Note: Revenue decrease reflects reduced participation due to the down economic cycle. | 48,000 | 48,000 | 48,000 |
| 63,600 | 56,523 | 80,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 48,000 | 48,000 | 48,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 0 | 0 | 300 | 6420-50 Donations - Parks & Recreation - STARS Donations that provide additional STARS Program materials and supplies through expenditure account 7680, Materials & Supplies-Donations. | 400 | 400 | 400 |
| 0 | 0 | 300 | <u>TOTAL MISCELLANEOUS</u> | 400 | 400 | 400 |
| 63,600 | 56,523 | 80,300 | <u>TOTAL RESOURCES</u> | 48,400 | 48,400 | 48,400 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :090 - COMMUNITY CENTER & REC PROGRAMS Program :644 - SUMMER STARS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 35,742 | 31,769 | 40,869 | 7000-15 Salaries & Wages - Temporary Site Director - Summer STARS - 0.38 FTE Recreation Leadership - Summer STARS - 0.93 FTE | 26,000 | 26,000 | 26,000 |
| 43 | 203 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 2,219 | 1,982 | 2,534 | 7300-05 Fringe Benefits - FICA - Social Security | 1,612 | 1,612 | 1,612 |
| 519 | 464 | 593 | 7300-06 Fringe Benefits - FICA - Medicare | 377 | 377 | 377 |
| 1,254 | 1,349 | 4,904 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 2,600 | 2,600 | 2,600 |
| 1,269 | 1,376 | 1,863 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,112 | 1,112 | 1,112 |
| 59 | 50 | 62 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 38 | 38 | 38 |
| 41,104 | 37,193 | 50,825 | TOTAL PERSONAL SERVICES | 31,739 | 31,739 | 31,739 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 300 | 7680 Materials & Supplies - Donations STARS Program materials and supplies funded through revenue account 6420-50, Donations-Parks & Recreation-STARS. | 400 | 400 | 400 |
| 9,670 | 9,330 | 17,620 | 8130 Recreation Program Expenses Recreation program supplies for summer STARS. Also includes field trip bus and entry fee costs as needed, staff shirts and participant t-shirts. | 9,500 | 9,500 | 9,500 |
| 9,670 | 9,330 | 17,920 | TOTAL MATERIALS AND SERVICES | 9,900 | 9,900 | 9,900 |
| 50,774 | 46,523 | 68,745 | TOTAL REQUIREMENTS | 41,639 | 41,639 | 41,639 |



PARKS & RECREATION
Kids on the Block





General Fund – Parks & Recreation

- Kids on the Block

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- Currently, Kids on the Block (KOB) is experiencing more participation than ever before, with 800+ children enrolled each session (500+ in the full program and an additional 300+ enrolled in Power Hour).

Program growth, new grant revenues, City commitment:

- Increase in part-time program leadership costs reflects an increase in program growth (more kids, more staff) as well as an improved staff / participant ratio; increased time for staff training; and assistance for the Recreation Program Manager who manages six program sites and over 60 part-time staff, including part-time staff partially funded through Linfield's work-study program.
- Increase in “Enrichment” funding will support increased numbers of special science, music and other cultural arts presentations, performances, and hands-on learning experiences for all KOB participants.
- For the next two years, a federal 21st Century Grant awarded to McMinnville School District #40 will fund a significant portion of KOB operations. This additional revenue source, while temporary, will allow KOB, Inc. to build an important financial reserve to support the program when the grant dollars and other revenues are no longer available. (KOB, Inc. serves as an advisory, fundraising board and is comprised of City, School District and local business leaders.)
- The City of McMinnville absorbs direct and indirect KOB program costs totaling \$55,000 annually.

Core Services

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

Future Challenges and Opportunities

- Long term financial sustainability will present the greatest challenge after the current McMinnville School District #40 federal grant supporting the program comes to an end. These dollars are significant and will need to be replaced in the future if we are to continue to provide the comprehensive learning opportunities now available through KOB (including Power Hour, the academic support component of the KOB program).
- Over 60% of KOB participants now receive significant fee reductions or scholarships. Increased cost recovery through fees will require families to participate at higher levels in the future.

General Fund – Parks & Recreation

- Kids on the Block

2011 – 2012 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 204,507 | 265,840 | 302,253 | 36,413 |
| Personal Services | 184,265 | 238,719 | 255,601 | 16,882 |
| Materials & Services | 60,862 | 71,096 | 90,622 | 19,526 |
| Capital Outlay | - | 171 | 455 | 284 |
| Total Expenditures | 245,127 | 309,986 | 346,678 | 36,692 |
| Net Expenditures | (40,620) | (44,146) | (44,425) | 279 |

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|----------------------------|-------------------|-------------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 7.50 | | |
| Site Director II | | 0.41 | |
| Site Director | | (0.15) | |
| Assistant Site Director | | 0.12 | |
| Rec Leadership | | (0.21) | |
| FTE Proposed Budget | | 0.17 | 7.67 |



Many KOB activities gave 4th and 5th grade students the opportunity to mentor and befriend younger students.



The 2010-11 school year started off with "Friendship Week", featuring a Friends Photo Booth and activities focused on developing problem-solving and group communication skills.



General Fund – Parks & Rec – Kids on the Block

Historical Highlights

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

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

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

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

1992 KOB expands to five days per week.

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

2010 Mayor Rick Olson and wife Candy host the 21st annual Mayors Ball and raise \$125,000 for KOB.



Linfield's work-study program provides 8-10 students for the KOB program. Linfield pays 75% of the students' wages, Parks & Recreation Department pays the remaining 25%. This saves the City of McMinnville more than \$12,000 in staff expenses.



KOB enrollment continued to soar, reaching more than 800 children per session during the 2010-2011 school year.

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 50,000 | 55,000 | 55,000 | 5020-15 McMinnville School Dist #40 - Kids on the Block McMinnville School District #40 funding support for the Kids on the Block After-School Program. | 55,000 | 55,000 | 55,000 |
| | | | Budget Note: City's \$55,000 support is KOB revenues less KOB program direct and indirect expenditures. | | | |
| 0 | 16,080 | 49,340 | 5020-17 McMinnville School Dist #40 - 21st Century Grant McMinnville School District #40 has received a second Federal 21st Century Grant that supports, in part, the operations of the KOB After-School Enrichment Program. | 71,253 | 71,253 | 6,200 |
| 50,000 | 71,080 | 104,340 | TOTAL INTERGOVERNMENTAL | 126,253 | 126,253 | 61,200 |
| CHARGES FOR SERVICES | | | | | | |
| 99,364 | 111,903 | 112,500 | 5350-05 Registration Fees - KOB - Elementary Kids on the Block After-School Program registration fees. | 133,000 | 133,000 | 133,000 |
| 10,390 | 15,525 | 15,000 | 5350-10 Registration Fees - KOB - Power Hour KOB, Power Hour ONLY registration fees. Power Hour is the first hour of KOB, typically 2:30-3:30 p.m. Power Hour fees are collected by the City and "passed through" to McMinnville School District #40 through expenditure account 8130-30, Recreation Program Expenses-Power Hour Fees. | 19,000 | 19,000 | 19,000 |
| 1,638 | 0 | 0 | 5350-12 Registration Fees - Piano | 0 | 0 | 0 |
| 111,392 | 127,427 | 127,500 | TOTAL CHARGES FOR SERVICES | 152,000 | 152,000 | 152,000 |
| MISCELLANEOUS | | | | | | |
| 15,402 | 0 | 10,000 | 6420-15 Donations - Parks & Recreation - KOB, Inc. - Elementary Budget Note: Kids On The Block, Inc. support of the day-to-day operations of the Kids on the Block After-School Program supported by McMinnville School District 21st Century Grant. | 0 | 0 | 42,914 |
| 7,572 | 0 | 0 | 6420-20 Donations - Parks & Recreation - KOB, Inc. - Enrichment Budget Note: Supported by McMinnville School District #40's 21st Century Grant support. | 0 | 0 | 20,000 |
| 2,297 | 0 | 0 | 6420-25 Donations - Parks & Recreation - KOB, Inc. - Misc Budget Note: Supported by McMinnville School District #40's 21st Century Grant support. | 0 | 0 | 2,100 |
| 4,924 | 0 | 0 | 6420-27 Donations - Parks & Recreation - Piano | 0 | 0 | 0 |
| 14,000 | 6,000 | 24,000 | 6420-30 Donations - Parks & Recreation - Mayor's Ball Mayor's Charity Ball Director funded by Ball proceeds. | 24,000 | 24,000 | 24,000 |
| 100 | 0 | 0 | 6600 Other Income | 0 | 0 | 0 |
| 44,296 | 6,000 | 34,000 | TOTAL MISCELLANEOUS | 24,000 | 24,000 | 89,014 |
| 205,688 | 204,507 | 265,840 | TOTAL RESOURCES | 302,253 | 302,253 | 302,214 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 53,810 | 56,608 | 59,496 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE | 63,222 | 63,222 | 63,222 |
| 103,748 | 93,214 | 130,000 | 7000-15 Salaries & Wages - Temporary Site Director II - 0.41 FTE Site Director - 1.50 FTE Assistant Site Director - 1.45 FTE Recreation Leadership - 3.31 FTE | 140,000 | 140,000 | 140,000 |
| 237 | 331 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 9,630 | 9,010 | 11,750 | 7300-05 Fringe Benefits - FICA - Social Security | 12,599 | 12,599 | 12,599 |
| 2,252 | 2,107 | 2,749 | 7300-06 Fringe Benefits - FICA - Medicare | 2,946 | 2,946 | 2,946 |
| 16,598 | 15,176 | 26,459 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 26,682 | 26,682 | 26,682 |
| 4,799 | 4,949 | 4,962 | 7300-20 Fringe Benefits - Medical Insurance | 5,120 | 5,120 | 5,070 |
| 63 | 64 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 305 | 317 | 334 | 7300-30 Fringe Benefits - Long Term Disability | 354 | 354 | 354 |
| 1,894 | 2,269 | 1,990 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,070 | 3,070 | 3,070 |
| 194 | 169 | 218 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 224 | 224 | 224 |
| 2 | 4 | 599 | 7300-40 Fringe Benefits - Unemployment | 1,298 | 1,298 | 1,298 |
| 70 | 47 | 99 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 23 | 23 | 23 |
| 193,602 | 184,265 | 238,719 | TOTAL PERSONAL SERVICES | 255,601 | 255,601 | 255,551 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|-------|--------|---|--------|--------|--------|
| 0 | 0 | 0 | 7500 Credit Card Fees | 1,500 | 1,500 | 1,500 |
| 168 | 300 | 200 | 7540 Employee Development | 100 | 100 | 100 |
| 700 | 500 | 409 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 660 | 660 | 660 |
| 1,147 | 1,298 | 1,200 | 7620 Telecommunications | 1,200 | 1,200 | 1,200 |
| 200 | 27 | 0 | 7660-05 Materials & Supplies - Office Supplies | 0 | 0 | 0 |
| 1,603 | 1,038 | 950 | 7750 Professional Services | 1,100 | 1,100 | 1,100 |
| 14,000 | 6,000 | 24,000 | 7750-39 Professional Services - Mayor's Ball Director Mayor's Charity Ball Director funded by Ball proceeds. | 24,000 | 24,000 | 24,000 |
| 1,027 | 868 | 0 | 7830-98 M & S Computer Charges - IS Fund - Computer Services | 0 | 0 | 0 |
| 460 | 158 | 0 | 7830-99 M & S Computer Charges - IS Fund - Computer M&S Equipment | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 1,337 | 7840 | M & S Computer Charges | | 1,062 | 1,062 | 1,073 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 1,073 | 1,073 | |
| 0 | 0 | 0 | 7840-50 | M & S Computer Charges - Kids on the Block | | 2,400 | 2,400 | 2,400 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | ActiveNet maintenance - shared among P&R Departments | 1 | 2,400 | 2,400 | |
| 3,374 | 9,282 | 9,500 | 8130 | Recreation Program Expenses | | 10,000 | 10,000 | 10,000 |
| | | | | Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for field trips are also included. | | | | |
| 10,000 | 10,000 | 0 | 8130-25 | Recreation Program Expenses - Power Hour - City | | 0 | 0 | 0 |
| | | | | Budget Note: City of McMinnville direct financial support to McMinnville School District #40 for Kids on the Block Power Hour program to be suspended for 3-5 years and reassessed if City budget climate improves during this period. | | | | |
| 10,390 | 15,705 | 15,000 | 8130-30 | Recreation Program Expenses - Power Hour Fees | | 19,000 | 19,000 | 19,000 |
| | | | | "Pass-through" to McMinnville School District #40 of fees collected by the City for KOB Power Hour ONLY participants. This expenditure account will match revenue account 5350-10, Registration Fees-KOB Power Hour. | | | | |
| 6,562 | 0 | 0 | 8130-33 | Recreation Program Expenses - Piano | | 0 | 0 | 0 |
| 7,572 | 10,017 | 10,500 | 8130-35 | Recreation Program Expenses - Enrichment Programs | | 20,000 | 20,000 | 20,000 |
| | | | | Kids on the Block Enrichment Programs funded entirely by McMinnville School District 21st Century Grant dollars, through revenue account 5020-17, McMinnville School District #40-21st Century Grant. | | | | |
| 2,297 | 764 | 2,000 | 8130-40 | Recreation Program Expenses - Miscellaneous | | 2,100 | 2,100 | 2,100 |
| | | | | Kids on the Block miscellaneous expenses funded entirely by McMinnville School District 21st Century Grant dollars, through revenue account 5020-17, McMinnville School District #40-21st Century Grant. | | | | |
| 1,357 | 4,906 | 6,000 | 8130-45 | Recreation Program Expenses - Workstudy | | 7,500 | 7,500 | 7,500 |
| | | | | Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff. | | | | |
| | | | | Budget Note: Budget amount represents the City's share of the work study costs which actually total approximately \$16,000 annually. This joint program with Linfield College benefits KOB by reducing overall Recreation Leadership costs that otherwise would have to be recovered through higher fees for participants, property tax dollars, or donations. | | | | |
| 60,858 | 60,862 | 71,096 | TOTAL MATERIALS AND SERVICES | | | 90,622 | 90,622 | 90,633 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :093 - KIDS ON THE BLOCK Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|--|-----------------|----------------------------|----------------------------|---------------------------|
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 171 | 8750 | Capital Outlay Computer Charges | | 455 | 455 | 455 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 455 | 455 | | |
| 0 | 0 | 171 | <u>TOTAL CAPITAL OUTLAY</u> | | | 455 | 455 | 455 |
| 254,459 | 245,127 | 309,986 | <u>TOTAL REQUIREMENTS</u> | | | 346,678 | 346,678 | 346,639 |



PARKS & RECREATION Recreational Sports



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation - Recreational Sports

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- Continue present level of service providing a variety of youth and adult recreational sports opportunities in McMinnville.

Programs and Projects:

- The Proposed 2011-12 Budget is generally consistent with last year. However, current economic conditions have impacted participation levels and overall cost recovery, particularly in the youth sports area. Fewer participants and increased scholarship requests have lowered the City's overall cost recovery in these programs. While all sports programs are still recovering their basic costs, we are not recovering as much of our administrative overhead as in the past. This should be a temporary condition and will improve as the economy slowly recovers. The community livability values of these programs and opportunities for both youth and adults remains significant.

Core Services

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



Future Challenges and Opportunities

- Explore opportunities to develop new program areas that might serve targeted age groups or new community interests in the coming year.
- Maximize public use of facilities while protecting facilities from over-use and damage.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 186,072 | 215,820 | 201,300 | (14,520) |
| Personal Services | 227,620 | 237,822 | 242,539 | 4,717 |
| Materials & Services | 84,072 | 98,564 | 89,844 | (8,720) |
| Capital Outlay | - | 343 | 910 | 567 |
| Total Expenditures | 311,692 | 336,729 | 333,293 | (3,436) |
| Net Expenditures | (125,620) | (120,909) | (131,993) | 11,084 |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 4.70 | | |
| Rec Program Labor - Youth Soccer | | 0.15 | |
| FTE Proposed Budget | | | 4.85 |



General Fund – Parks & Recreation – Recreational Sports

Historical Highlights

- 1968** First Director of Parks and Recreation hired. Helps organize men's and women's softball programs.
- 1975** Adult sports expanded to include men's and women's softball, coed volleyball, church volleyball, and men's basketball. Youth sports programs begin including pigtail and ponytail girl's softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers.
- 1977** Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four "rough" baseball fields on that site.
- 1982** Fall season Youth Soccer Program begins.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light "trades" the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** City hires first full-time Youth/Adult Sports Coordinator.
- 1985** Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.
- 1986** Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee's.
- 1990** Dancer Park Phase II expands irrigation systems and completes new soccer field areas.
- 1993** At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball.
- 1996** From 1996 – 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams.
- 2000** Voters pass 20-year park improvements bond - \$9,500,000. Bond projects include new baseball/softball/soccer fields at Dancer Park, new access road, and skate park improvements.

2001 Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.

2004 Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball softball fields.

2005 Major skate park renovation at Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4th, 2005.

2008 Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities.

2009 A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.



900-1,000 soccer participants for each of two seasons, with 85-90 teams per season, including teams from Sheridan, Amity, Dayton, & Carlton.

In its 20th season since replacing McMinnville Little League, the City's youth baseball/softball program has grown from 223 participants to 860. Mayor Rick Olson was a former Little League board member.



Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 1,330 | 2,648 | 4,000 | 5380-60 Facility Rentals - Field Rentals Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs. | 4,500 | 4,500 | 4,500 |
| Budget Note: Revenue growth indicates implementation of fee increases. | | | | | | |
| 1,330 | 2,648 | 4,000 | TOTAL CHARGES FOR SERVICES | 4,500 | 4,500 | 4,500 |
| 1,330 | 2,648 | 4,000 | TOTAL RESOURCES | 4,500 | 4,500 | 4,500 |

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 120,004 | 120,373 | 120,373 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE Recreation Program Supervisor - 1.00 FTE | 121,738 | 121,738 | 121,738 |
| 1,033 | 389 | 500 | 7000-20 Salaries & Wages - Overtime | 500 | 500 | 500 |
| 7,269 | 7,224 | 7,494 | 7300-05 Fringe Benefits - FICA - Social Security | 7,578 | 7,578 | 7,578 |
| 1,700 | 1,689 | 1,752 | 7300-06 Fringe Benefits - FICA - Medicare | 1,772 | 1,772 | 1,772 |
| 27,427 | 24,068 | 24,090 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 29,484 | 29,484 | 29,484 |
| 14,679 | 15,131 | 15,252 | 7300-20 Fringe Benefits - Medical Insurance | 15,740 | 15,740 | 15,566 |
| 125 | 126 | 126 | 7300-25 Fringe Benefits - Life Insurance | 126 | 126 | 126 |
| 636 | 637 | 638 | 7300-30 Fringe Benefits - Long Term Disability | 644 | 644 | 644 |
| 1,325 | 1,360 | 1,540 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,336 | 1,336 | 1,336 |
| 51 | 52 | 58 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 58 | 58 | 58 |
| 211 | 679 | 837 | 7300-40 Fringe Benefits - Unemployment | 902 | 902 | 902 |
| 2,880 | 2,987 | 3,101 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 3,074 | 3,074 | 3,074 |
| 177,341 | 174,715 | 175,761 | TOTAL PERSONAL SERVICES | 182,952 | 182,952 | 182,778 |
| MATERIALS AND SERVICES | | | | | | |
| 0 | 0 | 0 | 7500 Credit Card Fees | 1,500 | 1,500 | 1,500 |
| 113 | 182 | 200 | 7540 Employee Development | 100 | 100 | 100 |
| 305 | 109 | 300 | 7550 Travel & Education | 0 | 0 | 0 |
| 338 | 346 | 500 | 7590 Fuel - Vehicle & Equipment | 500 | 500 | 500 |
| 1,200 | 1,000 | 749 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 730 | 730 | 730 |
| 200 | 200 | 136 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 150 | 150 | 150 |
| 2,324 | 2,447 | 2,300 | 7620 Telecommunications | 2,300 | 2,300 | 2,300 |
| 0 | 9 | 0 | 7660 Materials & Supplies | 0 | 0 | 0 |
| 320 | 24 | 25 | 7660-05 Materials & Supplies - Office Supplies Office supplies and support materials for recreational sports staff. | 0 | 0 | 0 |
| 1,847 | 996 | 980 | 7750 Professional Services Audit fee allocation | 1,040 | 1,040 | 1,040 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 2,055 | 1,736 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 2,620 | 315 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 2,674 | 7840 | M & S Computer Charges | | 2,124 | 2,124 | 2,146 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 2,146 | 2,146 | |
| 0 | 0 | 0 | 7840-55 | M & S Computer Charges - Recreational Sports | | 1,200 | 1,200 | 1,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 | |
| 34 | 0 | 0 | 8130 | Recreation Program Expenses | | 0 | 0 | 0 |
| 371 | 371 | 0 | 8130-15 | Recreation Program Expenses - Concessions | | 0 | 0 | 0 |
| 11,728 | 7,734 | 7,864 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 9,644 | 9,644 | 9,666 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 0 | 0 | 343 | 8750 | Capital Outlay Computer Charges | | 910 | 910 | 910 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 910 | 910 | |
| 0 | 0 | 343 | <u>TOTAL CAPITAL OUTLAY</u> | | | 910 | 910 | 910 |
| 189,069 | 182,450 | 183,968 | <u>TOTAL REQUIREMENTS</u> | | | 193,506 | 193,506 | 193,354 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 19,340 | 19,955 | 24,000 | 5350 Registration Fees Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs. | 24,000 | 24,000 | 24,000 |
| 19,340 | 19,955 | 24,000 | TOTAL CHARGES FOR SERVICES | 24,000 | 24,000 | 24,000 |
| 19,340 | 19,955 | 24,000 | TOTAL RESOURCES | 24,000 | 24,000 | 24,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :647 - ADULT SPORTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1,939 | 2,368 | 2,500 | 7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.12 FTE | 2,400 | 2,400 | 2,400 |
| 120 | 147 | 155 | 7300-05 Fringe Benefits - FICA - Social Security | 149 | 149 | 149 |
| 28 | 34 | 36 | 7300-06 Fringe Benefits - FICA - Medicare | 35 | 35 | 35 |
| 67 | 331 | 300 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 240 | 240 | 240 |
| 58 | 0 | 0 | 7300-20 Fringe Benefits - Medical Insurance | 0 | 0 | 0 |
| 89 | 103 | 114 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 103 | 103 | 103 |
| 5 | 4 | 4 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 3 | 3 | 3 |
| 2,306 | 2,986 | 3,109 | <u>TOTAL PERSONAL SERVICES</u> | 2,930 | 2,930 | 2,930 |
| MATERIALS AND SERVICES | | | | | | |
| 17,073 | 13,254 | 12,000 | 8130 Recreation Program Expenses Sports officials, portable toilet rentals, trophies, and other expenses related to the Adult Sports Program. | 12,000 | 12,000 | 12,000 |
| 17,073 | 13,254 | 12,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 12,000 | 12,000 | 12,000 |
| 19,379 | 16,240 | 15,109 | <u>TOTAL REQUIREMENTS</u> | 14,930 | 14,930 | 14,930 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 80,030 | 81,930 | 86,700 | 5350 Registration Fees Recreational Sports registration fees for fall and spring Youth Soccer seasons. | 83,800 | 83,800 | 83,800 |
| 704 | 700 | 1,500 | 5380-55 Facility Rentals - Concessions Soccer concessionaire profit sharing with City. | 1,000 | 1,000 | 1,000 |
| 80,734 | 82,630 | 88,200 | TOTAL CHARGES FOR SERVICES | 84,800 | 84,800 | 84,800 |
| 80,734 | 82,630 | 88,200 | TOTAL RESOURCES | 84,800 | 84,800 | 84,800 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :650 - YOUTH SOCCER | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| 21,531 | 18,353 | 20,000 | 7000-15 | Salaries & Wages - Temporary Recreation Program Labor - 1.25 FTE | 19,000 | 19,000 | 19,000 |
| 0 | 80 | 0 | 7000-20 | Salaries & Wages - Overtime | 0 | 0 | 0 |
| 1,335 | 1,143 | 1,240 | 7300-05 | Fringe Benefits - FICA - Social Security | 1,178 | 1,178 | 1,178 |
| 312 | 267 | 290 | 7300-06 | Fringe Benefits - FICA - Medicare | 276 | 276 | 276 |
| 1,170 | 341 | 2,400 | 7300-15 | Fringe Benefits - PERS - OPSRP - IAP | 1,900 | 1,900 | 1,900 |
| 944 | 795 | 912 | 7300-35 | Fringe Benefits - Workers' Compensation Insurance | 813 | 813 | 813 |
| 37 | 31 | 32 | 7300-37 | Fringe Benefits - Workers' Benefit Fund | 37 | 37 | 37 |
| 25,329 | 21,010 | 24,874 | TOTAL PERSONAL SERVICES | | 23,204 | 23,204 | 23,204 |
| MATERIALS AND SERVICES | | | | | | | |
| 27,694 | 25,328 | 27,000 | 8130 | Recreation Program Expenses Soccer equipment, team t-shirts, field supplies, and printing, etc. | 27,000 | 27,000 | 27,000 |
| 27,694 | 25,328 | 27,000 | TOTAL MATERIALS AND SERVICES | | 27,000 | 27,000 | 27,000 |
| 53,023 | 46,338 | 51,874 | TOTAL REQUIREMENTS | | 50,204 | 50,204 | 50,204 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 9,568 | 14,445 | 15,800 | 5350 Registration Fees Recreational Sports registration fees and team sponsorships for Youth Basketball. | 15,000 | 15,000 | 15,000 |
| 9,568 | 14,445 | 15,800 | <u>TOTAL CHARGES FOR SERVICES</u> | 15,000 | 15,000 | 15,000 |
| 9,568 | 14,445 | 15,800 | TOTAL RESOURCES | 15,000 | 15,000 | 15,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :653 - YOUTH BASKETBALL | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 4,566 | 6,493 | 6,400 | 7000-15 Salaries & Wages - Temporary Recreation Program Labor - 0.28 FTE | 6,400 | 6,400 | 6,400 |
| 0 | 70 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 283 | 407 | 397 | 7300-05 Fringe Benefits - FICA - Social Security | 397 | 397 | 397 |
| 66 | 95 | 93 | 7300-06 Fringe Benefits - FICA - Medicare | 93 | 93 | 93 |
| 509 | 337 | 768 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 640 | 640 | 640 |
| 190 | 281 | 292 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 274 | 274 | 274 |
| 8 | 11 | 8 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 8 | 8 | 8 |
| 5,622 | 7,693 | 7,958 | TOTAL PERSONAL SERVICES | 7,812 | 7,812 | 7,812 |
| MATERIALS AND SERVICES | | | | | | |
| 1,944 | 2,009 | 2,200 | 8130 Recreation Program Expenses T-shirts, basketballs, printing, and other supplies related to the Youth Basketball Program. | 2,200 | 2,200 | 2,200 |
| 1,944 | 2,009 | 2,200 | TOTAL MATERIALS AND SERVICES | 2,200 | 2,200 | 2,200 |
| 7,566 | 9,702 | 10,158 | TOTAL REQUIREMENTS | 10,012 | 10,012 | 10,012 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 43,069 | 42,748 | 49,820 | 5350 Registration Fees Recreational Sports registration fees for Youth Baseball and Softball Programs. | 51,000 | 51,000 | 51,000 |
| 2,336 | 1,321 | 2,500 | 5380-55 Facility Rentals - Concessions Baseball/Softball concessionaire profit sharing with City. | 1,500 | 1,500 | 1,500 |
| 45,404 | 44,069 | 52,320 | <u>TOTAL CHARGES FOR SERVICES</u> | 52,500 | 52,500 | 52,500 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 13,708 | 15,039 | 13,000 | 6420-35 Donations - Parks & Recreation - Base/Softball Sponsorships Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8. | 12,000 | 12,000 | 12,000 |
| 2,257 | 754 | 4,000 | 6420-40 Donations - Parks & Recreation - Base/Softball Fundraisers Net income received from annual Youth Baseball and Softball Fundraiser. | 4,000 | 4,000 | 4,000 |
| 15,965 | 15,793 | 17,000 | <u>TOTAL MISCELLANEOUS</u> | 16,000 | 16,000 | 16,000 |
| 61,369 | 59,862 | 69,320 | <u>TOTAL RESOURCES</u> | 68,500 | 68,500 | 68,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :656 - YOUTH BASEBALL/SOFTBALL | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 19,710 | 18,480 | 21,000 | 7000-15 Salaries & Wages - Temporary Recreation Program Labor - 1.20 FTE | 21,000 | 21,000 | 21,000 |
| 15 | 77 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 1,223 | 1,151 | 1,302 | 7300-05 Fringe Benefits - FICA - Social Security | 1,302 | 1,302 | 1,302 |
| 286 | 269 | 305 | 7300-06 Fringe Benefits - FICA - Medicare | 305 | 305 | 305 |
| 720 | 407 | 2,520 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 2,100 | 2,100 | 2,100 |
| 798 | 800 | 958 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 899 | 899 | 899 |
| 33 | 31 | 35 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 35 | 35 | 35 |
| 22,785 | 21,215 | 26,120 | TOTAL PERSONAL SERVICES | 25,641 | 25,641 | 25,641 |
| MATERIALS AND SERVICES | | | | | | |
| 12,000 | 15,632 | 13,000 | 7680 Materials & Supplies - Donations Baseball/Softball field improvements and other equipment purchased in support of the Youth Baseball/Softball Program funded by revenue account 6420-35, Donations-Parks & Recreation-Baseball & Softball Sponsorships. | 12,000 | 12,000 | 12,000 |
| 20,755 | 15,603 | 23,500 | 8130 Recreation Program Expenses Youth baseball/softball related materials, supplies, and equipment necessary to sustain program operations for boys and girls 6-14 years. | 23,500 | 23,500 | 23,500 |
| 32,755 | 31,235 | 36,500 | TOTAL MATERIALS AND SERVICES | 35,500 | 35,500 | 35,500 |
| 55,541 | 52,449 | 62,620 | TOTAL REQUIREMENTS | 61,141 | 61,141 | 61,141 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 10,180 | 6,533 | 14,500 | 5350 Registration Fees Recreational Sports registration fees for several summer skill development youth sports camps. | 4,500 | 4,500 | 4,500 |
| 10,180 | 6,533 | 14,500 | <u>TOTAL CHARGES FOR SERVICES</u> | 4,500 | 4,500 | 4,500 |
| 10,180 | 6,533 | 14,500 | <i>TOTAL RESOURCES</i> | 4,500 | 4,500 | 4,500 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :096 - RECREATIONAL SPORTS Program :659 - YOUTH SPORTS CAMPS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 8,275 | 4,512 | 13,000 | 8130 Recreation Program Expenses Payment to contractor organizations, such as Skyhawks, for providing summer youth sports camps. | 3,500 | 3,500 | 3,500 |
| 8,275 | 4,512 | 13,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 3,500 | 3,500 | 3,500 |
| 8,275 | 4,512 | 13,000 | <i>TOTAL REQUIREMENTS</i> | 3,500 | 3,500 | 3,500 |



**PARKS & RECREATION
Senior Center**



Organization Set – Programs

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

Organization Set #

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



General Fund – Parks & Recreation - Senior Center

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- New sponsorships and events have created fundraising opportunities that will help support overall operations. Senior Center's (SC) General Fund dependency has been reduced in the 2011-12 Proposed Budget.
- Cost recovery efforts have included two, one-week facility closures during extremely slow periods in December and August (important senior meals services are continued during closures).
- The 2011-12 budget is a hold the line effort to sustain current levels of programs and services.
- Staff will continue to expand and sustain community partnerships.

Core Services

- Enrichment classes and programs for senior adults
- Senior support services: health, fitness, legal, etc.
- Regional meal site including Meals on Wheels
- Facility rentals and community events
- Facility maintenance and repairs

Future Challenges and Opportunities

- Maximize facility use through expanded programs and rentals.
- Continue to assess program effectiveness in addressing changing adult interests and needs within McMinnville.
- Address building repair needs that are on the horizon.
- Continue to grow public awareness of SC programs and facilities with limited funding.

Department Cost Summary

| | 2009-10 | 2010-11 | 2011-12 | Budget Variance |
|---------------------------|----------------|----------------|-----------------|-----------------|
| | Actual | Amended Budget | Proposed Budget | |
| Revenue | 112,844 | 172,300 | 139,200 | (33,100) |
| Personal Services | 155,269 | 155,390 | 159,103 | 3,713 |
| Materials & Services | 138,859 | 159,109 | 112,286 | (46,823) |
| Capital Outlay | - | 343 | 1,366 | 1,023 |
| Total Expenditures | 294,128 | 314,842 | 272,755 | (42,087) |
| Net Expenditures | (181,284) | (142,542) | (133,555) | (8,987) |

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|-------------------------------|----------------|-------------|-----------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 2.78 | | |
| Program Assistant | | (0.28) | |
| Extra Help - Senior Center | | 0.28 | |
| Extra Help - Day Tours | | (0.01) | |
| Classes & Programs Labor | | 0.03 | |
| Extra Help - Events & Rentals | | 0.07 | |
| FTE Proposed Budget | | 0.09 | 2.87 |



General Fund – Parks & Recreation – Senior Center

Historical Highlights

1965 Bessie Cornie and other community senior citizens establish McMinnville Senior Citizens, Inc. to provide social functions, recreation activity, and assistance to area seniors. Their membership meetings and activities are held in the City-owned community building at 1st Street and Galloway.

1979 McMinnville Senior Citizens Inc. assists the City in planning and passing bond levies to purchase and remodel the old National Guard building as a Community Center.

1981 The new McMinnville Community Center opens to the public. McMinnville Senior Citizens, Inc. moves its programs to the Community Center where rooms are dedicated for their use.

1987 From 1987 – 1993, Senior Programs expand at the Community Center and Senior Citizens, Inc. asks the City Council for a “stand alone” Senior Center, “a place of our own” that can better serve older adults without the scheduling difficulties of the busy Community Center. City Council approves preliminary planning efforts.

1993 City applies for and is awarded a \$600,000 Community Development Block Grant to build a “stand alone” Senior Center. Senior Citizen’s Inc. donates \$100,000 and the City adds \$300,000 to support the construction of a new Senior Center on the edge of Wortman Park.

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

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

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



62 active business partners in 2010-11.

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



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

67 events were created, planned, and implemented in 2010-11 by Senior Center staff.



The McMinnville Cranks heading out for a ride

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 6,917 | 6,303 | 6,500 | 5380-20 Facility Rentals - Meeting Rooms Senior Center meeting room rentals. | 7,500 | 7,500 | 7,500 |
| 750 | 270 | 500 | 5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals. | 900 | 900 | 900 |
| 4,573 | 3,935 | 7,000 | 5380-40 Facility Rentals - Staff Fees Senior Center fees collected to off-set costs of Senior Center facility supervision for rental period beyond normal operating hours. | 7,000 | 7,000 | 7,000 |
| 4,613 | 3,930 | 4,500 | 5380-45 Facility Rentals - Reception Facilities Senior Center main hall rentals. | 7,000 | 7,000 | 7,000 |
| 5,500 | 6,000 | 6,000 | 5380-50 Facility Rentals - Meal Site Mid-Willamette Valley Senior Services Agency fees paid for the use of Senior Center kitchen and dining areas for daily Senior Meals Program; contract renewed every two years. | 6,000 | 6,000 | 6,000 |
| 3,927 | 7,736 | 10,500 | 5420 Newsletter Senior Program subscription fees for monthly senior newsletter, includes advertisement fees. | 10,000 | 10,000 | 10,000 |
| 26,279 | 28,174 | 35,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 38,400 | 38,400 | 38,400 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 3,412 | 10,058 | 8,100 | 6420-45 Donations - Parks & Recreation - Seniors Miscellaneous contributions to support McMinnville Senior Center and senior activities. | 1,500 | 1,500 | 1,500 |
| 523 | 873 | 1,000 | 6600 Other Income Senior Center announcement board fees, Mystery Theatre fundraiser event, and other incidental revenues. | 6,000 | 6,000 | 6,000 |
| 3,935 | 10,932 | 9,100 | <u>TOTAL MISCELLANEOUS</u> | 7,500 | 7,500 | 7,500 |
| 30,214 | 39,105 | 44,100 | <u>TOTAL RESOURCES</u> | 45,900 | 45,900 | 45,900 |

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01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 56,465 | 59,437 | 62,472 | 7000-05 Salaries & Wages - Regular Full Time Recreation Program Manager - 1.00 FTE | 63,972 | 63,972 | 63,972 |
| 20,428 | 40,603 | 32,000 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.22 FTE Extra Help - Senior Center - 0.98 FTE Extra Help - Senior Center Events & Rentals - 0.25 FTE | 32,000 | 32,000 | 32,000 |
| 0 | 0 | 0 | 7000-20 Salaries & Wages - Overtime | 20 | 20 | 20 |
| 4,541 | 5,967 | 5,857 | 7300-05 Fringe Benefits - FICA - Social Security | 5,951 | 5,951 | 5,951 |
| 1,062 | 1,396 | 1,371 | 7300-06 Fringe Benefits - FICA - Medicare | 1,392 | 1,392 | 1,392 |
| 15,121 | 15,110 | 17,284 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 19,188 | 19,188 | 19,188 |
| 13,544 | 13,979 | 14,118 | 7300-20 Fringe Benefits - Medical Insurance | 14,576 | 14,576 | 14,324 |
| 63 | 63 | 63 | 7300-25 Fringe Benefits - Life Insurance | 63 | 63 | 63 |
| 321 | 335 | 350 | 7300-30 Fringe Benefits - Long Term Disability | 354 | 354 | 354 |
| 1,215 | 1,897 | 1,827 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,918 | 1,918 | 1,918 |
| 55 | 78 | 70 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 72 | 72 | 72 |
| 3,570 | 2,792 | 5,298 | 7300-40 Fringe Benefits - Unemployment | 5,102 | 5,102 | 5,102 |
| 1,068 | 2,586 | 2,500 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 2,456 | 2,456 | 2,456 |
| 117,453 | 144,244 | 143,210 | TOTAL PERSONAL SERVICES | 147,064 | 147,064 | 146,812 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|--------------|-----------------|--------------|
| 489 | 970 | 1,200 | 7500 Credit Card Fees | 1,000 | 1,000 | 1,000 |
| 82 | 232 | 100 | 7540 Employee Development | 100 | 100 | 100 |
| 527 | 366 | 500 | 7550 Travel & Education Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff. | 500 | 500 | 500 |
| 9,276 | 8,658 | 9,500 | 7600 Electric & Natural Gas | 8,500 | 8,500 | 8,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Electricity | 1 | 4,800 | 4,800 |
| | | | Natural gas | 1 | 3,700 | 3,700 |
| 1,000 | 800 | 545 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 580 | 580 | 580 |
| 2,100 | 2,000 | 1,090 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 1,020 | 1,020 | 1,020 |

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01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 2,356 | 2,644 | 2,500 | 7620 | Telecommunications | | 2,500 | 2,500 | 2,500 |
| 8,086 | 8,118 | 8,200 | 7650-10 | Janitorial - Services | | 7,000 | 7,000 | 7,000 |
| 1,391 | 1,786 | 1,700 | 7650-15 | Janitorial - Supplies | | 1,500 | 1,500 | 1,500 |
| 4,785 | 4,922 | 3,000 | 7660 | Materials & Supplies | | 1,300 | 1,300 | 1,300 |
| 590 | 1,000 | 500 | 7680 | Materials & Supplies - Donations | | 1,500 | 1,500 | 1,500 |
| | | | | Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors. | | | | |
| 8,324 | 23,141 | 10,000 | 7720 | Repairs & Maintenance | | 9,500 | 9,500 | 9,500 |
| 130 | 5,218 | 2,000 | 7720-24 | Repairs & Maintenance - Donations - Seniors | | 0 | 0 | 0 |
| | | | | Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors. | | | | |
| 1,640 | 1,058 | 700 | 7750 | Professional Services | | 1,040 | 1,040 | 1,040 |
| | | | | Audit fee allocation | | | | |
| 3,547 | 4,749 | 3,000 | 7790 | Maintenance & Rental Contracts | | 3,000 | 3,000 | 3,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | OCE - copy machine | 12 | 104 | 1,248 | |
| | | | | DND - alarm monitoring | 4 | 86 | 342 | |
| | | | | Dr. HVAC | 4 | 250 | 1,000 | |
| | | | | Open Online - background checks | 4 | 15 | 60 | |
| | | | | Roof cleaning | 1 | 350 | 350 | |
| 0 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 2,692 | 3,840 | 5,600 | 7810 | M & S Equipment - Donations | | 0 | 0 | 0 |
| | | | | Equipment purchased, with a value less than \$4,999, from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors. | | | | |
| 2,055 | 1,736 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 1,470 | 315 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 2,674 | 7840 | M & S Computer Charges | | 3,186 | 3,186 | 3,220 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 3,220 | 3,220 | |
| 0 | 0 | 0 | 7840-60 | M & S Computer Charges - Senior Center | | 560 | 560 | 560 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation upgrade - Anne L. | 1 | 400 | 400 | |
| | | | | Workstation warranty extensions | 2 | 80 | 160 | |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :501 - ADMINISTRATION | | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|---|--|--|----------------------------|----------------------------|---------------------------|
| 2,679 | 8,291 | 9,500 | 8130-05 | Recreation Program Expenses - Newsletter | | | 7,500 | 7,500 | 7,500 |
| | | | Production and mailing senior newsletter, a monthly publication mailed to over 540 seniors; expenses recovered through subscription and advertising fees in revenue account 5420, Newsletter. | | | | | | |
| 53,219 | 79,843 | 62,309 | <u>TOTAL MATERIALS AND SERVICES</u> | | | | 50,286 | 50,286 | 50,320 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 0 | 0 | 0 | 8725 | Equipment - Donations | | | 0 | 0 | 0 |
| 0 | 0 | 343 | 8750 | Capital Outlay Computer Charges | | | 1,366 | 1,366 | 1,366 |
| | | | <u>Description</u> | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Shared city-wide capital outlay network hardware & software, etc | | | | 1 | 1,366 | 1,366 |
| 0 | 0 | 343 | <u>TOTAL CAPITAL OUTLAY</u> | | | | 1,366 | 1,366 | 1,366 |
| 170,672 | 224,087 | 205,862 | <u>TOTAL REQUIREMENTS</u> | | | | 198,716 | 198,716 | 198,498 |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 3,997 | 15,628 | 18,000 | 5350 Registration Fees Senior Center fees for recreational and special interest classes and programs. | 17,500 | 17,500 | 17,500 |
| 3,997 | 15,628 | 18,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 17,500 | 17,500 | 17,500 |
| 3,997 | 15,628 | 18,000 | TOTAL RESOURCES | 17,500 | 17,500 | 17,500 |

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01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :635 - CLASSES & PROGRAMS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1,455 | 9,047 | 8,400 | 7000-15 Salaries & Wages - Temporary Classes & Programs Labor - 0.37 FTE | 8,900 | 8,900 | 8,900 |
| 90 | 561 | 521 | 7300-05 Fringe Benefits - FICA - Social Security | 552 | 552 | 552 |
| 21 | 131 | 122 | 7300-06 Fringe Benefits - FICA - Medicare | 129 | 129 | 129 |
| 50 | 58 | 1,008 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 890 | 890 | 890 |
| 55 | 288 | 273 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 341 | 341 | 341 |
| 1 | 12 | 10 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 11 | 11 | 11 |
| 1,672 | 10,097 | 10,334 | <u>TOTAL PERSONAL SERVICES</u> | 10,823 | 10,823 | 10,823 |
| MATERIALS AND SERVICES | | | | | | |
| 3,865 | 6,594 | 4,500 | 8130 Recreation Program Expenses Materials and supplies for Senior Center special interest classes and programs including costs associated with instructors who are independent contractors. | 1,500 | 1,500 | 1,500 |
| 3,865 | 6,594 | 4,500 | <u>TOTAL MATERIALS AND SERVICES</u> | 1,500 | 1,500 | 1,500 |
| 5,537 | 16,691 | 14,834 | <u>TOTAL REQUIREMENTS</u> | 12,323 | 12,323 | 12,323 |

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01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 1,996 | 4,727 | 9,200 | 5350 Registration Fees Senior Center fees collected from fund raising events or other major programs supporting Senior Center operations. | 7,200 | 7,200 | 7,200 |
| Budget Note: Reflects plans for a new major fundraiser. | | | | | | |
| 1,996 | 4,727 | 9,200 | <u>TOTAL CHARGES FOR SERVICES</u> | 7,200 | 7,200 | 7,200 |
| 1,996 | 4,727 | 9,200 | <i>TOTAL RESOURCES</i> | 7,200 | 7,200 | 7,200 |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :641 - SPECIAL EVENTS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 1,735 | 5,110 | 5,000 | 8130 Recreation Program Expenses Costs associated with Senior Center special fund raising events and other major programs. | 2,000 | 2,000 | 2,000 |
| 1,735 | 5,110 | 5,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 2,000 | 2,000 | 2,000 |
| 1,735 | 5,110 | 5,000 | TOTAL REQUIREMENTS | 2,000 | 2,000 | 2,000 |

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01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 0 | 0 | 0 | 4775-05 ODOT State Grants - Special Transportation Fund Grant funds used to offset costs of transportation to cultural and educational destinations. | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 0 | TOTAL INTERGOVERNMENTAL | 1,000 | 1,000 | 1,000 |
| CHARGES FOR SERVICES | | | | | | |
| 13,718 | 10,634 | 16,000 | 5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees; examples include Rose Parade, Lincoln City Salmon Bake, performing arts events in Portland, etc. | 12,600 | 12,600 | 12,600 |
| 13,718 | 10,634 | 16,000 | TOTAL CHARGES FOR SERVICES | 12,600 | 12,600 | 12,600 |
| 13,718 | 10,634 | 16,000 | TOTAL RESOURCES | 13,600 | 13,600 | 13,600 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :665 - DAY TOURS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 269 | 783 | 1,500 | 7000-15 Salaries & Wages - Temporary Extra Help - Senior Center Day Tours - 0.05 FTE | 1,000 | 1,000 | 1,000 |
| 17 | 49 | 93 | 7300-05 Fringe Benefits - FICA - Social Security | 62 | 62 | 62 |
| 4 | 11 | 22 | 7300-06 Fringe Benefits - FICA - Medicare | 15 | 15 | 15 |
| 15 | 57 | 180 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 100 | 100 | 100 |
| 8 | 27 | 49 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 38 | 38 | 38 |
| 0 | 1 | 2 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 1 | 1 | 1 |
| 313 | 928 | 1,846 | <u>TOTAL PERSONAL SERVICES</u> | 1,216 | 1,216 | 1,216 |
| MATERIALS AND SERVICES | | | | | | |
| 10,756 | 9,961 | 10,800 | 8130 Recreation Program Expenses Senior Center day tour excursions including bus transportation, admission fees, meals, and other event related expenses. | 9,000 | 9,000 | 9,000 |
| 10,756 | 9,961 | 10,800 | <u>TOTAL MATERIALS AND SERVICES</u> | 9,000 | 9,000 | 9,000 |
| 11,069 | 10,889 | 12,646 | <u>TOTAL REQUIREMENTS</u> | 10,216 | 10,216 | 10,216 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 11,677 | 42,750 | 85,000 | 5350 Registration Fees Revenues received from Senior Center sponsored overnight trip registration fees for multi-day tours and other trips which require major transportation and accommodation planning; examples include Canadian Rockies, Vancouver BC, etc. | 55,000 | 55,000 | 55,000 |
| 11,677 | 42,750 | 85,000 | TOTAL CHARGES FOR SERVICES | 55,000 | 55,000 | 55,000 |
| 11,677 | 42,750 | 85,000 | TOTAL RESOURCES | 55,000 | 55,000 | 55,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :17 - PARKS & RECREATION Section :099 - SENIOR CENTER Program :668 - OVERNIGHT TOURS | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 12,679 | 37,352 | 76,500 | 8130 Recreation Program Expenses In-state and out-of-state multi-day senior trips and tours including transportation, hotel accommodations, and event admissions. | 49,500 | 49,500 | 49,500 |
| 12,679 | 37,352 | 76,500 | <u>TOTAL MATERIALS AND SERVICES</u> | 49,500 | 49,500 | 49,500 |
| 12,679 | 37,352 | 76,500 | <i>TOTAL REQUIREMENTS</i> | 49,500 | 49,500 | 49,500 |



PARK MAINTENANCE





General Fund – Park Maintenance

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- The 2011-12 Park Maintenance budget is a status quo request with respect to staffing levels and operational requirements.
- Current funding levels do not enable Park Maintenance staff to meet maintenance targets. As in the past two years, staff estimates that system-wide approximately 80% of those targets were met in 2010. With 21 acres (a 9% increase) of new facilities coming on line and existing ones continuing to age, this gap is projected to increase. Service level reductions in functional programs such as mowing, restroom cleaning, and landscape maintenance can help divert resources to reduce the backlog, but may result in conditions that are unacceptable to the public. As with all public assets, deferring regular maintenance will ultimately shorten asset life.
- Staff continues to partner with key volunteer and inmate work groups. Examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps) soccer field sod installation (McMinnville Youth Soccer). Staff continues to expand the partnership with Yamhill County Corrections to provide low cost labor for litter collection, trail maintenance, and various labor intensive landscape projects. Materials, staff support, and supervisory oversight for these projects are typically provided by the City
- Some maintenance needs continue to be addressed through the use of independent contractors. Services that are typically contracted out include electrical work, hazard tree work, plumbing repairs, major graffiti removal, major turf / ball field renovations, downtown litter removal, and major irrigation repairs. This is usually work that either requires specialized licenses, equipment, expertise, or in some cases is work that staff does not have the capacity to do. Contract services represent about 12% of the Department's overall budget.

