

2024-2025

Proposed Budget





2024-2025 CITY BUDGET

Members of the Budget Committee

Mayor & Council Members:

Remy Drabkin (Mayor) Chris Chenoweth Adam Garvin Zack Geary Kellie Menke Jessica Payne Sal Peralta

Public Members:

Scott Cunningham Victoria Ernst Debbie Harmon Ferry Jerry Hart Jerry Mason Meredith Maxfield Lonny Watne

City Manager

Jeffrey Towery

Department Heads

Jenny Berg, Library Director Scott Burke, Information Systems Director Jennifer Cuellar, Finance Director Vicki Hedges, Human Resource Director Geoffrey Hunsaker, Public Works Director David Ligtenberg, City Attorney Susan Muir, Parks & Recreation Director Heather Richards, Community Development Director Matt Scales, Police Chief



2024 – 2025 Proposed Budget – Table of Contents

Budget Message & Supplemental Information

BUDGET	OFFICER TAB Budget Message City Overview
	City of McMinnville Goals & Objectives
FINANCIA •	AL OVERVIEW TAB Financial Overview
•	 Fund Definitions
PERSONI •	 NEL SERVICES TAB Personnel Services Overview
FUND TA	BS 2024 – 2025 PROPOSED BUDGET Budget Summary Historical Highlights Budget Document:
	01 General Fund – Beginning Fund Balance7301-01 Administration7701-03 Finance10301-05 Engineering11301-07 Community Development12201-11 Police15601-13 Municipal Court19801-15 Fire (History)210



2024 – 2025 Proposed Budget – Table of Contents

Budget Message & Supplemental Information

	01-17 Parks & Recreation (P&R)	222
	01-19 Park Maintenance	
	01-21 Library	
	01-99 General Fund – Non-Departmental	
05	Grants & Special Assessment Fund	350
07	Transient Lodging Tax Fund	359
08	Affordable Housing Fund	
10	Telecommunications Fund	
15	Emergency Communications Fund	
20	Street (State Gas Tax) Fund	
25	Airport Maintenance Fund	416
	Transportation Fund	
50	Park Development Fund	
58	& 59 Urban Renewal Funds– In separate document	
60	Debt Service Fund	455
70	Building Fund	463
	Wastewater Services Fund	
	Wastewater Capital Fund	
80	Information Systems & Services Fund	525
	Budgeted Computer Equipment – By Department	
	Insurance Services Fund	
99	Fire District Transition Fund	560
Glossary		573

BUDGET MESSAGE

May, 2024

The Honorable Mayor Remy Drabkin, City Council and Appointed Members of the Budget Committee

I. INTRODUCTION

Success is a journey, not a destination.

~Ben Sweetland

This budget document revolves around three overarching themes:

- Responsive Service Delivery Investments in Core Services are still a priority. We are committed to thoughtful and creative ways to modify and add services, for instance leveraging technology to increase services with stable or limited staffing increases.
- **Continued Focus on Financial Sustainability** While there has been a lot of focus on the General Fund, we are mindful of the issues across the organization, addressing cost recovery efforts, updating master plans and related revenues, recognizing the impacts of one-time costs, and carrying costs related to inflation.
- Responsiveness to Community Support for Upgraded and Adequate Facilities – We continue to use internal borrowing to support building maintenance needs, invest in staffing and support for facility maintenance, as well as a continued focus on Parks & Recreation and Library replacement, expansion, and improvements.

It is important to note that this year as well as each year since the pandemic, the city has balanced the demand for services and the revenue needed to support those services with restraint and in recognition of the impacts on community members and businesses. The City did not exercise its full property tax authority in FY2023-24 and again in this proposed budget. A detailed review appears later in this message. There was no inflationary increase applied to the City Services Charge for the calendar year 2024. Wastewater fees were not increased for four years, FY2019-20 to FY2022-23.