Core Services

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

Repairing a water break at
Discovery Meadows Park.

(Pictured: Kristine Reed (left, with City since 2003), Jeff Hendricks (2nd from left, with City since 2005) and Liz Fliszar (3rd from left, with City since 2008).



Park Services

- Litter removal, restroom cleaning, general park upkeep, and vandalism reporting and repair occur year round.

Turf / Landscape Maintenance

- Turf stands are mowed and fertilized; landscape areas are weeded on a scheduled basis; maintain irrigation systems.
- Perform leaf removal and landscape maintenance on City owned parking lots and beautification islands in cooperation with Street Maintenance staff.

Tree Maintenance

- Perform annual pruning on young trees, along with scheduled fertilizing, to promote tree health and correct tree structure. Develop maintenance plans for tree stands.

Park Amenities

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

Park Building Maintenance

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

Skate Park Maintenance

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

Play Equipment Maintenance

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.

Community Event/Volunteer support

- Prepare facilities for special community events, such as Turkey Rama and City Faire.



Celebrating National Public Works Week with a Columbus Elementary kindergartner.

(Pictured: Liz Fliszar, Utility Worker II for the City since 2008 and Noel Donato, seasonal worker)

Emergency Response

- Activities related to inclement weather, accidents and hazardous materials spills, including sanding, closing flooded streets, sanitary sewer and storm drain problems, removing downed trees, etc.

Future Challenges and Opportunities

Graffiti and Vandalism

- An improved reporting and tracking process, enhancing coordination with the McMinnville Police Department, and removing graffiti as soon as possible has been implemented. The tracking program will enable the Department to monitor costs and staff work load impacts over time to identify trends. Response to graffiti and vandalism is expected to cost approximately \$15,000 during 2010-11.

Maintenance planning

- Continued utilization of computerized maintenance management to plan, schedule, and track work. In 2011, staff's goal will be to use that data to continue tracking accomplishments against established targets, as well as to identify and quantify work that is being deferred. This will help to insure that maintenance work that is deferred has the least possible impact on park users.
- Park acreage has increased significantly since 2002, with approximately 21 acres being added in 2010-11. More critically, the "mix" of facility types has changed, with higher maintenance demand facilities being constructed. Thus the challenge continues to be that maintenance needs and costs are continuing to grow faster than the growth of available resources.

Continue to develop strategies to provide acceptable maintenance levels

- Continue to define service levels that are acceptable to City residents and the City Council.
- Strategies may include maintenance-friendly design features; modifying the appropriate mix of contract and in-house services as necessary; and maximizing volunteer programs.
- Strategies may also include identifying acceptable service level reductions in specific programs and or park facilities.

General Fund – Park Maintenance

2011 – 2012 Proposed Budget --- Budget Summary

Develop and implement water conservation strategies

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

Americans with Disability Act (ADA) Compliance

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

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 9,880 | 9,000 | 10,000 | 1,000 |
| Personal Services | 615,321 | 630,300 | 661,380 | 31,080 |
| Materials & Services | 372,031 | 361,046 | 377,765 | 16,719 |
| Capital Outlay | 4,800 | 771 | 2,049 | 1,278 |
| Total Expenditures | 992,152 | 992,117 | 1,041,194 | 49,077 |
| Net Expenditures | (982,272) | (983,117) | (1,031,194) | 48,077 |

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|-------------------------------|-------------------|--------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 10.27 | | |
| Extra Help - Park Maintenance | | (0.01) | |
| FTE Proposed Budget | | | 10.26 |



(Pictured: Kristine Reed, Utility Worker II for the City since 2003.)

- 242 - Acres of developed parks
- 178 - Benches
- 9 - Group picnic areas
- 131 - Acres of mowed grass
- 130 - Picnic tables
- 162 - Trash cans
- 28 - Drinking fountains
- 14 - Play structures
- 31 - Pet waste stations
- 9 - Restroom facilities
- 3 - Cook Shelters
- 859 - Parking spaces
- 624 - Irrigation zones
- 12 - Soccer fields
- 13 - Baseball/Softball fields
- 9.81 - Miles of hard path
- 5 - Miles of soft nature trails
- 2 - Skate parks



(Pictured: Lannette Noble, Park Maintenance Supervisor, with City since 1994 and Guy Smith, Utility Worker II with City since 2004.)



General Fund – Parks Maintenance

Historical Highlights

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

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.



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

(Pictured: Nate Brown - far left, with City since 2008, David Renshaw - 2nd left, with City since 2005, Noel Donato - middle, seasonal employee, and Liz Fliszar - far right, with City since 2008.

General Fund - Park Maintenance

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> | |
|---|------------------------|-------|-----------------|-------------------------|--------|
| Fund Department | | | | Page | Amount |
| <u>Public Works Superintendent</u> | 1 | 348 | 78,960 | | |
| General Fund | | | | | |
| Park Maintenance (0.50 FTE) | | | | 146 | 39,480 |
| Street Fund (0.50 FTE) | | | | 172 | 39,480 |
| <u>Park Maintenance Supervisor</u> | 1 | 338 | 62,567 | | |
| General Fund | | | | | |
| Park Maintenance (0.95 FTE) | | | | 146 | 59,439 |
| Street Fund (0.05 FTE) | | | | 172 | 3,128 |
| <u>Street Maintenance Supervisor</u> | 1 | 338 | 64,677 | | |
| General Fund | | | | | |
| Park Maintenance (0.05 FTE) | | | | 146 | 3,234 |
| Street Fund (0.95 FTE) | | | | 172 | 61,443 |
| <u>Mechanic - Public Works</u> | 1 | 326 | 49,224 | | |
| General Fund | | | | | |
| Park Maintenance (0.45 FTE) | | | | 146 | 22,151 |
| Street Fund (0.45 FTE) | | | | 172 | 22,151 |
| Wastewater Services Fund | | | | | |
| Administration (0.10 FTE) | | | | 216 | 4,922 |
| <u>Operations Support Specialist</u> | 1 | 326 | 40,112 | | |
| General Fund | | | | | |
| Park Maintenance (0.50 FTE) | | | | 146 | 20,056 |
| Street Fund (0.50 FTE) | | | | 172 | 20,056 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 13,966 | 0 | 0 | 4545 Federal FEMA Grant | 0 | 0 | 0 |
| 13,966 | 0 | 0 | <u>TOTAL INTERGOVERNMENTAL</u> | 0 | 0 | 0 |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 10,817 | 9,144 | 9,000 | 5390 Park Rentals Picnic site reservation fees for Wortman and City Park picnic facilities. | 9,000 | 9,000 | 9,000 |
| 10,817 | 9,144 | 9,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 9,000 | 9,000 | 9,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 2,311 | 736 | 0 | 6600 Other Income | 1,000 | 1,000 | 1,000 |
| 2,311 | 736 | 0 | <u>TOTAL MISCELLANEOUS</u> | 1,000 | 1,000 | 1,000 |
| 27,094 | 9,880 | 9,000 | <u>TOTAL RESOURCES</u> | 10,000 | 10,000 | 10,000 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 342,295 | 351,323 | 359,668 | 7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Park Maintenance - 0.95 FTE Supervisor - Street Maintenance - 0.05 FTE Utility Worker II - Public Works - 5.00 FTE Mechanic - Public Works - 0.45 FTE Operations Support Specialist - Public Works - 0.50 FTE | 367,720 | 367,720 | 367,720 |
| 56,609 | 61,491 | 58,180 | 7000-15 Salaries & Wages - Temporary Extra Help - Park Maintenance - 2.81 FTE | 60,000 | 60,000 | 60,000 |
| 4,666 | 4,707 | 5,000 | 7000-20 Salaries & Wages - Overtime | 5,000 | 5,000 | 5,000 |
| 23,905 | 24,560 | 26,215 | 7300-05 Fringe Benefits - FICA - Social Security | 26,828 | 26,828 | 26,828 |
| 5,591 | 5,744 | 6,134 | 7300-06 Fringe Benefits - FICA - Medicare | 6,275 | 6,275 | 6,275 |
| 85,928 | 74,254 | 77,543 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 90,552 | 90,552 | 90,552 |
| 57,704 | 66,968 | 67,560 | 7300-20 Fringe Benefits - Medical Insurance | 68,286 | 68,286 | 67,182 |
| 457 | 470 | 471 | 7300-25 Fringe Benefits - Life Insurance | 471 | 471 | 471 |
| 1,881 | 1,956 | 2,000 | 7300-30 Fringe Benefits - Long Term Disability | 2,044 | 2,044 | 2,044 |
| 20,048 | 18,373 | 20,030 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 19,404 | 19,404 | 19,404 |
| 274 | 275 | 300 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 300 | 300 | 300 |
| 5,430 | 5,198 | 7,199 | 7300-40 Fringe Benefits - Unemployment | 14,500 | 14,500 | 14,500 |
| 604,789 | 615,321 | 630,300 | TOTAL PERSONAL SERVICES | 661,380 | 661,380 | 660,276 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|--|--------|--------|--------|
| 1,564 | 992 | 1,000 | 7530 Safety Training/OSHA | 1,000 | 1,000 | 1,000 |
| 282 | 396 | 500 | 7540 Employee Development | 400 | 400 | 400 |
| 2,694 | 4,138 | 4,000 | 7550 Travel & Education Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications. | 4,000 | 4,000 | 4,000 |
| 18,870 | 18,611 | 23,000 | 7590 Fuel - Vehicle & Equipment | 26,000 | 26,000 | 26,000 |
| 28,421 | 29,875 | 28,500 | 7600 Electric & Natural Gas | 31,500 | 31,500 | 31,500 |
| 12,900 | 12,500 | 8,102 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 8,820 | 8,820 | 8,820 |
| 7,800 | 8,200 | 5,587 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 6,730 | 6,730 | 6,730 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 3,985 | 4,208 | 4,500 | 7620 | Telecommunications | | 4,700 | 4,700 | 4,700 |
| 958 | 954 | 1,000 | 7650 | Janitorial | | 1,250 | 1,250 | 1,250 |
| 23,133 | 20,094 | 21,000 | 7660 | Materials & Supplies | | 21,000 | 21,000 | 21,000 |
| 1,182 | 2,535 | 4,000 | 7720-10 | Repairs & Maintenance - Building Maintenance Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance. | | 4,000 | 4,000 | 4,000 |
| 29,965 | 22,453 | 30,000 | 7720-14 | Repairs & Maintenance - Vehicles | | 30,000 | 30,000 | 30,000 |
| 85,646 | 89,603 | 90,000 | 7720-26 | Repairs & Maintenance - Park Maintenance Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenities, bark, herbicides, garbage bags, irrigation parts, etc. Other significant costs include adding fall protection material at various playgrounds, replacement picnic tables and benches throughout the park system, play equipment repairs, dog park surfacing material and trail surfacing material. | | 90,000 | 90,000 | 90,000 |
| 0 | 0 | 10,000 | 7720-27 | Repairs & Maintenance - Park Vandalism Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system. | | 14,500 | 14,500 | 14,500 |
| 1,391 | 1,124 | 2,590 | 7750 | Professional Services | | 2,600 | 2,600 | 2,600 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 990 | 990 | |
| | | | | Section 125 administration fee | 1 | 110 | 110 | |
| | | | | Crystal report development-Hansen system - 50% shared w/ Street | 1 | 1,500 | 1,500 | |
| 7,293 | 14,120 | 14,000 | 7780-07 | Contract Services - Downtown Downtown litter patrol and solid waste disposal | | 14,500 | 14,500 | 14,500 |
| 147,145 | 130,203 | 100,000 | 7780-15 | Contract Services - Park Maintenance Contract services to address system needs relative to building maintenance, electrical, plumbing, light construction, irrigation, play equipment repairs and maintenance, tree planting, pruning and removal, turf/landscape maintenance, herbicide/pesticide applications, water feature maintenance and various small projects in the park system. | | 100,000 | 100,000 | 100,000 |
| 4,629 | 4,831 | 5,000 | 7800-39 | M & S Equipment - Parks Miscellaneous small equipment for operations and maintenance | | 5,000 | 5,000 | 5,000 |
| 1,351 | 179 | 1,000 | 7800-42 | M & S Equipment - Shop Miscellaneous small equipment and tools for shop operations and maintenance | | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 0 | 7800-45 | M & S Equipment - Safety | | 0 | 0 | 0 |
| 3,765 | 3,906 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 8,885 | 3,109 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :19 - PARK MAINTENANCE Section :N/A Program :N/A | | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------|----------------|---------------------------|---|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 6,017 | 7840 | M & S Computer Charges | | | 4,779 | 4,779 | 4,829 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 4,829 | 4,829 | | |
| 0 | 0 | 1,250 | 7840-65 | M & S Computer Charges - Park Maintenance | | | 5,986 | 5,986 | 7,236 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Arcview license - Lannette N. | 1 | 1,200 | 1,200 | | |
| | | | | Workstation warranty extensions | 2 | 158 | 316 | | |
| | | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Street,Bldg,& WWS | 1 | 1,170 | 1,170 | | |
| | | | | Hansen sewer database - 70% shared with Eng, Street, & WWS | 1 | 3,300 | 3,300 | | |
| | | | | Hansen software license - 50% shared with Street | 1 | 1,250 | 1,250 | | |
| 391,859 | 372,031 | 361,046 | <u>TOTAL MATERIALS AND SERVICES</u> | | | | 377,765 | 377,765 | 379,065 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | | |
| 0 | 0 | 771 | 8750 | Capital Outlay Computer Charges | | | 2,049 | 2,049 | 2,049 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 2,049 | 2,049 | | |
| 0 | 4,800 | 0 | 8800 | Building Improvements | | | 0 | 0 | 0 |
| 21,293 | 0 | 0 | 8850 | Vehicles | | | 0 | 0 | 0 |
| 21,293 | 4,800 | 771 | <u>TOTAL CAPITAL OUTLAY</u> | | | | 2,049 | 2,049 | 2,049 |
| 1,017,942 | 992,152 | 992,117 | <u>TOTAL REQUIREMENTS</u> | | | | 1,041,194 | 1,041,194 | 1,041,390 |



LIBRARY DEPARTMENT



Budget Highlights

The Proposed 2011-12 Budget reflects the cost savings for parking the bookmobile for the year and selected reductions in other areas.

- Revenues: Increase in Chemeketa Cooperative Regional Library Service (CCRLS) reimbursement to the city, decrease in Oregon State Ready to Read grant funds and expected donations for children’s programming.
- Salaries & Wages: No furlough days.
- Bookmobile: The Library has elected to park the bookmobile for the year to save money in the Fuel, Vehicle Maintenance, Telecommunications, and Books & Materials expenditures.
- Belt-tightening: Reductions in selected Materials & Supplies, Travel & Education, some Book & Materials, and Computer equipment expenditures.
- Maintenance & Rentals: Slight increase to cover cost of doing business in a technology driven environment.

Future Challenges and Opportunities

- **Challenge:** As the physical collection and number of public computers increases, the space for people to sit and read decreases.
Opportunity: The Library will continue to grow the online collection of audio, video, ebooks, and other online resources.



The library currently has access to over 28,000 digitally downloadable ebooks, audio books and videos from Library2Go.

- **Challenge:** The bookmobile requires money and staff time to keep on the road.
Opportunity: Outreach will still be provided in a limited way and more cost effective library programs are planned to continue to serve children in McMinnville.
- **Challenge:** The Children’s Room is almost at capacity with materials, computers, and everyday visits. It has long been over capacity in terms of summer reading program participation.
Opportunity: Expansion of the Children’s Room would create a lively, interactive, and widely used space for McMinnville families, increasing the livability of McMinnville.



Circulation of children’s materials is 41% of total library circulation, yet the Children’s Room is less than 25% of the physical space of the building.

- **Challenge:** The demand on Library bandwidth is always growing. In order to meet the needs of our users we must look for ways to increase the internet connection speed of library computers available for the public.
Opportunity: The Library can remain relevant to the community and users with good hardware and software, high speed internet, and tech savvy staff.



Library public computer use increased 37% from 2009 to 2010.

- **Challenge:** Library hardware, software, and network needs are at capacity for Library and City Information Systems staff.
Opportunity: Use of volunteers to handle some minor technology issues works for now.

- **Challenge:** Library parking is often full and library customers cannot find parking spaces.
Opportunity: Increase in available parking would benefit Library, Aquatic Center, City Park, and downtown access.



The Library circulates 11.7 items annually per capita in McMinnville.

Library program attendance increased 14% from 2009 to 2010.

Overall circulation was up 5.7% from 2009 to 2010.

- **Challenge:** Building maintenance on an older building is costly to the City when hiring outside contractors.
Opportunity: City staff person devoted to building maintenance might lower overall maintenance costs for many departments.
- **Challenge:** Upgrade is needed on the HVAC and heat pump system.
Opportunity: Energy efficiency study by McMinnville Water & Light and others has shown a significant benefit to the sustainability of the Library building and would lower energy use and monthly bills.

Core Services

Reference and Information Services

- Provide current and accurate information and research help to all citizens by phone, email and in person.
- Instruct and assist patrons on the Internet and computer software, the Library catalog and databases.
- Help the public find materials in all formats and languages from Chemeketa Cooperative Regional Library Service and beyond.
- Provide homebound services to community members.
- Support an informed citizenry, provide access and guidance in locating accurate, current, and non-commercial sources of information and opinion.
- Troubleshoot and assist patrons with library computers and equipment.

Children's Services

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

Circulation Services

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

Technical Services

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

General Fund – Library

2011 – 2012 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 199,667 | 185,525 | 187,501 | 1,976 |
| Personal Services | 1,060,471 | 1,052,940 | 1,083,290 | 30,350 |
| Materials & Services | 324,464 | 312,596 | 280,740 | (31,856) |
| Capital Outlay | 29,303 | 7,883 | 21,396 | 13,513 |
| Total Expenditures | 1,414,238 | 1,373,419 | 1,385,426 | 12,007 |
| Net Expenditures | (1,214,571) | (1,187,894) | (1,197,925) | 10,031 |

Full-Time Equivalents (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|---------------|-------------------------------|
| FTE Adopted Budget | 17.31 | | |
| Librarian II | | (1.50) | |
| Librarian I | | 0.99 | |
| Library Assistant | | 0.05 | |
| Library Page | | 0.08 | |
| Program Assistant | | 0.08 | |
| FTE Proposed Budget | | (0.30) | 17.01 |

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 (CCRLS) the Chemeketa Cooperative Regional Library Service.



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

1982 Library addition opens adding 11,500 square feet.

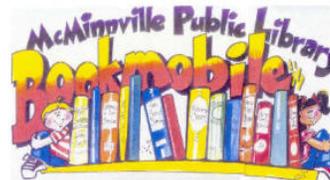


1986 Library installs its first automation system, Dynix.

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

1997 Library reduces operating hours from 56 to 45 hours per week due to Measure 47/50 budget cuts.

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



2004 Library and CCRLS install new automation system, Millennium, a product of Innovative Interfaces, Inc.

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

2008 Library2Go downloadable audio book service begins.



2009 Library opens for Sunday hours 1 – 5 pm throughout the year.

2010 Ebooks come to Library2Go - downloadable to your PC or portable reader.

2012 McMinnville Public Library celebrates 100 years serving the community.

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| INTERGOVERNMENTAL | | | | | | |
| 4,871 | 5,684 | 4,200 | 4780 OR State Aid Grant - Library Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries expended through expenditure account 8150-55, Books & Materials-State Grant Materials. | 3,000 | 3,000 | 4,000 |
| 111,737 | 122,913 | 127,625 | 5050 CCRLS - Library Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use for people who live outside the City service area (generally the school district boundaries) and pays each library within CCRLS money to equalize the property tax disparity between what City residents pay for library service and what county residents pay. | 131,271 | 131,271 | 131,271 |
| 116,608 | 128,597 | 131,825 | TOTAL INTERGOVERNMENTAL | 134,271 | 134,271 | 135,271 |
| CHARGES FOR SERVICES | | | | | | |
| 11,224 | 13,484 | 10,000 | 5430 Outside City User Fee \$60 per household per year as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS. | 10,000 | 10,000 | 10,000 |
| 11,224 | 13,484 | 10,000 | TOTAL CHARGES FOR SERVICES | 10,000 | 10,000 | 10,000 |
| FINES AND FORFEITURES | | | | | | |
| 38,835 | 40,796 | 36,000 | 6160 Fines & Lost Books Overdue Fines --- Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item. Lost Materials --- \$5 processing fee added to lost material cost. | 36,000 | 36,000 | 36,000 |
| 38,835 | 40,796 | 36,000 | TOTAL FINES AND FORFEITURES | 36,000 | 36,000 | 36,000 |
| MISCELLANEOUS | | | | | | |
| 408 | 109 | 150 | 6310-15 Interest - Library Endowment The Lanouette Trust interest earnings specifically endowed to support library children's programs through expenditure account 7680-05, Materials & Supplies-Donations-Children's Programs-Endowment. | 80 | 80 | 80 |
| 437 | 8,200 | 300 | 6440 Donations - Library General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through expenditure account 8160, Donations-Library. | 300 | 300 | 150 |
| 227 | 273 | 250 | 6440-05 Donations - Library - Bookmobile Donations received from the public and local service groups for bookmobile materials and expended through expenditure account 8160-05, Donations-Library-Bookmobile Books. | 250 | 250 | 250 |
| 0 | 0 | 0 | 6440-10 Donations - Library - Library Foundation | 300 | 300 | 3,000 |
| 0 | 0 | 0 | 6440-15 Donations - Library - Friends of the Library | 300 | 300 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 200 | 0 | 0 | 6440-20 Donations - Library - Adult Programs | 0 | 0 | 0 |
| 1,290 | 2,763 | 3,000 | 6440-25 Donations - Library - Children's Programs Donations received from the public and local service groups and donations and compensation received for trainings performed by children's staff for children's programming, including the Children's Summer Reading Program. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs. | 2,000 | 2,000 | 2,500 |
| 0 | 905 | 0 | 6440-30 Donations - Library - Teen Program | 0 | 0 | 0 |
| 4,358 | 4,541 | 4,000 | 6600-98 Other Income - Library Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues. | 4,000 | 4,000 | 4,000 |
| 6,920 | 16,790 | 7,700 | <u>TOTAL MISCELLANEOUS</u> | 7,230 | 7,230 | 9,980 |
| 173,587 | 199,667 | 185,525 | <u>TOTAL RESOURCES</u> | 187,501 | 187,501 | 191,251 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 595,411 | 616,621 | 589,970 | 7000-05 Salaries & Wages - Regular Full Time Library Director - 1.00 FTE Senior Librarian - 1.00 FTE Library Services Coordinator - 1.00 FTE Librarian III - Children's Services - 1.00 FTE Librarian II - Reference - 1.00 FTE Librarian II - Reference / Young Adult - 1.00 FTE Librarian I - Technical Services - 1.00 FTE Library Circulation Specialist - 1.00 FTE Library Technical Assistant - Children's - 1.00 FTE Library Technical Assistant - Technical Services - 1.00 FTE | 530,238 | 530,238 | 530,238 |
| 148,312 | 153,922 | 170,653 | 7000-10 Salaries & Wages - Regular Part Time Librarian II - Children's - 0.30 FTE Librarian II - Reference - 0.50 FTE Librarian I - Children's - 0.75 FTE Librarian I - Reference - 1.09 FTE Library Technical Assistant - Circulation - 0.75 FTE Library Assistant - Children's - 0.85 FTE Library Assistant - Circulation - 1.58 FTE Library Page - 1.11 FTE | 236,655 | 236,655 | 236,655 |
| 0 | 0 | 0 | 7000-15 Salaries & Wages - Temporary Program Assistant - 0.08 FTE | 1,680 | 1,680 | 1,680 |
| 5 | 122 | 0 | 7000-20 Salaries & Wages - Overtime | 0 | 0 | 0 |
| 44,369 | 46,064 | 47,160 | 7300-05 Fringe Benefits - FICA - Social Security | 47,651 | 47,651 | 47,651 |
| 10,377 | 10,773 | 11,029 | 7300-06 Fringe Benefits - FICA - Medicare | 11,145 | 11,145 | 11,145 |
| 160,638 | 147,012 | 146,378 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 167,079 | 167,079 | 167,079 |
| 77,603 | 78,775 | 80,484 | 7300-20 Fringe Benefits - Medical Insurance | 72,361 | 72,361 | 71,638 |
| 1,132 | 1,124 | 1,134 | 7300-25 Fringe Benefits - Life Insurance | 1,071 | 1,071 | 1,071 |
| 4,051 | 4,082 | 3,931 | 7300-30 Fringe Benefits - Long Term Disability | 3,878 | 3,878 | 3,878 |
| 1,442 | 1,462 | 1,599 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 1,845 | 1,845 | 1,845 |
| 456 | 459 | 503 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 496 | 496 | 496 |
| 0 | 0 | 0 | 7300-40 Fringe Benefits - Unemployment | 9,098 | 9,098 | 9,098 |
| 61 | 54 | 99 | 7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance | 93 | 93 | 93 |
| 1,043,855 | 1,060,471 | 1,052,940 | TOTAL PERSONAL SERVICES | 1,083,290 | 1,083,290 | 1,082,567 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 0 | 0 | 0 | 7500 Credit Card Fees | 800 | 800 | 800 |
| 481 | 674 | 1,400 | 7540 Employee Development | 1,000 | 1,000 | 1,000 |
| 6,921 | 6,222 | 5,000 | 7550 Travel & Education Membership in professional organizations, registration and travel to workshops, conferences and seminars. | 4,000 | 4,000 | 4,000 |
| 684 | 1,086 | 900 | 7580 Volunteer Recognition Recognition and gifts for library volunteers, including annual Volunteer Appreciation Day program and refreshments. | 850 | 850 | 850 |
| 865 | 972 | 850 | 7590 Fuel - Vehicle & Equipment Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares. | 500 | 500 | 2,000 |
| 28,072 | 24,880 | 30,000 | 7600 Electric & Natural Gas | 29,000 | 29,000 | 29,000 |
| 6,900 | 8,100 | 5,583 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 5,500 | 5,500 | 5,500 |
| 7,000 | 6,800 | 4,020 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 3,840 | 3,840 | 3,840 |
| 13,667 | 14,375 | 15,500 | 7620 Telecommunications Telephone and cell lines: elevator phone, Yamco telecom, bookmobile laptop connection, bookmobile cell phone and A&E alarm phones. | 13,800 | 13,800 | 14,920 |
| 17,093 | 18,451 | 18,250 | 7650 Janitorial Contract janitorial services and supplies. | 15,400 | 15,400 | 15,400 |
| 2,374 | 1,199 | 850 | 7660 Materials & Supplies General library and staff room supplies. | 875 | 875 | 875 |
| 597 | 668 | 600 | 7660-15 Materials & Supplies - Postage Inter-library loan books returned by mail and other library mailing costs. | 600 | 600 | 600 |
| 7,389 | 7,987 | 6,800 | 7660-20 Materials & Supplies - Public Services Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, and supplies for technology wall. | 5,850 | 5,850 | 5,850 |
| 3,257 | 1,647 | 1,000 | 7660-30 Materials & Supplies - Public Information Library promotional and marketing supplies, community surveys, brochures promoting library services and other printing and advertising costs. | 600 | 600 | 600 |
| 1,643 | 2,293 | 2,050 | 7660-60 Materials & Supplies - Administration Miscellaneous expenses for employment ads, name tags and library signage, flower baskets, business cards, refreshments for meetings held in the library and other administrative expenses. | 2,050 | 2,050 | 2,050 |
| 5,129 | 6,111 | 5,300 | 7660-63 Materials & Supplies - Library Circulation Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks including debt collect, Orbis/Cascade Courier, miscellaneous expenses and circulation department supplies. | 5,600 | 5,600 | 5,600 |
| 11,338 | 10,107 | 6,000 | 7660-64 Materials & Supplies - Library Technical Services Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases. | 5,700 | 5,700 | 5,700 |

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01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 783 | 759 | 700 | 7660-65 | Materials & Supplies - Children's Programs | | 650 | 650 | 650 |
| | | | | Craft supplies, paper, presenters and miscellaneous costs for children's programming. | | | | |
| 375 | 42 | 150 | 7680-05 | Materials & Supplies - Donations - Children's Programs - Endowment | | 80 | 80 | 80 |
| | | | | Lanouette Library Nonexpendable Trust Fund Interest-Endowment revenue account 6310-15, supports these Children's Program expenditures. | | | | |
| 203 | 0 | 0 | 7680-10 | Materials & Supplies - Donations - Adult Programs | | 0 | 0 | 0 |
| 0 | 0 | 0 | 7680-11 | Materials & Supplies - Donations - Library Foundation | | 300 | 300 | 3,000 |
| 1,290 | 2,763 | 3,000 | 7680-15 | Materials & Supplies - Donations - Children's Programs | | 2,000 | 2,000 | 2,500 |
| | | | | Children's programming, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs. | | | | |
| 0 | 0 | 0 | 7680-16 | Materials & Supplies - Donations - Friends of the Library | | 300 | 300 | 0 |
| 0 | 906 | 0 | 7680-20 | Materials & Supplies - Donations - Teen Programs | | 0 | 0 | 0 |
| 11,902 | 24,125 | 16,000 | 7720-08 | Repairs & Maintenance - Building Repairs | | 11,200 | 11,200 | 11,200 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | HVAC repairs | 1 | 5,000 | 5,000 | |
| | | | | Building repairs | 1 | 6,200 | 6,200 | |
| 14,773 | 14,548 | 17,300 | 7720-10 | Repairs & Maintenance - Building Maintenance | | 18,000 | 18,000 | 18,000 |
| | | | | Building maintenance including pest control, alarm inspections, extra scheduled gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance. | | | | |
| 188 | 187 | 700 | 7720-14 | Repairs & Maintenance - Vehicles | | 200 | 200 | 700 |
| | | | | Repairs, maintenance and supplies for the library bookmobile. | | | | |
| 2,104 | 1,244 | 1,240 | 7750 | Professional Services | | 1,300 | 1,300 | 1,300 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 180 | 180 | |
| | | | | Audit fee allocation | 1 | 990 | 990 | |
| | | | | Translation service | 1 | 130 | 130 | |
| 11,814 | 8,113 | 9,700 | 7790 | Maintenance & Rental Contracts | | 10,200 | 10,200 | 10,200 |
| | | | | Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, online background checks for volunteers, book vendor access and movie license renewals. | | | | |
| 965 | 1,439 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 0 | 7810-05 | M & S Equipment - Donations - Library Foundation | | 0 | 0 | 0 |
| 46,408 | 39,928 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 42,970 | 19,848 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 61,503 | 7840 | M & S Computer Charges | | 49,915 | 49,915 | 50,441 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 50,441 | 50,441 | |
| 0 | 0 | 12,600 | 7840-70 | M & S Computer Charges - Library | | 10,980 | 10,980 | 10,980 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation replacements per plan | 6 | 1,600 | 9,600 | |
| | | | | Printer, B&W laser - tech wall | 1 | 600 | 600 | |
| | | | | Solid state hard drives | 3 | 100 | 300 | |
| | | | | Workstation warranty extensions - tech wall 5 & 8 | 2 | 240 | 480 | |
| 31,902 | 28,546 | 28,400 | 8150-05 | Books & Materials - Adult Books | | 27,000 | 27,000 | 27,000 |
| | | | | Fiction and non-fiction books for adult collections. | | | | |
| 4,835 | 2,828 | 2,000 | 8150-10 | Books & Materials - Reference Books | | 1,600 | 1,600 | 1,600 |
| | | | | Reference books and materials for adult print reference collection. | | | | |
| 11,819 | 9,684 | 7,000 | 8150-15 | Books & Materials - Reference Online Database | | 4,750 | 4,750 | 4,750 |
| | | | | Online research databases: L-Net, EbscoHost, Testing & Educational Reference Center, Opposing Viewpoints, Ebsco Auto Repair, Ancestry/Heritage Quest and Global Road Warrior. | | | | |
| 11,969 | 11,673 | 14,000 | 8150-20 | Books & Materials - Children's Books | | 14,000 | 14,000 | 14,000 |
| | | | | Library books, audio visual, and other materials for children ages 0 - 12. | | | | |
| 4,485 | 4,048 | 4,050 | 8150-25 | Books & Materials - Young Adult Books | | 4,150 | 4,150 | 4,150 |
| | | | | Library materials for young adults ages 12 - 17. | | | | |
| 3,962 | 3,553 | 3,600 | 8150-30 | Books & Materials - Large Print Books | | 3,800 | 3,800 | 3,800 |
| | | | | Large print books for visually impaired adults. | | | | |
| 5,943 | 5,400 | 5,000 | 8150-35 | Books & Materials - Spanish Language Materials | | 4,500 | 4,500 | 4,500 |
| | | | | Books, media, magazines and newspapers in Spanish. | | | | |
| 2,499 | 2,250 | 500 | 8150-40 | Books & Materials - Bookmobile | | 0 | 0 | 0 |
| 4,946 | 4,803 | 5,000 | 8150-45 | Books & Materials - Periodicals | | 5,000 | 5,000 | 5,000 |
| | | | | Newspaper and magazine subscriptions, including Spanish language titles. | | | | |
| 6,994 | 6,293 | 5,900 | 8150-50 | Books & Materials - Audio Visuals-DVD | | 5,900 | 5,900 | 5,900 |
| | | | | Adult nonfiction and entertainment DVDs. | | | | |
| 5,994 | 5,306 | 5,400 | 8150-51 | Books & Materials - Audio Visuals-CD Books | | 5,400 | 5,400 | 5,400 |
| | | | | Fiction and nonfiction books on CD. | | | | |
| 499 | 450 | 0 | 8150-52 | Books & Materials - Audio Visuals-Music | | 0 | 0 | 0 |
| 4,871 | 5,684 | 4,200 | 8150-55 | Books & Materials - State Grant Materials | | 3,000 | 3,000 | 4,000 |
| | | | | State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library. | | | | |
| 437 | 8,200 | 300 | 8160 | Donations - Library | | 300 | 300 | 150 |
| | | | | Various library purchases and materials funded through revenue account 6440, Donations-Library. | | | | |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :21 - LIBRARY Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 227 | 273 | 250 | 8160-05 | Donations - Library - Bookmobile Books | | 250 | 250 | 250 |
| | | | Books and materials for the bookmobile funded through revenue account 6440-05, Donations -Library-Bookmobile. | | | | | |
| 348,564 | 324,464 | 312,596 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 280,740 | 280,740 | 288,136 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 10,000 | 0 | 0 | 8740 | Computer Equipment - IS Fund | | 0 | 0 | 0 |
| 0 | 0 | 7,883 | 8750 | Capital Outlay Computer Charges | | 21,396 | 21,396 | 21,396 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 21,396 | 21,396 | | |
| 29,303 | 29,303 | 0 | 8900-10 | Land Acquisition - Elliott Property | | 0 | 0 | 0 |
| 52,208 | 0 | 0 | 8920 | Land Improvements | | 0 | 0 | 0 |
| 91,511 | 29,303 | 7,883 | <u>TOTAL CAPITAL OUTLAY</u> | | | 21,396 | 21,396 | 21,396 |
| 1,483,931 | 1,414,238 | 1,373,419 | <u>TOTAL REQUIREMENTS</u> | | | 1,385,426 | 1,385,426 | 1,392,099 |



**GENERAL FUND
NON-DEPARTMENTAL**





General Fund - Non- Departmental

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

Revenues

Property Taxes - Current

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

- Projected 3.5% increase in assessed value (AV) compared to 2010-11 assessed value.
- Projected \$258,875 increase in net property tax revenue resulting from 3.5% increase in assessed value.

McMinnville Water & Light Payment In-Lieu of Tax

- Payment in-lieu of tax for 2011-12 is projected to increase slightly from last year's reduced rate. However, this is a \$113,000 or 8% decrease from 2008-09 and reflects a significant reduction in production at Cascade Steel Rolling Mills compared to previous years.

State Shared Revenues

Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette taxes and liquor taxes are projected to remain consistent with prior years.

Transfers In

- **Transfers In from other operating funds** --- General Fund support for department personnel, primarily Administration, Finance, Engineering - \$907,306
- **Transfers In from other operating funds** --- Reimbursement of Engineering Materials and Services costs --- \$40,198

Expenditures - Transfers Out

- **Transfer Out – Emergency Communications Fund** --- Transfer to Emergency Communications Fund for police and fire dispatching emergency communication services. Emergency Communications Fund pays Yamhill Communications Agency (YCOM) member contribution.

- **Transfer Out – Ambulance Fund** --- General Fund support is necessary due to inadequate reimbursement from Medicaid and Medicare for emergency services provided by the City. Transfer to Ambulance Fund has increased due to Ambulance service operational changes.

Future Challenges and Opportunities

- Continue to monitor property tax collection rates. The estimated uncollectible rate of 8% has been sufficient in past years but collections rates may be negatively affected by current economic conditions.
- The City's tax base has grown rapidly over the last several years, resulting in increasing property tax revenue. However, due to local economic conditions and corresponding lack of building activity that increase has not continued at the same rate. For example, the increase in assessed value in 2007-08 and 2008-09 were 14.6% and 7.8% respectively. The increase in 2010-11 was 3.55% and is projected to be 3.5% in 2011-12.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 13,310,425 | 13,363,894 | 13,825,379 | 461,485 |
| Transfers Out | 1,255,288 | 916,273 | 1,156,733 | 240,460 |
| Total Expenditures | 1,255,288 | 916,273 | 1,156,733 | 240,460 |
| Net Expenditures | 12,055,137 | 12,447,621 | 12,668,646 | (221,025) |



General Fund – Non-Departmental

Historical Highlights

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

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

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| PROPERTY TAXES | | | | | | |
| 9,090,951 | 9,402,096 | 9,772,000 | 4100-05 Property Taxes - Current \$10,946,600 2011-2012 Permanent operating property tax levy, \$5.02 per thousand (\$40,000) Less: Comcast appeal (\$875,725) Less: Uncollectible taxes - 8%. \$10,030,875 2011-2012 Current Property Taxes | 10,030,875 | 10,030,875 | 10,030,875 |
| 247,512 | 299,931 | 230,000 | 4100-10 Property Taxes - Prior Collections on delinquent property taxes due from prior year permanent rate property tax levies. | 290,000 | 290,000 | 290,000 |
| 9,338,463 | 9,702,026 | 10,002,000 | TOTAL PROPERTY TAXES | 10,320,875 | 10,320,875 | 10,320,875 |
| LICENSES AND PERMITS | | | | | | |
| 1,463,508 | 1,401,137 | 1,250,000 | 4205-05 Franchise Fees - McMinnville Water & Light McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users, 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide. | 1,350,000 | 1,350,000 | 1,350,000 |
| 0 | 0 | 0 | 4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. | 53,900 | 53,900 | 53,900 |
| 0 | 0 | 0 | 4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system. | 32,000 | 32,000 | 32,000 |
| 51,697 | 87,602 | 40,000 | 4205-10 Franchise Fees - Verizon NW-Telephone | 0 | 0 | 0 |
| 26,181 | 49,089 | 50,000 | 4205-11 Franchise Fees - Verizon NW-Cable | 0 | 0 | 0 |
| 132,909 | 130,064 | 125,000 | 4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. | 136,400 | 136,400 | 145,750 |
| 133,019 | 124,655 | 130,000 | 4205-20 Franchise Fees - Western Oregon Waste - Valley Western Oregon Waste - Valley waste collection franchise fee is 5%. | 130,000 | 130,000 | 130,000 |
| 164,466 | 186,982 | 145,000 | 4205-25 Franchise Fees - Northwest Natural NW Natural gas franchise fee is 3%. | 145,000 | 145,000 | 145,000 |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 3,611 | 3,353 | 3,000 | 4490 | Licenses & Permits - Misc | | 3,000 | 3,000 | 3,000 |
| | | | Finance Department collects fees for liquor licenses, taxi service licenses, bicycle licenses, vehicle permits, etc. | | | | | |
| 1,975,391 | 1,982,883 | 1,743,000 | <u>TOTAL LICENSES AND PERMITS</u> | | | 1,850,300 | 1,850,300 | 1,859,650 |
| <u>INTERGOVERNMENTAL</u> | | | | | | | | |
| 50,284 | 47,571 | 50,000 | 4720 | OR State Cigarette Taxes | | 50,000 | 50,000 | 50,000 |
| | | | State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities. | | | | | |
| 247,393 | 262,286 | 260,000 | 4730 | OR State Revenue Sharing | | 260,000 | 260,000 | 260,000 |
| | | | State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis. | | | | | |
| 374,657 | 375,586 | 375,000 | 4750 | OR State Liquor Taxes | | 375,000 | 375,000 | 375,000 |
| | | | State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis. | | | | | |
| 672,334 | 685,444 | 685,000 | <u>TOTAL INTERGOVERNMENTAL</u> | | | 685,000 | 685,000 | 685,000 |
| <u>MISCELLANEOUS</u> | | | | | | | | |
| 149,250 | 33,671 | 32,400 | 6310 | Interest | | 20,700 | 20,700 | 20,700 |
| 3,485 | 938 | 1,500 | 6600 | Other Income | | 1,000 | 1,000 | 1,000 |
| 152,735 | 34,610 | 33,900 | <u>TOTAL MISCELLANEOUS</u> | | | 21,700 | 21,700 | 21,700 |
| <u>TRANSFERS IN</u> | | | | | | | | |
| 7,143 | 6,530 | 6,621 | 6900-05 | Transfers In - Special Assessments | | 6,749 | 6,749 | 6,747 |
| | | | Transfer from Special Assessment Fund for personnel cost allocations for Administration and Finance support services. | | | | | |
| 131,702 | 129,169 | 130,424 | 6900-20 | Transfers In - Street | | 148,483 | 148,483 | 148,289 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Street Fund support of Engineering operations | 1 | 9,560 | 9,560 | | |
| | | | Engineering, Admin, & Finance personal services support transfer | 1 | 138,729 | 138,729 | | |
| 33,730 | 33,047 | 34,236 | 6900-25 | Transfers In - Airport | | 44,483 | 44,483 | 44,452 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Airport Fund support of Engineering operations | 1 | 2,599 | 2,599 | | |
| | | | Engineering, Admin, & Finance personal services support transfer | 1 | 41,853 | 41,853 | | |
| 1,174,359 | 0 | 0 | 6900-31 | Transfers In - Improvements | | 0 | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------|-------------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 2,038,274 | 0 | 0 | 6900-32 | Transfers In - Fire | | 0 | 0 | 0 |
| 1,583,721 | 0 | 0 | 6900-34 | Transfers In - Parks & Recreation | | 0 | 0 | 0 |
| 40,851 | 0 | 0 | 6900-40 | Transfers In - Public Safety Facilities Const | | 36,310 | 36,310 | 0 |
| | | | | Remainder of past City Manager Joe Dancer life insurance proceeds previously deposited in Public Safety Facilities Construction Fund. | | | | |
| 108,551 | 105,527 | 111,239 | 6900-45 | Transfers In - Transportation | | 52,149 | 52,149 | 52,091 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Transportation Fund support of Engineering operations | 1 | 2,873 | 2,873 | |
| | | | | Engineering, Planning, Admin, & Finance personal services support | 1 | 49,218 | 49,218 | |
| 55,955 | 51,120 | 51,695 | 6900-50 | Transfers In - Park Development | | 49,158 | 49,158 | 49,090 |
| | | | | Parks Admin, Admin, & Finance personal services support | | | | |
| 51,166 | 31,996 | 33,139 | 6900-70 | Transfers In - Building | | 32,355 | 32,355 | 32,325 |
| | | | | Engineering, Admin, & Finance personal services support | | | | |
| 190,530 | 196,687 | 203,445 | 6900-75 | Transfers In - Wastewater Services | | 224,945 | 224,945 | 224,628 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Wastewater Services Fund support of Engineering operations | 1 | 14,435 | 14,435 | |
| | | | | Engineering, Admin, & Finance personal services support | 1 | 210,193 | 210,193 | |
| 122,102 | 137,701 | 147,202 | 6900-77 | Transfers In - Wastewater Capital | | 161,279 | 161,279 | 161,095 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Wastewater Capital Fund support of Engineering operations | 1 | 10,779 | 10,779 | |
| | | | | Engineering, Admin, & Finance personal services support | 1 | 150,316 | 150,316 | |
| 149,533 | 141,886 | 142,972 | 6900-79 | Transfers In - Ambulance | | 151,030 | 151,030 | 150,941 |
| | | | | Transfer from Ambulance Fund for personnel cost allocations for Administration and Finance services. This transfer includes 1.00 FTE for the A/R Billing Coordinator and .75 FTE for A/R Billing Specialist who bill and collect for all EMS transports and Fire Fees. | | | | |
| 46,051 | 71,799 | 39,021 | 6900-85 | Transfers In - Insurance Services | | 40,563 | 40,563 | 40,542 |
| | | | | Transfer from Insurance Services Fund for personnel cost allocations for Administration and Finance support services. | | | | |
| 5,733,667 | 905,462 | 899,994 | TOTAL TRANSFERS IN | | | 947,504 | 947,504 | 910,200 |
| 17,872,590 | 13,310,425 | 13,363,894 | TOTAL RESOURCES | | | 13,825,379 | 13,825,379 | 13,797,425 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| DEBT SERVICE | | | | | | |
| 205,000 | 0 | 0 | 9450-05 2002 Public Safety COP - Principal - June 1 | 0 | 0 | 0 |
| 3,844 | 0 | 0 | 9450-10 2002 Public Safety COP - Interest - Dec 1 | 0 | 0 | 0 |
| 3,844 | 0 | 0 | 9450-15 2002 Public Safety COP - Interest - June 1 | 0 | 0 | 0 |
| 212,688 | 0 | 0 | TOTAL DEBT SERVICE | 0 | 0 | 0 |
| TRANSFERS OUT | | | | | | |
| 525,590 | 555,760 | 564,400 | 9700-15 Transfers Out - Emergency Communications Budget Note: City YCOM support also funded ~10% by Ambulance Fund. | 592,700 | 592,700 | 578,800 |
| 50,050 | 0 | 0 | 9700-40 Transfers Out - Public Safety Facilities Constrt | 0 | 0 | 0 |
| 762,980 | 0 | 0 | 9700-70 Transfers Out - Building Transfer is necessary to provide adequate fund balance in the Building Fund. | 50,000 | 50,000 | 50,000 |
| 155,000 | 500,000 | 150,000 | 9700-79 Transfers Out - Ambulance Transfer is necessary due to inadequate reimbursement from Medicaid and Medicare for emergency services provided by the City. Transfer increase is due to Ambulance operational changes. | 300,000 | 300,000 | 300,000 |
| 211,914 | 199,528 | 201,873 | 9700-80 Transfers Out - Information Systems Transfer to Information Systems and Services Fund for personnel cost allocations for General Fund department computer support. | 214,033 | 214,033 | 213,671 |
| 1,705,534 | 1,255,288 | 916,273 | TOTAL TRANSFERS OUT | 1,156,733 | 1,156,733 | 1,142,471 |
| CONTINGENCIES | | | | | | |
| 0 | 0 | 612,000 | 9800 Contingencies | 750,000 | 750,000 | 750,000 |
| 0 | 0 | 612,000 | TOTAL CONTINGENCIES | 750,000 | 750,000 | 750,000 |
| ENDING FUND BALANCE | | | | | | |
| 23,230 | 23,230 | 23,230 | 9901-10 Designated End FB - General Fd - Lanouette Endowment Designated Ending Fund Balance for the Lanouette Nonexpendable Trust corpus established to benefit Library Children's Programs. | 23,230 | 23,230 | 23,230 |
| 200,000 | 300,000 | 400,000 | 9901-15 Designated End FB - General Fd - Fire - Vehicle Reserve Designated cash carryover "saved" from the 2011-2012 fiscal year as a vehicle reserve toward a future fire vehicle purchase. The next fire vehicle scheduled to be purchased will cost approximately \$500,000 to \$900,000. | 500,000 | 500,000 | 500,000 |
| 100,000 | 0 | 0 | 9901-20 Designated End FB - General Fd - Aquatic Center | 0 | 0 | 0 |
| 7,035,746 | 6,075,310 | 4,093,648 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 3,923,745 | 3,908,745 | 4,224,911 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 7,358,976 | 6,398,540 | 4,516,878 | <u>TOTAL ENDING FUND BALANCE</u> | 4,446,975 | 4,431,975 | 4,748,141 |
| 9,277,197 | 7,653,828 | 6,045,151 | <i>TOTAL REQUIREMENTS</i> | 6,353,708 | 6,338,708 | 6,640,612 |

Budget Document Report

01 - GENERAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 24,886,158 | 24,065,549 | 22,024,770 | TOTAL RESOURCES | 22,575,338 | 22,575,338 | 22,968,495 |
| 24,886,159 | 24,065,549 | 22,024,770 | TOTAL REQUIREMENTS | 22,575,338 | 22,575,338 | 22,968,495 |



SPECIAL ASSESSMENT FUND





Special Assessment Fund

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- **Downtown Economic Improvement District (DEID)** --- The 2011-2012 fiscal year is the second year of a three-year DEID assessment cycle. The current assessment cycle duration is from August 1, 2010 through July 31, 2013.
- DEID assessments collected by the City are passed through to the McMinnville Downtown Association, excluding interest collected on accounts not paid within 60 days of the August 1 assessment date.
- **Street and Sidewalk Assessments** --- No street or sidewalk assessment districts are anticipated for 2011-12.