Over the past nearly nine years, the city has committed resources and staffing to expand Parks Maintenance services and create dedicated programs to support Human Resources, Community Engagement and Outreach, Housing, Economic Development, Facility Maintenance, and Emergency Management with a net increase of only 1.76 FTE in General Services (non-Public Safety) since FY2008-09. In addition, the organization has seen a substantial transition in leadership, experience, and institutional knowledge. There have been at least 24 retirements in key positions and a likely greater number of people who left the city to pursue promotional opportunities, to live closer to family or to change professions. We have also been largely successful in attracting talented and committed employees and are focused on creating systems that encourage retention and help to fill persistent vacancies in some key areas, particularly Police Officers and certain highly technical fields.

General Fund Reserves

Maintaining a healthy reserve is a priority of the Council. McMinnville's reserve policy was updated in 2021 and established a five-year build back period to allow the City time to make the resource and spending adjustments required to reach the General Fund target of two months of operating expense held in reserve.

This budget cycle should have included reserves of 1.75 months of operating to have gotten to the policy goal of two months operating by FY25-26.

With unanticipated, one-time costs associated with the McMinnville Fire District (MFD) transition approaching \$1.4 million, to meet this year's incremental increase in reserve service delivery reductions would have been required to make up the gap. Given that choice, this proposed budget is prioritizing a steady state service delivery budget and an updated reserve plan will be developed so that we can resume the progress that had been made over the last few years.

II. BUDGET ASSUMPTIONS

The proposed FY2024-25 budget is based upon the following assumptions and criteria:

A. THE ECONOMY. Property taxes account for 48% of the City's General Fund current year revenues and are based on total taxable assessed value (AV). Overall, our AV has continued to rise at a steady rate in the last several years. Taxable assessed value is projected to increase 3.97% in 2025 compared to 2024. For 2025, the estimated AV is \$3,614 million.

Taxable Assessed	
Value	Percent
<u>(in millions)</u>	<u>Change</u>
2,390	4.00%
2,495	4.39%
2,591	3.85%
	Value <u>(in millions)</u> 2,390 2,495

2019	2,712	4.67%
2020	2,748	1.33%
2021	2,990	8.81%
2022	3,144	5.16%
2023	3,296	4.83%
2024	3,477	5.47%
2025 Est	3,614	3.97%

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

The City's permanent property tax rate is \$5.02 per \$1,000 of AV. Due to the voter-approved creation of MFD, the City of McMinnville chose to underlevy last year by \$1.50 per \$1,000 of AV, the approximate amount of property taxes that historically supported fire and emergency medical services. After a community engagement process, the Budget Committee met in the fall of 2023 and directed staff to create its FY2024-25 budget with 50 cents of that underlevy added back.

In terms of debt service, a projected rate of \$0.8365 per \$1,000 of assessed value will be required to meet voterapproved, general obligation bonded debt payments in FY2024-25. This is 5.9% less than the actual FY2023-24 rate of \$0.8892 per \$1,000 AV.

The total proposed City tax rate for FY2023-24 is estimated to be \$4.8565 per \$1,000 of assessed value (\$5.02 permanent rate minus \$1.00 held back in year 2 of the Fire District plus

\$0.8365 debt service tax rate), compared to \$4.4092 (\$5.02 permanent rate minus \$1.50 plus \$0.8892 debt service estimated tax rate) in FY2023-24, an increase of 10.1%.

A factor of 5% is the estimated amount of current tax that will be delinquent and paid in future years has been used to calculate current property tax revenue. The City of McMinnville's share in FY2023-24 of total property taxes levied in the McMinnville taxing district is 26.1%. With the added 50 cents per \$1,000 AV, the share of property taxes paid to the City will increase in FY2024-25.

C. EMPLOYEE COMPENSATION. Personnel costs are the largest single expenditure classification in the organization. The services supported by property taxes and other non-designated revenues are heavily invested in personnel – police officers, lifeguards, librarians, recreation program staff, and parks maintenance workers, to name some. These personnel costs are 62% of the total expenditures in the General Fund budget.

Budgeted FY2024-25 personnel costs city-wide are down \$2.7 million, or 10.4% relative to the prior year's amended budget. However, when the figures are adjusted for the half year of fire and emergency medical services costs included in the FY2023-24 budget, personnel costs increase 6.2% city-wide (\$1.5 million). This illustrates that year-to-year comparisons throughout this transition period are challenging to use in gauging the budget impact of choices in any given year on the City's updated portfolio of core services. Excluding the change in full time equivalent (FTE) positions associated with the MFD transition, FY2024-25 has 0.67 less FTE relative to the prior period.

It also merits calling out that, like in FY2023-24, next year's General Fund budget factors in vacancy savings of three positions in the Police Department. If all open positions were budgeted, over \$500,000 would be required in the General Fund budget (\$462,400 in direct expense plus reserves of \$77,000). When circumstances normalize in the public safety field and it's realistic to expect close to full employment for budgeted positions, this adjustment will be another challenging one to add back in from a General Fund fiscal sustainability perspective.

The City's annual Cost of Living Adjustment (CoLA) is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI is 3.17% compared to 7.91% in FY2023-24 and 6.67% for FY2022-23. This year's budget is using this CPI as the salary escalator across all city departments as well as including any other applicable requirements included in the existing police contract.

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

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

Association members, in the current contract, the City pays 95% of the health insurance premium and the employee pays 5% of the premium.

See the Personnel Services section of the budget document for details on wages and benefits.

D. OTHER INSURANCE COVERAGES. Property and liability insurance premiums in the upcoming year are projected to increase by 10% for general liability, 20% for property, 25% for cyber and 5% for the specialty airport policy relative to FY2023-24.

Workers' compensation rates are projected to be less than the prior year's budget or estimated actuals due to the half year of MFD employees still being city employees in FY2023-24. However, we are anticipating an increase of 10% in the ongoing FY2024-25 premiums as our experience modifier has risen to .99 compared to better showings in the mid-80%s the prior two years. This experience modifier means the City's losses were approximately 1% better than the average for SAIF members.

E. PERS. City retirement pensions are administered under Oregon's Public Employee Retirement System (PERS) in two basic groups – those hired prior to August 2003 (members of "PERS Tier 1/Tier 2") and those hired afterwards (members of "OPSRP"). PERS employer rates are higher for employees with service records of longer than roughly 20 years.

The FY2024-25 budget is year two in the PERS biennial rate period so no increase to PERS contributions rates are budgeted.

The City's employer contributions (including the 6% employee pick up) represent 4.6% of total expenditures in the 2024-25

proposed budget. Total PERS costs are budgeted at \$5.1 million, a decrease of 10.6% compared to the prior year. The decrease is due to the half year that fire services employees remained in the city organization in the previous year. For longer term trends, a higher proportion of the McMinnville workforce are OPSRP members (the newer Oregon public sector employees who draw a smaller pension benefit), which will help push down the retirement cost trendline.

The employer rates for the 2023-25 biennium range from 26.9% for general service OPSRP employees to 28.7% for PERS Tier 1/2 members of eligible gross pay categories. McMinnville also pays the employee 6% contribution.

The PERS Employer Incentive Fund (EIF) created in the 2018 legislative session is still in existence; the PERS website states "We anticipate a new EIF match application cycle when funds reach \$25 million. This will likely occur in 2025." While the proposed budget for FY2024-25 does not include a reserve for this investment which would include a 25% match on the lump sum contribution from the state, it is highlighted as one of the highest priority unfunded needs for the city.

III. STRATEGIC PLANNING.

It is strategic thinking and acting that is important, not strategic planning.