Core Services

- The Special Assessment Fund provides accounting for the financing of public improvements or services deemed to benefit the properties against which special assessments are levied.
- State law requires the City to provide 10-year financing options for local improvement districts (LIDs). Currently, there are no LIDs.
- The Finance Department provides billing services and the proper accounting for assessments collected.
 - Street and sidewalk assessments - monthly billings
 - DEID assessments – yearly billings

Future Challenges and Opportunities

- Cash availability for street and sidewalk improvement districts is limited by the fund balance accumulated in the Special Assessment Fund.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 50,396 | 61,000 | 60,600 | (400) |
| Materials & Services | 50,475 | 60,980 | 60,990 | 10 |
| Transfers Out | 6,530 | 6,621 | 6,749 | 128 |
| Total Expenditures | 57,005 | 67,601 | 67,739 | 138 |
| Net Expenditures | (6,609) | (6,601) | (7,139) | 538 |



Special Assessment Fund

Historical Highlights

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

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 190,644 | 190,641 | 184,370 | 4090 Beginning Fund Balance Estimated July 1, 2011 cash carryover from the 2010-2011 fiscal year available to loan property owners who need the City to finance street improvement assessments resulting from local improvement districts. | 177,000 | 177,000 | 177,000 |
| 190,644 | 190,641 | 184,370 | TOTAL BEGINNING FUND BALANCE | 177,000 | 177,000 | 177,000 |
| SPECIAL ASSESSMENTS | | | | | | |
| 4,750 | 0 | 0 | 6210-05 Street Assessment - LID - Burnett Road | 0 | 0 | 0 |
| 50,389 | 49,479 | 60,000 | 6250 Downtown Economic Assessment Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are "passed through" to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance. Budget Note: The current three-year DEID Assessment District's duration is from August 1, 2010 to July 31, 2013. | 60,000 | 60,000 | 60,000 |
| 55,139 | 49,479 | 60,000 | TOTAL SPECIAL ASSESSMENTS | 60,000 | 60,000 | 60,000 |
| MISCELLANEOUS | | | | | | |
| 3,533 | 900 | 1,000 | 6310 Interest | 600 | 600 | 600 |
| 102 | 17 | 0 | 6310-25 Interest - Assessments | 0 | 0 | 0 |
| 3,635 | 917 | 1,000 | TOTAL MISCELLANEOUS | 600 | 600 | 600 |
| 249,418 | 241,037 | 245,370 | TOTAL RESOURCES | 237,600 | 237,600 | 237,600 |

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 1,245 | 996 | 980 | 7750 Professional Services Audit fee allocation | 990 | 990 | 990 |
| 50,389 | 49,479 | 60,000 | 8020 McMinnville Downtown Association "Pass through" to the McMinnville Downtown Association (MDA) of the DEID assessment collections. | 60,000 | 60,000 | 60,000 |
| 51,634 | 50,475 | 60,980 | <u>TOTAL MATERIALS AND SERVICES</u> | 60,990 | 60,990 | 60,990 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 7,143 | 6,530 | 6,621 | 9700-01 Transfers Out - General Fund Transfer to General Fund for personnel cost allocations for Administration and Finance support services. | 6,749 | 6,749 | 6,747 |
| 7,143 | 6,530 | 6,621 | <u>TOTAL TRANSFERS OUT</u> | 6,749 | 6,749 | 6,747 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 80,000 | 9800 Contingencies | 80,000 | 80,000 | 80,000 |
| 0 | 0 | 80,000 | <u>TOTAL CONTINGENCIES</u> | 80,000 | 80,000 | 80,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 190,641 | 184,032 | 97,769 | 9999 Unappropriated Ending Fd Balance Budgeted cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 89,861 | 89,861 | 89,863 |
| 190,641 | 184,032 | 97,769 | <u>TOTAL ENDING FUND BALANCE</u> | 89,861 | 89,861 | 89,863 |
| 249,418 | 241,037 | 245,370 | <u>TOTAL REQUIREMENTS</u> | 237,600 | 237,600 | 237,600 |

Budget Document Report

05 - SPECIAL ASSESSMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 249,418 | 241,037 | 245,370 | <i>TOTAL RESOURCES</i> | 237,600 | 237,600 | 237,600 |
| 249,418 | 241,037 | 245,370 | <i>TOTAL REQUIREMENTS</i> | 237,600 | 237,600 | 237,600 |



TELECOMMUNICATIONS FUND





Budget Highlights

The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Frontier and Comcast Cable by the City of McMinnville. 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 collects \$1 per subscriber per month from Frontier and Comcast Cable. These funds are also “passed through” to MCM and are restricted for capital purposes exclusively.

Core Services

McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.

MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.

MCM promotes diversity in community access utilization, assuring that programming serves under-served populations and reflects a broad range of community interests within the cable service area.

MCM is also responsible for ensuring the public’s access to community access channels, equipment, facilities, and media literacy training on an equitable basis.

Future Challenges and Opportunities

- Concern that cable franchise fees and local access subscriber fees may decrease as more residents opt for satellite service instead of cable service. In addition, in March 2011, Frontier Communications announced that it is dropping its cable franchise agreement with the City of McMinnville.
- AT&T “past sins” settlement money was expected to be paid out to MCM over approximately 10 years from 2001, the year of the settlement. During 2009-10, the \$32,200 remaining of the settlement principal and \$11,800 of accrued interest was paid to MCM. The remaining interest of approximately \$38,000 was distributed to MCM in 2010-11.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 231,999 | 241,300 | 246,800 | 5,500 |
| Materials & Services | 275,696 | 276,000 | 246,700 | (29,300) |
| Total Expenditures | 275,696 | 276,000 | 246,700 | (29,300) |
| Net Expenditures | (43,697) | (34,700) | 100 | (34,800) |



Telecommunications Fund

Historical Highlights

- 1982** Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.
- 1999** Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband.
- 2001** New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.
- 2001** New agreement raises franchise fee from 3% to 5%. City Council dedicates 2.25% of raised franchise fee to the Telecommunications Fund and 2.75% to the General Fund.
- 2001** New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.
- 2001** City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.
- 2001** McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio.
- 2001** City receives \$453,500 from TCI / AT&T a combination of \$352,500 of “past sins money”, \$75,000 for MCM to begin operating the local access channel by July 1, 2001, and ~\$26,000 for move to McMinnville Marketplace.
- 2002** April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.
- 2003** January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.
- 2005** MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.
- 2006** January 2006, Major upgrade of mcm11.org website, allowing form submittal and easy access to program listings.
- 2007** Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.
- 2008** MCM purchases a government surplus cargo van transforming it into a multi-camera mobile production truck.
- 2009** “Past sins” settlement remainder of \$32,200 and accrued interest of \$11,000 paid to MCM. Remaining accrued interest of about \$40,000 to be paid in fiscal year 2010-2011.
- 2012** Frontier gives City notification of franchise agreement cancellation.

Budget Document Report

10 - TELECOMMUNICATIONS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 122,048 | 80,066 | 36,400 | 4090 Beginning Fund Balance Estimated July 1, 2011 cash carryover from the 2010-2011 fiscal year. | 1,500 | 1,500 | 1,500 |
| 122,048 | 80,066 | 36,400 | <u>TOTAL BEGINNING FUND BALANCE</u> | 1,500 | 1,500 | 1,500 |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 0 | 0 | 0 | 4205-07 Franchise Fees - Frontier-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. | 44,100 | 44,100 | 44,100 |
| 21,421 | 40,163 | 41,000 | 4205-11 Franchise Fees - Verizon NW-Cable | 0 | 0 | 0 |
| 108,744 | 106,416 | 110,000 | 4205-15 Franchise Fees - Comcast Communications-Cable Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. | 111,600 | 111,600 | 119,250 |
| 0 | 0 | 0 | 4275-07 Subscriber Fees - PEG - Frontier-Cable \$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM). | 26,000 | 26,000 | 26,000 |
| 12,746 | 24,424 | 30,000 | 4275-11 Subscriber Fees - PEG - Verizon NW-Cable | 0 | 0 | 0 |
| 65,225 | 60,692 | 60,000 | 4275-15 Subscriber Fees - PEG - Comcast-Cable \$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM). | 65,000 | 65,000 | 67,000 |
| 208,136 | 231,696 | 241,000 | <u>TOTAL LICENSES AND PERMITS</u> | 246,700 | 246,700 | 256,350 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 2,019 | 304 | 300 | 6310 Interest | 100 | 100 | 100 |
| 2,019 | 304 | 300 | <u>TOTAL MISCELLANEOUS</u> | 100 | 100 | 100 |
| 332,202 | 312,066 | 277,700 | <u>TOTAL RESOURCES</u> | 248,300 | 248,300 | 257,950 |

10 - TELECOMMUNICATIONS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 108,744 | 106,416 | 111,000 | 8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable Comcast cable franchise fee "passed through" to McMinnville Community Media (MCM) for management of local public access channel. | 111,600 | 111,600 | 119,250 |
| 21,421 | 40,163 | 41,000 | 8170-06 McMinnville Community Media - Verizon Franchise Fee-Cable | 0 | 0 | 0 |
| 0 | 0 | 0 | 8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable Frontier cable franchise fee "passed through" to McMinnville Community Media (MCM) for management of local public access channel. | 44,100 | 44,100 | 44,100 |
| 44,000 | 32,200 | 0 | 8170-10 McMinnville Community Media - AT&T Settlement | 0 | 0 | 0 |
| 0 | 11,800 | 35,000 | 8170-11 McMinnville Community Media - AT&T Settlement Interest | 0 | 0 | 0 |
| 65,225 | 60,692 | 60,000 | 8170-15 McMinnville Community Media - PEG Access Support-Comcast City "pass through" to McMinnville Community Media of the Comcast collected \$1 per month subscriber fee required to be spent for cable access channel capital equipment. | 65,000 | 65,000 | 67,000 |
| 12,746 | 24,424 | 30,000 | 8170-16 McMinnville Community Media - PEG Access Support-Verizon | 0 | 0 | 0 |
| 0 | 0 | 0 | 8170-17 McMinnville Community Media - PEG Access Support-Frontier City "pass through" to McMinnville Community Media of the Frontier collected \$1 per month subscriber fee required to be spent for cable access channel capital equipment. | 26,000 | 26,000 | 26,000 |
| 252,136 | 275,696 | 277,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 246,700 | 246,700 | 256,350 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 200 | 9800 Contingencies | 1,400 | 1,400 | 1,400 |
| 0 | 0 | 200 | <u>TOTAL CONTINGENCIES</u> | 1,400 | 1,400 | 1,400 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 80,066 | 36,370 | 500 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 200 | 200 | 200 |
| 80,066 | 36,370 | 500 | <u>TOTAL ENDING FUND BALANCE</u> | 200 | 200 | 200 |
| 332,202 | 312,066 | 277,700 | <u>TOTAL REQUIREMENTS</u> | 248,300 | 248,300 | 257,950 |

10 - TELECOMMUNICATIONS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 332,202 | 312,066 | 277,700 | <i>TOTAL RESOURCES</i> | 248,300 | 248,300 | 257,950 |
| 332,202 | 312,066 | 277,700 | <i>TOTAL REQUIREMENTS</i> | 248,300 | 248,300 | 257,950 |



EMERGENCY COMMUNICATIONS FUND





Emergency Communications Fund

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- **Frontier – Telephone Franchise Fee** --- The City's telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications systems.
- **State – 911 Emergency Telephone Tax** --- State of Oregon emergency telephone tax shared with the City on a per capita basis. Taxes are assessed at a flat rate of 75 cents per month on every retail telephone subscriber, including cellular and other wireless technologies. Tax revenue must be used for operation and improvement of 911 reporting system. All revenues are "passed-through" to Yamhill Communications Agency (YCOM).
- **Transfers From Other Funds** --- Total transfers from the General and Ambulance Funds equal \$656,800, a 6% increase from 2010-11. These transferred funds are used to pay the City's member contribution to YCOM, which provides dispatching emergency communication services for the City. The City's cost is distributed as follows:
 - Transfer - General Fund --- 90%
 - Police support --- 85%
 - Fire support --- 5%
 - Transfer - Ambulance Fund --- 10%
- **Emergency Operations Center (EOC)** --- The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

Core Services

- City of McMinnville's membership contribution provides the most significant portion of YCOM's funding – 44%. The next largest member contribution is paid by Yamhill County – 39%.
- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

Future Challenges and Opportunities

- General Fund and Ambulance Fund support for YCOM may continue to increase. The potential for the State of Oregon to divert 911 tax proceeds is a concern as member contributions are the only other significant source of revenue for YCOM.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 849,715 | 826,500 | 851,800 | 25,300 |
| Materials & Services | 763,514 | 795,348 | 826,800 | 31,452 |
| Total Expenditures | 763,514 | 795,348 | 826,800 | 31,452 |
| Net Expenditures | 86,201 | 31,152 | 25,000 | 6,152 |



Emergency Communications Fund

Historical Highlights

- 1987** Yamhill Communications Agency (YCOM) is formed under ORS 190. Previously Yamhill County and City of McMinnville operated joint emergency communication center in the basement of Yamhill County Courthouse. During this time, emergency communication expenses are a department in the General Fund.
- 1988** YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.
- 1990** July 1, 1990, telephone franchise fee increased from four percent to seven percent. Franchise fee increase allowed by State of Oregon to fund enhanced 911 telephone service.
- 1990** July 1, 1990, Emergency Communications Fund implemented to receive additional three percent of telephone franchise fee dedicated to enhanced 911 with original four percent of telephone franchise fee continuing as General Fund revenues.

- 1990** State of Oregon shared revenues distributed from telephone tax revenue moved from General Fund to the new Emergency Communication Fund.
- 1990** YCOM City of McMinnville membership contribution made from the new Emergency Communication Fund.
- 1990** Emergency Communications Fund balanced by an annual transfer from the General Fund. Transfer funded 75% from General Fund property taxes, 8.75% Fire Fund property taxes, and 16.25% Ambulance Fund emergency medical service fees.
- 1992** City funds YCOM equipment purchase to move toward providing enhanced 911 - \$86,800.

- 2002** YCOM Policy Board revises funding formula to allocate costs 85% to police member entities and 15% to fire member entities.
- 2004** City's first budgets to implement its Emergency Operations Center (EOC).

| <u>Fiscal Year</u> | <u>YCOM City Contribution</u> |
|--------------------|-------------------------------|
| 2000 – 2001 | 378,240 |
| 2001 – 2002 | 388,725 |
| 2002 – 2003 | 400,387 |
| 2003 – 2004 | 437,700 |
| 2004 – 2005 | 458,800 |
| 2005 – 2006 | 525,100 |
| 2006 – 2007 | 528,920 |
| 2007 – 2008 | 542,277 |
| 2008 – 2009 | 580,950 |
| 2009 – 2010 | 596,608 |
| 2010 – 2011 | 625,400 |
| 2011 – 2012 | 656,800 |

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.

15 - EMERGENCY COMMUNICATIONS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 160,219 | 203,775 | 290,300 | 4090 Beginning Fund Balance Estimated July 1, 2011 cash carryover from the 2010-2011 fiscal year. | 315,000 | 315,000 | 318,000 |
| 160,219 | 203,775 | 290,300 | <u>TOTAL BEGINNING FUND BALANCE</u> | 315,000 | 315,000 | 318,000 |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 0 | 0 | 0 | 4205-08 Franchise Fees - Frontier-Telephone Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system. | 24,000 | 24,000 | 24,000 |
| 38,778 | 65,710 | 30,000 | 4205-10 Franchise Fees - Verizon NW-Telephone | 0 | 0 | 0 |
| 38,778 | 65,710 | 30,000 | <u>TOTAL LICENSES AND PERMITS</u> | 24,000 | 24,000 | 24,000 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 171,242 | 166,906 | 170,000 | 4760 OR State 911 Emergency Services 911 emergency telephone tax collected by the State of Oregon and shared with the City on a per capita basis. Tax revenue must be used for operation and improvement of 911 reporting system. Tax revenue received by City is "passed through" to Yamhill Communications Agency (YCOM). | 170,000 | 170,000 | 165,000 |
| 171,242 | 166,906 | 170,000 | <u>TOTAL INTERGOVERNMENTAL</u> | 170,000 | 170,000 | 165,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 3,284 | 1,299 | 1,100 | 6310 Interest | 1,000 | 1,000 | 1,000 |
| 3,284 | 1,299 | 1,100 | <u>TOTAL MISCELLANEOUS</u> | 1,000 | 1,000 | 1,000 |
| <u>TRANSFERS IN</u> | | | | | | |
| 525,590 | 555,760 | 564,400 | 6900-01 Transfers In - General Fund Transfer from General Fund for police & fire dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). | 592,700 | 592,700 | 578,800 |
| 56,855 | 60,040 | 61,000 | 6900-79 Transfers In - Ambulance Transfer from Ambulance Fund for ambulance dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). | 64,100 | 64,100 | 70,800 |
| 582,445 | 615,800 | 625,400 | <u>TOTAL TRANSFERS IN</u> | 656,800 | 656,800 | 649,600 |
| 955,967 | 1,053,490 | 1,116,800 | <u>TOTAL RESOURCES</u> | 1,166,800 | 1,166,800 | 1,157,600 |

15 - EMERGENCY COMMUNICATIONS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 580,950 | 596,608 | 625,348 | 8180-05 YCOM - Other Governmental Services City's member contribution for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). The YCOM Board decided in 2002-2003 that police member entities fund 85% and fire member entities fund 15% of YCOM member contributions. | 656,800 | 656,800 | 649,600 |
| 171,242 | 166,906 | 170,000 | 8180-10 YCOM - State of OR E911 Emergency Sys "Pass through" of State of Oregon 911 emergency telephone tax recorded in revenue account 4760, OR State 911 Emergency Services. | 170,000 | 170,000 | 165,000 |
| 752,192 | 763,514 | 795,348 | <u>TOTAL MATERIALS AND SERVICES</u> | 826,800 | 826,800 | 814,600 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 75,000 | 9800 Contingencies | 75,000 | 75,000 | 75,000 |
| 0 | 0 | 75,000 | <u>TOTAL CONTINGENCIES</u> | 75,000 | 75,000 | 75,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 203,775 | 289,976 | 246,452 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 265,000 | 265,000 | 268,000 |
| 203,775 | 289,976 | 246,452 | <u>TOTAL ENDING FUND BALANCE</u> | 265,000 | 265,000 | 268,000 |
| 955,967 | 1,053,490 | 1,116,800 | <u>TOTAL REQUIREMENTS</u> | 1,166,800 | 1,166,800 | 1,157,600 |

15 - EMERGENCY COMMUNICATIONS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 955,967 | 1,053,490 | 1,116,800 | <i>TOTAL RESOURCES</i> | 1,166,800 | 1,166,800 | 1,157,600 |
| 955,967 | 1,053,490 | 1,116,800 | <i>TOTAL REQUIREMENTS</i> | 1,166,800 | 1,166,800 | 1,157,600 |



STREET FUND





Budget Highlights

- The 2011-12 Proposed Budget includes additional resources allocated to immediately begin to address pavement preservation needs as well as pavement maintenance needs. Specifically, additional funds have been allocated for both materials and contract services to increase the City's street repair efforts. This work will include pot hole filling as well as patching work. Additionally, the transfer to the Transportation Fund (45) has been increased to allow the City to address more preservation needs, via overlays and slurry seal applications, in various areas around the community. Fleet, equipment, and operational program needs will be evaluated to determine the optimal use of these additional revenues as the Department moves forward.
- The 2011-12 Proposed Budget includes the purchase of a crack sealant melter and a supporting air compressor. Crack sealing is a vital pavement preservation activity, and is typically the first line of defense to prevent water intrusion into the road base. Currently this equipment is rented to conduct annual crack sealing operations. Purchase of this equipment will expand the operational window for this work, allowing the City to conduct crack sealing during favorable weather conditions in the spring and fall.
- Additionally the proposed budget includes a 2,000 gallon containment tank and pumping system for liquid deicer. As part of the snow and ice program the Department has implemented the use of liquid deicer. This equipment will allow safely storing material on site.
- Storm water maintenance continues to have no direct funding source and repairs are made on an emergency basis only. In the near future, there will be storm water regulations facing the City which may require a change in this approach.

- A new pavement management system has been implemented and the process of identifying and quantifying preservation needs have begun across the transportation network. The system is a network level planning and budgeting tool that allows staff to model the impact of various funding scenarios on the pavement conditions across the system.

Core Services

The Street Maintenance's primary mission is the maintenance of the City's streets. This includes the street system, beautification areas, undeveloped rights of way, reverse frontages and alleys. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

Pavement Maintenance

- Preservation projects; i.e., overlay, slurry seal, and crack seal.
- Street repairs; i.e., partial and full depth, skin patches, and temporary cold mix.
- Curb and gutter and sidewalk repairs and curb painting.
- Convert painted crosswalks, stop bars, and bike lane markings to thermoplastic "heat tape", a longer lasting application than paint.

Storm Water

- Residential street sweeping by City crews on a six-week schedule; weekly downtown street sweeping by contract.
- Catch basin cleaning with the Wastewater Collections crews.
- Residential leaf collection by City crews, with approximately four pickups per year.

Right-of-Way (ROW) maintenance

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

Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff.

Community Event support

- Public Works staff place barricades, hang banners, and work with local groups in staging a wide variety of community events throughout the year.

Sign/Signal Maintenance

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers.
- Traffic signals are maintained by ODOT.



(Pictured: Nate Brown, Utility Worker II for the City since 2008.)

Street Trees

- Assist residents and businesses in assessing, removing, and planting street trees located in the right-of-way.
- Water and prune trees; major pruning work is by contract.

Emergency Response

- Activities related to inclement weather, accidents, and hazardous materials spills. Tasks include sanding, catch basin clearing, closing flooded streets, sanitary sewer problems, removing downed trees from rights-of-way, etc. This work is done cooperatively with the Park Maintenance and Wastewater Collections crews.

Future Challenges and Opportunities

Vandalism & Graffiti

- There is a significant increase in vandalism and graffiti on signs, retaining walls and culverts. Staff is responding by increasing reporting and tracking, improving coordination with the McMinnville Police Department, and removing graffiti as soon as possible.

Maintenance planning

- Continue using computerized maintenance management software to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts.
- Continue to grow partnership opportunities; i.e., Oregon Department of Transportation (ODOT) and Yamhill County.
- Continue upgrading regulatory signage in compliance with new retro-reflectivity standards.
- Begin developing retro-reflectivity program for roadway striping as per pending Federal mandates.

Pavement Management

- Implement the use of pavement management software
- Develop a five-year street preservation plan for overlay, slurry, and crack seal programs.

Aging Fleet

- The Street Maintenance's powered rolling stock includes 22 units with an estimated replacement value of \$1.5 million. The overall average age of the fleet is 18.5 years. Sixty eight percent of the fleet is over 15 years old; 13% is under 10 years old. This age mix results in higher annual maintenance and operations costs as well as reduced reliability. The challenge will be to develop a fiscally sustainable replacement strategy that allows the Department to meet its operational needs. Strategies will include equipment replacement as well as re-evaluating service delivery models to identify the least cost approach.

Street (State Gas Tax) Fund

Americans with Disabilities Act compliance

- Continue to partner with residents and businesses during sidewalk repairs to install ADA compliant curb ramps.
- Continue to upgrade curb ramps along with street overlays.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 1,357,919 | 1,288,531 | 1,757,350 | 468,819 |
| Personal Services | 577,413 | 599,630 | 617,827 | 18,197 |
| Materials & Services | 559,351 | 585,510 | 714,795 | 129,285 |
| Capital Outlay | - | 771 | 62,049 | 61,278 |
| Transfers Out | 134,537 | 185,856 | 454,248 | 268,392 |
| Total Expenditures | 1,271,301 | 1,371,767 | 1,848,919 | 477,152 |
| Net Expenditures | 86,618 | (83,236) | (91,569) | 8,333 |



Thermoplastic traffic markings are replaced as necessary, and each stop sign in the system includes a stop bar. Staff replaces approximately 3,100 linear feet (LF) of markings and paints 29,000 LF of curb each year.

Pictured: (Carlos Ochoa, Utility Worker II for the City since Feb 2011.)

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|----------------------------|-------------------|-------------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 8.85 | | |
| Extra Help - Street | | <u>0.05</u> | |
| FTE Proposed Budget | | | 8.90 |



Pictured: (Sean Garrison, Utility Worker II for the City since 2003.)



Street (State Gas Tax) Fund

Historical Highlights

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

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

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

2010 Implemented the use of liquid deicer on streets as a tool during snow and ice events.



City gravel street work.

(Pictured: Carlos Ochoa, Utility Worker II with City since Feb 2011 and Michael Payne, Utility Worker II with the City since 2006.)

Street Fund

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> Fund | Department | | Total Salary | <u>Detailed Summary</u> | | | |
|--|------------|-----|-----------------|-------------------------|--------|------|--------|
| | Section | | | Number of Employees | Range | Page | |
| | Program | | | | | | Amount |
| | | | | | | | |
| <u>Public Works Superintendent</u> | 1 | 348 | 78,960 | | | | |
| General Fund | | | | | | | |
| Park Maintenance (0.50 FTE) | | | | 146 | 39,480 | | |
| Street Fund (0.50 FTE) | | | | 172 | 39,480 | | |
| <u>Park Maintenance Supervisor</u> | 1 | 338 | 62,567 | | | | |
| General Fund | | | | | | | |
| Park Maintenance (0.95 FTE) | | | | 146 | 59,439 | | |
| Street Fund (0.05 FTE) | | | | 172 | 3,128 | | |
| <u>Street Maintenance Supervisor</u> | 1 | 338 | 64,677 | | | | |
| General Fund | | | | | | | |
| Park Maintenance (0.05 FTE) | | | | 146 | 3,234 | | |
| Street Fund (0.95 FTE) | | | | 172 | 61,443 | | |
| <u>SS & SD Maintenance Supervisor</u> | 1 | 338 | 64,677 | | | | |
| Street Fund (0.10 FTE) | | | | 172 | 6,468 | | |
| Wastewater Services Fund | | | | | | | |
| Conveyance Systems | | | | | | | |
| Sanitary (0.90 FTE) | | | | 229 | 58,209 | | |
| <u>Senior Utility Worker - WRF</u> | 1 | 330 | 50,617 | | | | |
| Street Fund (0.10 FTE) | | | | 172 | 5,062 | | |
| Wastewater Services Fund | | | | | | | |
| Conveyance Systems | | | | | | | |
| Sanitary (0.90 FTE) | | | | 229 | 45,555 | | |

| <u>Position Description</u> Fund | Department | | Total Salary | <u>Detailed Summary</u> | | | |
|--|------------|-----|-----------------|-------------------------|---------|------|--------|
| | Section | | | Number of Employees | Range | Page | |
| | Program | | | | | | Amount |
| | | | | | | | |
| <u>Mechanic - Public Works</u> | 1 | 326 | 49,224 | | | | |
| General Fund | | | | | | | |
| Park Maintenance (0.45 FTE) | | | | 146 | 22,151 | | |
| Street Fund (0.45 FTE) | | | | 172 | 22,151 | | |
| Wastewater Services Fund | | | | | | | |
| Administration (0.10 FTE) | | | | 216 | 4,922 | | |
| <u>Utility Worker II - WRF</u> | 4 | 326 | 182,945 | | | | |
| Street Fund (0.40 FTE) | | | | 172 | 18,295 | | |
| Wastewater Services Fund | | | | | | | |
| Conveyance Systems | | | | | | | |
| Sanitary (3.60 FTE) | | | | 229 | 164,650 | | |
| <u>Operations Support Specialist</u> | 1 | 326 | 40,112 | | | | |
| General Fund | | | | | | | |
| Park Maintenance (0.50 FTE) | | | | 146 | 20,056 | | |
| Street Fund (0.50 FTE) | | | | 172 | 20,056 | | |
| <u>Police Community Support Coordinator</u> | 1 | 140 | 55,471 | | | | |
| General Fund | | | | | | | |
| Police | | | | | | | |
| Field Operations | | | | | | | |
| Code / Parking Enforcement (0.98 FTE) | | | | 41 | 54,362 | | |
| Street Fund (0.02 FTE) | | | | 172 | 1,109 | | |

Budget Document Report

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 682,579 | 576,491 | 575,495 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 868,000 | 868,000 | 946,000 |
| 682,579 | 576,491 | 575,495 | <u>TOTAL BEGINNING FUND BALANCE</u> | 868,000 | 868,000 | 946,000 |
| <u>LICENSES AND PERMITS</u> | | | | | | |
| 50 | 44 | 50 | 4300 Bicycle Fees | 50 | 50 | 50 |
| 50 | 44 | 50 | <u>TOTAL LICENSES AND PERMITS</u> | 50 | 50 | 50 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 22,269 | 0 | 0 | 4545 Federal FEMA Grant | 0 | 0 | 0 |
| 1,236,337 | 1,347,095 | 1,275,000 | 4740 OR State Gas Taxes State gas tax revenues distributed monthly to cities on a per capita basis. | 1,750,000 | 1,750,000 | 1,750,000 |
| 1,258,607 | 1,347,095 | 1,275,000 | <u>TOTAL INTERGOVERNMENTAL</u> | 1,750,000 | 1,750,000 | 1,750,000 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 11,721 | 2,837 | 2,500 | 6310 Interest | 2,300 | 2,300 | 2,300 |
| 4,805 | 5,547 | 5,000 | 6600 Other Income | 5,000 | 5,000 | 5,000 |
| 16,526 | 8,383 | 7,500 | <u>TOTAL MISCELLANEOUS</u> | 7,300 | 7,300 | 7,300 |
| <u>TRANSFERS IN</u> | | | | | | |
| 2,280 | 2,397 | 5,981 | 6900-50 Transfers In - Park Development | 0 | 0 | 0 |
| 2,280 | 2,397 | 5,981 | <u>TOTAL TRANSFERS IN</u> | 0 | 0 | 0 |
| 1,960,041 | 1,934,411 | 1,864,026 | <u>TOTAL RESOURCES</u> | 2,625,350 | 2,625,350 | 2,703,350 |

Budget Document Report

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 341,510 | 315,833 | 331,708 | 7000-05 Salaries & Wages - Regular Full Time Superintendent - Public Works - 0.50 FTE Supervisor - Street Maintenance - 0.95 FTE Supervisor - Park Maintenance - 0.05 FTE Supervisor - SS & SD Maintenance - 0.10 FTE Mechanic - Public Works - 0.45 FTE Senior Utility Worker - WRF - 0.10 FTE Utility Worker II - Street - 4.00 FTE Utility Worker II - WRF - 0.40 FTE Operations Support Specialist - Public Works - 0.50 FTE Police Community Support Coordinator - 0.02 FTE | 346,286 | 346,286 | 346,283 |
| 36,752 | 58,081 | 48,500 | 7000-15 Salaries & Wages - Temporary Extra Help - Streets - 1.83 FTE | 38,950 | 38,950 | 38,950 |
| 9,123 | 3,001 | 5,000 | 7000-20 Salaries & Wages - Overtime | 5,000 | 5,000 | 5,000 |
| 22,626 | 21,966 | 23,882 | 7300-05 Fringe Benefits - FICA - Social Security | 24,195 | 24,195 | 24,195 |
| 5,292 | 5,137 | 5,587 | 7300-06 Fringe Benefits - FICA - Medicare | 5,660 | 5,660 | 5,660 |
| 79,691 | 73,727 | 71,373 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 81,591 | 81,591 | 81,590 |
| 75,430 | 72,033 | 79,231 | 7300-20 Fringe Benefits - Medical Insurance | 79,318 | 79,318 | 78,058 |
| 466 | 418 | 420 | 7300-25 Fringe Benefits - Life Insurance | 446 | 446 | 446 |
| 1,971 | 1,764 | 1,813 | 7300-30 Fringe Benefits - Long Term Disability | 1,910 | 1,910 | 1,910 |
| 28,164 | 21,681 | 24,365 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 25,707 | 25,707 | 25,707 |
| 241 | 236 | 248 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 261 | 261 | 261 |
| 544 | 3,536 | 7,503 | 7300-40 Fringe Benefits - Unemployment | 8,503 | 8,503 | 8,503 |
| 601,810 | 577,413 | 599,630 | TOTAL PERSONAL SERVICES | 617,827 | 617,827 | 616,563 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|--|--------|--------|--------|
| 1,362 | 1,490 | 1,500 | 7530 Safety Training/OSHA | 1,000 | 1,000 | 1,000 |
| 246 | 332 | 500 | 7540 Employee Development | 300 | 300 | 300 |
| 5,033 | 2,086 | 4,100 | 7550 Travel & Education | 4,000 | 4,000 | 4,000 |
| 25,281 | 25,126 | 28,500 | 7590 Fuel - Vehicle & Equipment | 32,000 | 32,000 | 32,000 |
| 10,722 | 9,853 | 11,000 | 7600 Electric & Natural Gas | 11,000 | 11,000 | 11,000 |
| 44,300 | 40,300 | 25,804 | 7610-05 Insurance - Liability | 27,240 | 27,240 | 27,240 |

Budget Note: Includes CIS Trust surplus distribution.

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 7,600 | 7,800 | 4,769 | 7610-10 | Insurance - Property | | 5,860 | 5,860 | 5,860 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | |
| 4,715 | 4,584 | 5,000 | 7620 | Telecommunications | | 5,000 | 5,000 | 5,000 |
| 958 | 954 | 1,500 | 7650 | Janitorial | | 1,250 | 1,250 | 1,250 |
| 16,855 | 19,223 | 20,000 | 7660 | Materials & Supplies | | 18,000 | 18,000 | 18,000 |
| 51,681 | 41,215 | 55,000 | 7720 | Repairs & Maintenance | | 73,000 | 73,000 | 73,000 |
| | | | | Materials and supplies for street maintenance activities | | | | |
| 19,815 | 47,300 | 35,000 | 7720-06 | Repairs & Maintenance - Equipment | | 35,000 | 35,000 | 35,000 |
| 35 | 0 | 0 | 7720-07 | Repairs & Maintenance - Equipment-Inventory | | 0 | 0 | 0 |
| 1,474 | 2,759 | 4,000 | 7720-10 | Repairs & Maintenance - Building Maintenance | | 4,000 | 4,000 | 4,000 |
| | | | | Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance. | | | | |
| 0 | 0 | 0 | 7720-14 | Repairs & Maintenance - Vehicles | | 0 | 0 | 0 |
| 48,101 | 47,696 | 6,000 | 7720-28 | Repairs & Maintenance - Right of Way | | 6,000 | 6,000 | 6,000 |
| | | | | Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way. | | | | |
| 14,664 | 16,109 | 30,000 | 7720-30 | Repairs & Maintenance - Sidewalks | | 30,000 | 30,000 | 30,000 |
| | | | | Repair and construction of city sidewalks and wheelchair ramps. | | | | |
| 2,775 | 7,207 | 12,000 | 7720-32 | Repairs & Maintenance - Traffic Signal | | 7,000 | 7,000 | 7,000 |
| | | | | Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals. | | | | |
| 14,126 | 8,490 | 15,000 | 7720-34 | Repairs & Maintenance - Parking Structure & Lots | | 18,020 | 18,020 | 23,020 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Maintenance contracts and permits | 1 | 3,520 | 3,520 | |
| | | | | Flower basket program | 1 | 2,500 | 2,500 | |
| | | | | Maintenance projects | 1 | 17,000 | 17,000 | |
| 261 | 9,144 | 5,000 | 7720-35 | Repairs & Maintenance - Storm Drains | | 5,000 | 5,000 | 5,000 |
| 9,243 | 2,103 | 10,620 | 7750 | Professional Services | | 67,860 | 67,860 | 67,860 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Audit fee allocation | 1 | 2,290 | 2,290 | |
| | | | | Section 125 administration fee | 1 | 70 | 70 | |
| | | | | Pavement rating services | 1 | 7,500 | 7,500 | |
| | | | | Crystal report development-Hansen system-50% shared w/Park Maint | 1 | 1,500 | 1,500 | |
| | | | | One Call utility locate services-Storm system | 1 | 2,000 | 2,000 | |
| | | | | Yamhill Co transit center study grant match | 1 | 4,500 | 4,500 | |
| | | | | Transportation plan implementation | 1 | 50,000 | 50,000 | |

Budget Document Report

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 90,633 | 89,560 | 100,000 | 7780-12 Contract Services - Street Maintenance Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc. | 150,000 | 150,000 | 150,000 |
| 2,676 | 2,659 | 5,000 | 7800 M & S Equipment Miscellaneous small equipment for operations and maintenance | 8,000 | 8,000 | 8,000 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Deicer application equipment 1 3,000 3,000 | | | |
| | | | Vehicle radio updates 3 800 2,400 | | | |
| | | | Small equipment replacements 1 2,600 2,600 | | | |
| 1,645 | 176 | 2,000 | 7800-42 M & S Equipment - Shop Miscellaneous small equipment and tools for shop operations and maintenance | 2,000 | 2,000 | 2,000 |
| 8,365 | 8,506 | 0 | 7830-98 M & S Computer Charges - IS Fund - Computer Services | 0 | 0 | 0 |
| 13,385 | 3,109 | 0 | 7830-99 M & S Computer Charges - IS Fund - Computer M&S Equipment | 0 | 0 | 0 |
| 0 | 0 | 6,017 | 7840 M & S Computer Charges | 4,779 | 4,779 | 4,829 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Shared city-wide M&S operating, network hardware & software, etc 1 4,829 4,829 | | | |
| 0 | 0 | 7,200 | 7840-75 M & S Computer Charges - Street | 8,486 | 8,486 | 9,736 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Arcview license, upgrade existing 1 1,200 1,200 | | | |
| | | | Workstation warranty extensions 2 158 316 | | | |
| | | | Hansen sewer maintenance - 70% shared with Eng, Park Maint, & WW 1 3,300 3,300 | | | |
| | | | Street saver software maintenance 1 1,000 1,000 | | | |
| | | | Street saver subscription service 1 1,500 1,500 | | | |
| | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Park Maint,Bldg,& WWS 1 1,170 1,170 | | | |
| | | | Hansen software license - 50% shared with Park Maint 1 1,250 1,250 | | | |
| 10,306 | 11,388 | 17,500 | 8190 Signs Street signing materials and supplies, along with replacement of downtown parking signage. | 17,500 | 17,500 | 17,500 |
| 155,016 | 140,875 | 157,500 | 8200 Street & Parking Lot Lighting McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights. Budget Note: Water & Light does not charge the City labor costs on the installation and service of luminaries. | 155,000 | 155,000 | 155,000 |
| 8,050 | 9,308 | 15,000 | 8210 Street Tree Program 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. | 17,500 | 17,500 | 17,500 |

Budget Document Report

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 569,324 | 559,351 | 585,510 | TOTAL MATERIALS AND SERVICES | | | 714,795 | 714,795 | 721,095 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 0 | 8710 | Equipment | | 60,000 | 60,000 | 60,000 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Crack seal melter (used) | | 1 | 35,000 | 35,000 | |
| | | | Deicer containment tank | | 1 | 10,000 | 10,000 | |
| | | | Air compressor | | 1 | 15,000 | 15,000 | |
| 0 | 0 | 771 | 8750 | Capital Outlay Computer Charges | | 2,049 | 2,049 | 2,049 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Shared city-wide capital outlay network hardware & software, etc | | 1 | 2,049 | 2,049 | |
| 0 | 0 | 771 | TOTAL CAPITAL OUTLAY | | | 62,049 | 62,049 | 62,049 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 131,702 | 129,169 | 130,424 | 9700-01 | Transfers Out - General Fund | | 148,483 | 148,483 | 148,289 |
| | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Street Fund support of Engineering operations | | 1 | 9,560 | 9,560 | |
| | | | Engineering, Admin, & Finance personal services support | | 1 | 138,729 | 138,729 | |
| 75,000 | 0 | 50,000 | 9700-45 | Transfers Out - Transportation | | 300,000 | 300,000 | 300,000 |
| | | | Gas tax revenues used to cover Transportation Fund expenses that are not covered by the OR Federal Exchange funds and/or System Development Charges. | | | | | |
| 5,714 | 5,368 | 5,432 | 9700-80 | Transfers Out - Information Systems | | 5,765 | 5,765 | 5,755 |
| | | | Transfer to Information Systems and Services Fund for personnel cost allocations for Street Fund computer support. | | | | | |
| 212,416 | 134,537 | 185,856 | TOTAL TRANSFERS OUT | | | 454,248 | 454,248 | 454,044 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 100,000 | 9800 | Contingencies | | 250,000 | 250,000 | 250,000 |
| 0 | 0 | 100,000 | TOTAL CONTINGENCIES | | | 250,000 | 250,000 | 250,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | | | |
| 576,491 | 663,109 | 392,259 | 9999 | Unappropriated Ending Fd Balance | | 526,431 | 526,431 | 599,599 |
| | | | Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | | | | | |
| 576,491 | 663,109 | 392,259 | TOTAL ENDING FUND BALANCE | | | 526,431 | 526,431 | 599,599 |

Budget Document Report

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,960,041 | 1,934,410 | 1,864,026 | TOTAL REQUIREMENTS | 2,625,350 | 2,625,350 | 2,703,350 |

Budget Document Report

20 - STREET FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,960,041 | 1,934,411 | 1,864,026 | TOTAL RESOURCES | 2,625,350 | 2,625,350 | 2,703,350 |
| 1,960,041 | 1,934,411 | 1,864,026 | TOTAL REQUIREMENTS | 2,625,350 | 2,625,350 | 2,703,350 |



AIRPORT MAINTENANCE FUND



- **Airport Layout Map**

Budget Highlights

- With the completion of the multi-year runway / taxiway partnership project in 2010, there are no Federal Aviation Administration (FAA) grant funded projects included in the 2011-12 Proposed Budget.
- The 2011-12 Proposed Budget includes the replacement of the East Hangar door. The door has been a maintenance problem for several years, and has reached the end of its useful life. It is expected that the West Hangar door, which has similar issues, will also need to be replaced in the next fiscal year.
- The 2011-12 Proposed Budget includes continued work with Oregon State Police (OSP) to possibly construct an approximately 1,500 square foot shop facility to support their operations. The OSP lease will increase accordingly upon completion of the shop.

Core Services

Operations

- Charged with operating the airport facility and meeting all regulatory conditions as required by the FAA and providing a pleasing and safe environment for recreational pilots.
- Operate all facilities in a cost effective and efficient manner.

Maintenance

- Responsible for maintaining all facilities and equipment owned by the City. This includes hangars, Fixed Base Operations (FBO) building, Oregon State Police building, runway, taxiways, lighting, and grounds.

Future Challenges and Opportunities

- City owned buildings and facilities, including hangers, FBO building, maintenance hangars, and hanger taxiways are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for recent FAA grants. With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan.

There are 175 based aircraft at the McMinnville Municipal Airport.



Airport Maintenance Fund

2011 – 2012 Proposed Budget --- Budget Summary

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 265,298 | 1,959,801 | 232,254 | (1,727,547) |
| Materials & Services | 103,283 | 401,466 | 151,510 | (249,956) |
| Capital Outlay | 24,798 | 1,860,000 | 210,000 | (1,650,000) |
| Transfers Out | 103,047 | 104,236 | 114,483 | 10,247 |
| Total Expenditures | 231,128 | 2,365,702 | 475,993 | (1,889,709) |
| Net Expenditures | 34,170 | (405,901) | (243,739) | (162,162) |



In 2010, the 17/35 Runway/Taxiway Project was completed at a cost of \$4.4 million. 95% of the cost was funded by FAA Grants. The matching 5% was funded by a generous grant from Evergreen Aviation.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$10.1 million dollars.