~Unknown

In January 2019, the City of McMinnville adopted Mac-Town 2032. This citywide strategic plan has since served to guide policy priorities and budget allocations. The Mission, Vision and Values set out in the plan have laid the groundwork for several

significant initiatives, including the Core Services Analysis and the ongoing effort to stabilize and expand services using a more financially sustainable model. Perhaps most profoundly, the focus on being mission driven and values based allowed the city to respond to the global pandemic with rapid, innovative approaches to service delivery and community support like home book and prescription deliveries, virtual Municipal Court and the MacFresco (formally known as Dine Out) program.

<u>Vision</u>

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

<u>Mission</u>

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

Values

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

Equity – We are a compassionate and welcoming community for all—different points of view will be respected. Because not all members of our community are equally able to access our services or participate in public process, we commit ourselves to lowering these barriers.

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

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

Strategic Priorities

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

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

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

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

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

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

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

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

This year the Council re-oriented themselves to the plan (originally adopted in January of 2019) and selected five new priorities for FY2024-25.

CITY COUNCIL PRIORITIES

City Government Capacity

• Evaluate and implement Core Human Resources Functions.

Community Safety and Resiliency

 Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).

Economic Prosperity

• Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.

Growth and Development Character

- Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool In the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

IV. FORMAT OF THE BUDGET

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

To help give context and make the information presented more understandable, a Financial Overview section includes analysis of the City's revenues, expenditures, and reserves, demonstrating the limited new programming included in the budget. A listing of the General Fund's prioritized unmet core service and strategic investments, along with a summary of new General Fund investments in capital as well as deferred maintenance/capital investments is also available in the Financial Overview section.

The Financial Overview section also includes an explanation of the different types of funds, the purpose of each of the City's funds and notes the total operating expenditures for each fund. Information related to staffing levels and salary schedules is provided in the Personnel Services Overview and a schedule of the City's outstanding debt is included in the Debt Overview.

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

V. CONCLUSION

All this will not be finished in the first one hundred days. Nor will it be finished in the first one thousand days, nor in the life of this administration, nor even perhaps in our lifetime on this planet. But let us begin.

~ John F. Kennedy

The guidance and advice from the Budget Committee, policy direction from the City Council information gathered from the community and the focused efforts of the executive team and many other key staff members has resulted in this Proposed Budget. It continues to focus on stable municipal services and to set the stage to meet the community's future needs. The work of the past several years has moved us closer to addressing the City's persistent financial deficit by making key capital investments and strategic, incremental increases in crucial service areas and build reserves so core City services will not be distracted by unpredicted occurrences. Due to the MFD creation, these reserves were able to be utilized for one-time transition costs without disrupting steady-state City services. Future work will be necessary to prioritize rebuilding reserves to Council policy.

The preparation of the proposed 2024 – 2025 budget once again highlighted the strength and commitment of the entire team. Finance Director Jennifer Cuellar, Financial Services Analyst Crystal Wooldridge and the entire Finance Staff should once again be commended for their tireless commitment. I am grateful for their hard work along with all others who have worked so hard to prepare this document for your consideration. The dedication to the community and service of the Mayor, City Council and Budget Committee drove and informed the priorities and public services presented in this document and we are honored by your commitment. We look forward to any questions you have and any direction you may provide as you review and deliberate on the fiscal year 2024-2025 budget.

Respectfully submitted,

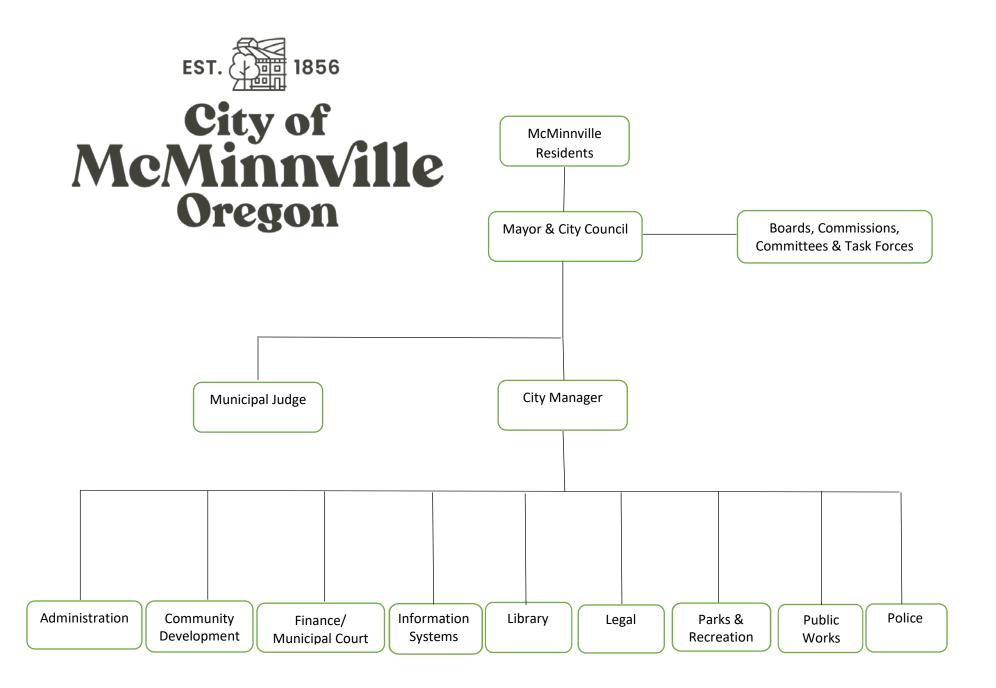
Mby R. Tung

Jeffrey R. Towery Budget Officer City Manager

CITY OVERVIEW



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



City of CITY COUNCIL PRIORITIES

At the Council goal-setting session in December 2023, the 120+ actions identified as part of MacTown 2032's goals and objectives, 34 are either complete or operationalized and 58 are underway. In addition to the Council priorities listed below, staff is charged with creating work plans for those 58 actions across the seven strategic priorities in MacTown 2032.

MacTown 2032 Strategic Priority	City Council Priorities for 2024
CITY GOVERNMENT CAPACITY – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	 Evaluate and implement Core Human Resources Functions.
COMMUNITY SAFETY & RESILIENCY – Proactively plan for and responsively maintain a safe and resilient community	 Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?)
• ECONOMIC PROSPERITY - Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors	 Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.
GROWTH & DEVELOPMENT CHARACTER	 Build the new pool/community center.
– Guide growth and development strategically, responsively, and	 Establish Time, Place, Manner (TPM) or similar regulatory tool in the Economic Improvement District (EID) related to wine bars or othe

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

sole alcohol sales businesses.

FINANCIAL OVERVIEW



- Financial Services Overview including:
 - General Fund Unmet Needs
 - General Fund Capital Investments & Deferred Items



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

Purpose of the Budget

 The budget is the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens, and it authorizes the City's spending of public dollars. The adoption of an annual budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has spent its resources for fiscal years 2021-22 and 2022-23, the amended budget for fiscal year 2023-24 and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2024-25.

Preparation of the Budget

- The City's budget has been prepared in accordance with Oregon Revised Statute (ORS) 294.305 through 294.565, also known as Oregon Local Budget Law.
- Historically, the budget process begins in January, when the City Council establishes goals and objectives for the upcoming fiscal year. The City's adopted strategic plan, Mac-Town 2032, informs Council goals and budget preparation generally.
- From January through March, the City Manager, Department Directors and staff develop a proposed budget that incorporates the Council's direction and represents a financial plan for funding all City programs and services for the fiscal year.