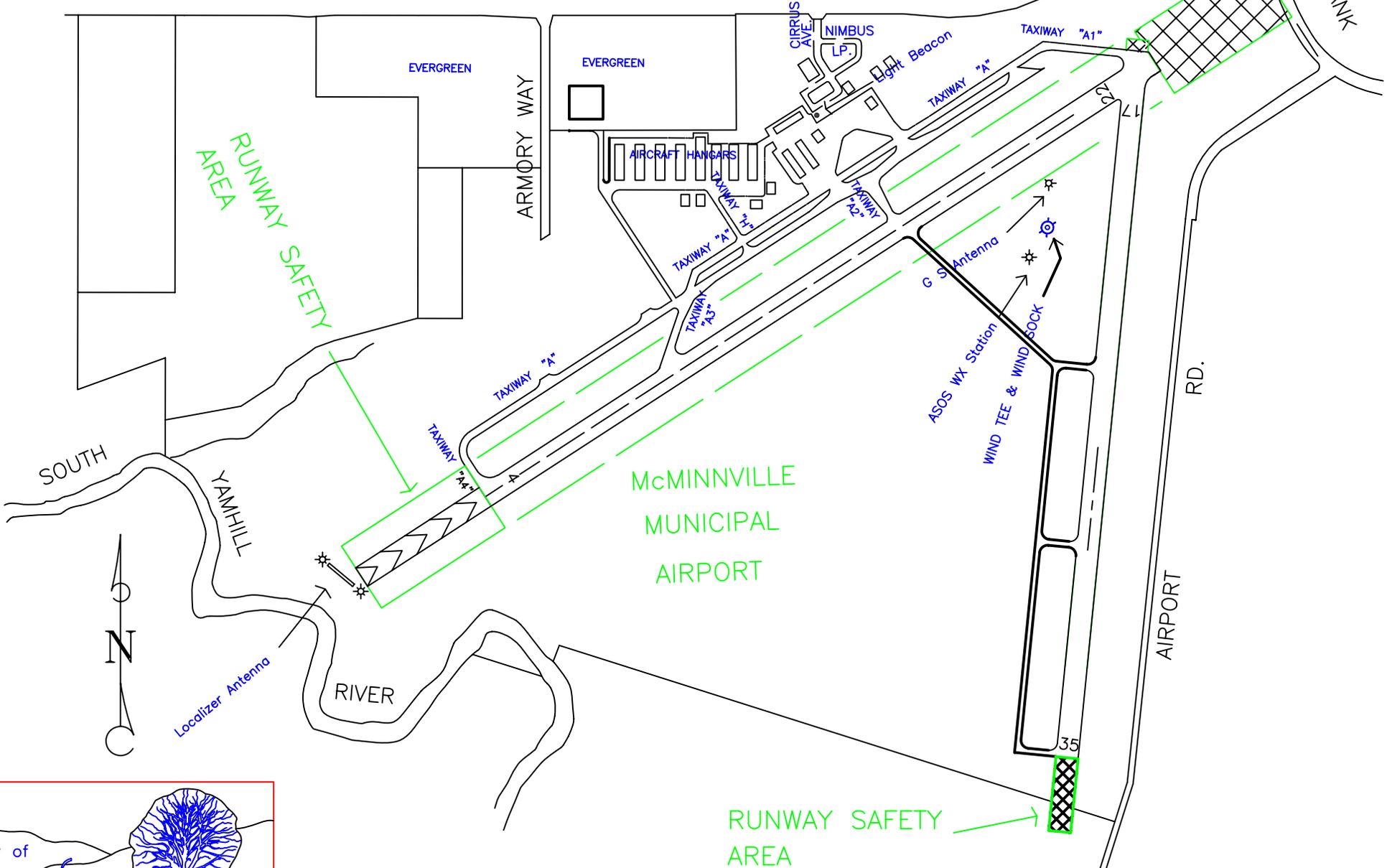
Airport Maintenance Fund

Historical Highlights

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

(SALMON RIVER HWY. NO. 39)

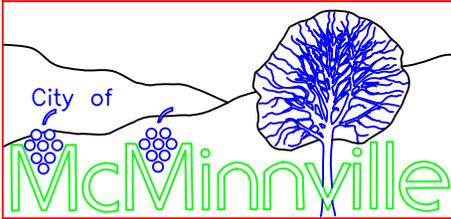
CRUCKSHANK RD.



RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

RUNWAY SAFETY AREA



AIRPORT 2011

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | | |
| BEGINNING FUND BALANCE | | | | | | | | |
| 307,698 | 172,330 | 170,700 | 4025-05 | Designated Begin FB-Airport Fd - Evergreen Aviation | | 0 | 0 | 0 |
| 492,102 | 744,756 | 775,200 | 4090 | Beginning Fund Balance | | 813,000 | 813,000 | 821,000 |
| | | | | Estimated July 1, 2011 cash carryover from the 2010-2011 fiscal year. | | | | |
| 799,799 | 917,087 | 945,900 | TOTAL BEGINNING FUND BALANCE | | | 813,000 | 813,000 | 821,000 |
| INTERGOVERNMENTAL | | | | | | | | |
| 0 | 40,703 | 0 | 4580 | FAA Grant | | 0 | 0 | 0 |
| 236,898 | 0 | 162,023 | 4580-10 | FAA Grant - Environmental Study & Design | | 0 | 0 | 0 |
| 2,335,087 | 0 | 1,567,500 | 4580-15 | FAA Grant - Runway/Taxiway Construction | | 0 | 0 | 0 |
| 2,571,985 | 40,703 | 1,729,523 | TOTAL INTERGOVERNMENTAL | | | 0 | 0 | 0 |
| CHARGES FOR SERVICES | | | | | | | | |
| 18,013 | 13,948 | 16,000 | 5400-05 | Property Rentals - Crop Share & USDA | | 13,750 | 13,750 | 13,750 |
| 47,137 | 47,393 | 47,850 | 5400-10 | Property Rentals - Land Leases | | 49,000 | 49,000 | 49,000 |
| 64,421 | 97,446 | 102,528 | 5400-15 | Property Rentals - OSP Building | | 105,204 | 105,204 | 105,204 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Federal Aviation Administration rent | 12 | 1,087 | 13,044 | | |
| | | | Oregon State Police rent | 12 | 7,680 | 92,160 | | |
| 9,114 | 9,300 | 9,400 | 5400-20 | Property Rentals - Fixed Base Operator Lease | | 9,500 | 9,500 | 9,500 |
| 42,657 | 44,208 | 43,000 | 5400-25 | Property Rentals - City Hangar | | 44,500 | 44,500 | 44,500 |
| 181,341 | 212,294 | 218,778 | TOTAL CHARGES FOR SERVICES | | | 221,954 | 221,954 | 221,954 |
| MISCELLANEOUS | | | | | | | | |
| 11,306 | 4,266 | 4,000 | 6310 | Interest | | 2,800 | 2,800 | 2,800 |
| 7,517 | 8,035 | 7,500 | 6600 | Other Income | | 7,500 | 7,500 | 7,500 |
| 18,823 | 12,301 | 11,500 | TOTAL MISCELLANEOUS | | | 10,300 | 10,300 | 10,300 |
| TRANSFERS IN | | | | | | | | |
| 350,000 | 0 | 0 | 6900-77 | Transfers In - Wastewater Capital | | 0 | 0 | 0 |
| 350,000 | 0 | 0 | TOTAL TRANSFERS IN | | | 0 | 0 | 0 |
| 3,921,948 | 1,182,384 | 2,905,701 | TOTAL RESOURCES | | | 1,045,254 | 1,045,254 | 1,053,254 |

Budget Document Report

25 - AIRPORT MAINTENANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 10,246 | 8,840 | 15,000 | 8215 | Airport Lighting | | 15,000 | 15,000 | 15,000 |
| | | | | Runway, beacon, street, and parking area lighting maintenance and power costs. | | | | |
| 0 | 0 | 83,995 | 8217 | Public/Private Partnershp Refund | | 0 | 0 | 0 |
| 283,194 | 103,283 | 401,466 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 151,510 | 151,510 | 151,510 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 180,620 | 8,881 | 210,000 | 8800 | Building Improvements | | 210,000 | 210,000 | 210,000 |
| | | | | Construction cost for an approximately 1,500 square foot shop per the terms of our lease with the Oregon State Police (OSP). Upon completion of the building, the OSP will begin paying a higher lease amount. | | | | |
| 2,507,318 | 15,917 | 1,650,000 | 8920-10 | Land Improvements - FAA - Runway & Taxiway Const | | 0 | 0 | 0 |
| 2,687,938 | 24,798 | 1,860,000 | <u>TOTAL CAPITAL OUTLAY</u> | | | 210,000 | 210,000 | 210,000 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 33,730 | 33,047 | 34,236 | 9700-01 | Transfers Out - General Fund | | 44,483 | 44,483 | 44,452 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Airport Fund support of Engineering operations | 1 | 2,599 | 2,599 | |
| | | | | Engineering, Admin, & Finance personal services support | 1 | 41,853 | 41,853 | |
| 0 | 70,000 | 70,000 | 9700-77 | Transfers Out - Wastewater Capital | | 70,000 | 70,000 | 70,000 |
| | | | | 3rd year repayment of interfund "loan" from Wastewater Capital Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations. | | | | |
| 33,730 | 103,047 | 104,236 | <u>TOTAL TRANSFERS OUT</u> | | | 114,483 | 114,483 | 114,452 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 300,000 | 9800 | Contingencies | | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 300,000 | <u>TOTAL CONTINGENCIES</u> | | | 300,000 | 300,000 | 300,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | | | |
| 172,330 | 170,883 | 0 | 9925-05 | Designated End FB - Airport Fd - Evergreen Aviation | | 0 | 0 | 0 |
| 744,757 | 780,373 | 239,999 | 9999 | Unappropriated Ending Fd Balance | | 269,261 | 269,261 | 277,292 |
| | | | | Budgeted cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | | | | |
| 917,087 | 951,256 | 239,999 | <u>TOTAL ENDING FUND BALANCE</u> | | | 269,261 | 269,261 | 277,292 |
| 3,921,948 | 1,182,384 | 2,905,701 | <u>TOTAL REQUIREMENTS</u> | | | 1,045,254 | 1,045,254 | 1,053,254 |

25 - AIRPORT MAINTENANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 3,921,948 | 1,182,384 | 2,905,701 | <i>TOTAL RESOURCES</i> | 1,045,254 | 1,045,254 | 1,053,254 |
| 3,921,948 | 1,182,384 | 2,905,701 | <i>TOTAL REQUIREMENTS</i> | 1,045,254 | 1,045,254 | 1,053,254 |



IMPROVEMENTS FUND



**As of fiscal year 2008-2009, the Improvements Fund
was “folded into” the General Fund.**

Budget Document Report

31 - IMPROVEMENTS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 595,000 | 0 | 0 | 4031-10 Designated Begin FB-Improve Fd - Property Tax Funded Operations | 0 | 0 | 0 |
| 579,359 | 0 | 0 | 4090 Beginning Fund Balance | 0 | 0 | 0 |
| 1,174,359 | 0 | 0 | <u>TOTAL BEGINNING FUND BALANCE</u> | 0 | 0 | 0 |
| 1,174,359 | 0 | 0 | <i>TOTAL RESOURCES</i> | 0 | 0 | 0 |

Budget Document Report

31 - IMPROVEMENTS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>TRANSFERS OUT</u> | | | | | | |
| 1,174,359 | 0 | 0 | 9700-01 Transfers Out - General Fund | 0 | 0 | 0 |
| 1,174,359 | 0 | 0 | <u>TOTAL TRANSFERS OUT</u> | 0 | 0 | 0 |
| 1,174,359 | 0 | 0 | <u>TOTAL REQUIREMENTS</u> | 0 | 0 | 0 |

Budget Document Report

31 - IMPROVEMENTS FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,174,359 | 0 | 0 | <i>TOTAL RESOURCES</i> | 0 | 0 | 0 |
| 1,174,359 | 0 | 0 | <i>TOTAL REQUIREMENTS</i> | 0 | 0 | 0 |



FIRE FUND



**As of fiscal year 2008-2009, the Fire Fund was “folded into” the General Fund.
Refer to General Fund Organization Sets: Fire Administration and Operations,
#01-15-070 & Fire Prevention and Life Safety, 01-15-073.**

Budget Document Report

32 - FIRE FUND

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

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--|----------------|---------------------------|----------------|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 150,000 | 0 | 0 | 4032-10 | 0 | 0 | 0 |
| 1,888,274 | 0 | 0 | 4090 | 0 | 0 | 0 |
| 2,038,274 | 0 | 0 | | 0 | 0 | 0 |
| <u>TOTAL BEGINNING FUND BALANCE</u> | | | | 0 | 0 | 0 |
| 2,038,274 | 0 | 0 | | 0 | 0 | 0 |
| TOTAL RESOURCES | | | | 0 | 0 | 0 |

Budget Document Report

32 - FIRE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>TRANSFERS OUT</u> | | | | | | |
| 2,038,274 | 0 | 0 | 9700-01 Transfers Out - General Fund | 0 | 0 | 0 |
| 2,038,274 | 0 | 0 | <u>TOTAL TRANSFERS OUT</u> | 0 | 0 | 0 |
| 2,038,274 | 0 | 0 | <u>TOTAL REQUIREMENTS</u> | 0 | 0 | 0 |

Budget Document Report

32 - FIRE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,038,274 | 0 | 0 | TOTAL RESOURCES | 0 | 0 | 0 |
| 2,038,274 | 0 | 0 | TOTAL REQUIREMENTS | 0 | 0 | 0 |



PARKS & RECREATION FUND



As of fiscal year 2008-2009, the Parks & Recreation Fund was “folded into” the General Fund. Refer to General Fund, Parks & Recreation Department Organization Sets, #01-17.

Budget Document Report

34 - PARKS & RECREATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 1,583,721 | 0 | 0 4090 | Beginning Fund Balance | 0 | 0 | 0 |
| 1,583,721 | 0 | 0 | <u>TOTAL BEGINNING FUND BALANCE</u> | 0 | 0 | 0 |
| 1,583,721 | 0 | 0 | <i>TOTAL RESOURCES</i> | 0 | 0 | 0 |

Budget Document Report

34 - PARKS & RECREATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>TRANSFERS OUT</u> | | | | | | |
| 1,583,721 | 0 | 0 | 9700-01 Transfers Out - General Fund | 0 | 0 | 0 |
| 1,583,721 | 0 | 0 | <u>TOTAL TRANSFERS OUT</u> | 0 | 0 | 0 |
| 1,583,721 | 0 | 0 | <u>TOTAL REQUIREMENTS</u> | 0 | 0 | 0 |

Budget Document Report

34 - PARKS & RECREATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,583,721 | 0 | 0 | TOTAL RESOURCES | 0 | 0 | 0 |
| 1,583,721 | 0 | 0 | TOTAL REQUIREMENTS | 0 | 0 | 0 |



**PUBLIC SAFETY FACILITIES
CONSTRUCTION FUND**





Public Safety Facilities Construction Fund

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- The new Civic Hall and Edward J. Gormley Plaza were substantially completed in 2009-10. The 2010-11 budget included an appropriation for payment of the contingent rebatable arbitrage liability to the Internal Revenue Service. An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City is paying for debt service on the 2006 bonds. The actual amount of the arbitrage liability is scheduled to be calculated at April 30, 2011.
- During 2009-10, proceeds from a life insurance policy on the late City Manager Joe Dancer were deposited in this fund to help pay for Civic Hall furnishings, as needed. The 2011-12 proposed budget includes an appropriation to transfer any remaining life insurance proceeds to the General Fund.

Future Challenges and Opportunities

- Costs for janitorial services, maintenance and repairs are budgeted in the General Fund, Administration, City Hall and City Property section.



PROJECT REVENUE:

Bond Proceeds: \$13,315,000
Bond Interest / Misc Income: \$1,100,000

Total Available Revenue: \$14,415,000

PROJECT EXPENSES:

Police Building \$10,342,000
 Civic Hall \$3,688,000
 Miscellaneous Costs \$406,000

Total Expenses: \$14,415,000

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 4,851 | 400 | - | (400) |
| Materials & Services | 19,724 | 140,500 | - | (140,500) |
| Capital Outlay | 290,598 | - | - | - |
| Transfers Out | - | - | 36,310 | 36,310 |
| Total Expenditures | 310,322 | 140,500 | 36,310 | (104,190) |
| Net Expenditures | (305,471) | (140,100) | (36,310) | (103,790) |



Public Safety Facilities Construction Fund

Historical Highlights

- 1940's** Police Department housed in south administrative area of old Fire Hall Building.
- 1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.
- 1940's** Present Police Department building a grocery store and later a hardware store. A bomb shelter was housed in the basement of the building.
- 1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.
- 1986** City of McMinnville purchased the building from McMinnville Water & Light Department.
- 1987** City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

- 1987** City of McMinnville Police Department and YCOM move into remodeled facilities.
- 1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.
- 2006** City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.
- 2006** The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.
- 2007** Construction of the new Public Safety Facility, located at the SW corner of 2nd St / Adams St, commences.
- 2008** The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

- 2009** The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.



40 - PUBLIC SAFETY FACILITIES CONSTR FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 3,727,191 | 466,309 | 161,000 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 36,310 | 36,310 | 55,035 |
| 3,727,191 | 466,309 | 161,000 | <u>TOTAL BEGINNING FUND BALANCE</u> | 36,310 | 36,310 | 55,035 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 41,022 | 0 | 0 | 5040-01 Yamhill Communications Agency - Reimbursement | 0 | 0 | 0 |
| 0 | 730 | 0 | 5070-01 Water & Light - Reimbursement | 0 | 0 | 0 |
| 41,022 | 730 | 0 | <u>TOTAL INTERGOVERNMENTAL</u> | 0 | 0 | 0 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 5,312 | 0 | 0 | 6310 Interest | 0 | 0 | 0 |
| 77,440 | 4,121 | 400 | 6310-30 Interest - Bond | 0 | 0 | 0 |
| 82,752 | 4,121 | 400 | <u>TOTAL MISCELLANEOUS</u> | 0 | 0 | 0 |
| <u>TRANSFERS IN</u> | | | | | | |
| 50,050 | 0 | 0 | 6900-01 Transfers In - General Fund | 0 | 0 | 0 |
| 50,050 | 0 | 0 | <u>TOTAL TRANSFERS IN</u> | 0 | 0 | 0 |
| 3,901,015 | 471,160 | 161,400 | <u>TOTAL RESOURCES</u> | 36,310 | 36,310 | 55,035 |

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | |
| 1,310 | 0 | 0 | 7750 Professional Services | 0 | 0 | 0 |
| 1,352 | 1,352 | 140,500 | 7750-57 Professional Services - Financing Administration | 0 | 0 | 0 |
| 49,188 | 0 | 0 | 7770-06 Professional Services - Projects - Public Safety Building | 0 | 0 | 0 |
| 243,448 | 18,372 | 0 | 7770-09 Professional Services - Projects - Civic Hall | 0 | 0 | 24,000 |
| 295,297 | 19,724 | 140,500 | <u>TOTAL MATERIALS AND SERVICES</u> | 0 | 0 | 24,000 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 35,158 | 0 | 0 | 8710-30 Equipment - Public Safety Building | 0 | 0 | 0 |
| 2,174 | 1,522 | 0 | 8710-35 Equipment - Civic Hall | 0 | 0 | 0 |
| 66,203 | 79,561 | 0 | 8810-05 Building Construction - Public Safety Building | 0 | 0 | 0 |
| 2,890,838 | 206,158 | 0 | 8810-10 Building Construction - Civic Hall | 0 | 0 | 0 |
| 9,250 | 0 | 0 | 8820-05 Furnishings - Public Safety Building | 0 | 0 | 0 |
| 94,935 | 3,357 | 0 | 8820-10 Furnishings - Civic Hall | 0 | 0 | 15,000 |
| 3,098,558 | 290,598 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | 0 | 0 | 15,000 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 40,851 | 0 | 0 | 9700-01 Transfers Out - General Fund Remainder of past City Manager Joe Dancer life insurance proceeds previously deposited in Public Safety Facilities Construction Fund. | 36,310 | 36,310 | 0 |
| 40,851 | 0 | 0 | <u>TOTAL TRANSFERS OUT</u> | 36,310 | 36,310 | 0 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 20,900 | 9800 Contingencies | 0 | 0 | 0 |
| 0 | 0 | 20,900 | <u>TOTAL CONTINGENCIES</u> | 0 | 0 | 0 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 466,309 | 160,838 | 0 | 9999 Unappropriated Ending Fd Balance | 0 | 0 | 16,035 |
| 466,309 | 160,838 | 0 | <u>TOTAL ENDING FUND BALANCE</u> | 0 | 0 | 16,035 |
| 3,901,015 | 471,160 | 161,400 | <u>TOTAL REQUIREMENTS</u> | 36,310 | 36,310 | 55,035 |

40 - PUBLIC SAFETY FACILITIES CONSTR FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 3,901,015 | 471,160 | 161,400 | TOTAL RESOURCES | 36,310 | 36,310 | 55,035 |
| 3,901,015 | 471,160 | 161,400 | TOTAL REQUIREMENTS | 36,310 | 36,310 | 55,035 |



TRANSPORTATION FUND





Budget Highlights

- The 2011-12 budget proposal includes a transfer of \$300,000 from the Street Fund compared to \$50,000 in the 2010-11 Adopted Budget. Transferred funds are used to cover Transportation Fund expenses that are not covered by Oregon Federal Exchange funds and/or System Development Charges.
- The increase in the Transfer In from the Street Fund reflects additional resources allocated to immediately begin to address street preservation needs, via overlays and slurry seal applications, in various areas around the community.
- The 2011-12 budget proposal includes \$600,000 for pavement overlay and slurry seal application work during the summer of 2011.
- Also included in the budget proposal are professional services funds of \$18,000, for the City's continued support of the efforts to construct the Newberg – Dundee bypass project.

Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

Future Challenges and Opportunities

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



In early 2010, the City Council adopted the update to the City's Transportation Master Plan. The plan provides a comprehensive look at the City's major street, pedestrian, bicycle, and transit systems and sets out needed system improvements.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 319,685 | 825,400 | 893,759 | 68,359 |
| Materials & Services | 52,903 | 45,000 | 40,000 | (5,000) |
| Capital Outlay | 202,017 | 545,000 | 610,000 | 65,000 |
| Transfers Out | 405,527 | 411,239 | 303,593 | (107,646) |
| Total Expenditures | 660,447 | 1,001,239 | 953,593 | (47,646) |
| Net Expenditures | (340,762) | (175,839) | (59,834) | (116,005) |



Transportation Fund

Historical Highlights

| | | | | | |
|-------------|---|-------------|---|-------------|--|
| 1856 | The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 st Street / Evans Street / 5 th Street. | 1983 | Voters pass 3-year street and traffic signal serial levy - \$140,000 per year. | 1995 | Transportation Fund implemented to account for SDCs and street capital projects. |
| 1900 | In the early 1900's, many of the downtown area streets constructed. | 1986 | Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year. | 1996 | McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes. |
| 1950 | Approximately 15 miles of City streets --- mostly from the downtown area north to 15 th Street - both east and west of Adams / Baker Streets. | 1990 | Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area. | 1997 | West 2 nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project. |
| 1970 | Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area. | 1994 | City adopts "Transportation Master Plan." | 1997 | Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project. |
| 1975 | Voters pass 5-year roadway serial levy - \$120,000 per year. | 1995 | May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000. | 1999 | In 1999 / 2000, Lafayette Avenue improvements constructed - bond project. |
| 1980 | Voters pass 3-year street and traffic signal serial levy - \$140,000 per year. | 1995 | City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development. | | |

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

Budget Document Report

45 - TRANSPORTATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------------|-------|----------|-------|--|--|--|--|---|--------|--------|--|--|--|----------------------------------|---|---------|---------|--|--|--|
| RESOURCES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BEGINNING FUND BALANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,697,000 | 1,532,374 | 1,397,670 | 4045-05 Designated Begin FB-Transport Fd - Transportation SDC System development charge (SDC) designated cash carryover estimate at July 1, 2011 discloses that the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC. | 1,379,609 | 1,379,609 | 1,394,609 | | | | | | | | | | | | | | | | | | | | | |
| 279,226 | 241,020 | 40,085 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 1,701 | 1,701 | -50,593 | | | | | | | | | | | | | | | | | | | | | |
| 1,976,226 | 1,773,395 | 1,437,755 | TOTAL BEGINNING FUND BALANCE | 1,381,310 | 1,381,310 | 1,344,016 | | | | | | | | | | | | | | | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 418,217 | 150,774 | 618,000 | 4810 OR Federal Exchange - TEA 21 The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. The fund exchange allows the City to spend the money on any City street. Without the fund exchange, the federal dollars would need to be spent on a federal aid project on the City's arterial or collector streets on the federal aid roadway list. | 440,859 | 440,859 | 443,154 | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Units</th> <th style="text-align: right;">Amt/Unit</th> <th style="text-align: right;">Total</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>Remaining 2010 STP fund exchange allotment</td> <td style="text-align: right;">1</td> <td style="text-align: right;">85,232</td> <td style="text-align: right;">85,232</td> <td colspan="3"></td> </tr> <tr> <td>2011 STP fund exchange allotment</td> <td style="text-align: right;">1</td> <td style="text-align: right;">357,922</td> <td style="text-align: right;">357,922</td> <td colspan="3"></td> </tr> </tbody> </table> | | | | | | | Description | Units | Amt/Unit | Total | | | | Remaining 2010 STP fund exchange allotment | 1 | 85,232 | 85,232 | | | | 2011 STP fund exchange allotment | 1 | 357,922 | 357,922 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | |
| Remaining 2010 STP fund exchange allotment | 1 | 85,232 | 85,232 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2011 STP fund exchange allotment | 1 | 357,922 | 357,922 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 0 | 0 | 4820 OECD Grant - Environment Assess | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | |
| 418,218 | 150,774 | 618,000 | TOTAL INTERGOVERNMENTAL | 440,859 | 440,859 | 443,154 | | | | | | | | | | | | | | | | | | | | | |
| CHARGES FOR SERVICES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 123,411 | 161,570 | 150,000 | 5500 System Development Charges Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity. | 150,000 | 150,000 | 150,000 | | | | | | | | | | | | | | | | | | | | | |
| 123,411 | 161,570 | 150,000 | TOTAL CHARGES FOR SERVICES | 150,000 | 150,000 | 150,000 | | | | | | | | | | | | | | | | | | | | | |
| MISCELLANEOUS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31,695 | 7,342 | 7,400 | 6310 Interest | 2,900 | 2,900 | 2,900 | | | | | | | | | | | | | | | | | | | | | |
| 31,695 | 7,342 | 7,400 | TOTAL MISCELLANEOUS | 2,900 | 2,900 | 2,900 | | | | | | | | | | | | | | | | | | | | | |
| TRANSFERS IN | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75,000 | 0 | 50,000 | 6900-20 Transfers In - Street Gas tax revenues used to cover Transportation Fund expenses that are not covered by the OR Federal Exchange funds and/or System Development Charges. | 300,000 | 300,000 | 300,000 | | | | | | | | | | | | | | | | | | | | | |

Budget Document Report

45 - TRANSPORTATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 75,000 | 0 | 50,000 | TOTAL TRANSFERS IN | 300,000 | 300,000 | 300,000 |
| 2,624,550 | 2,093,080 | 2,263,155 | TOTAL RESOURCES | 2,275,069 | 2,275,069 | 2,240,070 |

Budget Document Report

45 - TRANSPORTATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| | | | | | | |
|----------------|---------------|---------------|--|---------------|-----------------|---------------|
| 19,135 | 18,996 | 45,000 | 7750 Professional Services | 30,000 | 30,000 | 30,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Audit fee allocation | 1 | 1,310 | 1,310 |
| | | | Miscellaneous traffic consulting services | 1 | 10,690 | 10,690 |
| | | | Yamhill Parkway Committee support | 1 | 18,000 | 18,000 |
| 0 | 0 | 0 | 7760-05 Professional Svcs - Plan/Study - Environmental Assessment | 0 | 0 | 0 |
| 32,028 | 3,068 | 0 | 7760-10 Professional Svcs - Plan/Study - Transportation System Plan | 0 | 0 | 0 |
| 21,488 | 22,415 | 0 | 7770-35 Professional Services - Projects - Lafayette/Orchard Traffic Signal | 0 | 0 | 0 |
| 42,569 | 2,916 | 0 | 7770-65 Professional Services - Projects - Curb Ramp Replacement | 0 | 0 | 0 |
| 29,200 | 5,509 | 0 | 7770-67 Professional Services - Projects - Street Resurfacing | 10,000 | 10,000 | 10,000 |
| 144,419 | 52,903 | 45,000 | <u>TOTAL MATERIALS AND SERVICES</u> | 40,000 | 40,000 | 40,000 |

CAPITAL OUTLAY

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 0 | 180,453 | 0 | 9000-10 Traffic Signals - Lafayette & Orchard Ave | 0 | 0 | 0 |
| 0 | 21,098 | 0 | 9000-15 Traffic Signals - 3rd & Johnson Streets | 0 | 0 | 0 |
| 81,942 | 0 | 0 | 9020-05 Street Resurfacing - Seal Coating | 0 | 0 | 0 |
| 216,244 | 466 | 535,000 | 9020-10 Street Resurfacing - Contract Overlays | 600,000 | 600,000 | 600,000 |
| | | | Pavement overlay or slurry seal application on various City streets, primarily using fund exchange resources. | | | |
| 0 | 0 | 10,000 | 9150-05 Developer Reimbursement - Storm Drainage | 10,000 | 10,000 | 10,000 |
| | | | Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs. | | | |
| 298,185 | 202,017 | 545,000 | <u>TOTAL CAPITAL OUTLAY</u> | 610,000 | 610,000 | 610,000 |

TRANSFERS OUT

| | | | | | | |
|---------|---------|---------|---|--------------|-----------------|--------------|
| 108,551 | 105,527 | 111,239 | 9700-01 Transfers Out - General Fund | 52,149 | 52,149 | 52,091 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Transportation Fund support of Engineering operations | 1 | 2,873 | 2,873 |
| | | | Engineering, Planning, Admin, & Finance personal services support | 1 | 49,218 | 49,218 |

Budget Document Report

45 - TRANSPORTATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 300,000 | 300,000 | 300,000 | 9700-60 Transfers Out - Debt Service Transfer to Debt Service Fund of transportation system development charges (SDC) to partially off-set debt service for the 1996 Transportation Bonds which "up-front" funded the SDC portion of transportation projects built with transportation bond funds. The SDC transfer will continue through 2011-2012 fiscal year. | 251,444 | 251,444 | 251,444 |
| Budget Note: Amount of SDCs available for GO bond debt service off-set is proportionate to bond proceeds used for SDC qualifying percentage of bond projects. | | | | | | |
| 408,551 | 405,527 | 411,239 | <u>TOTAL TRANSFERS OUT</u> | 303,593 | 303,593 | 303,535 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 85,000 | 9800 Contingencies Budget Note: As budgeted, Contingency is 100% Transportation SDC Designated Ending Fund Balance. | 250,000 | 250,000 | 250,000 |
| 0 | 0 | 85,000 | <u>TOTAL CONTINGENCIES</u> | 250,000 | 250,000 | 250,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 1,532,374 | 1,400,796 | 1,154,862 | 9945-05 Designated End FB - Transport Fd - Transportation SDC System development charge (SDC) designated cash carryover estimate at July 1, 2012 discloses that the accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC. | 1,021,061 | 1,021,061 | 1,036,175 |
| 241,021 | 31,837 | 22,054 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 50,415 | 50,415 | 360 |
| 1,773,395 | 1,432,633 | 1,176,916 | <u>TOTAL ENDING FUND BALANCE</u> | 1,071,476 | 1,071,476 | 1,036,535 |
| 2,624,550 | 2,093,080 | 2,263,155 | <u>TOTAL REQUIREMENTS</u> | 2,275,069 | 2,275,069 | 2,240,070 |

Budget Document Report

45 - TRANSPORTATION FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,624,550 | 2,093,080 | 2,263,155 | TOTAL RESOURCES | 2,275,069 | 2,275,069 | 2,240,070 |
| 2,624,550 | 2,093,080 | 2,263,155 | TOTAL REQUIREMENTS | 2,275,069 | 2,275,069 | 2,240,070 |



PARK DEVELOPMENT FUND





Park Development Fund

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- The 2011-12 budget estimate for park SDC's is based on approximately 50 residential permits generating a total of \$105,000.
- With all but one of the 2000 Park Improvement Bond funded projects complete, park development activity will be slower than in recent years.
- Park Improvement Bond dollars remain dedicated to the acquisition, design and construction of a small neighborhood park in NW McMinnville. At this time, a site has not been selected for this project. The monies will be retained for this purpose until such time that a park site is secured and the park project initiated.
- \$35,000 has been budgeted to replace the small pedestrian bridge in lower City Park.
- \$100,000 has been budgeted to partially fund the “debt-service” resulting from the Park Improvement Bond passed by voters in November 2000.

- With the exception of the NW Neighborhood Park project discussed under “Budget Highlights” all Park Improvement Bond projects approved in November 2000 are completed. A Parks, Recreation and Open Space Master Plan Update should be initiated no later than the summer of 2012.
- Continue to communicate with citizens regarding park project status and park development opportunities and continue to accept public input, leadership, and assistance for ongoing park development success in the future.
- Park SDC's alone will not support the continued growth of McMinnville's Park System as the community grows and new facilities are needed. The completion this year of all but one of the park bond projects approved in 2000 will essentially end the City's financial capacity to expand our park system at any relevant level without additional resources. While we have created a great park system foundation to serve our existing population, we will be hard pressed to “keep up” with a growing and changing community in the future unless we can successfully secure the same variety of funding opportunities we have enjoyed in the past.

Future Challenges and Opportunities

- With the strong support of citizens, the City is developing a progressive system of parks and open spaces that complement and enhance McMinnville's quality of life. The City should remain determined to meet the challenge of sustaining park maintenance staffing/funding levels commensurate with the facilities and park functions that serve the growing community.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 218,069 | 234,100 | 108,000 | (126,100) |
| Materials & Services | 143,164 | 85,580 | 67,390 | (18,190) |
| Capital Outlay | 2,140,144 | 1,441,000 | 726,000 | (715,000) |
| Transfers Out | 93,517 | 157,676 | 149,158 | (8,518) |
| Total Expenditures | 2,376,825 | 1,684,256 | 942,548 | (741,708) |
| Net Expenditures | (2,158,756) | (1,450,156) | (834,548) | (615,608) |



Park Development Fund

Historical Highlights

- 1906** In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- 1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- 1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.
- 1927** Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- 1956** McMinnville Aquatic Center constructed.
- 1960** Wortman Park acquisition completed - Wortman/ Koch family donations.
- 1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- 1977** Airport Park completed.
- 1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- 1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.
- 1979** From 1979 – 1981, old National Guard Armory at 6th and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.
- 1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- 1985** From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- 1988** From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- 1990** Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.
- 1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.

Park Development Fund

Historical Highlights

- 1993** Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.
- 1994** From 1994 – 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.
- 1996** Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.
- 1996** Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.
- 1998** City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.
- 1999** Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.
- 1999** *Parks, Recreation, and Open Space Master Plan* adopted by City Council
- 1999** SW Community Park property purchased.
- 2000** In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.
- 2001** SW Community Park planning and design process begins -park bond project.
- 2002** Thompson Park construction project begins in south McMinnville.
- 2002** Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.
- 2002** Bend-O-River mini-park in east McMinnville constructed.
- 2003** Thompson Park construction complete; park opens in June.
- 2003** Marsh Lane Extension and Dancer Park Expansion Project substantially complete.
- 2003** Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

Park Development Fund

Historical Highlights

- 2004** From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004** Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004** In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.
- 2005** SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.
- 2005** Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.
- 2006** McMinnville's new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.
- 2007** McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.
- 2007** The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.
- 2007** The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville.
- 2008** The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.
- 2009** The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris.
- 2009** A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.
- 2010** McMinnville's first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.

2010 Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010 Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

2010 McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

2011 "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April. The official "Grand Opening" celebration will be held in July.



Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

RESOURCES

BEGINNING FUND BALANCE

| | | | | | | |
|-----------|-----------|-----------|--|-----------|-----------|-----------|
| 4,814,364 | 4,357,308 | 2,061,940 | 4050-05 Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds Estimated July 1, 2011 designated cash carryover from the 2001 Park Improvement Bond sale. | 1,157,498 | 1,157,498 | 1,176,048 |
| -153,142 | 0 | 0 | 4050-10 Designated Begin FB-Park Dev Fd - Park Development SDC | 0 | 0 | 0 |
| 0 | 16,000 | 33,665 | 4050-25 Designated Begin FB-Park Dev Fd - Heather Hollow July 1, 2011 cash carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park. | 16,000 | 16,000 | 16,000 |
| 8,620 | 20,265 | 0 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 13,757 | 13,757 | 13,757 |

Budget Note: SDC accounting discloses a negative system development charge 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.

| | | | | | | |
|------------------|------------------|------------------|-------------------------------------|------------------|------------------|------------------|
| 4,669,842 | 4,393,574 | 2,095,605 | TOTAL BEGINNING FUND BALANCE | 1,187,255 | 1,187,255 | 1,205,805 |
|------------------|------------------|------------------|-------------------------------------|------------------|------------------|------------------|

INTERGOVERNMENTAL

| | | | | | | |
|--------------|---------------|----------------|---|----------|----------|----------|
| 8,708 | 86,542 | 0 | 4770-20 OR State Park & Recreation Grant - Kiwanis Marine Park Renovation | 0 | 0 | 0 |
| 0 | 0 | 0 | 4770-25 OR State Park & Recreation Grant - West Hills Park | 0 | 0 | 0 |
| 0 | 0 | 125,000 | 5010-50 Yamhill County - Tice Park West Access | 0 | 0 | 0 |
| 8,708 | 86,542 | 125,000 | TOTAL INTERGOVERNMENTAL | 0 | 0 | 0 |

CHARGES FOR SERVICES

| | | | | | | |
|---------|--------|---------|--|---------|---------|---------|
| 203,328 | 95,310 | 105,000 | 5500 System Development Charges Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth. Budget Note: Current Park SDC is \$2,118 per residential unit. | 105,000 | 105,000 | 105,000 |
|---------|--------|---------|--|---------|---------|---------|

| | | | | | | |
|----------------|---------------|----------------|-----------------------------------|----------------|----------------|----------------|
| 203,328 | 95,310 | 105,000 | TOTAL CHARGES FOR SERVICES | 105,000 | 105,000 | 105,000 |
|----------------|---------------|----------------|-----------------------------------|----------------|----------------|----------------|

MISCELLANEOUS

| | | | | | | |
|--------|--------|-------|---|-------|-------|-------|
| 447 | 107 | 0 | 6310 Interest | 0 | 0 | 0 |
| 96,925 | 23,616 | 4,100 | 6310-30 Interest - Bond Interest earned on unexpended 2001 Park System Improvement Bond funds. | 3,000 | 3,000 | 3,000 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|
| 5,000 | 0 | 0 | 6450-05 | Donations - Park Development - Discovery Meadows | | 0 | 0 | 0 |
| 0 | 10,000 | 0 | 6450-20 | Donations - Park Development - Kiwanis Marine Park Renovation | | 0 | 0 | 0 |
| 16,000 | 0 | 0 | 6450-25 | Donations - Park Development - Heather Hollow City Park | | 0 | 0 | 0 |
| 0 | 2,494 | 0 | 6600 | Other Income | | 0 | 0 | 0 |
| 118,373 | 36,217 | 4,100 | <u>TOTAL MISCELLANEOUS</u> | | | 3,000 | 3,000 | 3,000 |
| 5,000,251 | 4,611,642 | 2,329,705 | <i>TOTAL RESOURCES</i> | | | 1,295,255 | 1,295,255 | 1,313,805 |

50 - PARK DEVELOPMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| | | | | | | |
|---|----------------|---------------|---|---------------|---------------|---------------|
| 1,134 | 1,992 | 980 | 7750 Professional Services | 990 | 990 | 990 |
| 400 | 400 | 400 | 7750-57 Professional Services - Financing Administration | 400 | 400 | 400 |
| 0 | 0 | 0 | 7760-50 Professional Svcs - Plan/Study - Parks & Rec Open Space Plan | 0 | 0 | 0 |
| 1,314 | 0 | 0 | 7770-15 Professional Services - Projects - Senior Center Parking | 0 | 0 | 0 |
| 5,499 | 0 | 0 | 7770-16 Professional Services - Projects - Joe Dancer Park Parking | 0 | 0 | 0 |
| 3,345 | 3,614 | 1,200 | 7770-18 Professional Services - Projects - Discovery Meadows Wetland mitigation monitoring as required by State of Oregon regulatory agencies. | 1,000 | 1,000 | 1,000 |
| Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 40% park SDC funding. | | | | | | |
| 41,180 | 31,519 | 2,000 | 7770-21 Professional Services - Projects - BPA Pedestrian/Bikeway | 0 | 0 | 0 |
| 77,332 | 39,287 | 5,800 | 7770-24 Professional Services - Projects - NE Neighborhood Park | 0 | 0 | 0 |
| 0 | 0 | 50,000 | 7770-27 Professional Services - Projects - NW Neighborhood Park Park design services for potential NW McMinnville Neighborhood Park, if property secured. | 65,000 | 65,000 | 65,000 |
| Budget Note: Project funded by Park Improvement Bonds, although project qualifies for 80% park SDC funding. | | | | | | |
| 16,348 | 6,838 | 2,200 | 7770-29 Professional Services - Projects - Dog Park | 0 | 0 | 0 |
| 0 | 0 | 0 | 7770-30 Professional Services - Projects - City Park Renovations | 0 | 0 | 10,000 |
| 18,500 | 18,832 | 10,000 | 7770-31 Professional Services - Projects - Kiwanis Marine Park Renovation | 0 | 0 | 0 |
| 35,775 | 35,477 | 2,000 | 7770-32 Professional Services - Projects - West Hills Neighborhood Park | 0 | 0 | 0 |
| 0 | 5,205 | 11,000 | 7770-50 Professional Services - Projects - Tice Park West Access | 0 | 0 | 0 |
| 200,828 | 143,164 | 85,580 | <u>TOTAL MATERIALS AND SERVICES</u> | 67,390 | 67,390 | 77,390 |

CAPITAL OUTLAY

| | | | | | | |
|---|---------|---------|--|---------|---------|---------|
| 200,000 | 0 | 0 | 9200-05 Park Acquisition - NE Neighborhood Park | 0 | 0 | 0 |
| 0 | 0 | 400,000 | 9200-10 Park Acquisition - NW Neighborhood Park Estimated purchase price of a yet to be determined 2.5 acre NW McMinnville Neighborhood Park site. | 375,000 | 375,000 | 375,000 |
| Budget Note: Acquisition funded by Park Improvement Bonds, although acquisition qualifies for 80% park SDC funding. | | | | | | |
| 0 | 225,275 | 0 | 9200-35 Park Acquisition - BPA Pedestrian/Bikeway | 0 | 0 | 0 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 118 | 0 | 9250-05 Park Construction - Discovery Meadows | 0 | 0 | 0 |
| 762 | 409,876 | 45,000 | 9250-10 Park Construction - BPA Pedestrian/Bike-Phase I & II | 0 | 0 | 0 |
| 0 | 0 | 0 | 9250-11 Park Construction - BPA Pedestrian/Bike-Phase III | 0 | 0 | 0 |
| 44,993 | 0 | 0 | 9250-15 Park Construction - Senior Center Parking | 0 | 0 | 0 |
| 0 | 82,843 | 0 | 9250-16 Park Construction - Joe Dancer Park Parking | 0 | 0 | 0 |
| 0 | 21,816 | 725,000 | 9250-20 Park Construction - NE Neighborhood Park | 0 | 0 | 0 |
| 0 | 0 | 0 | 9250-25 Park Construction - NW Neighborhood Park Construction of a NW McMinnville Neighborhood Park. This is a park bond funded project and remains contingent on a successful acquisition of a desired park property in this area. | 300,000 | 300,000 | 300,000 |
| Budget Note: Construction funded by Park Improvement Bonds, although construction qualifies for 80% park SDC funding. | | | | | | |
| 0 | 307,927 | 0 | 9250-30 Park Construction - Dog Park | 0 | 0 | 0 |
| 1,084 | 842,997 | 0 | 9250-40 Park Construction - W Hills Neighborhood Park | 0 | 0 | 0 |
| 0 | 0 | 225,000 | 9250-50 Park Construction - Tice Park West Access | 0 | 0 | 0 |
| 0 | 110 | 10,000 | 9300-15 Park Improvements - City Park Renovations New foot bridge and handicap access pathways to picnic areas in Lower City Park. | 35,000 | 35,000 | 35,000 |
| Budget Note: Improvement funded 100% by Park Improvement Bonds. | | | | | | |
| 777 | 249,181 | 20,000 | 9300-20 Park Improvements - Kiwanis Marine Park Renovation | 0 | 0 | 0 |
| 0 | 0 | 16,000 | 9300-25 Park Improvements - Heather Hollow City Park For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs. | 16,000 | 16,000 | 16,000 |
| Budget Note: Project funded 100% by donation. | | | | | | |
| 247,615 | 2,140,144 | 1,441,000 | <u>TOTAL CAPITAL OUTLAY</u> | 726,000 | 726,000 | 726,000 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 55,955 | 51,120 | 51,695 | 9700-01 Transfers Out - General Fund Parks Admin, Admin, & Finance personal services support | 49,158 | 49,158 | 49,090 |
| 2,280 | 2,397 | 5,981 | 9700-20 Transfers Out - Street | 0 | 0 | 0 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 100,000 | 40,000 | 100,000 | 9700-60 Transfers Out - Debt Service Transfer of park system development charges (SDCs) to partially off-set debt service for the Park Improvement Bonds which "up-front" funded the SDC portion of projects built with bond funds. Budget Note: Park SDCs available for property tax debt service off-set is proportionate to use of bond money for SDC percentage of bond projects; calculated when all bond proceeds & interest earnings have been spent. | 100,000 | 100,000 | 100,000 |
| 158,235 | 93,517 | 157,676 | <u>TOTAL TRANSFERS OUT</u> | 149,158 | 149,158 | 149,090 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 645,449 | 9800 Contingencies Budget Note: As budgeted, contingency is 340,340 Park Development Bonds and 12,367 Undesignated Other balance | 352,707 | 352,707 | 361,325 |
| 0 | 0 | 645,449 | <u>TOTAL CONTINGENCIES</u> | 352,707 | 352,707 | 361,325 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 4,357,308 | 2,203,696 | 0 | 9950-05 Designated End FB - Park Dev Fd - Park Development Bond Proceeds Budget Note: All funds remaining at June 30, 2012 are budgeted as contingency not ending fund balance. This allows those funds to be spent, if appropriate. | 0 | 0 | 0 |
| 0 | 0 | 0 | 9950-10 Designated End FB - Park Dev Fd - Park Development SDC | 0 | 0 | 0 |
| 0 | 0 | 0 | 9950-25 Designated End FB - Park Dev Fd - Heather Hollow | 0 | 0 | 0 |
| 36,266 | 31,121 | 0 | 9999 Unappropriated Ending Fd Balance Budget Note: All funds remaining at June 30, 2012 are budgeted as contingency not ending fund balance. This allows those funds to be spent, if appropriate. | 0 | 0 | 0 |
| 4,393,574 | 2,234,817 | 0 | <u>TOTAL ENDING FUND BALANCE</u> | 0 | 0 | 0 |
| 5,000,251 | 4,611,642 | 2,329,705 | <u>TOTAL REQUIREMENTS</u> | 1,295,255 | 1,295,255 | 1,313,805 |

Budget Document Report

50 - PARK DEVELOPMENT FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 5,000,251 | 4,611,642 | 2,329,705 | <i>TOTAL RESOURCES</i> | 1,295,255 | 1,295,255 | 1,313,805 |
| 5,000,251 | 4,611,642 | 2,329,705 | <i>TOTAL REQUIREMENTS</i> | 1,295,255 | 1,295,255 | 1,313,805 |



DEBT SERVICE FUND



- **Statement of Bonds and Loans Outstanding**



Budget Highlights

Debt Service Current Property Taxes

- The amount of the debt service property tax levy is decreased by \$60,200 for the 2011-12 budget compared to the 2010-11 budget. Due to the estimated 3.5% increase in assessed value (AV), the debt service property tax levy rate is projected to drop by \$0.052 per thousand dollars in assessed value. The property tax levy rate for 2011-12 is projected to be \$0.6704 compared to \$0.7224 in 2010-11.
- In previous years, taxes were levied to pay General Obligation (GO) Bond debt service but also to build a reserve for the August 1 principal and interest payment on the 2006 Public Safety and Court/Civic Hall general obligation bonds. This reserve funds August payments which are due prior to the receipt of the 2011-12 property taxes in November. This payment reserve was fully funded in 2010-11.