2024-2025 Proposed Budget

In 2023, the Budget Committee recommended that if the public voted to create the McMinnville Fire District, the City's FY2023-24 budget should include an underlevy of \$1.50 per \$1,000 of assessed value and conduct community engagement regarding the future use of the City's permanent rate. Voters did create the district and the City launched "Dollars and Sense," a three month community engagement process to collect feedback. In October 2023, the Budget Committee came together in a work session and gave City staff the input that it should create its FY2024-25 budget based on adding back 50 cents of the \$1.50 underlevy to support General Fund activities. Thus, the FY2024-25 proposed budget includes an underlevy of \$1.00 of the City's permanent tax rate.

Adoption of the Budget

- The Budget Officer presents the proposed budget to the Budget Committee at a public meeting in mid-May. The Budget Committee reviews the proposed budget, considers public comment, and approves the budget and the rate and amount of total ad valorem property taxes to be certified to the County Assessor.
- After the Budget Committee approves the budget, the Council may not increase the amount of expenditure appropriations by more than 10% or increase the tax levy, unless the amended budget is republished, and another budget hearing is held.
- The City Council holds a public hearing in early June to accept public input on the budget. In late June, by resolution, Council adopts the budget, authorizes appropriations, and designates the tax levy for the fiscal year. The resolution levying and categorizing taxes for

the fiscal year must be submitted to the county assessor by July 15th.

• After adoption, management's authority to spend City funds is limited to appropriations in the adopted budget, unless the City Council amends the budget. Budget amendments after budget adoption are subject to certain requirements and limitations.

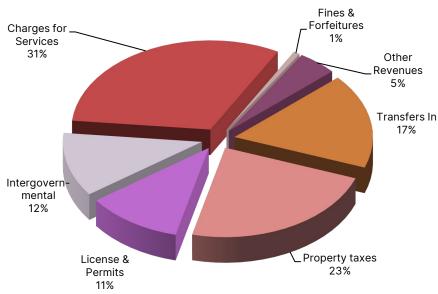
McMinnville Urban Renewal District

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

All City Funds 2024 – 2025 Proposed Budget

RESOURCES by Type

Beginning Balance	\$ 59,994,008
Property Taxes	16,694,600
License & Permits	8,035,403
Intergovernmental	8,298,506
Charges for Services	22,582,092
Fines & Forfeitures	533,040
Other Revenues	3,289,323
Transfers In	12,309,376
Total Resources	\$ 131,736,348



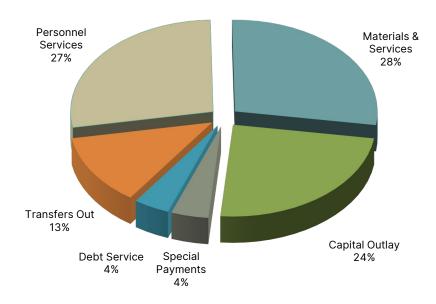
Revenues- All City Funds Excludes Beginning Balance and Urban Renewal Funds

REQUIREMENTS by Classification

Personnel Services	\$ 25,989,484
Materials & Services	26,232,849
Capital Outlay	22,747,213
Special Payments	4,000,000
Debt Service	3,847,830
Transfers Out	11,844,524
Contingency	7,644,962
Ending Balance	29,429,486
Total Requirements	\$ 131,736,348

Expenditures - All City Funds

Excludes Contingency, Ending Balance, and Urban Renewal Funds



Resources for All City Funds:

Property Tax Revenue -- \$16.7 million or 23% of all City revenues. McMinnville's \$5.02 permanent rate is budgeted to reflect an underlevy of \$1.00, an increase relative the prior year but less than the permanent rate's level to support General Fund activities. Property taxes fund a large portion of General Fund operations and pay debt service on General Obligation bonds approved by voters. Additional discussion regarding property tax revenue appears in the General Fund Non-Departmental and Debt Service Fund budget summaries.

Charges for Services Revenue -- \$22.6 million or 31% of all City revenues. Wastewater charges, ambulance transport fees that still come to the City, Park & Recreation program fees, the city services charge and charges for Information Services and Insurance Services to other funds are in this category.