Transfers From Other Funds

- System development charges (SDCs) can be transferred to the Debt Service Fund to offset the related debt service tax levy up to the percentage of the bond proceeds that paid for constructing SDC qualifying projects. The SDC percentage is calculated after all bond proceeds and interest earned on the bond proceeds are spent. The percentage of SDC qualifying and non-qualifying construction expenditures are calculated and the SDC qualifying percentage is applied to the total bond principal and interest payments. This dollar amount is the total amount of SDCs that can be transferred into the Debt Service Fund to offset the related debt service tax levy. Each bond issue and the associated SDC require a separate calculation.

Transfer from the Transportation Fund --- \$251,444

- Since 1996 when the \$7,415,000 General Obligation Bonds for Transportation Projects were issued, transportation SDC revenues have been transferred from the Transportation Fund to the Debt Service Fund to reduce the related debt service tax levy. As determined by the SDC qualifying calculation, transportation SDC revenues used for debt service payments cannot exceed \$251,444 in 2011-12 and can no longer be used to reduce the related debt service tax levy after 2011-12. In 2012-13, the debt service tax levy will need to be increased to replace the previous SDC revenue transfer. The 1996 Transportation Bonds were retired in 2006.

Transfer from the Park Development Fund --- \$100,000

- Since 2001 when the \$9,500,000 General Obligations Bonds for Park System Improvements were issued, park SDC revenues have been transferred to the Debt Service Fund to reduce the related debt service tax levy. After all Park Development bond proceeds and interest are spent, a calculation will be completed to determine the total amount of park SDC revenues that can be used to reduce the related debt service tax levy.
- \$100,000 in park SDC revenue will be transferred from the Park Development Fund to the Debt Service Fund in 2011-12.

Designated Ending Fund Balance (DEFB)

- DEFB's are used to meet debt service payments paid prior to the collection of current year property taxes in November; consequently, the prior year's debt service levy pays debt service payments due from July 1 through November 1.

DEFB Park Improvement Bonds – due August 1, 2012

- Principal - \$470,000
- Interest - \$141,705

DEFB – Public Safety and Courtroom/Civic Building

Bonds – due August 1, 2012

- Principal - \$525,000
- Interest – 229,710

Future Challenges and Opportunities

- o Continue to monitor property tax collection rates. The estimated uncollectible rate of 8% has been sufficient in past years but collections rates may be affected by current economic conditions.

- o The City is facing a variety of capital needs that will need to be addressed in the future as the City's population continues to grow. General Obligation bonds can be used to finance capital projects but must be approved by the voters. Current and future capital projects include:
 - o Aerial ladder truck and other vehicles for the Fire Department
 - o Transportation system improvements
 - o Fire sub-stations
 - o Downtown core infrastructure improvements
 - o Library expansion

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 1,922,432 | 1,839,740 | 1,734,444 | (105,296) |
| Debt Service | 1,710,040 | 1,712,355 | 1,712,955 | 600 |
| Total Expenditures | 1,710,040 | 1,712,355 | 1,712,955 | 600 |
| Net Expenditures | 212,392 | 127,385 | 21,489 | 105,896 |



Debt Service Fund

Historical Highlights

| | | | | | |
|-------------|--|-------------|--|-------------|---|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue. | 1984 | August 1984, voters approve 20-year \$1,885,000 swimming pool renovation bond issue. | 1996 | May 1996, voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements. |
| 1975 | City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard. | 1986 | September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue. | 1997 | 1997 refunding bonds issued to refund 1979 community center bonds and 1987 fire station bonds, saving future debt service tax dollars. |
| 1978 | March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue. | 1989 | 1989 advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues, saving future debt service tax dollars. | 2002 | November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue. |
| 1978 | November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue. | 1995 | May 1995, voters fail 10-year transportation general obligation bond issue by 5 votes - \$5,995,000. | 2006 | May 2006, voters approve 20-year \$13,120,000 general obligation public safety and courtroom/civic building bond issue. Bonds sold November 2006. |
| 1980 | February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue. | 1996 | 1996 refunding bonds issued to refund 1989 advance refunding bonds, saving future debt service tax dollars. | 2006 | Transportation 10-year bonds paid, December 1, 2006. |
| 1982 | May 1982, voters approve a seven-year property tax serial levy to construct airport office building. | | | 2007 | Fire Station 20-year bonds paid, March 1, 2007. |
| 1982 | August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building. | | | | |



Statement of Bonds and Loans Outstanding 2011-2012 Proposed Budget

| | Date of Issue | Date of Maturity | Amount of Issue | Rate of Interest | Outstanding 6/30/2010 | Maturing 2011 - 2012 Principal | Maturing 2011 - 2012 Interest |
|---|---------------|------------------|----------------------|------------------|-----------------------|--------------------------------|-------------------------------|
| <u>GENERAL OBLIGATION BONDS</u> | | | | | | | |
| Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property tax revenue and debt service payments are accounted for in the Debt Service Fund. | | | | | | | |
| Public Safety Civic Buildings Construction Bonds Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker. | 11/14/2006 | 11/14/2026 | \$ 13,120,000 | 3.75 - 5.50% | \$ 11,905,000 | \$ 500,000 | \$ 469,413 |
| Park Improvement Bonds Bond proceeds used for land acquisition and park improvements or construction, as identified by the Parks Master Plan. | 8/1/2001 | 8/1/2021 | <u>\$ 9,100,000</u> | 4.50 - 5.00% | <u>\$ 6,715,000</u> | <u>\$ 450,000</u> | <u>\$ 293,528</u> |
| TOTAL - General Obligation Bonds | | | \$ 22,220,000 | | \$ 18,620,000 | \$ 950,000 | \$ 762,941 |
| <u>SEWER BONDS</u> | | | | | | | |
| Sewer user fees are accounted for in the Wastewater Services Fund and transferred to the Wastewater Capital Fund. The Wastewater Capital Fund then pays the debt service payments. | | | | | | | |
| Sewer Refunding Bonds These bonds refunded the 1994 Sewer Revenue Bonds and 1993 Oregon Economic Community Development Department loan. | 2/13/2004 | 2/13/2014 | <u>\$ 23,690,000</u> | 3.0 - 5.0% | <u>\$ 10,845,000</u> | <u>\$ 2,680,000</u> | <u>\$ 255,812</u> |
| TOTAL - Sewer Bonds | | | \$ 23,690,000 | | \$ 10,845,000 | \$ 2,680,000 | \$ 255,812 |
| TOTAL DEBT: | | | <u>\$ 45,910,000</u> | | <u>\$ 29,465,000</u> | <u>\$ 3,630,000</u> | <u>\$ 1,018,753</u> |

Budget Document Report

60 - DEBT SERVICE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 390,000 | 410,000 | 430,000 | 4060-10 Designated Begin FB-Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1 July 1, 2011 designated cash carryover from the 2010-2011 fiscal year to pay Park Improvement Bond principal due August 1, 2011 which is prior to 2011-2012 property tax receipts. | 450,000 | 450,000 | 450,000 |
| 179,505 | 170,730 | 161,505 | 4060-15 Designated Begin FB-Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1 July 1, 2011 designated cash carryover from the 2010-2011 fiscal year to pay Park Improvement Bond interest due August 1, 2011 which is prior to 2011-2012 property tax receipts. | 151,830 | 151,830 | 151,830 |
| 265,000 | 460,000 | 480,000 | 4060-20 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 July 1, 2011 designated cash carryover from the 2010-2011 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2011 which is prior to 2011-2012 property tax receipts. | 500,000 | 500,000 | 500,000 |
| 0 | 0 | 168,000 | 4060-25 Designated Begin FB-Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 July 1, 2011 designated cash carryover from the 2010-2011 fiscal year to pay Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2011 which is prior to 2011-2012 property tax receipts. | 239,710 | 239,710 | 239,710 |
| 563 | 28,788 | 19,370 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 71,200 | 71,200 | 106,200 |
| 835,068 | 1,069,518 | 1,258,875 | TOTAL BEGINNING FUND BALANCE | 1,412,740 | 1,412,740 | 1,447,740 |
| PROPERTY TAXES | | | | | | |
| 1,494,693 | 1,528,032 | 1,400,240 | 4100-05 Property Taxes - Current \$1,461,800 2011-2012 Debt Service Fund debt service property tax levy (\$116,800) Less: Uncollectible taxes at 8% \$1,345,000 2011-2012 Current Property Taxes Budget Note: Debt Service property tax rate estimated at \$0.6704 per thousand of assessed value compared to \$0.7224 in 2009-2010. Debt service rate decrease is due to projected increase in assessed values and fully funded reserves. | 1,345,000 | 1,345,000 | 1,345,000 |
| 43,006 | 50,637 | 35,000 | 4100-10 Property Taxes - Prior Collections on delinquent property taxes due from prior year Debt Service Fund property tax levies. | 35,000 | 35,000 | 35,000 |
| 1,537,698 | 1,578,669 | 1,435,240 | TOTAL PROPERTY TAXES | 1,380,000 | 1,380,000 | 1,380,000 |
| MISCELLANEOUS | | | | | | |
| 7,892 | 3,763 | 4,500 | 6310 Interest | 3,000 | 3,000 | 3,000 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 7,892 | 3,763 | 4,500 | TOTAL MISCELLANEOUS | 3,000 | 3,000 | 3,000 |
| <u>TRANSFERS IN</u> | | | | | | |
| 300,000 | 300,000 | 300,000 | 6900-45 Transfers In - Transportation Transfer from Transportation Fund of system development charges (SDC) allocated to off-set property tax levy. Transfer of \$251,444 reflects final transfer of SDC revenues. Budget Note: Amount available of transportation SDCs for property tax debt service off-set proportionate to use of original bond money on SDC percentage of transportation bond projects. | 251,444 | 251,444 | 251,444 |
| 100,000 | 40,000 | 100,000 | 6900-50 Transfers In - Park Development Transfer from Park Development Fund of system development charges (SDC) to off-set property taxes levied to pay park improvement bond debt service. Budget Note: Amount of park SDCs available for property tax debt service off-set proportionate to use of original bond money spent on SDC percentage of bond projects. Final SDC percentage and dollar amount available for property tax off-set will be finalized after park improvement bond dollars completely spent on park improvement projects. | 100,000 | 100,000 | 100,000 |
| 400,000 | 340,000 | 400,000 | TOTAL TRANSFERS IN | 351,444 | 351,444 | 351,444 |
| 2,780,658 | 2,991,950 | 3,098,615 | TOTAL RESOURCES | 3,147,184 | 3,147,184 | 3,182,184 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

DEBT SERVICE

| | | | | | | |
|------------------|------------------|------------------|--|------------------|------------------|------------------|
| 445,000 | 460,000 | 480,000 | 9460-05 2006 PS & Court/Civic Bldg Bond - Principal - Aug 1 2006 Public Safety and Courtroom/Civic Building principal payment due August 1, 2011; 5th year of 20-year bond. | 500,000 | 500,000 | 500,000 |
| 258,506 | 249,306 | 239,710 | 9460-10 2006 PS & Court/Civic Bldg Bond - Interest - Feb 1 2006 Public Safety and Courtroom/Civic Building Bond interest payment due February 1, 2012. | 229,710 | 229,710 | 229,710 |
| 267,406 | 258,506 | 249,310 | 9460-15 2006 PS & Court/Civic Bldg Bond - Interest - Aug 1 2006 Public Safety and Courtroom/Civic Building Bond interest payment due August 1, 2011. | 239,710 | 239,710 | 239,710 |
| 390,000 | 410,000 | 430,000 | 9480-05 2001 Park Improvements Bond - Principal - Aug 1 2001 Park Improvement Bond principal payment due August 1, 2011; 10th year of 20-year bond. | 450,000 | 450,000 | 450,000 |
| 170,726 | 161,501 | 151,830 | 9480-10 2001 Park Improvements Bond - Interest - Feb 1 2001 Park Improvement Bond interest payment due February 1, 2012. | 141,705 | 141,705 | 141,705 |
| 179,501 | 170,726 | 161,505 | 9480-15 2001 Park Improvements Bond - Interest - Aug 1 2001 Park Improvement Bond interest payment due August 1, 2011. | 151,830 | 151,830 | 151,830 |
| 1,711,140 | 1,710,040 | 1,712,355 | TOTAL DEBT SERVICE | 1,712,955 | 1,712,955 | 1,712,955 |

ENDING FUND BALANCE

| | | | | | | |
|---------|---------|---------|---|---------|---------|---------|
| 410,000 | 430,000 | 450,000 | 9960-10 Designated End FB - Debt Svc Fd - 2001 Park Bond Prin Pmt Aug 1 June 30, 2012 designated cash carryover for payment of the 2001 Park Improvement Bond principal due August 1, 2012 which is prior to 2012-2013 property tax receipts. | 470,000 | 470,000 | 470,000 |
| 170,730 | 161,505 | 151,830 | 9960-15 Designated End FB - Debt Svc Fd - 2001 Park Bond Int Pmt Aug 1 June 30, 2012 designated cash carryover for payment of the 2001 Park Improvement Bond interest due August 1, 2012 which is prior to 2012-2013 property tax receipts. | 141,705 | 141,705 | 141,705 |
| 440,000 | 480,000 | 500,000 | 9960-20 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Prin Pmt Aug 1 June 30, 2012 designated cash carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond principal due August 1, 2012 which is prior to 2012-2013 property tax receipts. | 525,000 | 525,000 | 525,000 |
| 0 | 168,000 | 239,710 | 9960-25 Designated End FB - Debt Svc Fd - Pub Safe Bld Bond Int Pmt Aug 1 June 30, 2012 designated cash carryover for payment of the Public Safety and Courtroom/Civic Buildings Bond interest due August 1, 2012 which is prior to 2012-2013 property tax receipts. | 229,710 | 229,710 | 229,710 |
| 48,788 | 42,405 | 44,720 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 67,814 | 67,814 | 102,814 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,069,518 | 1,281,910 | 1,386,260 | <u>TOTAL ENDING FUND BALANCE</u> | 1,434,229 | 1,434,229 | 1,469,229 |
| 2,780,658 | 2,991,950 | 3,098,615 | <i>TOTAL REQUIREMENTS</i> | 3,147,184 | 3,147,184 | 3,182,184 |

Budget Document Report

60 - DEBT SERVICE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 2,780,658 | 2,991,950 | 3,098,615 | <i>TOTAL RESOURCES</i> | 3,147,184 | 3,147,184 | 3,182,184 |
| 2,780,658 | 2,991,950 | 3,098,615 | <i>TOTAL REQUIREMENTS</i> | 3,147,184 | 3,147,184 | 3,182,184 |



BUILDING FUND





Building Fund

Budget Highlights

- The current economic conditions and corresponding lack of building activity, have substantially reduced operating revenue generated by building permit fees. In response to the lower fund revenues, materials and services expenses were held to a minimum and reduced where possible; training, education & travel budgets were reduced to only include that required by the State of Oregon to maintain certifications.
- Even with these cost reduction measures, expenses exceeded revenues during the past two fiscal years resulting in lower fund balances. The fund balance, which was approximately \$331,000 at the beginning of 2010-11, is projected to be approximately \$3,800 at the end of 2011-12. Therefore, a General Fund transfer of \$50,000 is included in the 2011-12 proposed budget to provide for an adequate contingency in the Building Fund.

Core Services

Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

Future Challenges and Opportunities

- Staff will continue to monitor revenues and expenses, and further staffing reductions will be implemented, if necessary. It should be noted that further staffing reductions may impact the Division's ability to provide the state mandated and approved services related to building code enforcement, and will impact the timing of the inspection and plan review services provided to customers.



40 new living units in 2010
686 in the last 5 years

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 335,999 | 224,445 | 325,100 | 100,655 |
| Personal Services | 340,460 | 336,601 | 363,880 | 27,279 |
| Materials & Services | 31,721 | 36,542 | 53,423 | 16,881 |
| Capital Outlay | - | 771 | 3,032 | 2,261 |
| Transfers Out | 42,732 | 44,002 | 43,884 | (118) |
| Total Expenditures | 414,913 | 417,916 | 464,219 | 46,303 |
| Net Expenditures | (78,914) | (193,471) | (139,119) | (54,352) |

Full-Time Equivalent (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| FTE Adopted Budget | 3.65 | | |
| No change | | - | |
| FTE Proposed Budget | | | 3.65 |



Building Fund

Historical Highlights

- 1969** State of Oregon adopts the 1968 edition of the National Electrical Code.
- 1970s** Early 1970s City of McMinnville establishes the Building Division and begins conducting limited plan reviews and field inspections.
- 1988** City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.
- 1991** Building Division Advisory Board created with various stakeholders from the building community.
- 1994** Staffing level grows to include 5 inspector/plans examiners, as well as the Building Official and administrative staff.
- 1995** Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.
- 1997** Due to staff reductions related to Measure 47/50, Building Division begins to use additional outside consultants for plan reviews.
- 1997** Building Division management moved into the newly created Community Development Department with ultimate goal of a “one-stop” development center.
- 2000** Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.
- 2002** City Council increases building permit fees to provide adequate revenue for Building Division to become self-supporting.
- 2005** The annual review of the reserve balance indicated that the revenue reserve would exceed the reserve limits. The fee schedule applied to building permits was adjusted to reduce revenue generation by approximately 10%.
- 2006** An additional inspector position filled.
- 2007** Division moved to new Community Development Center.
- 2009** New rules of OAR 918-050 required municipalities to develop statewide uniform fee methodology. This was implemented January 1, 2009
- 2009** Due to downturn in the construction industry, one inspector position was eliminated upon staff retirement.
- 2010** As a cost saving measure, the Building Division instituted a policy of two furlough days per month for all personnel.
- 2011** Staff furlough days were eliminated.
- 2012** First year of General Fund support transfer; \$50,000.



9 new commercial buildings built in 2010

Value of construction = \$36,582,057

Building Fund

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> | |
|---------------------------------|------------------------|-------|-----------------|-------------------------|--------|
| Fund Department | | | | Page | Amount |
| <u>Permit Technician</u> | 1 | 328 | 48,510 | | |
| General Fund | | | | | |
| Engineering (0.60 FTE) | | | | 20 | 29,106 |
| Building Fund (0.40 FTE) | | | | 210 | 19,404 |
| <u>Permit Technician</u> | 1 | 328 | 46,234 | | |
| General Fund | | | | | |
| Engineering (0.25 FTE) | | | | 20 | 11,559 |
| Planning (0.50 FTE) | | | | 24 | 23,116 |
| Building Fund (0.25 FTE) | | | | 210 | 11,559 |

Budget Document Report

70 - BUILDING FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 0 | 410,698 | 314,875 | 4090 Beginning Fund Balance Estimated Building Division designated cash carryover at July 1, 2011 discloses estimated accumulation of building fees over costs since the statutory requirement to track the use of building fees began July 1, 2000. | 193,000 | 193,000 | 210,000 |
| 0 | 410,698 | 314,875 | TOTAL BEGINNING FUND BALANCE | 193,000 | 193,000 | 210,000 |
| LICENSES AND PERMITS | | | | | | |
| 131,627 | 245,973 | 160,000 | 4400-05 Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees. | 190,000 | 190,000 | 190,000 |
| 27,486 | 43,398 | 30,000 | 4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees. | 45,000 | 45,000 | 45,000 |
| 38,683 | 43,408 | 32,000 | 4400-15 Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees. | 35,000 | 35,000 | 35,000 |
| 2,700 | 1,545 | 645 | 4400-20 Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees. | 4,000 | 4,000 | 4,000 |
| 498 | 55 | 200 | 4400-25 Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including sidewalk, driveway, and re-inspection fees. | 100 | 100 | 100 |
| 200,994 | 334,380 | 222,845 | TOTAL LICENSES AND PERMITS | 274,100 | 274,100 | 274,100 |
| MISCELLANEOUS | | | | | | |
| 9,719 | 1,619 | 1,600 | 6310 Interest | 1,000 | 1,000 | 1,000 |
| 8 | 0 | 0 | 6600-97 Other Income - Building | 0 | 0 | 0 |
| 9,728 | 1,619 | 1,600 | TOTAL MISCELLANEOUS | 1,000 | 1,000 | 1,000 |
| TRANSFERS IN | | | | | | |
| 762,980 | 0 | 0 | 6900-01 Transfers In - General Fund Transfer from General Fund is necessary to provide adequate fund balance in the Building Fund. | 50,000 | 50,000 | 50,000 |
| 762,980 | 0 | 0 | TOTAL TRANSFERS IN | 50,000 | 50,000 | 50,000 |
| 973,701 | 746,696 | 539,320 | TOTAL RESOURCES | 518,100 | 518,100 | 535,100 |

70 - BUILDING FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 294,835 | 235,742 | 227,605 | 7000-05 Salaries & Wages - Regular Full Time Building Official - 1.00 FTE Building Inspector III - 2.00 FTE Permit Technician - Eng / Bldg - 0.40 FTE Permit Technician - Combined Depts - 0.25 FTE | 244,311 | 244,311 | 244,311 |
| 0 | 0 | 0 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 0 | 0 | 300 | 7000-20 Salaries & Wages - Overtime | 300 | 300 | 300 |
| 17,430 | 13,669 | 13,479 | 7300-05 Fringe Benefits - FICA - Social Security | 15,167 | 15,167 | 15,167 |
| 4,076 | 3,197 | 3,152 | 7300-06 Fringe Benefits - FICA - Medicare | 3,547 | 3,547 | 3,547 |
| 66,810 | 46,983 | 48,329 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 58,999 | 58,999 | 58,999 |
| 33,668 | 35,867 | 38,546 | 7300-20 Fringe Benefits - Medical Insurance | 35,834 | 35,834 | 35,372 |
| 278 | 232 | 231 | 7300-25 Fringe Benefits - Life Insurance | 231 | 231 | 231 |
| 1,551 | 1,312 | 1,182 | 7300-30 Fringe Benefits - Long Term Disability | 1,336 | 1,336 | 1,336 |
| 3,810 | 3,375 | 3,671 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 4,049 | 4,049 | 4,049 |
| 103 | 84 | 106 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 106 | 106 | 106 |
| 422,560 | 340,460 | 336,601 | <u>TOTAL PERSONAL SERVICES</u> | 363,880 | 363,880 | 363,418 |

MATERIALS AND SERVICES

| | | | | | | |
|-------|-------|-------|--|-------|-------|-------|
| 0 | 157 | 500 | 7520 Public Notices & Printing Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information. | 500 | 500 | 500 |
| 158 | 141 | 300 | 7540 Employee Development | 200 | 200 | 200 |
| 4,413 | 1,235 | 2,000 | 7550 Travel & Education Training seminars and classes to maintain staff certifications, some of which are required by the State of Oregon. | 2,000 | 2,000 | 2,000 |
| 1,000 | 861 | 1,500 | 7590 Fuel - Vehicle & Equipment | 1,700 | 1,700 | 1,700 |
| 2,076 | 1,669 | 2,100 | 7600 Electric & Natural Gas Division's share of Community Development Center's electricity expense, ~25%. | 1,900 | 1,900 | 1,900 |
| 3,400 | 3,300 | 1,634 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 1,670 | 1,670 | 1,670 |
| 800 | 800 | 681 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 660 | 660 | 660 |
| 4,036 | 3,354 | 4,000 | 7620 Telecommunications | 4,000 | 4,000 | 4,000 |

Budget Document Report

70 - BUILDING FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|
| 1,512 | 1,488 | 1,700 | 7650 | Janitorial | Division's share of Community Development Center janitorial service and supplies cost, ~25%. | 1,900 | 1,900 | 1,900 |
| 5,557 | 3,275 | 3,500 | 7660 | Materials & Supplies | Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment. | 4,000 | 4,000 | 4,000 |
| 180 | 843 | 500 | 7720 | Repairs & Maintenance | Repairs and maintenance of vehicles and office equipment. | 500 | 500 | 500 |
| 510 | 123 | 1,250 | 7720-08 | Repairs & Maintenance - Building Repairs | Division's share of Community Development Center's repairs and improvements, ~25%. | 3,500 | 3,500 | 3,500 |
| 586 | 764 | 1,150 | 7720-10 | Repairs & Maintenance - Building Maintenance | Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%. | 1,700 | 1,700 | 1,700 |
| 2,286 | 1,038 | 2,500 | 7750 | Professional Services | | 2,500 | 2,500 | 2,500 |
| | | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Audit fee allocation | | 1 | 990 | 990 |
| | | | | Section 125 administration fee | | 1 | 50 | 50 |
| | | | | Miscellaneous professional services | | 1 | 1,460 | 1,460 |
| 980 | 1,155 | 2,000 | 7750-33 | Professional Services - Contract Inspections | Contract inspection services for large commercial projects and to augment staff building inspectors, when needed. | 2,500 | 2,500 | 2,500 |
| 2,454 | 798 | 2,500 | 7750-36 | Professional Services - Contract Plan Review | Contract plan reviews and engineering services on commercial projects. | 2,000 | 2,000 | 2,000 |
| 1,198 | 1,205 | 1,250 | 7790-20 | Maintenance & Rental Contracts - Community Development Center | Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%. | 1,550 | 1,550 | 1,550 |
| 1,332 | 0 | 0 | 7800 | M & S Equipment | | 0 | 0 | 0 |
| 24,272 | 7,506 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | 0 | 0 | 0 |
| 7,900 | 2,009 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | 0 | 0 | 0 |
| 0 | 0 | 4,217 | 7840 | M & S Computer Charges | | 7,073 | 7,073 | 7,148 |
| | | | | <u>Description</u> | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | | 1 | 7,148 | 7,148 |

Budget Document Report

70 - BUILDING FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 3,260 | 7840-80 | M & S Computer Charges - Building | | 13,570 | 13,570 | 13,570 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Accela Permits Plus - 20% shared with Engineering & Planning | 1 | 12,400 | 12,400 | |
| | | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Park Maint,Street,& WWS | 1 | 1,170 | 1,170 | |
| 64,649 | 31,721 | 36,542 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 53,423 | 53,423 | 53,498 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 0 | 0 | 771 | 8750 | Capital Outlay Computer Charges | | 3,032 | 3,032 | 3,032 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 3,032 | 3,032 | |
| 13,201 | 0 | 0 | 8850 | Vehicles | | 0 | 0 | 0 |
| 13,201 | 0 | 771 | <u>TOTAL CAPITAL OUTLAY</u> | | | 3,032 | 3,032 | 3,032 |
| | | | <u>TRANSFERS OUT</u> | | | | | |
| 51,166 | 31,996 | 33,139 | 9700-01 | Transfers Out - General Fund | | 32,355 | 32,355 | 32,325 |
| | | | | Transfer to General Fund for personnel cost allocations for Administration, Finance, and Engineering support services. | | | | |
| 11,428 | 10,736 | 10,863 | 9700-80 | Transfers Out - Information Systems | | 11,529 | 11,529 | 11,509 |
| | | | | Transfer to Information Services Fund for personnel cost allocations for computer support. | | | | |
| 62,594 | 42,732 | 44,002 | <u>TOTAL TRANSFERS OUT</u> | | | 43,884 | 43,884 | 43,834 |
| | | | <u>CONTINGENCIES</u> | | | | | |
| 0 | 0 | 84,500 | 9800 | Contingencies | | 50,000 | 50,000 | 60,000 |
| 0 | 0 | 84,500 | <u>TOTAL CONTINGENCIES</u> | | | 50,000 | 50,000 | 60,000 |
| | | | <u>ENDING FUND BALANCE</u> | | | | | |
| 410,698 | 331,784 | 36,904 | 9999 | Unappropriated Ending Fd Balance | | 3,881 | 3,881 | 11,318 |
| | | | | Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | | | | |
| 410,698 | 331,784 | 36,904 | <u>TOTAL ENDING FUND BALANCE</u> | | | 3,881 | 3,881 | 11,318 |
| 973,702 | 746,697 | 539,320 | <u>TOTAL REQUIREMENTS</u> | | | 518,100 | 518,100 | 535,100 |

Budget Document Report

70 - BUILDING FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 973,701 | 746,696 | 539,320 | <i>TOTAL RESOURCES</i> | 518,100 | 518,100 | 535,100 |
| 973,702 | 746,696 | 539,320 | <i>TOTAL REQUIREMENTS</i> | 518,100 | 518,100 | 535,100 |



WASTEWATER SERVICES



| <u>Organization Set – Departments</u> | <u>Organization Set #</u> |
|--|----------------------------------|
| • Administration | 75-01 |
| • Plant | 75-72 |
| • Environmental Services | 75-74 |
| • Pump Stations | 75-76 |
| • Conveyance Systems | 75-78 |
| • Non-Departmental | 75-99 |



Budget Highlights

- Continue commitment to exceed environmental requirements, to protect water resources and to guard public health while providing vital utilities at reasonable rates.
- Wastewater Services Division budget includes an additional FTE in harmony with the Facilities Plan and Rate Study. Organizational and staffing changes are proposed as follows:
 - A new Senior Mechanic/SCADA Technician added to maintain aging equipment and provide leadership to the Maintenance Section. Technician will also be responsible for maintaining and improving the control system.
 - One Utility Worker II position upgraded to Senior Utility Worker to provide enhanced field leadership to the Conveyance Section and to prepare staff for future leadership opportunities within Wastewater Services.
 - Senior position upgraded to Environmental Services Supervisor to provide for better flow of leadership and a building of the bench for the future.
- The Water Reclamation Facility (WRF) is now in its 16th-year of operation. As part of a long term wastewater treatment planning process, the new WRF Facilities Master Plan has been approved by the Department of Environmental Quality (DEQ). This plan covers the next 20 year planning period relating to wastewater facility capacity needs to accommodate continued community growth and changing water quality regulations. In accordance with this plan, work on the Secondary Treatment Process improvements are included in this budget. Funding to begin design of the WRF plant expansion is also included.
- The Transfer Out to Wastewater Capital includes funds for 2011-12 debt service payments for the 2004 Sewer Revenue Refunding Bonds, ratepayer contribution for 2011-12; and an additional ratepayer contribution for 2010-11, as recommended by the 2010 Wastewater Services Financial Plan.
- The Sanitary Sewer Conveyance Master Plan recommended continued repair, rehabilitation and replacement of aging sewer lines. This work is ongoing and includes rehabilitation work in the Downtown sanitary sewer basin. Further, flow monitoring and smoke testing to assess the state of these efforts is included.
- New water quality regulations likely will include:
 - Involvement in the second Yamhill River TMDL focusing on temperature limitations and other pollutants.
 - Toxics sampling and evaluation in response to changes in water quality standards related to fish consumption rates.
 - New permit negotiation and implementation.
- Pretreatment Program revisions related to ongoing DEQ evaluation and approval.
- New Programs, Projects, or Equipment:
 - Cozine Pump Station low flow pump designed to improve energy efficiency. This program, in partnership with Bonneville Power will improve the station's sustainability and capacity.
 - Improvement of the Supervisory Control and Data Acquisition (SCADA) control system by replacing the primary computer. The existing computer is becoming unreliable and experiences system failures.
 - Construction of the Conveyance Section building. This building will house the new vacuum/jet truck, excavator and flat bed trailer.
 - General Sewer System Repairs and Maintenance: This is designed to increase reliability, capacity and efficiency through inflow & infiltration (I&I) reduction.
 - Improvements to #3 Aerobic Digester will create better treatment and redundancy in our biosolids processing program.

Core Services

Administration

- Provide organization, planning and support to meet the short-term and long-term needs of all of Wastewater Services sections.
- Ensure the reporting requirements to EPA, DEQ and other regulatory agencies are achieved.

Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve NPDES permit requirements and protect the environment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.



Parker Ag applied 4,927,500 gallons or 640.3 metric tons of biosolids in 2010 for Wastewater Services.

- Perform predictive, preventative, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.

Pretreatment

- Provide industries and the public 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.

Laboratory

- Perform required laboratory analysis per the NPDES permit.
- Maintain precision and accuracy through extensive quality assurance and quality control measures.

Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.



The Conveyance Department is responsible for maintaining 149 miles of sanitary sewer infrastructure.

(Pictured: The conveyance crew in front of the new Vac Con)

- Select sewer project repairs to be performed by staff.
- Continue to maintain the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow inflow and infiltration (I&I) into the system.
- Replace sanitary sewer laterals from the sewer mainline to property line as needed.
- Utilize an asset management system to record sewer maintenance and condition and prioritize repairs.

Future Challenges and Opportunities

Administration – #75-01

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits are likely to need attention.
- Participation in South Yamhill River Total Maximum Daily Load (TMDL) process with DEQ.
- Complete construction related to the first phase of Secondary Treatment improvements recommended in the WRF Facilities Master Plan.
- Begin design of the second phase addition of Secondary and Tertiary process tanks.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Employee development related to organizational changes anticipated within the division.
- Public outreach and education related to wastewater issues.

Plant / Pump Stations - #75-72 and #75-76

- Compliance with a new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through the Energy Smart Industrial's Track and Tune program.

Feature article in the September 2010 Water Environment and Technology magazine. McMinnville's Water Reclamation Facility was highlighted in the Operations Forum.

(Pictured: Matt Young measuring the solids level in a clarifier.)



- Improvement to plant and pump station computer control systems, including replacement of the primary control system computer.
- Monitoring for progress with I&I issues and other improvements to the collections system.

- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventative maintenance on the aging WRF equipment and processes.

Laboratory – #75-74-310

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Yamhill Basin Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the Environmental Protection Agency (EPA) quality assurance program by continuing to score 100% on all test parameters.

Wastewater Services Laboratory consistently produces accurate and defensible data.

(Pictured: Erik Grimstad, the newest lab technician records data)



- Continue Wastewater Services Laboratory internship program with Linfield College for the 7th year.
- Continue employee development of new laboratory technician.
- Develop and implement a replacement schedule for aging laboratory instruments.

Pretreatment Program – #75-74-315

- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Provide revised Pretreatment Program procedures including an approved Sewer Use Ordinance and new local limits for Council adoption.
- Continue public outreach and education on pretreatment topics including Storm Water catch basin labeling.
- Continue to coordinate with state drug take back programs to reduce the potential for water quality issues with disposed pharmaceuticals.

Wastewater Services Fund

2011 – 2012 Proposed Budget --- Budget Summary

- o Implementation of the Pretreatment Program updates once approved by council.
- o Continued involvement with water quality environmental rule making.

Conveyance Systems – #75-78-320

- o Prioritization of conveyance video and cleaning work.
- o Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- o Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- o Perform software training for conveyance crew members.



The newest addition to Wastewater Services is a 2012 Vac Con. WS expects this equipment to improve our ability to maintain the conveyance system with better fuel efficiency. (Pictured: the new and the old Vac Con.)

- o Maintain the sanitary sewer collection system in compliance with the National Pollutant Discharge Elimination System (NPDES) permit.
- o Evaluate sanitary sewer cleaning and video inspection schedule and adjust to maintain appropriate level of service.
- o Planning for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- o Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance requirements included in the new NPDES permit.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 7,904,310 | 7,974,526 | 8,133,426 | 158,900 |
| Personal Services | 1,492,648 | 1,563,670 | 1,707,849 | 144,179 |
| Materials & Services | 1,141,298 | 1,409,203 | 1,395,615 | (13,588) |
| Capital Outlay | 520,956 | 921,284 | 432,825 | (488,459) |
| Transfers Out | 4,577,672 | 4,120,184 | 6,000,525 | 1,880,341 |
| Total Expenditures | 7,732,574 | 8,014,341 | 9,536,814 | 1,522,473 |
| Net Expenditures | 171,736 | (39,815) | (1,403,388) | 1,363,573 |

Full-Time Equivalents (FTE)

| | 2010-11 | | 2011-12 |
|---------------------------------------|-------------------|-------------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 19.46 | | |
| Supervisor - Environmental Services * | | 1.00 | |
| Senior Laboratory Technician * | | (0.50) | |
| Senior Environmental Technician * | | (0.50) | |
| Senior Mechanic | | 1.00 | |
| Senior Utility Worker | | 1.00 | |
| Utility Worker II | | (1.00) | |
| FTE Proposed Budget | | 1.00 | 20.46 |

* Note: the Environmental Services Supervisor is a new position. It is expected that either the Senior Laboratory Technician position or the Senior Environmental Technician position will be eliminated upon completion of an internal recruitment process for the supervisor position. Due to the uncertainty, both the Sr Lab Tech and the Sr Environ Tech have been budgeted at 0.50 FTE.

- 1900** First organized effort for a municipal sewage collection system was made early in the 1900's.
- 1915** The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- 1950** In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- 1953** McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- 1956** The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- 1964** First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971** Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989** Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- 1991** Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991 Facilities Plan*. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- 1992** A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993** City breaks ground on constructing the new Water Reclamation Facility (WRF).
- 
- 1993** Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.

Wastewater Services Fund

Historical Highlights

1994 City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

1995 First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.

1996 The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



1996 Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.

1997 Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

1997 City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.

1998 WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.

1998 City purchases first TV inspection unit to inspect underground pipes.

1999 The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.

1999 WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

1999 City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.

2000 Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.

2001 A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.

2003 A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.

2005 A new pump station added in the Autumn Ridge Development.

2005 An equipment storage building is completed for sewer maintenance equipment and the Conveyance System. Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

Wastewater Services Fund

Historical Highlights

2006 Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.

2006 Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.

2006 PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

Wastewater Services Fund

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

| <u>Position Description</u> | | | | <u>Detailed Summary</u> | |
|--|-----------|-------|---------|-------------------------|---------|
| Fund | | | | Page | Amount |
| Department | Number of | Range | Total | | |
| Section | Employees | | Salary | | |
| <u>Environmental Services Supervisor</u> | 1 | 344 | 69,028 | | |
| Wastewater Services Fund | | | | | |
| Environmental Services | | | | | |
| Laboratory (0.50 FTE) | | | | 224 | 34,514 |
| Pretreatment (0.50 FTE) | | | | 226 | 34,514 |
| <u>SS & SD Maintenance Supervisor</u> | 1 | 338 | 64,677 | | |
| Street Fund (0.10 FTE) | | | | 172 | 6,468 |
| Wastewater Services Fund | | | | | |
| Conveyance Systems | | | | | |
| Sanitary (0.90 FTE) | | | | 229 | 58,209 |
| <u>Senior Utility Worker - WRF</u> | 1 | 330 | 50,617 | | |
| Street Fund (0.10 FTE) | | | | 172 | 5,062 |
| Wastewater Services Fund | | | | | |
| Conveyance Systems | | | | | |
| Sanitary (0.90 FTE) | | | | 229 | 45,555 |
| <u>Mechanic - Public Works</u> | 1 | 326 | 49,224 | | |
| General Fund | | | | | |
| Park Maintenance (0.45 FTE) | | | | 146 | 22,151 |
| Street Fund (0.45 FTE) | | | | 172 | 22,151 |
| Wastewater Services Fund | | | | | |
| Administration (0.10 FTE) | | | | 216 | 4,922 |
| <u>Utility Worker II - WRF</u> | 4 | 326 | 182,945 | | |
| Street Fund (0.40 FTE) | | | | 172 | 18,295 |
| Wastewater Services Fund | | | | | |
| Conveyance Systems | | | | | |
| Sanitary (3.60 FTE) | | | | 229 | 164,650 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 1,000,000 | 1,000,000 | 1,000,000 | 4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance comprised of estimated Sewer Accounts Receivable balance at July 1, 2011. | 1,000,000 | 1,000,000 | 1,000,000 |
| 1,678,932 | 1,913,644 | 2,014,850 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 2,419,000 | 2,419,000 | 2,543,000 |
| 2,678,932 | 2,913,644 | 3,014,850 | <u>TOTAL BEGINNING FUND BALANCE</u> | 3,419,000 | 3,419,000 | 3,543,000 |
| 2,678,932 | 2,913,644 | 3,014,850 | <i>TOTAL RESOURCES</i> | 3,419,000 | 3,419,000 | 3,543,000 |



ADMINISTRATION



Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>MISCELLANEOUS</u> | | | | | | |
| 1,478 | 0 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |
| 1,478 | 0 | 0 | <u>TOTAL MISCELLANEOUS</u> | 0 | 0 | 0 |
| 1,478 | 0 | 0 | <i>TOTAL RESOURCES</i> | 0 | 0 | 0 |

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 130,035 | 136,161 | 136,905 | 7000-05 Salaries & Wages - Regular Full Time Wastewater Services Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE | 125,253 | 125,253 | 125,253 |
| 4,549 | 13,980 | 20,000 | 7000-15 Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.96 FTE | 20,000 | 20,000 | 20,000 |
| 185 | 149 | 1,001 | 7000-20 Salaries & Wages - Overtime | 1,001 | 1,001 | 1,001 |
| 7,977 | 8,833 | 9,791 | 7300-05 Fringe Benefits - FICA - Social Security | 9,068 | 9,068 | 9,068 |
| 1,865 | 2,066 | 2,290 | 7300-06 Fringe Benefits - FICA - Medicare | 2,122 | 2,122 | 2,122 |
| 29,510 | 27,167 | 29,883 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 29,107 | 29,107 | 29,107 |
| 19,753 | 21,623 | 21,992 | 7300-20 Fringe Benefits - Medical Insurance | 26,654 | 26,654 | 26,252 |
| 123 | 132 | 132 | 7300-25 Fringe Benefits - Life Insurance | 132 | 132 | 132 |
| 645 | 733 | 730 | 7300-30 Fringe Benefits - Long Term Disability | 688 | 688 | 688 |
| 4,422 | 4,956 | 5,546 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 4,018 | 4,018 | 4,018 |
| 58 | 74 | 89 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 89 | 89 | 89 |
| 996 | 0 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 200,119 | 215,874 | 228,359 | <u>TOTAL PERSONAL SERVICES</u> | 218,132 | 218,132 | 217,730 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|---|--------|--------|--------|
| 436 | 519 | 2,000 | 7530 Safety Training/OSHA Safety meetings, training films, posters, and handouts, etc. | 1,000 | 1,000 | 1,000 |
| 510 | 723 | 1,100 | 7540 Employee Development | 800 | 800 | 800 |
| 10,470 | 12,254 | 14,850 | 7550 Travel & Education Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification. | 14,850 | 14,850 | 14,850 |

| <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|---------------------------------------|--------------|-----------------|--------------|
| Environmental Services Department | 1 | 2,500 | 2,500 |
| Operations and Maintenance Department | 1 | 2,500 | 2,500 |
| Administration Department | 1 | 2,500 | 2,500 |
| Conveyance Department | 1 | 2,500 | 2,500 |
| Combined Department Training | 1 | 4,850 | 4,850 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 40,800 | 36,500 | 24,170 | 7610-05 | Insurance - Liability | | 25,150 | 25,150 | 25,150 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | |
| 40,600 | 39,000 | 23,437 | 7610-10 | Insurance - Property | | 22,920 | 22,920 | 22,920 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | |
| 17,467 | 18,155 | 21,000 | 7620 | Telecommunications | | 20,000 | 20,000 | 20,000 |
| | | | | Telephone and fax usage, pagers, and Nextel communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services. | | | | |
| 6,574 | 7,073 | 7,500 | 7650 | Janitorial | | 7,500 | 7,500 | 7,500 |
| | | | | WRF Administration and Headworks building janitorial charges. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Janitorial services contract | 1 | 5,700 | 5,700 | |
| | | | | Janitorial supplies | 1 | 1,800 | 1,800 | |
| 29,302 | 26,459 | 42,000 | 7660 | Materials & Supplies | | 36,000 | 36,000 | 36,000 |
| | | | | Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Safety, personal protective equipment & supplies | 1 | 10,000 | 10,000 | |
| | | | | Office supplies | 1 | 14,000 | 14,000 | |
| | | | | Shipping & miscellaneous | 1 | 10,000 | 10,000 | |
| | | | | Copier, printer & fax services | 1 | 2,000 | 2,000 | |
| 5,396 | 8,493 | 7,500 | 7740-05 | Rental Property Repair & Maint - Building | | 7,500 | 7,500 | 7,500 |
| | | | | Budget Note: Includes CIS Trust surplus distribution. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Insurance - liability | 1 | 80 | 80 | |
| | | | | Insurance - property | 1 | 370 | 370 | |
| | | | | Property taxes | 1 | 2,100 | 2,100 | |
| | | | | Miscellaneous repair, maintenance, etc. | 1 | 4,950 | 4,950 | |

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|--------|
| 29,018 | 44,195 | 89,450 | 7750 | Professional Services | | | 80,807 | 80,807 | 80,807 |
| | | | | 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> | | |
| | | | | TMDL consulting and advisement | 1 | 20,000 | 20,000 | | |
| | | | | Audit fee allocation | 1 | 6,550 | 6,550 | | |
| | | | | Pretreatment assistance | 1 | 10,000 | 10,000 | | |
| | | | | Section 125 administration fee | 1 | 100 | 100 | | |
| | | | | Wastewater rate brochure | 1 | 3,500 | 3,500 | | |
| | | | | Water & Light Department annual sewer billing fee | 1 | 600 | 600 | | |
| | | | | Environmental legal assistance | 1 | 5,000 | 5,000 | | |
| | | | | Wastewater facilities consulting | 1 | 25,000 | 25,000 | | |
| | | | | Energy efficiency program development | 1 | 6,000 | 6,000 | | |
| | | | | Northwest Biosolids Association dues | 1 | 657 | 657 | | |
| | | | | ACWA sanitary sewer overflow (SSO) consultation fee | 1 | 2,300 | 2,300 | | |
| | | | | ACWA annual membership fee | 1 | 1,100 | 1,100 | | |
| 24,720 | 23,192 | 29,450 | 7790 | Maintenance & Rental Contracts | | | 30,450 | 30,450 | 30,450 |
| | | | | 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> | | |
| | | | | Elevator maintenance contract | 1 | 1,800 | 1,800 | | |
| | | | | Fire alarm monitoring and service | 1 | 600 | 600 | | |
| | | | | Landscape tree spray service | 1 | 550 | 550 | | |
| | | | | Landscape maintenance contract | 1 | 21,000 | 21,000 | | |
| | | | | Fire sprinklers, extinguishers and backflow maintenance | 1 | 6,500 | 6,500 | | |
| 25,688 | 21,700 | 0 | 7830-98 | M & S Computer Charges - IS Fund - Computer Services | | | 0 | 0 | 0 |
| 18,700 | 12,639 | 0 | 7830-99 | M & S Computer Charges - IS Fund - Computer M&S Equipment | | | 0 | 0 | 0 |
| 0 | 0 | 33,426 | 7840 | M & S Computer Charges | | | 25,488 | 25,488 | 25,757 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 25,757 | 25,757 | | |