Intergovernmental Resources -- \$8.3 million or 12% of all City revenues. Includes state shared revenues in the General Fund and gas taxes in the Street Fund. A variety of state and federal awards are included, though this source is down relative prior years with the spend out of American Rescue Plan Act (ARPA) federal funding in FY2022-23.

Licenses and Permits Revenue -- \$8.0 million or 11% of all City revenues. Includes franchise fees, payment in lieu of tax, Transient Lodging Tax, local recreational marijuana tax and planning and building fees.

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

Other Revenues include interest, donations, property rentals, special assessments and other miscellaneous revenues.

Transfers In Revenue -- \$12.3 million or 17% of all City revenues. Includes interfund reimbursements for support and engineering services, internal borrowing payments (including Urban Renewal payments and \$855,000 in new borrowing this year), and transfers related to transportation and wastewater.

Expenditures for All City Funds:

Personnel Services Expenditures -- \$26.0 million or 27% of total City expenditures. \$16.4 million of the Personnel Services expenditures total is for salaries and wages and \$9.6 million in fringe benefits including PERS contributions, health insurance, workers compensation, payroll taxes, etc.

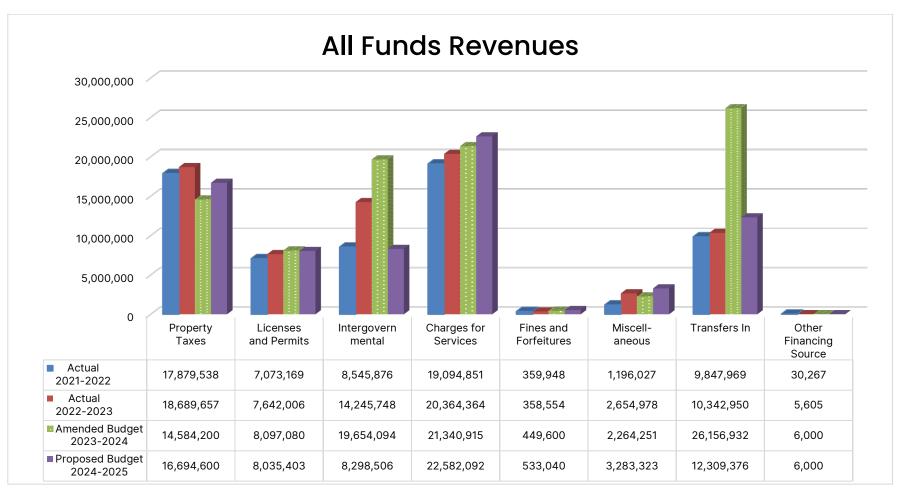
Materials and Services Expenditures -- \$26.2 million or 28% of total expenditures. \$8.3 million for contractual services, utilities, equipment, building maintenance, program expenses, etc. in the General Fund; \$3.3 million in operating costs in the Wastewater Services Fund; \$1.4 million in insurance premiums for general liability, property and workers compensation; and \$1.6 million for operational costs for street maintenance.

Capital Outlay -- \$22.7 million or 24% of total expenditures. This number is \$8.8 million smaller than the prior year, though higher than a more typical year. A FY2023-24 property purchase and Wastewater Capital projects going from \$5 million in FY2022-23 to \$18 million last year and \$19.2 million next year drive the decrease. \$1.6 million in General Fund capital costs are down relative last year but higher than typically has been affordable given fiscal sustainability challenges. \$815,000 for Transportation Fund projects and smaller capital investments round out this spending.