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 8,100 | 7840-85 | M & S Computer Charges - WWS | | 20,080 | 20,080 | 20,080 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | B&W printer replacement - headworks | 1 | 1,200 | 1,200 | |
| | | | | Laptop replacement - collections | 1 | 1,500 | 1,500 | |
| | | | | Arcview licenses - collections laptop & workstation | 2 | 1,200 | 2,400 | |
| | | | | Workstation warranty extensions | 3 | 120 | 360 | |
| | | | | Video storage unit | 1 | 1,000 | 1,000 | |
| | | | | MP2 maintenance management software maintenance | 1 | 2,200 | 2,200 | |
| | | | | OPS32 Ops and lab management software maintenance | 1 | 950 | 950 | |
| | | | | Rockwell control system maintenance | 1 | 4,500 | 4,500 | |
| | | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Park Maint,Street,& Bldg | 1 | 1,170 | 1,170 | |
| | | | | Hansen sewer database - 70% shared w/Eng, Park Maint, & Street | 1 | 3,300 | 3,300 | |
| | | | | Workstation replacement | 1 | 1,500 | 1,500 | |
| 36,874 | 37,698 | 33,400 | 8260 | Permit & Basin Council Fees | | 32,650 | 32,650 | 32,650 |
| | | | | State and federal agency fees and permits. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Oregon DEQ National Pollutant Discharge Elimination (NPDES) permit fee | 1 | 12,000 | 12,000 | |
| | | | | Federal USGS monitor site fee - Yamhill River | 1 | 7,000 | 7,000 | |
| | | | | Oregon DEQ population base fee | 1 | 3,700 | 3,700 | |
| | | | | Oregon DEQ pretreatment program fees | 1 | 3,000 | 3,000 | |
| | | | | Oregon DEQ certification program fee | 1 | 1,400 | 1,400 | |
| | | | | Oregon DEQ plan review fee | 1 | 1,500 | 1,500 | |
| | | | | Oregon DEQ hazardous substance fee | 1 | 800 | 800 | |
| | | | | Oregon Department of Consumer Services compressor fee | 1 | 500 | 500 | |
| | | | | Oregon DEQ stormwater program fee | 1 | 500 | 500 | |
| | | | | Greater Yamhill Watershed Council related support | 1 | 2,250 | 2,250 | |
| 286,554 | 288,600 | 337,383 | TOTAL MATERIALS AND SERVICES | | | 325,195 | 325,195 | 325,464 |
| | | | CAPITAL OUTLAY | | | | | |
| 0 | 0 | 4,284 | 8750 | Capital Outlay Computer Charges | | 10,925 | 10,925 | 10,925 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 10,925 | 10,925 | |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :01 - ADMINISTRATION | | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|------------------------------|-----------------|--------------|----------------------------|----------------------------|---------------------------|
| | | | Section :N/A | | | | | | |
| | | | Program :N/A | | | | | | |
| 29,271 | 11,777 | 102,000 | 8800 | Building Improvements | | | 225,000 | 225,000 | 225,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | | |
| | | | Conveyance building expansion - construction | 1 | 225,000 | 225,000 | | | |
| 29,271 | 11,777 | 106,284 | <u>TOTAL CAPITAL OUTLAY</u> | | | | 235,925 | 235,925 | 235,925 |
| 515,944 | 516,251 | 672,026 | <u>TOTAL REQUIREMENTS</u> | | | | 779,252 | 779,252 | 779,119 |



PLANT



75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :72 - PLANT Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|--|----------------|----------------|----------------|
| 354,346 | 360,073 | 374,598 | 7000-05 Salaries & Wages - Regular Full Time Operations Superintendent - 1.00 FTE Senior Operator - 1.00 FTE Operator II - 3.00 FTE Senior Mechanic - 1.00 FTE - new position Mechanic - 2.00 FTE | 431,990 | 431,990 | 431,990 |
| 7,474 | 9,710 | 10,000 | 7000-20 Salaries & Wages - Overtime | 10,000 | 10,000 | 10,000 |
| 21,129 | 21,249 | 23,846 | 7300-05 Fringe Benefits - FICA - Social Security | 27,403 | 27,403 | 27,403 |
| 4,942 | 4,969 | 5,576 | 7300-06 Fringe Benefits - FICA - Medicare | 6,408 | 6,408 | 6,408 |
| 81,988 | 64,512 | 74,855 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 102,235 | 102,235 | 102,235 |
| 70,132 | 84,767 | 87,342 | 7300-20 Fringe Benefits - Medical Insurance | 107,390 | 107,390 | 105,752 |
| 406 | 436 | 441 | 7300-25 Fringe Benefits - Life Insurance | 504 | 504 | 504 |
| 1,954 | 2,048 | 2,078 | 7300-30 Fringe Benefits - Long Term Disability | 2,382 | 2,382 | 2,382 |
| 15,016 | 15,022 | 17,076 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 15,336 | 15,336 | 15,336 |
| 162 | 173 | 203 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 232 | 232 | 232 |
| 557,550 | 562,958 | 596,015 | TOTAL PERSONAL SERVICES | 703,880 | 703,880 | 702,242 |

MATERIALS AND SERVICES

| 0 | 0 | 0 | 7550 Travel & Education | 0 | 0 | 0 | | | | | | | | | | | | |
|-------------|---------|----------|---|-------------|---------|----------|-------|-------------|---|---------|---------|-------------|---|--------|--------|--|--|--|
| 3,839 | 4,390 | 5,500 | 7590 Fuel - Vehicle & Equipment Gas and diesel - vehicles, rolling stock and generators. | 5,500 | 5,500 | 5,500 | | | | | | | | | | | | |
| 216,743 | 198,337 | 220,000 | 7600 Electric & Natural Gas Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive. | 240,000 | 240,000 | 240,000 | | | | | | | | | | | | |
| | | | <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Electricity</td> <td>1</td> <td>220,000</td> <td>220,000</td> </tr> <tr> <td>Natural gas</td> <td>1</td> <td>20,000</td> <td>20,000</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Electricity | 1 | 220,000 | 220,000 | Natural gas | 1 | 20,000 | 20,000 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | |
| Electricity | 1 | 220,000 | 220,000 | | | | | | | | | | | | | | | |
| Natural gas | 1 | 20,000 | 20,000 | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7660 Materials & Supplies | 0 | 0 | 0 | | | | | | | | | | | | |

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :72 - PLANT Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 83,143 | 77,233 | 80,000 | 7690 | Chemicals | | 80,000 | 80,000 | 80,000 |
| | | | | Various chemicals used at the Water Reclamation Facility. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Aluminum compounds | 1 | 45,000 | 45,000 | |
| | | | | Polymers | 1 | 13,000 | 13,000 | |
| | | | | Sodium hypochlorite | 1 | 3,500 | 3,500 | |
| | | | | Alkalinity compounds | 1 | 16,000 | 16,000 | |
| | | | | Other (molasses, etc) | 1 | 2,500 | 2,500 | |
| 26,329 | 22,033 | 33,000 | 7720-04 | Repairs & Maintenance - Supplies | | 33,000 | 33,000 | 33,000 |
| | | | | Supplies related to the Water Reclamation Facility. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Tools | 1 | 4,500 | 4,500 | |
| | | | | Landscape - barkdust, irrigation, etc. | 1 | 3,000 | 3,000 | |
| | | | | Operations lab supplies - gloves, analyticals | 1 | 3,500 | 3,500 | |
| | | | | Fasteners, belts, seals, filters, etc. | 1 | 9,000 | 9,000 | |
| | | | | Lubricants - oil, grease | 1 | 5,000 | 5,000 | |
| | | | | Materials for equipment rehabilitation | 1 | 8,000 | 8,000 | |
| 60,904 | 77,437 | 150,000 | 7720-06 | Repairs & Maintenance - Equipment | | 150,000 | 150,000 | 150,000 |
| | | | | Repairs and replacement of existing Water Reclamation Facility equipment and processes. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Instrumentation and controls | 1 | 10,000 | 10,000 | |
| | | | | Rental equipment | 1 | 5,000 | 5,000 | |
| | | | | Building and structure repairs | 1 | 8,000 | 8,000 | |
| | | | | Irrigation system | 1 | 1,000 | 1,000 | |
| | | | | Energy efficiency improvements | 1 | 15,000 | 15,000 | |
| | | | | Electrical systems | 1 | 15,000 | 15,000 | |
| | | | | HVAC systems | 1 | 13,000 | 13,000 | |
| | | | | Mechanical equipment repairs and replacement | 1 | 50,000 | 50,000 | |
| | | | | Ultraviolet disinfection system | 1 | 10,000 | 10,000 | |
| | | | | Corrosion repairs on digester hatches and secondary clarifier | 1 | 12,000 | 12,000 | |
| | | | | Odorous air system rehabilitation | 1 | 8,000 | 8,000 | |
| | | | | Chemical feed pump replacement | 1 | 3,000 | 3,000 | |
| 932 | 1,975 | 6,000 | 7720-14 | Repairs & Maintenance - Vehicles | | 5,000 | 5,000 | 5,000 |
| | | | | Water Reclamation Facility vehicle and forklift repairs and preventative maintenance. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Wear items - batteries, tires, etc. | 1 | 1,500 | 1,500 | |
| | | | | Mechanical repairs | 1 | 2,500 | 2,500 | |
| | | | | Preventative maintenance | 1 | 1,000 | 1,000 | |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :72 - PLANT Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------|------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 1,004 | 126 | 130 | 7750 | Professional Services | | 130 | 130 | 130 |
| | | | | Section 125 administration fee | | | | |
| 160,991 | 110,029 | 145,000 | 7780-25 | Contract Services - Biosolids | | 130,000 | 130,000 | 130,000 |
| | | | | Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Hauling and application | 1 | 125,000 | 125,000 | |
| | | | | Site management | 1 | 5,000 | 5,000 | |
| 7,038 | 6,967 | 7,650 | 7790-15 | Maintenance & Rental Contracts - Software Maintenance | | 0 | 0 | 0 |
| | | | | Budget Note: Beginning in fiscal year 2011-2012 software maintenance costs are budgeted in the IS Fund. | | | | |
| 2,345 | 4,467 | 5,000 | 7800 | M & S Equipment | | 5,000 | 5,000 | 5,000 |
| | | | | Equipment necessary for plant operations | | | | |
| 0 | 1,007 | 0 | 7800-55 | M & S Equipment - Lab | | 0 | 0 | 0 |
| 3,011 | 1,974 | 5,000 | 7800-57 | M & S Equipment - Computers | | 5,000 | 5,000 | 5,000 |
| | | | | Water Reclamation Facility control system computers and associated equipment & software. | | | | |
| 566,280 | 505,975 | 657,280 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 653,630 | 653,630 | 653,630 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 36,858 | 46,250 | 40,000 | 8710 | Equipment | | 25,000 | 25,000 | 25,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Digester #3 upgrade including mixers and drives | 1 | 25,000 | 25,000 | |
| 0 | 40,200 | 8,000 | 8800 | Building Improvements | | 0 | 0 | 0 |
| 80,055 | 0 | 15,000 | 8850 | Vehicles | | 0 | 0 | 0 |
| 116,913 | 86,450 | 63,000 | <u>TOTAL CAPITAL OUTLAY</u> | | | 25,000 | 25,000 | 25,000 |
| 1,240,743 | 1,155,384 | 1,316,295 | <u>TOTAL REQUIREMENTS</u> | | | 1,382,510 | 1,382,510 | 1,380,872 |



ENVIRONMENTAL SERVICES



Organization Set – Sections

- **Laboratory**
- **Pretreatment**

Organization Set #

75-74-310
75-74-315

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :74 - ENVIRONMENTAL SERVICES Section :310 - LABORATORY Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 111,955 | 112,095 | 112,095 | 7000-05 Salaries & Wages - Regular Full Time Supervisor - Environmental Services - 0.50 FTE Senior Laboratory Technician - 0.50 FTE Laboratory Technician - 1.00 FTE Budget Note: Environmental Services Supervisor is a new position. It is expected that either the Sr Laboratory Tech position or the Sr Environmental Tech position will be eliminated upon completion of an internal recruitment process for the supervisor position. Due to the uncertainty, both the Sr Lab Tech & the Sr Environ Tech have been budgeted at 0.50 FTE. | 105,087 | 105,087 | 105,087 |
| 2,894 | 1,565 | 2,999 | 7000-20 Salaries & Wages - Overtime | 2,999 | 2,999 | 2,999 |
| 7,166 | 7,161 | 7,136 | 7300-05 Fringe Benefits - FICA - Social Security | 6,702 | 6,702 | 6,702 |
| 1,676 | 1,675 | 1,668 | 7300-06 Fringe Benefits - FICA - Medicare | 1,567 | 1,567 | 1,567 |
| 26,286 | 21,627 | 21,940 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 23,205 | 23,205 | 23,205 |
| 14,679 | 15,131 | 15,252 | 7300-20 Fringe Benefits - Medical Insurance | 17,718 | 17,718 | 17,480 |
| 125 | 126 | 126 | 7300-25 Fringe Benefits - Life Insurance | 127 | 127 | 127 |
| 612 | 613 | 612 | 7300-30 Fringe Benefits - Long Term Disability | 584 | 584 | 584 |
| 1,707 | 1,858 | 2,252 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 3,267 | 3,267 | 3,267 |
| 52 | 51 | 58 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 30 | 30 | 30 |
| 167,153 | 161,902 | 164,138 | <u>TOTAL PERSONAL SERVICES</u> | 161,286 | 161,286 | 161,048 |
| MATERIALS AND SERVICES | | | | | | |
| 42 | 42 | 50 | 7750 Professional Services Section 125 administration fee | 50 | 50 | 50 |
| 9,742 | 10,098 | 12,000 | 7780-30 Contract Services - Lab Outside laboratory services necessary for permit compliance and efficient operation. | 12,500 | 12,500 | 12,500 |
| 1,237 | 1,725 | 7,500 | 7800 M & S Equipment Replacement and upgrade of lab equipment. | 6,200 | 6,200 | 6,200 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :74 - ENVIRONMENTAL SERVICES Section :310 - LABORATORY Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|--------------------|-----------------|----------------------------|----------------------------|---------------------------|
| 13,454 | 17,550 | 26,150 | 8250 | Lab Expense | | 18,000 | 18,000 | 18,000 |
| | | | Materials and supplies to support permit laboratory work. | | | | | |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Hazardous waste disposal | 1 | 500 | 500 | | |
| | | | Quality control kits | 1 | 600 | 600 | | |
| | | | Nano filtration supplies | 1 | 2,100 | 2,100 | | |
| | | | Lab equipment maintenance | 1 | 2,000 | 2,000 | | |
| | | | Respirometer supplies and parts | 1 | 1,700 | 1,700 | | |
| | | | Lab supplies | 1 | 9,100 | 9,100 | | |
| | | | Distilled water system supplies | 1 | 2,000 | 2,000 | | |
| 24,475 | 29,415 | 45,700 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 36,750 | 36,750 | 36,750 |
| | | | <u>CAPITAL OUTLAY</u> | | | | | |
| 12,483 | 8,160 | 0 | 8710 | Equipment | | 6,800 | 6,800 | 6,800 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Ice machine for permit lab samples | 1 | 6,800 | 6,800 | | |
| 12,483 | 8,160 | 0 | <u>TOTAL CAPITAL OUTLAY</u> | | | 6,800 | 6,800 | 6,800 |
| 204,110 | 199,477 | 209,838 | <u>TOTAL REQUIREMENTS</u> | | | 204,836 | 204,836 | 204,598 |

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :74 - ENVIRONMENTAL SERVICES Section :315 - PRETREATMENT Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|----------------|----------------|----------------|---|----------------|----------------|----------------|
| 103,733 | 114,000 | 115,775 | 7000-05 Salaries & Wages - Regular Full Time Supervisor - Environmental Services - 0.50 FTE Senior Environmental Technician - 0.50 FTE Environmental Technician II - 1.00 FTE Budget Note: Environmental Services Supervisor is a new position. It is expected that either the Sr Laboratory Tech position or the Sr Environmental Tech position will be eliminated upon completion of an internal recruitment process for the supervisor position. Due to the uncertainty, both the Sr Lab Tech & the Sr Environ Tech have been budgeted at 0.50 FTE. | 118,873 | 118,873 | 118,873 |
| 3,345 | 3,176 | 4,000 | 7000-20 Salaries & Wages - Overtime | 4,000 | 4,000 | 4,000 |
| 6,352 | 6,925 | 7,426 | 7300-05 Fringe Benefits - FICA - Social Security | 7,619 | 7,619 | 7,619 |
| 1,485 | 1,620 | 1,737 | 7300-06 Fringe Benefits - FICA - Medicare | 1,782 | 1,782 | 1,782 |
| 24,264 | 23,353 | 23,871 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 29,638 | 29,638 | 29,638 |
| 17,329 | 18,928 | 19,080 | 7300-20 Fringe Benefits - Medical Insurance | 19,696 | 19,696 | 19,394 |
| 109 | 126 | 126 | 7300-25 Fringe Benefits - Life Insurance | 127 | 127 | 127 |
| 563 | 628 | 630 | 7300-30 Fringe Benefits - Long Term Disability | 652 | 652 | 652 |
| 4,435 | 4,604 | 5,319 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 4,265 | 4,265 | 4,265 |
| 49 | 50 | 58 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 59 | 59 | 59 |
| 161,665 | 173,411 | 178,022 | TOTAL PERSONAL SERVICES | 186,711 | 186,711 | 186,409 |

MATERIALS AND SERVICES

| | | | | | | |
|--------|--------|--------|--|--------------|-----------------|--------------|
| 0 | 0 | 2,500 | 7660 Materials & Supplies Department supplies to support pretreatment activities. | 2,500 | 2,500 | 2,500 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Pretreatment monitoring supplies | 1 | 500 | 500 |
| | | | Outreach education supplies | 1 | 2,000 | 2,000 |
| 16,532 | 19,919 | 40,000 | 7780-30 Contract Services - Lab Outside laboratory services, which includes industrial sampling for compliance, ambient water quality sampling of South Yamhill River. | 35,000 | 35,000 | 35,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Industrial user and facility sampling | 1 | 21,000 | 21,000 |
| | | | Analysis related to TMDL and permit renewal | 1 | 10,000 | 10,000 |
| | | | Non-routine pretreatment sampling | 1 | 4,000 | 4,000 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :74 - ENVIRONMENTAL SERVICES Section :315 - PRETREATMENT Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 7,356 | 2,495 | 1,500 | 7800 | M & S Equipment | | 3,200 | 3,200 | 3,200 |
| | | | | Equipment associated with pretreatment activities. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | | |
| | | | | Pretreatment sampler head | 1 | 3,200 | | |
| 895 | 1,489 | 1,000 | 8250 | Lab Expense | | 1,000 | 1,000 | 1,000 |
| | | | | Materials and supplies to support the pretreatment program laboratory work. | | | | |
| 24,783 | 23,903 | 45,000 | TOTAL MATERIALS AND SERVICES | | | 41,700 | 41,700 | 41,700 |
| 186,448 | 197,313 | 223,022 | TOTAL REQUIREMENTS | | | 228,411 | 228,411 | 228,109 |



PUMP STATIONS



Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :76 - PUMP STATIONS Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|----------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| <u>MATERIALS AND SERVICES</u> | | | | | | | | |
| 106,027 | 102,876 | 110,000 | 7600 | Electric & Natural Gas | | 124,100 | 124,100 | 124,100 |
| Electric and natural gas charges for wastewater pumping stations. | | | | | | | | |
| <u>Description</u> | | | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| Natural gas | | | | | | 1 | 8,100 | 8,100 |
| Electric | | | | | | 1 | 116,000 | 116,000 |
| 0 | 0 | 2,000 | 7690 | Chemicals | | 0 | 0 | 0 |
| 4,503 | 3,088 | 5,000 | 7720-04 | Repairs & Maintenance - Supplies | | 5,000 | 5,000 | 5,000 |
| Pump station repair and maintenance supplies. | | | | | | | | |
| <u>Description</u> | | | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| Fasteners, packing material and coatings | | | | | | 1 | 1,000 | 1,000 |
| HVAC filters | | | | | | 1 | 1,500 | 1,500 |
| Electrical components | | | | | | 1 | 1,500 | 1,500 |
| Landscaping | | | | | | 1 | 1,000 | 1,000 |
| 21,781 | 24,139 | 55,000 | 7720-06 | Repairs & Maintenance - Equipment | | 55,000 | 55,000 | 55,000 |
| Pump station repair and maintenance costs including outside contractor costs. | | | | | | | | |
| <u>Description</u> | | | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| Replacement pumps | | | | | | 1 | 15,000 | 15,000 |
| Electrical and instrumentation | | | | | | 1 | 20,000 | 20,000 |
| Mechanical repairs | | | | | | 1 | 20,000 | 20,000 |
| 2,375 | 0 | 4,800 | 7800-56 | M & S Equipment - Pump Stations | | 4,200 | 4,200 | 4,200 |
| Pump station equipment. | | | | | | | | |
| <u>Description</u> | | | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| Davit system and accessories for pump extraction | | | | | | 1 | 4,200 | 4,200 |
| 134,686 | 130,103 | 176,800 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 188,300 | 188,300 | 188,300 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 6,900 | 42,000 | 8710 | Equipment | | 50,000 | 50,000 | 50,000 |
| <u>Description</u> | | | | | | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| Cozine Pump Station energy project - low flow pump | | | | | | 1 | 50,000 | 50,000 |
| 0 | 6,900 | 42,000 | <u>TOTAL CAPITAL OUTLAY</u> | | | 50,000 | 50,000 | 50,000 |
| 134,686 | 137,003 | 218,800 | <u>TOTAL REQUIREMENTS</u> | | | 238,300 | 238,300 | 238,300 |



CONVEYANCE SYSTEMS



Organization Set – Sections

- **Sanitary**

Organization Set #

75-78-320

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 226,700 | 249,717 | 257,704 | 7000-05 Salaries & Wages - Regular Full Time Supervisor - SS & SD Maintenance - 0.90 FTE Senior Utility Worker - 0.90 FTE - new position Utility Worker II - 3.60 FTE | 268,413 | 268,413 | 268,413 |
| 4,330 | 1,631 | 5,000 | 7000-20 Salaries & Wages - Overtime | 5,000 | 5,000 | 5,000 |
| 13,659 | 14,808 | 16,288 | 7300-05 Fringe Benefits - FICA - Social Security | 16,953 | 16,953 | 16,953 |
| 3,194 | 3,463 | 3,810 | 7300-06 Fringe Benefits - FICA - Medicare | 3,965 | 3,965 | 3,965 |
| 49,137 | 48,906 | 51,116 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 64,448 | 64,448 | 64,448 |
| 39,582 | 42,634 | 43,600 | 7300-20 Fringe Benefits - Medical Insurance | 55,908 | 55,908 | 55,066 |
| 311 | 336 | 336 | 7300-25 Fringe Benefits - Life Insurance | 336 | 336 | 336 |
| 1,250 | 1,367 | 1,406 | 7300-30 Fringe Benefits - Long Term Disability | 1,470 | 1,470 | 1,470 |
| 14,663 | 15,507 | 17,720 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 21,191 | 21,191 | 21,191 |
| 124 | 136 | 156 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 156 | 156 | 156 |
| 352,949 | 378,504 | 397,136 | TOTAL PERSONAL SERVICES | 437,840 | 437,840 | 436,998 |
| MATERIALS AND SERVICES | | | | | | |
| 13,691 | 14,575 | 16,000 | 7590 Fuel - Vehicle & Equipment | 16,000 | 16,000 | 16,000 |
| 764 | 665 | 1,000 | 7600 Electric & Natural Gas Electric costs associated with Conveyance building. | 1,000 | 1,000 | 1,000 |
| 16,249 | 18,725 | 20,000 | 7720-04 Repairs & Maintenance - Supplies Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc. | 20,000 | 20,000 | 20,000 |
| 17,773 | 17,726 | 12,000 | 7720-06 Repairs & Maintenance - Equipment Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs. | 12,000 | 12,000 | 12,000 |
| 27,012 | 17,540 | 15,000 | 7720-14 Repairs & Maintenance - Vehicles Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service. | 15,000 | 15,000 | 15,000 |
| 44,588 | 62,189 | 35,000 | 7720-36 Repairs & Maintenance - Sanitary Sewer Mainline Routine repairs and maintenance of sewer mainline and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals. | 25,000 | 25,000 | 25,000 |
| 10,578 | 10,563 | 8,000 | 7720-38 Repairs & Maintenance - Sanitary Sewer Lateral Routine sewer line repairs and maintenance of sewer laterals (City responsible portion). Various types of repair; including: excavation, grouting, lining, and other methods. | 8,000 | 8,000 | 8,000 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :78 - CONVEYANCE SYSTEMS Section :320 - SANITARY Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|----------------|---------------------------|--|---|--|----------------------------|----------------------------|---------------------------|
| 16,216 | 3,310 | 15,040 | 7750 | Professional Services | Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services. | 28,040 | 28,040 | 28,040 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Section 125 administration fee | 1 | 40 | 40 | |
| | | | | Conveyance system engineering support | 1 | 28,000 | 28,000 | |
| 0 | 10,278 | 15,000 | 7750-45 | Professional Services - Smoke Testing | Consulting and investigation services related to infiltration and inflow work in the sanitary sewer system. | 15,000 | 15,000 | 15,000 |
| 1,800 | 7,730 | 10,000 | 7800 | M & S Equipment | Conveyance maintenance equipment. | 10,000 | 10,000 | 10,000 |
| 148,671 | 163,301 | 147,040 | <u>TOTAL MATERIALS AND SERVICES</u> | | | 150,040 | 150,040 | 150,040 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 44,338 | 68,878 | 65,000 | 8710 | Equipment | Conveyance maintenance, repair and replacement equipment. | 10,100 | 10,100 | 10,100 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Root cutter | 1 | 10,100 | 10,100 | |
| 0 | 0 | 370,000 | 8850 | Vehicles | | 0 | 0 | 0 |
| 202,541 | 260,713 | 200,000 | 9110-05 | Sanitary Sewer Replacements - Mainline | Preservation repair and replacement of sewer system mainlines and manholes. | 55,000 | 55,000 | 55,000 |
| 133,580 | 78,077 | 75,000 | 9110-10 | Sanitary Sewer Replacements - Lateral | Preservation repair and replacement of sewer system laterals (City responsible portion). | 50,000 | 50,000 | 50,000 |
| 380,460 | 407,669 | 710,000 | <u>TOTAL CAPITAL OUTLAY</u> | | | 115,100 | 115,100 | 115,100 |
| 882,079 | 949,474 | 1,254,176 | <u>TOTAL REQUIREMENTS</u> | | | 702,980 | 702,980 | 702,138 |



NON-DEPARTMENTAL



Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------|------------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| 1,100 | 0 | 0 | 4545 | Federal FEMA Grant | 0 | 0 | 0 |
| 0 | 25,033 | 0 | 5070-03 | Water & Light - Energy Efficiency Incentive | 0 | 0 | 0 |
| 1,100 | 25,033 | 0 | TOTAL INTERGOVERNMENTAL | | 0 | 0 | 0 |
| CHARGES FOR SERVICES | | | | | | | |
| 0 | 12,350 | 12,300 | 5400-40 | Property Rentals - House Riverside Drive house rental income. | 12,300 | 12,300 | 12,300 |
| 0 | 7,429 | 6,926 | 5400-45 | Property Rentals - Farm Farm land lease on Water Reclamation Facility property. | 6,926 | 6,926 | 6,926 |
| 7,878,887 | 7,804,463 | 7,900,000 | 5520 | Sewer User Charges Monthly sewer charges based on water consumption and discharge loading. | 8,060,000 | 8,060,000 | 8,060,000 |
| 40,615 | 44,425 | 45,000 | 5530 | Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste. | 46,500 | 46,500 | 46,500 |
| 7,919,502 | 7,868,667 | 7,964,226 | TOTAL CHARGES FOR SERVICES | | 8,125,726 | 8,125,726 | 8,125,726 |
| MISCELLANEOUS | | | | | | | |
| 30,508 | 8,732 | 7,800 | 6310 | Interest | 6,700 | 6,700 | 6,700 |
| 12,150 | 0 | 0 | 6350-20 | Property Rentals - House | 0 | 0 | 0 |
| 7,298 | 0 | 0 | 6350-25 | Property Rentals - Farm | 0 | 0 | 0 |
| 4,905 | 1,878 | 2,500 | 6600 | Other Income | 1,000 | 1,000 | 1,000 |
| 54,861 | 10,610 | 10,300 | TOTAL MISCELLANEOUS | | 7,700 | 7,700 | 7,700 |
| 7,975,463 | 7,904,310 | 7,974,526 | TOTAL RESOURCES | | 8,133,426 | 8,133,426 | 8,133,426 |

Budget Document Report

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :99 - NON-DEPARTMENTAL Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | | | |
| TRANSFERS OUT | | | | | | | | |
| 190,530 | 196,687 | 203,445 | 9700-01 | Transfers Out - General Fund | | 224,945 | 224,945 | 224,628 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Wastewater Services Fund support of Engineering operations | 1 | 14,435 | 14,435 | |
| | | | | Engineering, Admin, & Finance personal services support | 1 | 210,193 | 210,193 | |
| 4,357,530 | 4,353,150 | 3,888,564 | 9700-77 | Transfers Out - Wastewater Capital | | 5,745,430 | 5,745,430 | 5,745,430 |
| | | | | Transfer to Wastewater Capital Fund for debt service and wastewater system capital improvements per the 2010 Wastewater System (WWS) Financial Plan. | | | | |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | 2004 Sewer Revenue Bond Refunding - debt service | 1 | 2,935,813 | 2,935,813 | |
| | | | | Ratepayer contribution for 2011-12 per the WWS Financial Plan | 1 | 1,542,611 | 1,542,611 | |
| | | | | Additional ratepayer contribution for 2010-11 per Financial Plan | 1 | 1,267,006 | 1,267,006 | |
| 30,159 | 27,835 | 28,175 | 9700-80 | Transfers Out - Information Systems | | 30,150 | 30,150 | 30,084 |
| | | | | Transfer to Information Systems and Services Fund for personnel cost allocation for computer support. | | | | |
| 4,578,219 | 4,577,672 | 4,120,184 | TOTAL TRANSFERS OUT | | | 6,000,525 | 6,000,525 | 6,000,142 |
| CONTINGENCIES | | | | | | | | |
| 0 | 0 | 300,000 | 9800 | Contingencies | | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 300,000 | TOTAL CONTINGENCIES | | | 300,000 | 300,000 | 300,000 |
| ENDING FUND BALANCE | | | | | | | | |
| 1,000,000 | 1,000,000 | 1,000,000 | 9975-05 | Designated End FB - WW Svc Fd - Sewer A/R | | 1,000,000 | 1,000,000 | 1,000,000 |
| | | | | Non-cash Designated Ending Fund Balance comprised of estimated Sewer Accounts Receivable balance at June 30, 2012. | | | | |
| 1,913,644 | 2,085,380 | 1,675,035 | 9999 | Unappropriated Ending Fd Balance | | 715,612 | 715,612 | 843,148 |
| | | | | Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | | | | |
| 2,913,644 | 3,085,380 | 2,675,035 | TOTAL ENDING FUND BALANCE | | | 1,715,612 | 1,715,612 | 1,843,148 |
| 7,491,863 | 7,663,052 | 7,095,219 | TOTAL REQUIREMENTS | | | 8,016,137 | 8,016,137 | 8,143,290 |

75 - WASTEWATER SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 10,655,873 | 10,817,954 | 10,989,376 | <i>TOTAL RESOURCES</i> | 11,552,426 | 11,552,426 | 11,676,426 |
| 10,655,873 | 10,817,954 | 10,989,376 | <i>TOTAL REQUIREMENTS</i> | 11,552,426 | 11,552,426 | 11,676,426 |



WASTEWATER CAPITAL FUND



- **Statement of Bonds and Loans Outstanding**

Budget Highlights

- \$2,270,000 – Design and construction costs associated with the downtown infiltration and inflow (I&I) project. Based on preliminary findings in the master planning effort, I&I related rehabilitation projects are still a vital component in controlling overflows.
- \$2,790,000 – Begin design/construction of the Wastewater Reclamation Facilities (WRF) secondary treatment expansion and modifications based on preliminary findings in the updated Water Reclamation Facilities Master Plan.
- \$5,745,430 – Transfer in from Wastewater Services Fund. Includes 2011-12 debt service funds for 2004 Sewer Revenue Refunding Bonds; ratepayer contribution for 2011-12; and additional ratepayer contribution for 2010-11, per the 2010 Wastewater Services Financial Plan.
- Designated Ending Fund Balance Wastewater Capital Reserve – The 2010 Wastewater Services Financial Plan Update recommended that the existing \$5,168,000 capital reserve be used to fund capital improvements through 2014-15. At June 30, 2012, any remaining capital reserve funds will be included in Unappropriated Ending Fund Balance.

Core Services

- Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue evaluating projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.
- Provide for stability in rate structures by sound financial planning which meets capital construction needs.

Future Challenges and Opportunities

- Compliance with Oregon Revised Statutes relative to expenditure of system development charges (SDCs).
- Financial planning to meet the needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 4,870,425 | 4,492,464 | 6,161,830 | 1,669,366 |
| Materials & Services | 248,905 | 370,400 | 2,945,400 | 2,575,000 |
| Capital Outlay | 1,282,644 | 3,760,000 | 2,164,477 | (1,595,523) |
| Debt Service | 3,403,138 | 2,938,564 | 2,935,814 | (2,750) |
| Transfers Out | 137,701 | 147,202 | 161,279 | 14,077 |
| Total Expenditures | 5,072,388 | 7,216,166 | 8,206,970 | 990,804 |
| Net Expenditures | (201,963) | (2,723,702) | (2,045,140) | (678,562) |



The High School Basin project replaced or rehabilitated over 18,000 feet of mainline.



Wastewater Capital Fund

Historical Highlights

- | | | | | | |
|-------------|---|-------------|---|-------------|---|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue. | 1994 | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | 2000 | July 2000, \$3,590,000 State of Oregon Bond Bank Water/Wastewater 10-Year Loan to continue funding significant sewer system improvements. |
| 1987 | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements. | | | 2000 | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs. |
| 1992 | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. | 1994 | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements. | 2001 | Evans Street Sewer Reconstruction Project complete. |
| 1992 | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program. | | | 2002 | High School Basin Sewer Reconstruction Project complete. |
| 1993 | December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility. | 1995 | New Water Reclamation Facility and Raw Sewage Pump Station complete. | 2003 | Three Mile Lane Pump Station #1 Replacement Project complete. |
| | | 1996 | Major repair and replacement of Cozine Trunk Line and Pump Station complete. | 2004 | February 2004, \$23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000. |

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.

4.5 miles of sanitary sewer was replaced or rehabilitated last year.



7,355 feet of mainline pipe was rehabilitated using Cured In Place Pipe (CIPP) lining.



Statement of Bonds and Loans Outstanding 2011-2012 Proposed Budget

| | Date of Issue | Date of Maturity | Amount of Issue | Rate of Interest | Outstanding 6/30/2010 | Maturing 2011 - 2012 Principal | Maturing 2011 - 2012 Interest |
|---|---------------|------------------|----------------------|------------------|-----------------------|--------------------------------|-------------------------------|
| <u>GENERAL OBLIGATION BONDS</u> | | | | | | | |
| Property taxes are levied annually to pay principal and interest payments on General Obligation bonds. Property tax revenue and debt service payments are accounted for in the Debt Service Fund. | | | | | | | |
| Public Safety Civic Buildings Construction Bonds Bond proceeds used to construct Police Department Building at 2nd and Adams and Civic Hall Building at 2nd and Baker. | 11/14/2006 | 11/14/2026 | \$ 13,120,000 | 3.75 - 5.50% | \$ 11,905,000 | \$ 500,000 | \$ 469,413 |
| Park Improvement Bonds Bond proceeds used for land acquisition and park improvements or construction, as identified by the Parks Master Plan. | 8/1/2001 | 8/1/2021 | <u>\$ 9,100,000</u> | 4.50 - 5.00% | <u>\$ 6,715,000</u> | <u>\$ 450,000</u> | <u>\$ 293,528</u> |
| TOTAL - General Obligation Bonds | | | \$ 22,220,000 | | \$ 18,620,000 | \$ 950,000 | \$ 762,941 |
| <u>SEWER BONDS</u> | | | | | | | |
| Sewer user fees are accounted for in the Wastewater Services Fund and transferred to the Wastewater Capital Fund. The Wastewater Capital Fund then pays the debt service payments. | | | | | | | |
| Sewer Refunding Bonds These bonds refunded the 1994 Sewer Revenue Bonds and 1993 Oregon Economic Community Development Department loan. | 2/13/2004 | 2/13/2014 | <u>\$ 23,690,000</u> | 3.0 - 5.0% | <u>\$ 10,845,000</u> | <u>\$ 2,680,000</u> | <u>\$ 255,812</u> |
| TOTAL - Sewer Bonds | | | \$ 23,690,000 | | \$ 10,845,000 | \$ 2,680,000 | \$ 255,812 |
| TOTAL DEBT: | | | <u>\$ 45,910,000</u> | | <u>\$ 29,465,000</u> | <u>\$ 3,630,000</u> | <u>\$ 1,018,753</u> |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 275,000 | 275,000 | 0 | 4077-05 Designated Begin FB-WW Cap Fd - OECDD W/WWF Loan Budget Note: Oregon Economic and Community Development Department (OECDD) Water/Wastewater (W/WWF) loan repaid December 2010. | 0 | 0 | 0 |
| 1,225,000 | 1,225,000 | 1,225,000 | 4077-10 Designated Begin FB-WW Cap Fd - 2004 RB Refunding Designated cash carryover for 2004 Sewer Revenue Refunding Bonds: 920,000 5 months saved toward February 1, 2012 annual principal 305,000 5 months saved toward August 1, 2011 semi-annual interest | 1,225,000 | 1,225,000 | 1,225,000 |
| 2,805,000 | 3,591,000 | 4,381,000 | 4077-15 Designated Begin FB-WW Cap Fd - WW Capital Reserve Designated Beginning Fund Balance saving toward \$7,500,000 reserve established by the City Council as the Wastewater Capital Reserve goal for June 30, 2014. | 5,168,000 | 5,168,000 | 5,168,000 |
| 10,288,607 | 10,530,471 | 9,686,380 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements over 10-years ago could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available. This continues to be the case and will be for the foreseeable future. | 7,304,283 | 7,304,283 | 7,513,004 |
| 14,593,607 | 15,621,471 | 15,292,380 | TOTAL BEGINNING FUND BALANCE | 13,697,283 | 13,697,283 | 13,906,004 |
| CHARGES FOR SERVICES | | | | | | |
| 405,364 | 374,218 | 300,000 | 5500 System Development Charges Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system. | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 0 | 5505 SDC: NE Trunk | 0 | 0 | 0 |
| 405,364 | 374,218 | 300,000 | TOTAL CHARGES FOR SERVICES | 300,000 | 300,000 | 300,000 |
| MISCELLANEOUS | | | | | | |
| 268,338 | 73,607 | 73,900 | 6310 Interest | 45,900 | 45,900 | 45,900 |
| 0 | 0 | 0 | 6310-20 Interest - SDC Contracts | 0 | 0 | 0 |
| 0 | 0 | 160,000 | 6500-05 Private Sewer Lateral - Loan Repayment | 0 | 0 | 0 |
| 750 | -550 | 0 | 6500-10 Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral. Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved. | 500 | 500 | 500 |
| 0 | 0 | 0 | 6600 Other Income | 0 | 0 | 0 |
| 269,088 | 73,057 | 233,900 | TOTAL MISCELLANEOUS | 46,400 | 46,400 | 46,400 |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------------------|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <u>TRANSFERS IN</u> | | | | | | |
| 0 | 70,000 | 70,000 | 6900-25 Transfers In - Airport 3rd year repayment of interfund "loan" to Airport Maintenance Fund to finance the Automated Flight Service Station Building remodel into rental space for Oregon State Police, McMinnville operations. | 70,000 | 70,000 | 70,000 |
| 4,357,530 | 4,353,150 | 3,888,564 | 6900-75 Transfers In - Wastewater Services Transfer from the Wastewater Services Fund for debt service and capital improvements per the 2010 Wastewater System (WWS) Financial Plan. | 5,745,430 | 5,745,430 | 5,745,430 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | 2004 Sewer Revenue Bond Refunding - debt service | 1 | 2,935,813 | 2,935,813 |
| | | | Additional ratepayer contribution for 2010-11 per Financial Plan | 1 | 1,267,006 | 1,267,006 |
| | | | Ratepayer contribution for 2011-12 per the WWS Financial Plan | 1 | 1,542,611 | 1,542,611 |
| 4,357,530 | 4,423,150 | 3,958,564 | <u>TOTAL TRANSFERS IN</u> | 5,815,430 | 5,815,430 | 5,815,430 |
| 19,625,589 | 20,491,897 | 19,784,844 | <u>TOTAL RESOURCES</u> | 19,859,113 | 19,859,113 | 20,067,834 |

77 - WASTEWATER CAPITAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

| | | | | | | | |
|---------------|----------------|----------------|--|--|------------------|------------------|------------------|
| 3,127 | 21,818 | 20,000 | 7750 | Professional Services | 20,000 | 20,000 | 20,000 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | | Audit fee allocation | 1 | 6,550 | 6,550 |
| | | | | Miscellaneous professional services | 1 | 13,450 | 13,450 |
| 400 | 400 | 400 | 7750-57 | Professional Services - Financing Administration | 400 | 400 | 400 |
| 0 | 15,851 | 0 | 7760-25 | Professional Svcs - Plan/Study - Collection System Facility Plan | 0 | 0 | 0 |
| 0 | 26,357 | 0 | 7760-30 | Professional Svcs - Plan/Study - WRF Expansion Predesign | 0 | 0 | 0 |
| 12,598 | 0 | 0 | 7760-35 | Professional Svcs - Plan/Study - Storm Drain Master Plan | 0 | 0 | 0 |
| 0 | 0 | 75,000 | 7770-37 | Professional Services - Projects - WRF Expansion Design | 2,770,000 | 2,770,000 | 2,770,000 |
| | | | | Engineering services for the design of the expansion of the Water Reclamation Facility. | | | |
| 0 | 177,476 | 110,000 | 7770-57 | Professional Services - Projects - I&I Reduction Design | 150,000 | 150,000 | 120,000 |
| | | | | Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects. | | | |
| 2,384 | 7,004 | 5,000 | 8230 | Private Sewer Lateral Repair Incentive | 5,000 | 5,000 | 5,000 |
| | | | | Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect. | | | |
| 0 | 0 | 160,000 | 8240-10 | Private Sewer Lateral Loans - Low Income Loans | 0 | 0 | 0 |
| 18,509 | 248,905 | 370,400 | <u>TOTAL MATERIALS AND SERVICES</u> | | 2,945,400 | 2,945,400 | 2,915,400 |

CAPITAL OUTLAY

| | | | | | | | |
|----------------|------------------|------------------|------------------------------------|---|------------------|------------------|------------------|
| 105,983 | 1,282,644 | 3,610,000 | 9120-25 | Sewer Construction - I&I Reduction Projects | 2,119,477 | 2,119,477 | 2,229,373 |
| | | | | Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I). | | | |
| 0 | 0 | 125,000 | 9120-35 | Sewer Construction - Secondary Treatment Modification | 20,000 | 20,000 | 80,500 |
| | | | | Facility improvements to increase flow capacity. | | | |
| 0 | 0 | 25,000 | 9150-10 | Developer Reimbursement - Sanitary Sewer | 25,000 | 25,000 | 25,000 |
| | | | | Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city. | | | |
| 105,983 | 1,282,644 | 3,760,000 | <u>TOTAL CAPITAL OUTLAY</u> | | 2,164,477 | 2,164,477 | 2,334,873 |

DEBT SERVICE

| | | | | | | | |
|---------|---------|---|----------------|---|---|---|---|
| 425,998 | 444,727 | 0 | 9500-05 | 2000 Water/Wastewater Fund Loan - Principal - Dec 1 | 0 | 0 | 0 |
| | | | | Budget Note: Oregon Economic and Community Development Department (OECD) Water/Wastewater Fund (W/WWF) Loan repaid December 2010. | | | |
| 45,713 | 23,348 | 0 | 9500-10 | 2000 Water/Wastewater Fund Loan - Interest - Dec 1 | 0 | 0 | 0 |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 2,315,000 | 2,430,000 | 2,555,000 | 9510-05 | 2004 Sewer Refunding Bond - Principal - Feb 1 | | 2,680,000 | 2,680,000 | 2,680,000 |
| | | | | 2004 Sewer Refunding Bond annual principal replaces 1994 Sewer Revenue Bond and 1993 OECDD Special Public Works Fund (SPWF) Loan annual principal - 8th year principal payment on 10-year refunding bonds due February 1, 2012. | | | | |
| 310,406 | 252,531 | 191,782 | 9510-10 | 2004 Sewer Refunding Bond - Interest - Aug 1 | | 127,907 | 127,907 | 127,907 |
| | | | | 2004 Sewer Refunding Bond semi-annual interest replaces 1994 Sewer Revenue Bond and 1993 OECDD SPWF Loan annual interest - 8th year semi-annual interest payment on 10-year refunding bonds due August 1, 2011. | | | | |
| 310,406 | 252,531 | 191,782 | 9510-15 | 2004 Sewer Refunding Bond - Interest - Feb 1 | | 127,907 | 127,907 | 127,907 |
| | | | | 2004 Sewer Refunding Bond semi-annual interest replaces 1994 Sewer Revenue Bond and 1993 OECDD SPWF Loan annual interest - 8th year semi-annual interest payment on 10-year refunding bonds due February 1, 2012. | | | | |
| 3,407,524 | 3,403,138 | 2,938,564 | <u>TOTAL DEBT SERVICE</u> | | | 2,935,814 | 2,935,814 | 2,935,814 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 122,102 | 137,701 | 147,202 | 9700-01 | Transfers Out - General Fund | | 161,279 | 161,279 | 161,095 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Wastewater Capital Fund support of Engineering operations | 1 | 10,779 | 10,779 | |
| | | | | Engineering, Admin, & Finance personal services support | 1 | 150,316 | 150,316 | |
| 350,000 | 0 | 0 | 9700-25 | Transfers Out - Airport Maintenance | | 0 | 0 | 0 |
| 472,102 | 137,701 | 147,202 | <u>TOTAL TRANSFERS OUT</u> | | | 161,279 | 161,279 | 161,095 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 500,000 | 9800 | Contingencies | | 500,000 | 500,000 | 500,000 |
| 0 | 0 | 500,000 | <u>TOTAL CONTINGENCIES</u> | | | 500,000 | 500,000 | 500,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | | | |
| 275,000 | 0 | 0 | 9977-05 | Designated End FB - WW Cap Fd - OECDD W/WWF Loan | | 0 | 0 | 0 |
| 1,225,000 | 1,225,000 | 1,225,000 | 9977-10 | Designated End FB - WW Cap Fd - 2004 RB Refunding | | 1,225,000 | 1,225,000 | 1,225,000 |
| | | | | Designated cash carryover for 2004 Sewer Refunding Bonds: | | | | |
| | | | | 1,120,000 5 months saved toward February 1, 2013 annual principal | | | | |
| | | | | 105,000 5 months saved toward August 1, 2012 semi-annual interest | | | | |

Budget Document Report

77 - WASTEWATER CAPITAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 3,591,000 | 4,381,000 | 5,168,000 | 9977-15 Designated End FB - WW Cap Fd - Wastewater Capital Reserve The 2010 Financial Plan update recommended use of the existing \$5,168,000 capital reserve to fund improvements through 2014-15. At June 30, 2012 any remaining reserve funds will be included in Unappropriated Ending Fund Balance. | 0 | 0 | 0 |
| | | | Budget Note: The 2004 Financial Plan recommended the City build a \$7.5 million capital construction reserve by 2014. Reserve was funded with sewer rate increases and savings resulting from refunding bonds issued in 2004. At June 30, 2011, the reserve was \$5,168,000. | | | |
| 10,530,471 | 9,813,508 | 5,675,678 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 9,927,143 | 9,927,143 | 9,995,652 |
| 15,621,471 | 15,419,508 | 12,068,678 | <u>TOTAL ENDING FUND BALANCE</u> | 11,152,143 | 11,152,143 | 11,220,652 |
| 19,625,588 | 20,491,896 | 19,784,844 | <u>TOTAL REQUIREMENTS</u> | 19,859,113 | 19,859,113 | 20,067,834 |

77 - WASTEWATER CAPITAL FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 19,625,589 | 20,491,897 | 19,784,844 | <i>TOTAL RESOURCES</i> | 19,859,113 | 19,859,113 | 20,067,834 |
| 19,625,588 | 20,491,897 | 19,784,844 | <i>TOTAL REQUIREMENTS</i> | 19,859,113 | 19,859,113 | 20,067,834 |



AMBULANCE FUND





Budget Highlights

- The City's ambulance service is working through significant challenges, both financial and operational. To address these challenges, staff worked extensively with the City Council during the past year to review alternative service model options. The 2011-12 Proposed Budget reflects a revised ambulance service option that takes into consideration financial and certain operational issues. The budget includes adding an EMS Division Chief to address quality of care issues. It also includes adding three full time Firefighter / Paramedic positions, one position per shift.
- Salaries and Wages in the 2011-12 Proposed Budget exceed 2010-11 budgeted Salaries and Wages by 23%. This is partially due to increased staffing, but is also due to a change in position allocations and the shifting of personal services costs from the Fire Department to the Ambulance Department. The allocation of all Firefighter / Paramedic positions is now 35% Fire and 65% Ambulance. Previously three positions were allocated 100% to Fire and three positions were allocated 50% to Fire. This change better reflects actual allocation of time and duties.
- This budget reflects a phased approach, including adding personnel resources, and deploying an ambulance from the north end of the City to improve some response issues.
- Rate increases for transports, fire-med, and mileage fees which were implemented in April 2011 will help offset costs of the first phase of the new service model. Due to the rate increases, the 2011-12 Proposed Budget reflects a \$2.3 million increase in Transport Fees revenue. Net revenue (Transport Fees less write offs) are projected at \$575,000 more than 2010-11 estimated net revenue.

- Corresponding with higher rates will be significantly higher write-offs. Write offs are the difference between ambulance fees billed and fees collected. Even though the City bills higher rates for transports, Medicare and Medicaid, which make up 67% of all transports, do not increase their reimbursement rates, resulting in significantly higher write offs. The 2011-12 Proposed Budget projects a \$1.5 million increase in write offs, which are included in Materials and Services expenditures.
- Research from other ambulance billing agencies indicates that McMinnville, with a 48% collection rate, is within 1% of other billing agency collection rates. This low collection rate, primarily due to inadequate reimbursement from Medicare and Medicaid, illustrates the challenge of funding ambulance services with existing revenue sources.

Core Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department EMS personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.

-
-

Ambulance Fund

2011 – 2012 Proposed Budget --- Budget Summary

Total Calls for Service

| Year | Total | % Increase | 20+ Calls/Day |
|------|-------|------------|---------------|
| 2000 | 3,854 | | 4 |
| 2008 | 6,053 | 57% | 100 |
| 2009 | 6,211 | 3% | 101 |
| 2010 | 6,511 | 5% | 111 |

The above table illustrates the % increase from the previous date.

Future Challenges and Opportunities

- Provide options to City Council to determine which service model best addresses emergency response challenges.
- Develop funding strategies for operation of the ambulance service that reduce reliance on General Fund support.
- Improve department public service to both internal and external customers.
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement.
- Implement Quality Assurance Program.
- Continue conducting self-assessment using the risk analysis and Standard of Coverage document for the Fire Department. This process will help meet community and council expectations for measuring existing service levels and planning for improvement.
- Implement goals and objectives of Self Assessment.
- Identify future staffing needs to accommodate increasing call volume.
- Evaluate response needs of entire Ambulance Service Area.
- Continue to improve partnerships with outlying rescue agencies.
- Develop partnerships to meet and maintain requirements of the McMinnville Ambulance Department.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 5,255,898 | 5,020,650 | 7,471,550 | 2,450,900 |
| Personal Services | 1,806,699 | 1,810,416 | 2,474,278 | 663,862 |
| Materials & Services | 2,777,317 | 2,809,325 | 4,363,337 | 1,554,012 |
| Capital Outlay | 256,313 | 10,727 | 182,287 | 171,560 |
| Transfers Out | 226,867 | 229,206 | 241,884 | 12,678 |
| Total Expenditures | 5,067,196 | 4,859,674 | 7,261,786 | 2,402,112 |
| Net Expenditures | 188,702 | 160,976 | 209,764 | (48,788) |

Full-Time Equivalent (FTE)

| | 2010-11 Adopted Budget | Change | 2011-12 Proposed Budget |
|-------------------------------|------------------------------|-------------|-------------------------------|
| FTE Adopted Budget | 16.32 | | |
| EMS Division Chief | | 1.00 | |
| Firefighter / Paramedic | | 4.35 | |
| Firefighter / Paramedic - PT+ | | (0.21) | |
| Paramedic - PT+ | | (0.74) | |
| FTE Proposed Budget | | 4.40 | 20.72 |



Ambulance Fund

Historical Highlights

- | | | | | | |
|-------------|---|-------------|--|-------------|--|
| 1928 | McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation. | 1987 | Ambulance subscription sold for the first time at \$35 per household – FireMed. | 2004 | First Fire Fund property tax transfer to support ambulance operations - \$50,000. |
| 1950 | A typical ambulance transport cost ~\$2.50. | 1996 | Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%. | 2004 | Non-Emergency Transport (NET) Team program discontinued due to inadequate funding from Medicare and Medicaid. |
| 1971 | First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night. | 1997 | Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day. Volunteers are assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day. | 2004 | Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area; implemented July 1, 2005. |
| 1979 | First advanced life support (ALS) employee, certified as an EMT-3 for the Fire Department. | 2001 | Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital to care facilities and also to provide service to doctor appointments. | 2005 | Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530. |
| 1982 | Fire Department's first state certified paramedic hired. | 2002 | Medicare begins their new fee schedule with a five-year implementation process significantly decreasing the amount paid for medical transports. | 2005 | Second Fire Fund property tax transfer to supplement ambulance operations - \$100,000. |
| 1983 | Three ALS employees re-assigned to work 24-hour shifts in three-day rotations. Paid staff continues to provide ambulance transports during the day. Volunteers are called in at night to supplement ambulance response. | | | | |

Ambulance Fund

Historical Highlights

2005 First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.

2006 Third Fire Fund property tax transfer to supplement ambulance operations - \$300,000.

2006 Field Data program implemented. Integrates pre-hospital care reports directly with the ambulance billing system using lap top computers in each of the ambulances.

2007 Purchase of new ambulance funded with combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.

2007 Continuance of the Fire Fund property tax transfer to subsidize EMS service operations - \$300,000.

2007 Average 27% rate increase to help offset increasing property tax subsidy.

2008 Purchase of four new defibrillators completes transition to new technology, enhancing paramedic's ability to provide first rate medical service.

2009 Transfer from General Fund to subsidize ambulance operations \$500,000

2009 Self Assessment process identifies emergency response challenges for the EMS service.

2009 Improved Advanced Life Support (ALS) rescue response by training more volunteer ALS responders.

2009 Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.

2010 City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS.

2011 City Council adopts new EMS delivery model and approves implementation of phase one. 1st phase includes new EMS Division Chief, 3 additional 24 hour staff, and establishing north substation.

2011 Transport fees for both basic life support (BLS) and advanced life support (ALS) ambulance service calls increased to \$1,500.



Ambulance Fund

2011-2012 Proposed Budget --- Personal Services Summary Salaries Paid From More Than One Source

Position Description

| <u>Fund</u> <u>Department</u> | <u>Number of</u> <u>Employees</u> | <u>Range</u> | <u>Total</u> <u>Salary</u> | <u>Detailed Summary</u> | |
|---|--------------------------------------|--------------|-------------------------------|-------------------------|---------------|
| | | | | <u>Page</u> | <u>Amount</u> |
| <u>Fire Chief</u> | 1 | 360 | 106,187 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.75 FTE) | | | | 76 | 79,640 |
| Ambulance Fund (0.25 FTE) | | | | 242 | 26,547 |
| <u>Assistant Fire Chief</u> | 1 | 353 | 94,187 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.50 FTE) | | | | 76 | 47,093 |
| Ambulance Fund (0.50 FTE) | | | | 242 | 47,094 |
| <u>Fire Captain</u> | 3 | 240 | 259,766 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 76 | 90,918 |
| Ambulance Fund (1.95 FTE) | | | | 242 | 168,848 |
| <u>Fire Lieutenant</u> | 3 | 235 | 228,971 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.05 FTE) | | | | 76 | 80,140 |
| Ambulance Fund (1.95 FTE) | | | | 242 | 148,831 |
| <u>Fire Mechanic / Firefighter / EMT</u> | 1 | 230 | 76,028 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.50 FTE) | | | | 76 | 38,014 |
| Ambulance Fund (0.50 FTE) | | | | 242 | 38,014 |

Position Description

| <u>Fund</u> <u>Department</u> | <u>Number of</u> <u>Employees</u> | <u>Range</u> | <u>Total</u> <u>Salary</u> | <u>Detailed Summary</u> | |
|---|--------------------------------------|--------------|-------------------------------|-------------------------|---------------|
| | | | | <u>Page</u> | <u>Amount</u> |
| <u>Firefighter / Paramedic</u> | 17 | 220 | 1,172,367 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (5.95 FTE) | | | | 76 | 410,328 |
| Ambulance Fund (11.05 FTE) | | | | 242 | 762,039 |
| <u>Firefighter / Paramedic - PT+</u> | 6 | 330 | 207,032 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (1.20 FTE) | | | | 76 | 72,461 |
| Ambulance Fund (2.22 FTE) | | | | 242 | 134,571 |
| <u>Office Manager</u> | 1 | 328 | 49,087 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.35 FTE) | | | | 76 | 17,180 |
| Ambulance Fund (0.65 FTE) | | | | 242 | 31,907 |
| <u>Administrative Specialist II</u> | 1 | 320 | 32,546 | | |
| General Fund | | | | | |
| Fire | | | | | |
| Administration & Operations (0.35 FTE) | | | | 76 | 11,391 |
| Ambulance Fund (0.65 FTE) | | | | 242 | 21,155 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| <u>BEGINNING FUND BALANCE</u> | | | | | | |
| 779,714 | 859,145 | 875,000 | 4079-05 Designated Begin FB-Ambulance Fd - EMS A/R Non-cash Beginning Fund Balance comprised of estimated Ambulance Accounts Receivable balance at July 1, 2011. | 950,000 | 950,000 | 950,000 |
| 833,230 | 624,650 | 806,465 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 816,800 | 816,800 | 762,000 |
| 1,612,944 | 1,483,795 | 1,681,465 | <u>TOTAL BEGINNING FUND BALANCE</u> | 1,766,800 | 1,766,800 | 1,712,000 |
| <u>INTERGOVERNMENTAL</u> | | | | | | |
| 1,485 | 0 | 0 | 4545 Federal FEMA Grant | 0 | 0 | 0 |
| 4,344 | 0 | 0 | 4840-05 OR Conflagration Reimbursement - Personnel | 0 | 0 | 0 |
| 0 | 0 | 0 | 4840-10 OR Conflagration Reimbursement - Equipment | 0 | 0 | 0 |
| 0 | 8,273 | 0 | 5070-03 Water & Light - Energy Efficiency Incentive | 0 | 0 | 0 |
| 5,829 | 8,273 | 0 | <u>TOTAL INTERGOVERNMENTAL</u> | 0 | 0 | 0 |
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 4,751,675 | 4,601,673 | 5,350,000 | 5700 Transport Fees Fees charged to patients for transport or treatment by ambulance personnel for emergency medical or trauma related incidents. Budget Note: Reflects rate increase to \$1,500 per transport and mileage rate increase to \$20 per mile. | 7,015,500 | 7,015,500 | 7,015,500 |
| 93,623 | 99,090 | 98,000 | 5710 FireMed Fees Fees collected from FireMed subscribers. City writes off amount owing on subscriber's account after payment(s) is received from insurance provider. Budget Note: Reflects \$20 per membership rate increase. | 132,000 | 132,000 | 132,000 |
| 4,845,298 | 4,700,763 | 5,448,000 | <u>TOTAL CHARGES FOR SERVICES</u> | 7,147,500 | 7,147,500 | 7,147,500 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 12,843 | 3,929 | 3,900 | 6310 Interest | 2,300 | 2,300 | 2,300 |
| 480 | 673 | 750 | 6460 Donations - Ambulance Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations. | 750 | 750 | 750 |
| 775 | 7,279 | 3,000 | 6600 Other Income | 3,000 | 3,000 | 3,000 |
| 0 | 0 | 0 | 6600-05 Other Income - Workers' Comp Reimbursement | 0 | 0 | 0 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 15,794 | 19,315 | 15,000 | 6610 Collections - EMS Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections. | 18,000 | 18,000 | 18,000 |
| 29,892 | 31,195 | 22,650 | TOTAL MISCELLANEOUS | 24,050 | 24,050 | 24,050 |
| TRANSFERS IN | | | | | | |
| 155,000 | 500,000 | 150,000 | 6900-01 Transfers In - General Fund General Fund transfer is necessary due to inadequate reimbursement from Medicaid and Medicare for emergency services provided by the City. Transfer increase is due to Ambulance operational changes. | 300,000 | 300,000 | 300,000 |
| 0 | 15,667 | 0 | 6900-85 Transfers In - Insurance Services | 0 | 0 | 0 |
| 155,000 | 515,667 | 150,000 | TOTAL TRANSFERS IN | 300,000 | 300,000 | 300,000 |
| 6,648,962 | 6,739,693 | 7,302,115 | TOTAL RESOURCES | 9,238,350 | 9,238,350 | 9,183,550 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

PERSONAL SERVICES

| | | | | | | |
|------------------|------------------|------------------|---|------------------|------------------|------------------|
| 866,679 | 889,338 | 917,949 | 7000-05 Salaries & Wages - Regular Full Time Fire Chief - 0.25 FTE Assistant Fire Chief - 0.50 FTE EMS Division Chief - 1.00 FTE - new position Fire Captain - 65% - 1.95 FTE Fire Lieutenant - 65% - 1.95 FTE Fire Mechanic / Firefighter / EMT - 0.50 FTE Firefighter / Paramedic - 65% - 11.05 FTE Office Manager - 0.65 FTE Administrative Specialist II - 0.65 FTE Budget Note: Increase partially due to changing allocation of all Firefighter/Paramedic positions to 35% Fire and 65% Ambulance; previously three were 100% Fire and three were 50% Fire | 1,323,394 | 1,323,394 | 1,315,597 |
| 133,636 | 184,435 | 213,543 | 7000-10 Salaries & Wages - Regular Part Time Firefighter / Paramedic - 65% - 2.22 FTE | 134,570 | 134,570 | 134,570 |
| 0 | 0 | 25,000 | 7000-15 Salaries & Wages - Temporary | 0 | 0 | 0 |
| 45,990 | 48,694 | 40,000 | 7000-17 Salaries & Wages - Volunteer Reimbursement Support for McMinnville Fire Volunteer Association (MFVA) program that reimburses volunteers for participation on a "point-per-event" basis, helps off-set volunteers' costs for clothing, gasoline, training, etc. | 40,000 | 40,000 | 40,000 |
| 133,602 | 134,139 | 149,000 | 7000-20 Salaries & Wages - Overtime | 104,000 | 104,000 | 104,000 |
| 71,063 | 76,000 | 75,220 | 7300-05 Fringe Benefits - FICA - Social Security | 99,317 | 99,317 | 98,838 |
| 16,619 | 17,774 | 17,841 | 7300-06 Fringe Benefits - FICA - Medicare | 23,230 | 23,230 | 23,118 |
| 244,357 | 238,869 | 250,843 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 370,130 | 370,130 | 368,291 |
| 171,573 | 176,896 | 198,542 | 7300-20 Fringe Benefits - Medical Insurance | 298,596 | 298,596 | 294,200 |
| 1,017 | 1,490 | 1,798 | 7300-25 Fringe Benefits - Life Insurance | 2,265 | 2,265 | 2,265 |
| 4,990 | 5,138 | 5,324 | 7300-30 Fringe Benefits - Long Term Disability | 7,382 | 7,382 | 7,334 |
| 32,751 | 32,311 | 40,526 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 66,065 | 66,065 | 65,724 |
| 590 | 620 | 632 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 821 | 821 | 821 |
| 224 | 996 | 4,198 | 7300-40 Fringe Benefits - Unemployment | 4,508 | 4,508 | 4,508 |
| 1,723,091 | 1,806,699 | 1,940,416 | TOTAL PERSONAL SERVICES | 2,474,278 | 2,474,278 | 2,459,266 |

MATERIALS AND SERVICES

| | | | | | | |
|-----|-------|-------|----------------------------------|-----|-----|-----|
| 984 | 1,012 | 500 | 7500 Credit Card Fees | 510 | 510 | 510 |
| 430 | 592 | 1,100 | 7540 Employee Development | 800 | 800 | 800 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|--|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| 22,507 | 14,918 | 20,000 | 7550 | Travel & Education | 25,000 | 25,000 | 25,000 |
| Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided. | | | | | | | |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | Pediatric Advanced Life Support Class | 25 | 160 | 4,000 | |
| | | | Difficult Airway Class | 5 | 1,000 | 5,000 | |
| | | | Spring Oregon EMS Conference | 6 | 500 | 3,000 | |
| | | | Pre-Hospital Trauma Life Support (PHTLS) | 30 | 150 | 4,500 | |
| | | | IAFC EMS Manager training class | 1 | 4,000 | 4,000 | |
| | | | EMS training manuals | 40 | 50 | 2,000 | |
| | | | Outside Instructors | 2 | 1,250 | 2,500 | |
| 24,022 | 24,721 | 30,000 | 7590 | Fuel - Vehicle & Equipment | 32,000 | 32,000 | 32,000 |
| 7,440 | 5,922 | 7,500 | 7600 | Electric & Natural Gas | 7,000 | 7,000 | 7,000 |
| 12,800 | 6,200 | 3,881 | 7610-05 | Insurance - Liability | 3,330 | 3,330 | 3,330 |
| Budget Note: Includes CIS Trust surplus distribution. | | | | | | | |
| 6,000 | 5,800 | 4,633 | 7610-10 | Insurance - Property | 4,200 | 4,200 | 4,200 |
| Budget Note: Includes CIS Trust surplus distribution. | | | | | | | |
| 21,585 | 22,608 | 25,000 | 7620 | Telecommunications | 28,000 | 28,000 | 28,000 |
| 18,394 | 11,774 | 12,500 | 7630-05 | Uniforms - Employee | 12,500 | 12,500 | 12,500 |
| Uniforms for career, volunteer, and part-time personnel which complies with Oregon OSHA safety standards. | | | | | | | |
| 518 | 1,498 | 0 | 7640 | Laundry | 200 | 200 | 200 |
| 1,802 | 1,988 | 3,000 | 7650 | Janitorial | 3,000 | 3,000 | 3,000 |
| Three days per week janitorial services and supplies - 75% shared with Fire Department in General Fund. | | | | | | | |
| 16,866 | 22,810 | 30,000 | 7660 | Materials & Supplies | 30,000 | 30,000 | 30,000 |
| 7,681 | 0 | 0 | 7660-05 | Materials & Supplies - Office Supplies | 0 | 0 | 0 |
| 7,633 | 6,387 | 8,000 | 7660-15 | Materials & Supplies - Postage | 8,000 | 8,000 | 8,000 |
| 76,108 | 89,765 | 100,000 | 7660-45 | Materials & Supplies - Medical Equipment & Supplies | 110,000 | 110,000 | 110,000 |
| 776 | 1,036 | 1,000 | 7660-55 | Materials & Supplies - Oxygen | 1,000 | 1,000 | 1,000 |
| 480 | 736 | 750 | 7680 | Materials & Supplies - Donations | 750 | 750 | 750 |
| Material and supplies funded through revenue account 6460, Donations-Ambulance. | | | | | | | |
| 111 | 0 | 0 | 7720 | Repairs & Maintenance | 0 | 0 | 0 |
| 936 | 430 | 0 | 7720-06 | Repairs & Maintenance - Equipment | 0 | 0 | 0 |
| 8,635 | 11,049 | 3,750 | 7720-08 | Repairs & Maintenance - Building Repairs | 5,000 | 5,000 | 5,000 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 4,401 | 0 | 0 | 7720-10 Repairs & Maintenance - Building Maintenance | 0 | 0 | 0 |
| 21,498 | 27,066 | 20,000 | 7720-14 Repairs & Maintenance - Vehicles | 30,000 | 30,000 | 30,000 |
| 2,100 | 2,456 | 1,000 | 7720-16 Repairs & Maintenance - Radio & Pagers | 1,000 | 1,000 | 1,000 |
| 0 | 0 | 0 | 7735 Rental Property Substation rental property | 36,000 | 36,000 | 36,000 |
| 17,127 | 9,685 | 10,930 | 7750 Professional Services | 15,400 | 15,400 | 15,400 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Audit fee allocation | 1 | 4,260 | 4,260 |
| | | | Labor negotiation arbitrator - 35% shared with Fire | 1 | 1,300 | 1,300 |
| | | | Physician Advisor | 1 | 3,000 | 3,000 |
| | | | Radio maintenance | 1 | 1,100 | 1,100 |
| | | | Professional licenses | 35 | 160 | 5,600 |
| | | | Section 125 administration fee | 1 | 140 | 140 |
| 17,355 | 0 | 0 | 7770-60 Professional Services - Projects - Radio System | 0 | 0 | 0 |
| 4,742 | 10,166 | 13,000 | 7790 Maintenance & Rental Contracts Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts. | 13,000 | 13,000 | 13,000 |
| 6,031 | 3,182 | 9,800 | 7800 M & S Equipment | 12,800 | 12,800 | 12,800 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Interoperable radio equipment - 50% shared with Fire | 1 | 5,000 | 5,000 |
| | | | Toughbook mounting equipment | 2 | 1,400 | 2,800 |
| | | | Substation equipment | 1 | 5,000 | 5,000 |
| 2,928 | 1,501 | 10,000 | 7800-09 M & S Equipment - Radios Replacement radios, as needed. | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 0 | 7810 M & S Equipment - Donations | 0 | 0 | 0 |
| 33,769 | 32,531 | 0 | 7830-98 M & S Computer Charges - IS Fund - Computer Services | 0 | 0 | 0 |
| 24,329 | 10,901 | 0 | 7830-99 M & S Computer Charges - IS Fund - Computer M&S Equipment | 0 | 0 | 0 |
| 0 | 0 | 1,044 | 7840 M & S Computer Charges | 12,744 | 12,744 | 12,879 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Shared city-wide M&S operating, network hardware & software, etc | 1 | 12,879 | 12,879 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 21,937 | 7840-95 | M & S Computer Charges - Ambulance | | 32,103 | 32,103 | 32,103 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | GeoComm mapping - 67.5% shared with Police & Fire | 1 | 1,200 | 1,200 | |
| | | | | Ivans ambulance billing - Field data maintenance | 1 | 13,000 | 13,000 | |
| | | | | Ivans ambulance billing maintenance | 1 | 300 | 300 | |
| | | | | Netmotion MDT software - 67.5% shared with Police & Fire | 1 | 975 | 975 | |
| | | | | Visionair Visionmobile maintenance-67.5% shared w/ Police & Fire | 1 | 4,352 | 4,352 | |
| | | | | Firehouse software maintenance - 50% shared with Fire | 1 | 1,250 | 1,250 | |
| | | | | Toughbook computer - Rich L. - 35% shared with Fire | 1 | 2,113 | 2,113 | |
| | | | | Desktop computers - new substation & hospital | 4 | 1,500 | 6,000 | |
| | | | | Warranty extensions - Rich L. & Deb - 35% shared with Fire | 2 | 103 | 206 | |
| | | | | Network equipment - new substation | 1 | 1,850 | 1,850 | |
| | | | | Visionair message switch maintenance-67.5% shared w/Police &Fire | 1 | 857 | 857 | |
| 0 | 1,441 | 0 | 7850 | M & S Building Improvements | | 0 | 0 | 0 |
| 17,031 | 16,698 | 5,000 | 8070 | FireMed Promotion | | 5,000 | 5,000 | 5,000 |
| 6,469 | 6,273 | 0 | 8100 | Intern Program | | 0 | 0 | 0 |
| 10,479 | 23,367 | 19,000 | 8270-05 | Revenue Adjustments - Bad-Debt Writeoffs | | 18,000 | 18,000 | 18,000 |
| | | | | Account balance writeoffs for accounts deemed totally uncollectible; for example, due to bankruptcy, death without estate, or undeliverable invoices. | | | | |
| 1,519,668 | 1,642,135 | 2,053,000 | 8270-10 | Revenue Adjustments - Medicare Assign - Nonallowed | | 2,760,000 | 2,760,000 | 2,760,000 |
| | | | | Required account balance writeoffs after Medicare payments received. | | | | |
| | | | | Budget Note: In 2002, the federal government implemented a reduced Medicare fee schedule which significantly reduced the amount Medicare pays for ambulance transport and prohibits the City from collecting any amount in excess of the Medicare allowable amount. | | | | |
| 458,395 | 383,503 | 552,000 | 8270-15 | Revenue Adjustments - Medicaid Writeoffs | | 602,000 | 602,000 | 602,000 |
| | | | | Required account balance writeoffs after Medicaid payments are received. | | | | |
| 62,773 | 81,936 | 70,000 | 8270-20 | Revenue Adjustments - Firemed Writeoffs | | 71,000 | 71,000 | 71,000 |
| | | | | FireMed member account balance writeoffs after all patient insurance payments have been received. | | | | |
| 346,690 | 269,767 | 350,000 | 8270-25 | Revenue Adjustments - Turned To Collections | | 438,000 | 438,000 | 438,000 |
| | | | | Past-due accounts turned to collections agency after all City collection procedures have been exhausted including pre-collection letter series. | | | | |
| 33,676 | 25,464 | 21,000 | 8270-30 | Revenue Adjustments - Public Agency Writeoffs | | 35,000 | 35,000 | 35,000 |
| | | | | Discounts provided to Yamhill County Jail, Yamhill County Detention Center, and Yamhill County Hospice. Also includes writeoffs taken automatically by the Veterans Administration. | | | | |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 2,825,168 | 2,777,317 | 3,409,325 | TOTAL MATERIALS AND SERVICES | | | 4,363,337 | 4,363,337 | 4,363,472 |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 0 | 0 | 0 | 8710 | Equipment | | 0 | 0 | 0 |
| 50,000 | 55,431 | 0 | 8710-22 | Equipment - EMS Defibrillators | | 0 | 0 | 0 |
| 30,225 | 0 | 0 | 8740 | Computer Equipment - IS Fund | | 0 | 0 | 0 |
| 0 | 0 | 2,057 | 8750 | Capital Outlay Computer Charges | | 5,463 | 5,463 | 5,463 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Shared city-wide capital outlay network hardware & software, etc | 1 | 5,463 | 5,463 | | |
| 3,233 | 35,810 | 8,670 | 8800 | Building Improvements | | 1,824 | 1,824 | 1,824 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Concrete work - 75% shared with Fire | 1 | 1,824 | 1,824 | | |
| 300,573 | 165,073 | 0 | 8850 | Vehicles | | 175,000 | 175,000 | 175,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | Ambulance | 1 | 175,000 | 175,000 | | |
| 384,031 | 256,313 | 10,727 | TOTAL CAPITAL OUTLAY | | | 182,287 | 182,287 | 182,287 |
| <u>TRANSFERS OUT</u> | | | | | | | | |
| 149,533 | 141,886 | 142,972 | 9700-01 | Transfers Out - General Fund | | 151,030 | 151,030 | 150,941 |
| | | | Transfer to General Fund for personnel cost allocations for Administration and Finance support services. This transfer includes approximately 1.00 FTE for A/R Billing Coordinator and 0.75 FTE for A/R Billing Specialist who bill and collect for all EMS transports. | | | | | |
| 56,855 | 60,040 | 61,000 | 9700-15 | Transfers Out - Emergency Communications | | 64,100 | 64,100 | 70,800 |
| | | | Transfer to Emergency Communications Fund for support of ambulance dispatching emergency communication services provided by Yamhill Communications Agency (YCOM). | | | | | |
| 26,489 | 24,941 | 25,234 | 9700-80 | Transfers Out - Information Systems | | 26,754 | 26,754 | 26,709 |
| | | | Transfer to Information Systems and Services Fund for personnel cost allocations for EMS computer support. | | | | | |
| 232,877 | 226,867 | 229,206 | TOTAL TRANSFERS OUT | | | 241,884 | 241,884 | 248,450 |
| <u>CONTINGENCIES</u> | | | | | | | | |
| 0 | 0 | 170,000 | 9800 | Contingencies | | 300,000 | 300,000 | 300,000 |
| 0 | 0 | 170,000 | TOTAL CONTINGENCIES | | | 300,000 | 300,000 | 300,000 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 859,145 | 830,266 | 950,000 | 9979-05 Designated End FB - Ambulance - EMS A/R Non-cash Ending Fund Balance comprised of estimated Ambulance Accounts Receivable balance at June 30, 2012. | 1,015,000 | 1,015,000 | 1,015,000 |
| 624,650 | 842,231 | 592,441 | 9999 Unappropriated Ending Fd Balance Budgeted designated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations | 661,564 | 661,564 | 615,075 |
| 1,483,795 | 1,672,497 | 1,542,441 | <u>TOTAL ENDING FUND BALANCE</u> | 1,676,564 | 1,676,564 | 1,630,075 |
| 6,648,962 | 6,739,693 | 7,302,115 | <u>TOTAL REQUIREMENTS</u> | 9,238,350 | 9,238,350 | 9,183,550 |

Budget Document Report

79 - AMBULANCE FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 6,648,962 | 6,739,693 | 7,302,115 | TOTAL RESOURCES | 9,238,350 | 9,238,350 | 9,183,550 |
| 6,648,962 | 6,739,693 | 7,302,115 | TOTAL REQUIREMENTS | 9,238,350 | 9,238,350 | 9,183,550 |



INFORMATION SYSTEMS & SERVICES FUND



- **FY 2011-2012 Budgeted Computer Equipment – By Department**



Information Systems & Services Fund

2011 – 2012 Proposed Budget --- Budget Summary

Budget Highlights

- No proposed changes in personnel.

New Programs, Projects, or Equipment:

- Continuation of virtual server philosophy. Reduces hardware and associated costs overall. 56% of all servers are now virtual machines.
- Continued support of new ERP financial system implementation, hardware, network, systems analysis, and other technical services as needed.
- Budget developed with the following priority items:
 - System and network security.
 - License compliance, and maintenance of compliance.
 - Continuity of Operations (COOP), restoration of service interruption.
- Replacement of 18 desktop computers and Mobile Computing Terminals (MCT) comprising approximately 7% of total. Continue to redeploy machines when possible.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- Continue initiative for redundancy and continuity of operations for our computer systems. By utilizing computer room facilities in the Public Safety Building and the Community Center, we are able to create “failover” systems which will ensure continued city operations in the event of a disaster.

- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. Operating departments reimburse the IS Department for actual IS costs.

Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide reasonable network, hardware, and software resources to City departments for the accomplishment of their business tasks.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

Future Challenges and Opportunities

- Partner with the Finance Department for the continued implementation of the ERP financial system from New World Systems, as well as expanding the functionality of the system throughout the City.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Further enhance and expand the City website. Ensure that information is consistently updated and that all training requirements are completed.
- Need for Systems Analyst to support Public Safety applications.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 689,925 | 736,937 | 862,949 | 126,012 |
| Personal Services | 260,222 | 271,577 | 288,231 | 16,654 |
| Materials & Services | 405,700 | 465,675 | 459,665 | (6,010) |
| Capital Outlay | 67,512 | 53,534 | 129,452 | 75,918 |
| Total Expenditures | 733,434 | 790,786 | 877,348 | 86,562 |
| Net Expenditures | (43,509) | (53,849) | (14,399) | (39,450) |

Full-Time Equivalents (FTE)

| | 2011 | | 2012 |
|----------------------------|-------------------|--------|--------------------|
| | Adopted Budget | Change | Proposed Budget |
| FTE Adopted Budget | 3.00 | | |
| No change | | - | |
| FTE Proposed Budget | | | 3.00 |



Information Systems & Services Fund

Historical Highlights

- | | | |
|--|--|---|
| 1993 City's first Information Systems Manager hired. | 2003 Partnership formed with Yamhill County for management of IS services; City director position eliminated. | 2006 Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity. |
| 1995 Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities. | 2004 Physical location of IS Department moved from Fire Station to Community Center. | 2007 Partnered with Yamhill County and assumed project management and problem resolution of the City public safety radio system. |
| 1995 First system administrative specialist hired to help with expanding City IS needs. | 2005 Completed move of all City telephones back onto City-County telephone system. | 2008 Supported the project of moving all communications for the City to the new Public Safety Building. |
| 1996 City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & Powerpoint. Email begins! | 2006 Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | 2009 Began implementation of redundant server strategy for “hot” site backup for city applications. |
| 1998 City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40. | 2006 Completion of new computer equipment room with backup generator in Community Center. | 2010 Began utilizing virtual server technology, and moved to Storage Area Network devices. |
| 2001 McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget. | 2006 Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc. | 2011 Began development of five year strategic IS plan. |
| 2002 IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. | | |

Information Systems & Services Fund --- Computer Equipment - By Department

2011-2012 Proposed Budget

| <u>Fund - Department</u> | <u>Computer Equipment</u> | <u>\$s</u> | <u>Department Total</u> | <u>Notes</u> |
|-----------------------------------|-------------------------------------|------------|-------------------------|--|
| Finance/Accounting | Workstations - 3 | 5,400 | | Replacements with triple monitors |
| | Data projector | 1,500 | | New for City Hall |
| | Dual monitor cards - 4 | 1,520 | | Monitor upgrade |
| | | | <u>8,420</u> | |
| Engineering | Workstation - 1 | 1,800 | | Replacement with dual monitors |
| | Extended warranty | 600 | | Printer warranty |
| | | | <u>2,400</u> | |
| Planning | Extended warranty - 3 | 750 | | For workstations & printer |
| | Dual monitors | 600 | | |
| | | | <u>1,350</u> | |
| Police | Workstations - 3 | 4,500 | | Replacements |
| | Warranty extensions - 6 | 750 | | For workstations |
| | Mobile data computer keyboards - 15 | 4,575 | | Replacements |
| | Data911 Mobile data computers - 3 | 19,750 | | Replacement - capital outlay |
| | | | <u>29,575</u> | |
| Municipal Court | Scanner | 600 | | New |
| | Warranty extensions - 3 | 357 | | For workstations |
| | | | <u>957</u> | |
| Fire | Toughbook computer | 3,250 | | New |
| | Toughbook computer | 1,137 | | New - shared 65% with Ambulance |
| | Warranty extensions - 2 | 111 | | For workstations - shared 65% with Ambulance |
| | | | <u>4,498</u> | |
| Park & Rec Aquatic Ctr | Keyboard | 250 | | Replacement |
| | Keyboard extender | 295 | | Replacement |
| | | | <u>545</u> | |
| Park & Rec, CC and Rec | Workstation upgrade | 500 | | |
| | | | <u>500</u> | |

Information Systems & Services Fund --- Computer Equipment - By Department

2011-2012 Proposed Budget

| <u>Fund - Department</u> | <u>Computer Equipment</u> | <u>\$s</u> | <u>Department Total</u> | <u>Notes</u> |
|-------------------------------------|-----------------------------------|--------------|-------------------------|---|
| Park & Rec, Senior Cente | Workstation upgrade | 400 | | |
| | Warranty extensions - 2 | 160 | | For workstations |
| | | | <u>560</u> | |
| Park & Rec Pk. Maint. | Arcview license | 1,200 | | |
| | Warranty extensions - 2 | 316 | | For workstations |
| | | | <u>1,516</u> | |
| Library | Workstations - 6 | 9,600 | | Replacements per plan |
| | Black & white printer with duplex | 600 | | Replacement - tech wall |
| | Solid state drives - 3 | 300 | | Replacements to extend machine life |
| | Warranty extensions - 2 | 480 | | For tech wall workstations |
| | | | <u>10,980</u> | |
| Street | Arcview license | 1,200 | | |
| | Warranty extensions - 2 | 316 | | For workstations |
| | | | <u>1,516</u> | |
| Wastewater Services | Workstation | 1,500 | | Replacement |
| | Black & white laserjet printer | 1,200 | | Replacement |
| | Laptop | 1,500 | | Replacement |
| | Arcview license - 2 | 2,400 | | |
| | Video storage unit | 1,000 | | New to expand storage capacity |
| | Warranty extensions - 3 | 360 | | For workstations |
| | | | <u>7,960</u> | |
| Ambulance | Toughbook computer | 2,113 | | New - shared 35% with Fire |
| | Warranty extensions - 2 | 206 | | For workstations - shared 35% with Fire |
| | Workstations - 4 | 6,000 | | New substation & hospital |
| | Network equipment | 1,850 | | New substation |
| | | | <u>10,169</u> | |
| | | Total | <u><u>80,946</u></u> | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 7,750 | 8,900 | 0 | 4080-03 Designated Begin FB-Info Sys Fd - Police | 0 | 0 | 0 |
| 600 | 3,600 | 3,600 | 4080-05 Designated Begin FB-Info Sys Fd - Municipal Court | 0 | 0 | 0 |
| 4,500 | 1,550 | 2,850 | 4080-07 Designated Begin FB-Info Sys Fd - Engineering | 0 | 0 | 0 |
| 1,700 | 750 | 0 | 4080-09 Designated Begin FB-Info Sys Fd - Planning | 0 | 0 | 0 |
| 2,800 | 1,500 | 0 | 4080-10 Designated Begin FB-Info Sys Fd - Park Maintenance | 0 | 0 | 0 |
| 0 | 14,000 | 4,700 | 4080-12 Designated Begin FB-Info Sys Fd - Fire | 0 | 0 | 0 |
| 76,500 | 79,000 | 39,100 | 4080-15 Designated Begin FB-Info Sys Fd - Financial System Reserve July 1, 2011 cash carryover "saved" for future City financial system software improvements. | 55,000 | 55,000 | 55,000 |
| Budget Note: In 2007, the City purchased a new financial system, Logos.Net. The purchase was paid for with funds which were specifically reserved for the purchase in previous years. | | | | | | |
| 1,250 | 9,450 | 0 | 4080-17 Designated Begin FB-Info Sys Fd - Library | 0 | 0 | 0 |
| 1,250 | 2,100 | 0 | 4080-19 Designated Begin FB-Info Sys Fd - Wastewater Services | 0 | 0 | 0 |
| 4,000 | 0 | 0 | 4080-20 Designated Begin FB-Info Sys Fd - Sewer Maintenance | 0 | 0 | 0 |
| 0 | 20,000 | 0 | 4080-27 Designated Begin FB-Info Sys Fd - Aquatic Center | 0 | 0 | 0 |
| 300 | 0 | 0 | 4080-30 Designated Begin FB-Info Sys Fd - Kids on the Block | 0 | 0 | 0 |
| 300 | 0 | 0 | 4080-32 Designated Begin FB-Info Sys Fd - Recreational Sports | 0 | 0 | 0 |
| 0 | 350 | 0 | 4080-34 Designated Begin FB-Info Sys Fd - Senior Center | 0 | 0 | 0 |
| 0 | 5,800 | 4,300 | 4080-35 Designated Begin FB-Info Sys Fd - Street Fund | 0 | 0 | 0 |
| 400 | 1,800 | 1,800 | 4080-40 Designated Begin FB-Info Sys Fd - Building Division | 0 | 0 | 0 |
| 0 | 26,000 | 26,000 | 4080-45 Designated Begin FB-Info Sys Fd - Ambulance | 0 | 0 | 0 |
| 42,328 | 68,811 | 102,785 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 77,300 | 77,300 | 94,000 |
| 143,678 | 243,611 | 185,135 | TOTAL BEGINNING FUND BALANCE | 132,300 | 132,300 | 149,000 |
| INTERGOVERNMENTAL | | | | | | |
| 50,000 | 0 | 0 | 4590-20 ODOT Federal Grants - E-Ticketing | 0 | 0 | 0 |
| 50,000 | 0 | 0 | TOTAL INTERGOVERNMENTAL | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <u>CHARGES FOR SERVICES</u> | | | | | | |
| 502,658 | 317,429 | 371,376 | 6000-01 Charges for Equipment & Services - General Fund Budget Note: Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs. | 428,325 | 428,325 | 442,647 |
| 21,750 | 11,615 | 13,988 | 6000-20 Charges for Equipment & Services - Street Fund | 15,314 | 15,314 | 16,614 |
| 32,172 | 9,515 | 8,248 | 6000-70 Charges for Equipment & Services - Building Fund | 23,675 | 23,675 | 23,749 |
| 44,388 | 34,339 | 45,810 | 6000-75 Charges for Equipment & Services - Wastewater Services Fund | 56,494 | 56,494 | 56,763 |
| 88,323 | 43,432 | 25,038 | 6000-79 Charges for Equipment & Services - Ambulance Fund | 50,310 | 50,310 | 50,444 |
| 689,291 | 416,330 | 464,460 | <u>TOTAL CHARGES FOR SERVICES</u> | 574,118 | 574,118 | 590,217 |
| <u>MISCELLANEOUS</u> | | | | | | |
| 2,742 | 944 | 900 | 6310 Interest | 600 | 600 | 600 |
| 2,308 | 4,243 | 0 | 6600 Other Income | 0 | 0 | 0 |
| 5,050 | 5,187 | 900 | <u>TOTAL MISCELLANEOUS</u> | 600 | 600 | 600 |
| <u>TRANSFERS IN</u> | | | | | | |
| 211,914 | 199,528 | 201,873 | 6900-01 Transfers In - General Fund Transfer from General Fund for personnel cost allocations for computer support. | 214,033 | 214,033 | 213,671 |
| 5,714 | 5,368 | 5,432 | 6900-20 Transfers In - Street Transfer from Street Fund for personnel cost allocations for computer support. | 5,765 | 5,765 | 5,755 |
| 11,428 | 10,736 | 10,863 | 6900-70 Transfers In - Building Transfer from Building Fund for personnel cost allocations for computer support. | 11,529 | 11,529 | 11,509 |
| 30,159 | 27,835 | 28,175 | 6900-75 Transfers In - Wastewater Services Transfer from Wastewater Services Fund for personnel cost allocations for computer support. | 30,150 | 30,150 | 30,084 |
| 26,489 | 24,941 | 25,234 | 6900-79 Transfers In - Ambulance Transfer from Ambulance Fund for personnel cost allocations for computer support. | 26,754 | 26,754 | 26,709 |
| 285,704 | 268,408 | 271,577 | <u>TOTAL TRANSFERS IN</u> | 288,231 | 288,231 | 287,728 |
| 1,173,722 | 933,535 | 922,072 | <u>TOTAL RESOURCES</u> | 995,249 | 995,249 | 1,027,545 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 163,543 | 177,876 | 181,864 | 7000-05 Salaries & Wages - Regular Full Time Information Systems Analyst III - 1.00 FTE Information Systems Analyst II - 1.00 FTE Information Systems Analyst I - 1.00 FTE | 186,776 | 186,776 | 186,776 |
| 8,186 | 5,056 | 14,000 | 7000-20 Salaries & Wages - Overtime For required maintenance scheduled after working hours and occasional extra work required during peak activity periods. | 12,000 | 12,000 | 12,000 |
| 9,995 | 10,612 | 11,833 | 7300-05 Fringe Benefits - FICA - Social Security | 12,325 | 12,325 | 12,325 |
| 2,337 | 2,482 | 2,769 | 7300-06 Fringe Benefits - FICA - Medicare | 2,882 | 2,882 | 2,882 |
| 39,292 | 34,635 | 36,182 | 7300-15 Fringe Benefits - PERS - OPSRP - IAP | 43,302 | 43,302 | 43,302 |
| 23,702 | 27,959 | 28,236 | 7300-20 Fringe Benefits - Medical Insurance | 29,152 | 29,152 | 28,648 |
| 172 | 189 | 189 | 7300-25 Fringe Benefits - Life Insurance | 189 | 189 | 189 |
| 912 | 996 | 1,016 | 7300-30 Fringe Benefits - Long Term Disability | 1,040 | 1,040 | 1,040 |
| 320 | 340 | 401 | 7300-35 Fringe Benefits - Workers' Compensation Insurance | 478 | 478 | 478 |
| 68 | 77 | 87 | 7300-37 Fringe Benefits - Workers' Benefit Fund | 87 | 87 | 87 |
| 12,532 | 0 | 0 | 7300-40 Fringe Benefits - Unemployment | 0 | 0 | 0 |
| 261,059 | 260,222 | 276,577 | TOTAL PERSONAL SERVICES | 288,231 | 288,231 | 287,727 |
| MATERIALS AND SERVICES | | | | | | |
| 87 | 113 | 500 | 7540 Employee Development | 400 | 400 | 400 |
| 6,142 | 8,567 | 8,000 | 7550 Travel & Education Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences. | 7,000 | 7,000 | 7,000 |
| 187 | 675 | 1,000 | 7590 Fuel - Vehicle & Equipment | 1,000 | 1,000 | 1,000 |
| 1,600 | 1,400 | 953 | 7610-05 Insurance - Liability Budget Note: Includes CIS Trust surplus distribution. | 940 | 940 | 940 |
| 300 | 400 | 273 | 7610-10 Insurance - Property Budget Note: Includes CIS Trust surplus distribution. | 290 | 290 | 290 |
| 7,131 | 5,694 | 7,100 | 7620 Telecommunications Information Services Department telephones, cell phones, and modem lines. | 6,500 | 6,500 | 6,500 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|-------|--|---|--------|--------|---|---|-------|-------|--|---|-------|-------|-------------------------------------|---|-------|-------|---|---|-------|-------|--------------------------------|---|-------|-------|--------------------------------|---|----|----|--|---|--------|--------|--|--|--|
| 2,289 | 2,202 | 2,700 | 7660 Materials & Supplies General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials. | 2,700 | 2,700 | 2,700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Fees and dues for professional subscriptions</td> <td>1</td> <td>200</td> <td>200</td> </tr> <tr> <td>Software diagnostics</td> <td>1</td> <td>500</td> <td>500</td> </tr> <tr> <td>Keyboards, mice, surge bars, cabling, misc</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Label printer supplies</td> <td>1</td> <td>50</td> <td>50</td> </tr> <tr> <td>Shipping costs</td> <td>1</td> <td>350</td> <td>350</td> </tr> <tr> <td>Printer supplies, toner, paper</td> <td>1</td> <td>600</td> <td>600</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Fees and dues for professional subscriptions | 1 | 200 | 200 | Software diagnostics | 1 | 500 | 500 | Keyboards, mice, surge bars, cabling, misc | 1 | 1,000 | 1,000 | Label printer supplies | 1 | 50 | 50 | Shipping costs | 1 | 350 | 350 | Printer supplies, toner, paper | 1 | 600 | 600 | | | | | | | | | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fees and dues for professional subscriptions | 1 | 200 | 200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Software diagnostics | 1 | 500 | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Keyboards, mice, surge bars, cabling, misc | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Label printer supplies | 1 | 50 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shipping costs | 1 | 350 | 350 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Printer supplies, toner, paper | 1 | 600 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | 27 | 0 | 7720 Repairs & Maintenance | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,063 | 3,105 | 3,150 | 7720-06 Repairs & Maintenance - Equipment Equipment repairs and software upgrades not covered by maintenance contracts. | 3,150 | 3,150 | 3,150 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Printer and non-warranty equipment repairs</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>Printer maintenance kits for in-house repairs</td> <td>1</td> <td>650</td> <td>650</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Printer and non-warranty equipment repairs | 1 | 2,500 | 2,500 | Printer maintenance kits for in-house repairs | 1 | 650 | 650 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Printer and non-warranty equipment repairs | 1 | 2,500 | 2,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Printer maintenance kits for in-house repairs | 1 | 650 | 650 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36,181 | 17,002 | 17,830 | 7750 Professional Services | 41,360 | 41,360 | 41,360 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Civic Hall audio visual support services - Cascade Sound</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Network design - Structured Communications</td> <td>1</td> <td>4,000</td> <td>4,000</td> </tr> <tr> <td>SAN design - Structured Communications</td> <td>1</td> <td>3,000</td> <td>3,000</td> </tr> <tr> <td>Website maintenance - Hinmon Agency</td> <td>1</td> <td>6,000</td> <td>6,000</td> </tr> <tr> <td>Security system monitoring - A&E Security</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> <tr> <td>Audit fee allocation</td> <td>1</td> <td>1,310</td> <td>1,310</td> </tr> <tr> <td>Section 125 administration fee</td> <td>1</td> <td>50</td> <td>50</td> </tr> <tr> <td>Additional application, network, desktop, website services</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Civic Hall audio visual support services - Cascade Sound | 1 | 1,000 | 1,000 | Network design - Structured Communications | 1 | 4,000 | 4,000 | SAN design - Structured Communications | 1 | 3,000 | 3,000 | Website maintenance - Hinmon Agency | 1 | 6,000 | 6,000 | Security system monitoring - A&E Security | 1 | 1,000 | 1,000 | Audit fee allocation | 1 | 1,310 | 1,310 | Section 125 administration fee | 1 | 50 | 50 | Additional application, network, desktop, website services | 1 | 25,000 | 25,000 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Civic Hall audio visual support services - Cascade Sound | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Network design - Structured Communications | 1 | 4,000 | 4,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SAN design - Structured Communications | 1 | 3,000 | 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Website maintenance - Hinmon Agency | 1 | 6,000 | 6,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Security system monitoring - A&E Security | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Audit fee allocation | 1 | 1,310 | 1,310 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 125 administration fee | 1 | 50 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional application, network, desktop, website services | 1 | 25,000 | 25,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 10,000 | 7770-03 Professional Services - Projects - ERP New World Systems consultant to train Finance staff and perform data migration pertaining to Human Resources and Position Budgeting re-write. | 15,000 | 15,000 | 15,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>LOGOS professional services</td> <td>1</td> <td>15,000</td> <td>15,000</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | LOGOS professional services | 1 | 15,000 | 15,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOGOS professional services | 1 | 15,000 | 15,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 56,567 | 58,828 | 60,697 | 7780-20 Contract Services - Information Services Management Yamhill County service contract for management of the City's Information Services Department and additional IS support staff, includes 2% increase. | 61,911 | 61,911 | 61,911 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17,689 | 7,608 | 0 | 7790-10 Maintenance & Rental Contracts - Hardware Maintenance | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 153,867 | 163,410 | 0 | 7790-15 Maintenance & Rental Contracts - Software Maintenance | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------------|-------|----------|-------|--|--|--|-------------------------------------|---|-------|-------|--|--|--|---------------------------------------|---|-------|-------|--|--|--|-------------------------------------|---|--------|--------|--|--|--|---|---|-------|-------|--|--|--|---------------------------------|---|-------|-------|--|--|--|------------------------------------|---|-------|-------|--|--|--|--|---|-------|-------|--|--|--|---|---|-------|-------|--|--|--|---|---|--------|--------|--|--|--|------------------------------------|---|-------|-------|--|--|--|---------------------|---|--------|--------|--|--|--|----------------------------|---|-------|-------|--|--|--|--------------------------------|---|-------|-------|--|--|--|--|---|-------|-------|--|--|--|------------------------------|---|----|----|--|--|--|-------------------------------------|---|-----|-----|--|--|--|---------------------------|---|-------|-------|--|--|--|
| 0 | 0 | 16,050 | 7792 Hardware Maintenance & Rental Contracts | 37,711 | 37,711 | 40,411 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget Note: Reclassified from account # 7790-10, Maintenance & Rental Contracts - Hardware Maintenance. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> <td colspan="3"></td> </tr> </thead> <tbody> <tr><td>APC symmetra UPS, server room</td><td>1</td><td>2,500</td><td>2,500</td><td colspan="3"></td></tr> <tr><td>Aruba networks maintenance renewal</td><td>1</td><td>500</td><td>500</td><td colspan="3"></td></tr> <tr><td>Barracuda link balancer maintenance</td><td>1</td><td>300</td><td>300</td><td colspan="3"></td></tr> <tr><td>Checkpoint SG1073 Firewall maintenance</td><td>1</td><td>4,000</td><td>4,000</td><td colspan="3"></td></tr> <tr><td>Hitachi AMS2100 SAN maintenance</td><td>1</td><td>5,000</td><td>5,000</td><td colspan="3"></td></tr> <tr><td>HP Procurve SAN switch maintenance</td><td>1</td><td>1,000</td><td>1,000</td><td colspan="3"></td></tr> <tr><td>HP Proliant City server maintenance renewals</td><td>1</td><td>6,100</td><td>6,100</td><td colspan="3"></td></tr> <tr><td>HP Proliant RMS server - 50% shared with Yamhill County</td><td>1</td><td>366</td><td>366</td><td colspan="3"></td></tr> <tr><td>Katolight server room generator maintenance</td><td>1</td><td>620</td><td>620</td><td colspan="3"></td></tr> <tr><td>Mailgate spam filter maintenance</td><td>1</td><td>1,995</td><td>1,995</td><td colspan="3"></td></tr> <tr><td>Data911 maintenance</td><td>1</td><td>12,000</td><td>12,000</td><td colspan="3"></td></tr> <tr><td>Quantum DX4510 maintenance</td><td>1</td><td>1,000</td><td>1,000</td><td colspan="3"></td></tr> <tr><td>Quantum Scalar i40 maintenance</td><td>1</td><td>1,000</td><td>1,000</td><td colspan="3"></td></tr> <tr><td>Quantum Scalar i40 maintenance - (PS Building)</td><td>1</td><td>1,000</td><td>1,000</td><td colspan="3"></td></tr> <tr><td>Warranty extension - Lori M.</td><td>1</td><td>80</td><td>80</td><td colspan="3"></td></tr> <tr><td>Laptop warranty extension - Lori M.</td><td>1</td><td>250</td><td>250</td><td colspan="3"></td></tr> <tr><td>APC generator maintenance</td><td>1</td><td>2,700</td><td>2,700</td><td colspan="3"></td></tr> </tbody> </table> | | | | | | | Description | Units | Amt/Unit | Total | | | | APC symmetra UPS, server room | 1 | 2,500 | 2,500 | | | | Aruba networks maintenance renewal | 1 | 500 | 500 | | | | Barracuda link balancer maintenance | 1 | 300 | 300 | | | | Checkpoint SG1073 Firewall maintenance | 1 | 4,000 | 4,000 | | | | Hitachi AMS2100 SAN maintenance | 1 | 5,000 | 5,000 | | | | HP Procurve SAN switch maintenance | 1 | 1,000 | 1,000 | | | | HP Proliant City server maintenance renewals | 1 | 6,100 | 6,100 | | | | HP Proliant RMS server - 50% shared with Yamhill County | 1 | 366 | 366 | | | | Katolight server room generator maintenance | 1 | 620 | 620 | | | | Mailgate spam filter maintenance | 1 | 1,995 | 1,995 | | | | Data911 maintenance | 1 | 12,000 | 12,000 | | | | Quantum DX4510 maintenance | 1 | 1,000 | 1,000 | | | | Quantum Scalar i40 maintenance | 1 | 1,000 | 1,000 | | | | Quantum Scalar i40 maintenance - (PS Building) | 1 | 1,000 | 1,000 | | | | Warranty extension - Lori M. | 1 | 80 | 80 | | | | Laptop warranty extension - Lori M. | 1 | 250 | 250 | | | | APC generator maintenance | 1 | 2,700 | 2,700 | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APC symmetra UPS, server room | 1 | 2,500 | 2,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aruba networks maintenance renewal | 1 | 500 | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barracuda link balancer maintenance | 1 | 300 | 300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Checkpoint SG1073 Firewall maintenance | 1 | 4,000 | 4,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hitachi AMS2100 SAN maintenance | 1 | 5,000 | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HP Procurve SAN switch maintenance | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HP Proliant City server maintenance renewals | 1 | 6,100 | 6,100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HP Proliant RMS server - 50% shared with Yamhill County | 1 | 366 | 366 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Katolight server room generator maintenance | 1 | 620 | 620 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mailgate spam filter maintenance | 1 | 1,995 | 1,995 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data911 maintenance | 1 | 12,000 | 12,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quantum DX4510 maintenance | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quantum Scalar i40 maintenance | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quantum Scalar i40 maintenance - (PS Building) | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warranty extension - Lori M. | 1 | 80 | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Laptop warranty extension - Lori M. | 1 | 250 | 250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APC generator maintenance | 1 | 2,700 | 2,700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 78,970 | 7794 Software Maintenance & Rental Contracts | 74,670 | 74,670 | 74,670 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget Note: Software maintenance costs reclassified from account #7790-15, Maintenance & Rental Contracts - Software Maintenance. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> <td colspan="3"></td> </tr> </thead> <tbody> <tr><td>Adventnet helpdesk software renewal</td><td>1</td><td>1,000</td><td>1,000</td><td colspan="3"></td></tr> <tr><td>Blackberry enterprise support renewal</td><td>1</td><td>1,450</td><td>1,450</td><td colspan="3"></td></tr> <tr><td>LOGOS - City wide ERP maintenance</td><td>1</td><td>46,000</td><td>46,000</td><td colspan="3"></td></tr> <tr><td>Scriptlogic desktop authority maintenance</td><td>1</td><td>3,000</td><td>3,000</td><td colspan="3"></td></tr> <tr><td>Site5 annual subscription</td><td>1</td><td>120</td><td>120</td><td colspan="3"></td></tr> <tr><td>Snap deploy renewal</td><td>1</td><td>1,400</td><td>1,400</td><td colspan="3"></td></tr> <tr><td>Symantec Anti-virus maintenance renewal</td><td>1</td><td>1,900</td><td>1,900</td><td colspan="3"></td></tr> <tr><td>Symantec Back Exec maintenance renewal</td><td>1</td><td>2,300</td><td>2,300</td><td colspan="3"></td></tr> <tr><td>VmWare support, all products</td><td>1</td><td>11,000</td><td>11,000</td><td colspan="3"></td></tr> <tr><td>Websense renewal, 3 premium bundle</td><td>1</td><td>6,500</td><td>6,500</td><td colspan="3"></td></tr> </tbody> </table> | | | | | | | Description | Units | Amt/Unit | Total | | | | Adventnet helpdesk software renewal | 1 | 1,000 | 1,000 | | | | Blackberry enterprise support renewal | 1 | 1,450 | 1,450 | | | | LOGOS - City wide ERP maintenance | 1 | 46,000 | 46,000 | | | | Scriptlogic desktop authority maintenance | 1 | 3,000 | 3,000 | | | | Site5 annual subscription | 1 | 120 | 120 | | | | Snap deploy renewal | 1 | 1,400 | 1,400 | | | | Symantec Anti-virus maintenance renewal | 1 | 1,900 | 1,900 | | | | Symantec Back Exec maintenance renewal | 1 | 2,300 | 2,300 | | | | VmWare support, all products | 1 | 11,000 | 11,000 | | | | Websense renewal, 3 premium bundle | 1 | 6,500 | 6,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Units | Amt/Unit | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adventnet helpdesk software renewal | 1 | 1,000 | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blackberry enterprise support renewal | 1 | 1,450 | 1,450 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LOGOS - City wide ERP maintenance | 1 | 46,000 | 46,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scriptlogic desktop authority maintenance | 1 | 3,000 | 3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site5 annual subscription | 1 | 120 | 120 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Snap deploy renewal | 1 | 1,400 | 1,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Symantec Anti-virus maintenance renewal | 1 | 1,900 | 1,900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Symantec Back Exec maintenance renewal | 1 | 2,300 | 2,300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VmWare support, all products | 1 | 11,000 | 11,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Websense renewal, 3 premium bundle | 1 | 6,500 | 6,500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7794-02 Software Maintenance & Rental Contracts - City Manager's Office | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7794-05 Software Maintenance & Rental Contracts - Accounting | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 7794-08 Software Maintenance & Rental Contracts - Legal | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 13,570 | 7794-10 Software Maintenance & Rental Contracts - Engineering | 4,470 | 4,470 | 4,470 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Accela Permits Plus - 90% shared with Planning and Building | 1 | 1,550 | 1,550 |
| | | | AutoCAD maintenance renewal - 50% shared with Planning | 1 | 650 | 650 |
| | | | ESRI ArcIMS Mapping - shared w/Plan,Park Maint,Street,Bldg,& WWS | 1 | 1,170 | 1,170 |
| | | | Hansen sewer database - 90% shared w/Park Maint, Street, & WWS | 1 | 1,100 | 1,100 |
| 0 | 0 | 9,770 | 7794-15 Software Maintenance & Rental Contracts - Planning | 3,370 | 3,370 | 3,370 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Accela Permits Plus - 90% shared with Engineering & Building | 1 | 1,550 | 1,550 |
| | | | AutoCAD maintenance renewal - 50% shared with Engineering | 1 | 650 | 650 |
| | | | ESRI ArcIMS Mapping - shared w/ Eng,Park Maint,Street,Bldg,& WWS | 1 | 1,170 | 1,170 |
| 0 | 0 | 40,770 | 7794-20 Software Maintenance & Rental Contracts - Police | 46,813 | 46,813 | 46,813 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | APS E-ticketing maintenance | 1 | 16,200 | 16,200 |
| | | | Evidence on-Q maintenance | 1 | 7,900 | 7,900 |
| | | | GeoComm mapping maintenance - 50% shared with Fire & Ambulance | 1 | 2,200 | 2,200 |
| | | | Netmotion maintenance - 50% shared with Fire & Ambulance | 1 | 1,500 | 1,500 |
| | | | Visionair e-ticketing import script | 1 | 1,150 | 1,150 |
| | | | Visionair message switch maintenance -50% shared with Fire & Amb | 1 | 1,318 | 1,318 |
| | | | Visionair Visionmobile maintenance - 50% shared with Fire & Amb | 1 | 6,695 | 6,695 |
| | | | Visionair VisionRMS maintenance | 1 | 8,650 | 8,650 |
| | | | WebLEDS maintenance | 1 | 1,200 | 1,200 |
| 0 | 0 | 1,400 | 7794-25 Software Maintenance & Rental Contracts - Municipal Court | 1,400 | 1,400 | 1,400 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Caselle maintenance | 1 | 1,400 | 1,400 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 6,738 | 7794-30 Software Maintenance & Rental Contracts - Fire | 5,228 | 5,228 | 5,228 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Firehouse software maintenance - 50% shared with Ambulance | 1 | 1,250 | 1,250 |
| | | | GeoComm mapping software maint - 82.5% shared with Police & Amb | 1 | 650 | 650 |
| | | | Visionair Visionmobile maintenance-82.5% shared w/ Police & Amb | 1 | 2,343 | 2,343 |
| | | | Netmotion MDT communication software-82.5% shared w/Police & Amb | 1 | 525 | 525 |
| | | | Visionair message switch maintenance-82.5% shared w/Police & Amb | 1 | 460 | 460 |
| 0 | 0 | 0 | 7794-35 Software Maintenance & Rental Contracts - Parks & Rec Administration | 1,200 | 1,200 | 1,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 |
| 0 | 0 | 0 | 7794-40 Software Maintenance & Rental Contracts - Aquatic Center | 1,200 | 1,200 | 1,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 |
| 0 | 0 | 0 | 7794-45 Software Maintenance & Rental Contracts - Community Center | 1,200 | 1,200 | 1,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 |
| 0 | 0 | 0 | 7794-50 Software Maintenance & Rental Contracts - Kids on the Block | 2,400 | 2,400 | 2,400 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ActiveNet maintenance - shared among P&R Departments | 1 | 2,400 | 2,400 |
| 0 | 0 | 0 | 7794-55 Software Maintenance & Rental Contracts - Recreational Sports | 1,200 | 1,200 | 1,200 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ActiveNet maintenance - shared among P&R Departments | 1 | 1,200 | 1,200 |
| 0 | 0 | 0 | 7794-60 Software Maintenance & Rental Contracts - Senior Center | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 7794-65 Software Maintenance & Rental Contracts - Park Maintenance | 4,470 | 4,470 | 4,470 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | ESRI ArcIMS Mapping - shared w/ Eng,Plan,Street,Bldg,& WWS | 1 | 1,170 | 1,170 |
| | | | Hansen sewer database - 70% shared with Eng, Street, & WWS | 1 | 3,300 | 3,300 |
| 0 | 0 | 0 | 7794-70 Software Maintenance & Rental Contracts - Library | 0 | 0 | 0 |
| 0 | 0 | 5,500 | 7794-75 Software Maintenance & Rental Contracts - Streets | 6,970 | 6,970 | 6,970 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Hansen sewer maintenance - 70% shared with Eng, Park Maint, & WW | 1 | 3,300 | 3,300 |
| | | | Street saver software maintenance | 1 | 1,000 | 1,000 |
| | | | Street saver subscription service | 1 | 1,500 | 1,500 |
| | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Park Maint,Bldg,& WWS | 1 | 1,170 | 1,170 |
| 0 | 0 | 3,060 | 7794-80 Software Maintenance & Rental Contracts - Building | 13,570 | 13,570 | 13,570 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | Accela Permits - 20% shared with Engineering & Planning | 1 | 12,400 | 12,400 |
| | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Park Maint,Street,& WWS | 1 | 1,170 | 1,170 |
| 0 | 0 | 0 | 7794-85 Software Maintenance & Rental Contracts - Wastewater Services | 12,120 | 12,120 | 12,120 |
| | | | Budget Note: Prior to fiscal year 2011-2012, software maintenance costs were budgeted in Wastewater Services Fund account 72-7790-15. | | | |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
| | | | MP2 maintenance management software maintenance | 1 | 2,200 | 2,200 |
| | | | OPS32 Ops and lab management software maint | 1 | 950 | 950 |
| | | | Rockwell control system maintenance | 1 | 4,500 | 4,500 |
| | | | ESRI ArcIMS Mapping - shared w/Eng,Plan,Park Maint,Street,& Bldg | 1 | 1,170 | 1,170 |
| | | | Hansen sewer database - 70% shared w/Eng, Park Maint, & Street | 1 | 3,300 | 3,300 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET | |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|--------|
| 0 | 0 | 25,812 | 7794-95 | Software Maintenance & Rental Contracts - Ambulance | | | 21,934 | 21,934 | 21,934 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Ivans ambulance billing - Field data maintenance | 1 | 13,000 | 13,000 | | |
| | | | | GeoComm mapping - 67.5% shared with Police & Fire | 1 | 1,200 | 1,200 | | |
| | | | | Ivans ambulance billing maintenance | 1 | 300 | 300 | | |
| | | | | Netmotion MDT software - 67.5% shared with Police & Fire | 1 | 975 | 975 | | |
| | | | | Visionair Visionmobile maintenance-67.5% shared w/ Police & Fire | 1 | 4,352 | 4,352 | | |
| | | | | Firehouse software maintenance - 50% shared with Fire | 1 | 1,250 | 1,250 | | |
| | | | | Visionair message switch maintenance-67.5% shared w/Police &Fire | 1 | 857 | 857 | | |
| 7,263 | 1,305 | 7,180 | 7800-15 | M & S Equipment - Information Systems | | | 5,550 | 5,550 | 5,550 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Cannon scanner | 1 | 750 | 750 | | |
| | | | | Cell phone upgrades | 3 | 200 | 600 | | |
| | | | | Harddrive wiping software | 1 | 200 | 200 | | |
| | | | | Data projector | 1 | 2,000 | 2,000 | | |
| | | | | Solid state harddrives | 1 | 2,000 | 2,000 | | |
| 79,059 | 12,082 | 20,000 | 7800-18 | M & S Equipment - Hardware | | | 6,400 | 6,400 | 6,400 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Network backbone redundancy(COOP, multi comm paths) | 1 | 5,000 | 5,000 | | |
| | | | | PoE injectors for Wireless Access Points | 1 | 400 | 400 | | |
| | | | | UPS deployments, data closets, etc. | 1 | 1,000 | 1,000 | | |
| 29,773 | 39,518 | 73,202 | 7800-21 | M & S Equipment - Software | | | 1,442 | 1,442 | 1,442 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | | Scriptlogic Desktop Authority - USB security | 1 | 1,442 | 1,442 | | |
| 37 | 125 | 1,000 | 7800-24 | M & S Equipment - Inventory | | | 0 | 0 | 0 |
| | | | | Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; i.e., keyboards, mice, surge strips, tools, etc. | | | | | |
| 0 | 0 | 0 | 7840 | M & S Computer Charges | | | 0 | 0 | 0 |
| 0 | 1,347 | 0 | 7840-02 | M & S Computer Charges - City Manager's Office | | | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 240 | 2,375 | 3,600 | 7840-05 | M & S Computer Charges - Accounting | | 8,420 | 8,420 | 8,420 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation replacements - Tammy P., Crystal W., Marcia B. | 3 | 1,800 | 5,400 | |
| | | | | Data Projector - City Hall | 1 | 1,500 | 1,500 | |
| | | | | Dual monitor cards | 4 | 380 | 1,520 | |
| 640 | 0 | 0 | 7840-08 | M & S Computer Charges - Legal | | 0 | 0 | 0 |
| 11,998 | 0 | 0 | 7840-10 | M & S Computer Charges - Engineering | | 2,400 | 2,400 | 2,400 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation replacement with dual monitors - Rich S. | 1 | 1,800 | 1,800 | |
| | | | | Warranty extension - Designjet printer | 1 | 600 | 600 | |
| 7,551 | 600 | 600 | 7840-15 | M & S Computer Charges - Planning | | 1,350 | 1,350 | 1,350 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Dual monitors - Jennifer L. | 1 | 600 | 600 | |
| | | | | Warranty extensions - 2 desktops and 1 printer | 1 | 750 | 750 | |
| 97,920 | 27,257 | 5,900 | 7840-20 | M & S Computer Charges - Police | | 9,825 | 9,825 | 9,825 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Workstation replacements - Sgt 3, Bill C., & Kathy H. | 3 | 1,500 | 4,500 | |
| | | | | Data911 keyboard replacements | 15 | 305 | 4,575 | |
| | | | | Workstation warranty extensions | 6 | 125 | 750 | |
| 6,997 | 9,746 | 0 | 7840-25 | M & S Computer Charges - Municipal Court | | 957 | 957 | 957 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Scanner | 1 | 600 | 600 | |
| | | | | Workstation warranty extensions | 3 | 119 | 357 | |
| 5,489 | 887 | 175 | 7840-30 | M & S Computer Charges - Fire | | 4,498 | 4,498 | 4,498 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Toughbook computer - Rich L. - 65% shared with Ambulance | 1 | 1,137 | 1,137 | |
| | | | | Warranty extensions - Rich L. & Deb M- 65% shared with Ambulance | 2 | 56 | 111 | |
| | | | | Toughbook computer - Eric M. | 1 | 3,250 | 3,250 | |
| 0 | 103 | 0 | 7840-35 | M & S Computer Charges - Parks & Rec Administration | | 0 | 0 | 5,400 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | ActiveNet set-up and training | 1 | 5,400 | 5,400 | |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 185 | 1,350 | 0 | 7840-40 M & S Computer Charges - Aquatic Center | 545 | 545 | 545 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Ergo keyboard - Sheila C. 1 250 250 | | | |
| | | | Keyboard extender 1 295 295 | | | |
| 0 | 1,574 | 0 | 7840-45 M & S Computer Charges - Community Center | 500 | 500 | 500 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Workstation upgrade - front desk #2 1 500 500 | | | |
| 131 | 0 | 0 | 7840-50 M & S Computer Charges - Kids on the Block | 0 | 0 | 0 |
| 1,441 | 0 | 0 | 7840-55 M & S Computer Charges - Recreational Sports | 0 | 0 | 0 |
| 160 | 0 | 0 | 7840-60 M & S Computer Charges - Senior Center | 560 | 560 | 560 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Workstation upgrade - Anne L. 1 400 400 | | | |
| | | | Workstation warranty extensions 2 80 160 | | | |
| 5,743 | 2,682 | 1,250 | 7840-65 M & S Computer Charges - Park Maintenance | 1,516 | 1,516 | 2,766 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Arcview license - Lannette N. 1 1,200 1,200 | | | |
| | | | Workstation warranty extensions 2 158 316 | | | |
| | | | Hansen software license - 50% shared with Street 1 1,250 1,250 | | | |
| 12,638 | 9,797 | 12,600 | 7840-70 M & S Computer Charges - Library | 10,980 | 10,980 | 10,980 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Workstation replacements per plan 6 1,600 9,600 | | | |
| | | | Printer, B&W laser - tech wall 1 600 600 | | | |
| | | | Solid state hard drives 3 100 300 | | | |
| | | | Workstation warranty extensions - tech wall 5 & 8 2 240 480 | | | |
| 5,910 | 2,682 | 6,000 | 7840-75 M & S Computer Charges - Street | 1,516 | 1,516 | 2,766 |
| | | | <u>Description</u> <u>Units</u> <u>Amt/Unit</u> <u>Total</u> | | | |
| | | | Arcview license, upgrade existing 1 1,200 1,200 | | | |
| | | | Workstation warranty extensions 2 158 316 | | | |
| | | | Hanson software license - 50% shared with Park Maintenance 1 1,250 1,250 | | | |
| 1,409 | 0 | 200 | 7840-80 M & S Computer Charges - Building | 0 | 0 | 0 |

80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 5,035 | 8,166 | 8,100 | 7840-85 | M & S Computer Charges - WWS | | 7,960 | 7,960 | 7,960 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | B&W Printer replacement - headworks | 1 | 1,200 | 1,200 | |
| | | | | Laptop, replacement for collections | 1 | 1,500 | 1,500 | |
| | | | | Arcview licenses - Collections laptop & workstation | 2 | 1,200 | 2,400 | |
| | | | | Workstation warranty extensions | 3 | 120 | 360 | |
| | | | | Video storage unit | 1 | 1,000 | 1,000 | |
| | | | | Workstation replacement | 1 | 1,500 | 1,500 | |
| 0 | 0 | 0 | 7840-90 | M & S Computer Charges - Sewer Maintenance | | 0 | 0 | 0 |
| 5,656 | 5,475 | 7,125 | 7840-95 | M & S Computer Charges - Ambulance | | 10,169 | 10,169 | 10,169 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Toughbook computer - Rich L. - 35% shared with Fire | 1 | 2,113 | 2,113 | |
| | | | | Desktop computers - new substation & hospital | 4 | 1,500 | 6,000 | |
| | | | | Warranty extenstions - Rich L. & Deb M. - 35% shared with Fire | 2 | 103 | 206 | |
| | | | | Network equipment - new substation | 1 | 1,850 | 1,850 | |
| 4,800 | 9,600 | 4,900 | 8280 | Data Communications | | 4,900 | 4,900 | 4,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Primary ISP, Verizon | 1 | 2,500 | 2,500 | |
| | | | | Secondary ISP, OnLine NW | 1 | 2,400 | 2,400 | |
| 573,209 | 405,700 | 465,675 | TOTAL MATERIALS AND SERVICES | | | 459,665 | 459,665 | 470,265 |
| CAPITAL OUTLAY | | | | | | | | |
| 0 | 8,682 | 38,900 | 8730-05 | Equipment - Computers - Hardware | | 70,800 | 70,800 | 70,800 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Redundant SAN bundle - full mirroring of disc systems - COOP | 2 | 22,300 | 44,600 | |
| | | | | Upgrade wireless access points with wall mounts | 1 | 4,200 | 4,200 | |
| | | | | Wireless access points controller | 1 | 3,000 | 3,000 | |
| | | | | Host server replacement - one of three main servers | 1 | 19,000 | 19,000 | |
| 0 | 0 | 0 | 8730-10 | Equipment - Computers - Software | | 38,900 | 38,900 | 38,900 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | VmWare upgrade to Enterprise - for full automated failover -COOP | 1 | 11,400 | 11,400 | |
| | | | | Veeam management suite - for full automated failover - COOP | 1 | 14,000 | 14,000 | |
| | | | | Windows server licenses | 3 | 4,500 | 13,500 | |

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| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 8750 | Capital Outlay Computer Charges | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-02 | Capital Outlay Computer Charges - City Manager's Office | | 0 | 0 | 0 |
| 529 | 0 | 0 | 8750-05 | Capital Outlay Computer Charges - Accounting | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-08 | Capital Outlay Computer Charges - Legal | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-10 | Capital Outlay Computer Charges - Engineering | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-15 | Capital Outlay Computer Charges - Planning | | 0 | 0 | 0 |
| 58,922 | 10,393 | 14,634 | 8750-20 | Capital Outlay Computer Charges - Police | | 19,752 | 19,752 | 19,752 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | Data911 mobile data computers - replacements | 3 | 6,584 | 19,752 | |
| 9,250 | 0 | 0 | 8750-25 | Capital Outlay Computer Charges - Municipal Court | | 0 | 0 | 0 |
| 7,973 | 0 | 0 | 8750-30 | Capital Outlay Computer Charges - Fire | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-35 | Capital Outlay Computer Charges - Parks & Rec Administration | | 0 | 0 | 5,500 |
| | | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | |
| | | | | ActiveNet Hardware | 1 | 5,500 | 5,500 | |
| 0 | 24,437 | 0 | 8750-40 | Capital Outlay Computer Charges - Aquatic Center | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-45 | Capital Outlay Computer Charges - Community Center | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-50 | Capital Outlay Computer Charges - Kids on the Block | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-55 | Capital Outlay Computer Charges - Recreational Sports | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-60 | Capital Outlay Computer Charges - Senior Center | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-65 | Capital Outlay Computer Charges - Park Maintenance | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-70 | Capital Outlay Computer Charges - Library | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-75 | Capital Outlay Computer Charges - Street | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-80 | Capital Outlay Computer Charges - Building | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-85 | Capital Outlay Computer Charges - Wastewater Services | | 0 | 0 | 0 |
| 0 | 0 | 0 | 8750-90 | Capital Outlay Computer Charges - Sewer Maintenance | | 0 | 0 | 0 |
| 17,220 | 0 | 0 | 8750-95 | Capital Outlay Computer Charges - Ambulance | | 0 | 0 | 0 |
| 1,950 | 24,000 | 0 | 8750-98 | Capital Outlay Computer Charges - ERP | | 0 | 0 | 0 |
| 95,844 | 67,512 | 53,534 | TOTAL CAPITAL OUTLAY | | | 129,452 | 129,452 | 134,952 |
| | | | CONTINGENCIES | | | | | |
| 0 | 0 | 58,500 | 9800 | Contingencies | | 65,000 | 65,000 | 65,000 |

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80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 58,500 | TOTAL CONTINGENCIES | 65,000 | 65,000 | 65,000 |
| ENDING FUND BALANCE | | | | | | |
| 8,900 | 4,300 | 0 | 9980-03 Designated End FB - Info Sys Fd - Police | 0 | 0 | 0 |
| 3,600 | 4,550 | 0 | 9980-05 Designated End FB - Info Sys Fd - Municipal Court | 0 | 0 | 0 |
| 1,550 | 3,550 | 0 | 9980-07 Designated End FB - Info Sys Fd - Engineering | 0 | 0 | 0 |
| 750 | 0 | 0 | 9980-09 Designated End FB - Info Sys Fd - Planning | 0 | 0 | 0 |
| 1,500 | 600 | 0 | 9980-10 Designated End FB - Info Sys Fd - Park Maintenance | 0 | 0 | 0 |
| 14,000 | 10,200 | 0 | 9980-12 Designated End FB - Info Sys Fd - Fire | 0 | 0 | 0 |
| 79,000 | 55,000 | 29,100 | 9980-15 Designated End FB - Info Sys Fd - Financial System Reserve June 30, 2012 designated cash carryover "saved" for future City financial system software improvements. | 40,000 | 40,000 | 40,000 |
| 9,450 | 6,000 | 0 | 9980-17 Designated End FB - Info Sys Fd - Library | 0 | 0 | 0 |
| 2,100 | 0 | 0 | 9980-19 Designated End FB - Info Sys Fd - Wastewater Services | 0 | 0 | 0 |
| 20,000 | 0 | 0 | 9980-27 Designated End FB - Info Sys Fd - Aquatic Center | 0 | 0 | 0 |
| 350 | 0 | 0 | 9980-34 Designated End FB - Info Sys Fd - Senior Center | 0 | 0 | 0 |
| 5,800 | 4,900 | 0 | 9980-35 Designated End FB - Info Sys Fd - Street Fund | 0 | 0 | 0 |
| 1,800 | 2,450 | 0 | 9980-40 Designated End FB - Info Sys Fd - Building Division | 0 | 0 | 0 |
| 26,000 | 28,000 | 0 | 9980-45 Designated End FB - Info Sys Fd - Ambulance | 0 | 0 | 0 |
| 68,811 | 80,552 | 38,686 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 12,901 | 12,901 | 29,601 |
| 243,611 | 200,102 | 67,786 | TOTAL ENDING FUND BALANCE | 52,901 | 52,901 | 69,601 |
| 1,173,723 | 933,536 | 922,072 | TOTAL REQUIREMENTS | 995,249 | 995,249 | 1,027,545 |

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80 - INFORMATION SYSTEMS & SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,173,722 | 933,535 | 922,072 | TOTAL RESOURCES | 995,249 | 995,249 | 1,027,545 |
| 1,173,723 | 933,535 | 922,072 | TOTAL REQUIREMENTS | 995,249 | 995,249 | 1,027,545 |



INSURANCE SERVICES FUND





Budget Highlights

- **Charges For Services** – As an internal service fund of the City, the Insurance Services Fund charges operating departments for the cost of property, liability and workers’ compensation premiums and claims. Charges are budgeted to adequately pay insurance premiums, deductibles on loss claims, miscellaneous insurance related expenses and to maintain an adequate but not excessive fund balance.
- **Other Income - City County Insurance Services (CIS)**
CIS continues to offer multiple lines credits for entities that purchase more than one insurance line with CIS --- a \$15,000 multiple lines credit is estimated for 2011-12.
- **Property & Liability Insurance** --- For the second consecutive year, premium costs were offset by a Trust distribution of Member Equity Surplus by CIS. The City’s share of the distribution is \$91,144 for 2011-12 compared to \$111,623 for 2010-11. The distribution is credited to all departments on a pro-rated basis and results in lower property and liability insurance premiums.
- **Workers’ Compensation Insurance:**
 - “Pure” workers’ compensation rates are developed by the National Council on Compensation Insurance and do not include CIS Admin Rate Load Factor or State Assessments. CIS estimates that the “pure” workers’ compensation rate will increase less than 1% for 2011-12. CIS expenses and the state assessment are projected to remain consistent with the prior year.
 - City of McMinnville experience modifier for 2010-11 was 81% which means the City’s losses were approximately 19% better than the average.

Core Services

- The Insurance Services Fund is an internal service fund that provides the City with all insurance coverages by allocating insurance charges to operating funds:
 - General liability insurance
 - Automobile liability, collision, and comprehensive insurance
 - Property, equipment, and crime insurance
 - Earthquake insurance
 - Boiler insurance
 - Excess crime insurance
 - Employee workers’ compensation insurance

Future Challenges and Opportunities

- Risk management of workers’ compensation, property and liability claims.

Department Cost Summary

| | 2009-10 Actual | 2010-11 Amended Budget | 2011-12 Proposed Budget | Budget Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| Revenue | 751,412 | 624,197 | 642,855 | 18,658 |
| Materials & Services | 490,278 | 692,547 | 630,680 | (61,867) |
| Transfers Out | 87,466 | 39,021 | 40,563 | 1,542 |
| Total Expenditures | 577,744 | 731,568 | 671,243 | (60,325) |
| Net Expenditures | 173,668 | (107,371) | (28,388) | (78,983) |



Insurance Services Fund

Historical Highlights

| | | | | | |
|-------------|---|-------------|--|-------------|---|
| 1985 | City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS). | 1995 | Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit. | 2004 | City picks up 75% of general service employee medical insurance increase. First year increase not split 50-50 with general service employees. |
| 1986 | City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund. | 1997 | City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year. | 2005 | City picks up 100% of general service employee medical insurance increase. Employee cost sharing decreases to ~27% of medical insurance premiums. |
| 1989 | City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund. | 2000 | Fire union members first begin medical insurance cost sharing – 10% of premium. | 2006 | CIS drops airport coverage from basic property and liability insurance and requires purchase of specialized airport coverage. |
| 1991 | Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50. | 2001 | City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and in return receives a large premium credit from CIS. | 2006 | City re-establishes complete local agent relationship with Hagan-Hamilton Insurance Agency. |
| 2003 | Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS. | 2003 | Police union members first begin medical insurance cost sharing – 5% of premium. | 2008 | City picks-up 100% of general service employee medical insurance increases. Employee cost sharing decreases to ~21%. |
| 1995 | Insurance Services Fund surplus funds Community Center seismic retrofit. | 2004 | 15 member Health Insurance Ad-Hoc Employee Committee review City's medical insurance coverage. | 2012 | General Service employees continue to pick-up 50% of medical insurance increase. Employee cost sharing stands at ~24%. |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 292,803 | 445,984 | 644,084 | 4090 Beginning Fund Balance Estimated July 1, 2011 undesignated cash carryover from the 2010-2011 fiscal year. | 745,000 | 745,000 | 817,000 |
| 292,803 | 445,984 | 644,084 | TOTAL BEGINNING FUND BALANCE | 745,000 | 745,000 | 817,000 |
| INTERGOVERNMENTAL | | | | | | |
| 750 | 0 | 0 | 4545 Federal FEMA Grant | 0 | 0 | 0 |
| 0 | 0 | 3,500 | 4850 OR EAIP Work Site Modification State of Oregon Employee-At-Injury Program has a portion of the program for work site modifications and tools and equipment needed for light duty assignments. Reimbursement for up to \$1,000 per workers' compensation injury may be received for tools and equipment \$2,500 for work site modifications. | 3,500 | 3,500 | 3,500 |
| 750 | 0 | 3,500 | TOTAL INTERGOVERNMENTAL | 3,500 | 3,500 | 3,500 |
| CHARGES FOR SERVICES | | | | | | |
| 246,100 | 220,300 | 143,047 | 6050-05 Insurance - Liability Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage. Budget Note: Includes anticipated CIS Trust surplus distribution. | 149,120 | 149,120 | 149,120 |
| 131,900 | 135,900 | 89,250 | 6050-10 Insurance - Property Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery. Budget Note: Includes anticipated CIS Trust surplus distribution. | 88,250 | 88,250 | 88,250 |
| 324,381 | 306,422 | 354,000 | 6070 Workers' Compensation Insurance Charges to payroll operating departments and funds for worker's compensation insurance coverage. | 364,685 | 364,685 | 365,928 |
| 702,381 | 662,622 | 586,297 | TOTAL CHARGES FOR SERVICES | 602,055 | 602,055 | 603,298 |
| MISCELLANEOUS | | | | | | |
| 6,536 | 2,379 | 2,400 | 6310 Interest | 2,300 | 2,300 | 2,300 |
| 21,426 | 5,766 | 10,000 | 6510-05 Insurance Loss Reimbursement - Property Estimated five claims at \$3,000 each, less \$5,000 of deductibles - \$1,000 per claim. | 10,000 | 10,000 | 10,000 |
| 0 | 0 | 0 | 6510-10 Insurance Loss Reimbursement - Parks | 0 | 0 | 0 |
| 2,388 | 67,456 | 10,000 | 6510-15 Insurance Loss Reimbursement - Automobile Estimated five claims at \$2,500 each less \$2,500 of deductibles - \$500 per claim. | 10,000 | 10,000 | 10,000 |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | | | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|------------------|------------------|---------------------------|---|--|-----------------|----------------------------|----------------------------|---------------------------|
| 0 | 0 | 0 | 6600 | Other Income | | 0 | 0 | 0 |
| 12,066 | 13,188 | 12,000 | 6600-15 | Other Income - City County Insurance Services | | 15,000 | 15,000 | 15,000 |
| | | | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | | |
| | | | CIS Multiple Lines Credit - property & liability insurance | 1 | 6,500 | 6,500 | | |
| | | | CIS Multiple Lines Credit - workers' compensation insurance | 1 | 8,500 | 8,500 | | |
| 42,417 | 88,790 | 34,400 | <u>TOTAL MISCELLANEOUS</u> | | | 37,300 | 37,300 | 37,300 |
| 1,038,351 | 1,197,397 | 1,268,281 | <u>TOTAL RESOURCES</u> | | | 1,387,855 | 1,387,855 | 1,461,098 |

85 - INSURANCE SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS | | | | | | |
| MATERIALS AND SERVICES | | | | | | |
| 1,275 | 996 | 750 | 7750 Professional Services Audit fee allocation | 1,310 | 1,310 | 1,310 |
| 0 | 0 | 0 | 7800 M & S Equipment | 0 | 0 | 0 |
| 0 | 0 | 0 | 7800-60 M & S Equipment - EAIP | 0 | 0 | 0 |
| 297,968 | 288,543 | 232,297 | 8300 Property & Liability Ins Premium Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery. Budget Note: Includes anticipated CIS Trust surplus distribution. | 237,370 | 237,370 | 237,370 |
| 0 | 0 | 0 | 8330-05 Liability Aggregate Deductible - 2004 - 2005 Liability deductible year open; presently no open claims. | 0 | 0 | 0 |
| 0 | 0 | 0 | 8330-06 Liability Aggregate Deductible - 2005 - 2006 Liability deductible year "closed". City has paid claims up to deductible amount of \$50,000; CIS now assumes payment of any general liability claims from this fiscal year. | 0 | 0 | 0 |
| 42,384 | 0 | 0 | 8330-07 Liability Aggregate Deductible - 2006 - 2007 Liability deductible year "closed". City has paid claims up to deductible amount of \$50,000; CIS now assumes payment of any general liability claims from this fiscal year. | 0 | 0 | 0 |
| 6,651 | 14,972 | 22,500 | 8330-08 Liability Aggregate Deductible - 2007 - 2008 Liability deductible year "closed". City has paid claims up to deductible amount of \$50,000; CIS now assumes payment of any general liability claims from this fiscal year. | 0 | 0 | 3,500 |
| 7,539 | 1,762 | 40,000 | 8330-09 Liability Aggregate Deductible - 2008 - 2009 Liability deductible year open with no outstanding claims. 2008-2009 fiscal year general liability deductible amount was \$50,000. | 30,000 | 30,000 | 25,000 |
| 0 | 3,249 | 35,000 | 8330-10 Liability Aggregate Deductible - 2009 - 2010 Liability deductible year open with no outstanding claims. 2009-2010 fiscal year general liability deductible amount was \$50,000. | 15,000 | 15,000 | 40,000 |
| 0 | 0 | 50,000 | 8330-11 Liability Aggregate Deductible - 2010 - 2011 Liability deductible year open with several outstanding claims. 2010-2011 fiscal year general liability deductible amount was \$50,000. | 30,000 | 30,000 | 40,000 |
| 0 | 0 | 0 | 8330-12 Liability Aggregate Deductible - 2011 - 2012 Liability deductible year projection for unknown claims. 2011-2012 fiscal year general liability deductible amount is \$50,000. | 50,000 | 50,000 | 50,000 |
| 0 | 10,071 | 0 | 8350-05 Workers' Compensation - 2004 - 2005 Retro CIS requires mandatory close out of plan year after 60 months. | 0 | 0 | 0 |
| -14,880 | 0 | 20,000 | 8350-06 Workers' Compensation - 2005 - 2006 Retro CIS requires mandatory close out of plan year after 60 months. | 0 | 0 | 0 |
| 3,724 | 0 | 0 | 8350-07 Workers' Compensation - 2006 - 2007 Retro No open workers' compensation claims for this fiscal year. | 0 | 0 | 0 |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department :N/A Section :N/A Program :N/A | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|-----------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 39,704 | 2,301 | 5,000 | 8350-08 Workers' Compensation - 2007 - 2008 Retro No open workers' compensation claim for this plan year. | 0 | 0 | 0 |
| 133,864 | 15,499 | 30,000 | 8350-09 Workers' Compensation - 2008 - 2009 Retro No open workers' compensation claims for this plan year. | 0 | 0 | 0 |
| 0 | 122,913 | 30,000 | 8350-10 Workers' Compensation - 2009 - 2010 Retro Three open workers compensation claims in this plan year. | 15,000 | 15,000 | 20,000 |
| 0 | 0 | 200,000 | 8350-11 Workers' Compensation - 2010 - 2011 Retro Three open workers' compensation claims for this plan year. | 25,000 | 25,000 | 30,000 |
| 0 | 0 | 0 | 8350-12 Workers' Compensation - 2011 - 2012 Retro Includes initial contribution paid to CIS for 2011-2012 fiscal year and paid losses for claims incurred during 2011-2012 fiscal year. | 200,000 | 200,000 | 200,000 |
| 24,426 | 7,766 | 15,000 | 8370-05 Property & Auto Damage Claims - Property Loss & Damage The City's property insurance carries a \$1,000 deductible. | 15,000 | 15,000 | 15,000 |
| 0 | 0 | 0 | 8370-10 Property & Auto Damage Claims - Park Loss & Damage | 0 | 0 | 0 |
| 3,660 | 22,206 | 12,000 | 8370-15 Property & Auto Damage Claims - Automobile Damage The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible. | 12,000 | 12,000 | 12,000 |
| 546,315 | 490,278 | 692,547 | <u>TOTAL MATERIALS AND SERVICES</u> | 630,680 | 630,680 | 674,180 |
| <u>TRANSFERS OUT</u> | | | | | | |
| 46,051 | 71,799 | 39,021 | 9700-01 Transfers Out - General Fund Administration and Finance personal services support. | 40,563 | 40,563 | 40,542 |
| 0 | 15,667 | 0 | 9700-79 Transfers Out - Ambulance | 0 | 0 | 0 |
| 46,051 | 87,466 | 39,021 | <u>TOTAL TRANSFERS OUT</u> | 40,563 | 40,563 | 40,542 |
| <u>CONTINGENCIES</u> | | | | | | |
| 0 | 0 | 100,000 | 9800 Contingencies | 100,000 | 100,000 | 100,000 |
| 0 | 0 | 100,000 | <u>TOTAL CONTINGENCIES</u> | 100,000 | 100,000 | 100,000 |
| <u>ENDING FUND BALANCE</u> | | | | | | |
| 445,984 | 619,653 | 436,713 | 9999 Unappropriated Ending Fd Balance Budgeted undesignated cash carryover for July 1, 2012. Actual cash carryover remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2011-2012 operations. | 616,612 | 616,612 | 646,376 |
| 445,984 | 619,653 | 436,713 | <u>TOTAL ENDING FUND BALANCE</u> | 616,612 | 616,612 | 646,376 |
| 1,038,350 | 1,197,397 | 1,268,281 | <u>TOTAL REQUIREMENTS</u> | 1,387,855 | 1,387,855 | 1,461,098 |

Budget Document Report

85 - INSURANCE SERVICES FUND

| 2009 ACTUAL | 2010 ACTUAL | 2011 AMENDED BUDGET | Department : <i>N/A</i> Section : <i>N/A</i> Program : <i>N/A</i> | 2012 PROPOSED BUDGET | 2012 APPROVED BUDGET | 2012 ADOPTED BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,038,351 | 1,197,397 | 1,268,281 | TOTAL RESOURCES | 1,387,855 | 1,387,855 | 1,461,098 |
| 1,038,350 | 1,197,397 | 1,268,281 | TOTAL REQUIREMENTS | 1,387,855 | 1,387,855 | 1,461,098 |