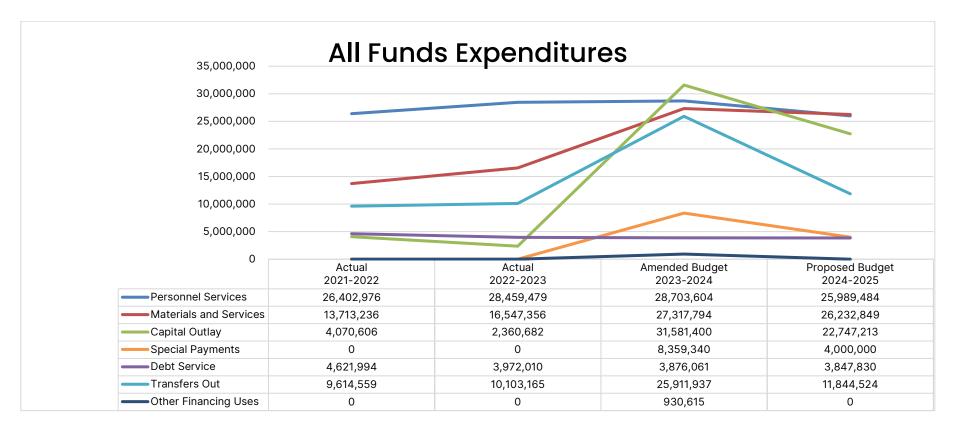
Special Payments -- \$4 million to transfer receipts collected for the Fire District makes up the spending in this category.

Debt Service – Includes \$3.8 million for payments on general obligation bonds, ODOT Dundee Bypass Ioan, PERS transition liability Ioan, and the Ioan for urban renewal capital projects.

Transfers Out Expenditures-- \$11.8 million or 13% of total expenditures (corresponds approximately to Transfers In Revenue). Primarily includes interfund charges for services; transfers for Police dispatch services; transfers related to transportation, street maintenance and wastewater capital projects; and interfund loan payments.



The chart above shows **Resources** for all funds of the City, by category, from 2021-22 through the 2024-25 proposed budget. The chart illustrates that the primary sources of recurring funding for City services, **Property Taxes, Licenses and Permits,** and **Charges for Services**, make up 66% of all City resources and includes the reduced general property tax levy of \$4.02 per 1,000 assessed value, an underlevy of \$1.00 from the permanent rate of \$5.02; it also includes ambulance transports the City continues to collect (and pass through to the McMinnville Fire District) which will reduce significantly in future years. **Intergovernmental** resources include state shared revenues, decreasing slightly year over year, and federal and state grants which vary significantly year to year. **Transfers In** are transactions between funds for various purposes, including \$6 million in user fees transferred from Wastewater Services to Wastewater Capital; interfund reimbursement for services provided by support departments to operating departments and interfund loan activity between Wastewater Capital and the General Fund.



The chart above shows **Expenditures** for all funds of the City, by category, from 2021-22 through the 2024-25 proposed budget. **Personnel Services** expenditures, at 27% of the total budget, are down relative last year because six months of the Fire District staffing costs were included in the FY2023-24 transition year. **Materials and Services** expenditures are for costs such as contractual services, utilities, supplies, and equipment and vary depending on the number of special projects being undertaken in any given year that need increased professional services, consultant fees or building repairs. **Capital Outlay** variance this year is principally due to completion of an affordable housing project and a purchase of property last year. **Debt Service** payments are on a declining trend as the City pays off existing loans and has not brought on significant new external debt in the last few years. **Transfers Out** track with Transfers In on the preceding page, the difference being internal loans made and repaid (internal borrowing is categorized as transfers but do not have offsetting transfers of the same amount in any given year).

Resources	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025
General Fund	30,519,013	39,844,458	41,218,221	28,860,775	(12,357,446)	-29.98%
Grants & Special Assessment	273,200	70,323	124,300	347,300	223,000	179.40%
Transient Lodging Tax	1,658,128	1,834,408	2,156,000	2,102,403	(53,597)	-2.49%
Affordable Housing	813	863,643	3,455,573	1,035,000	(2,420,573)	-70.05%
Telecommunications	244,533	215,973	223,550	190,250	(33,300)	-14.90%
Emergency Communications	908,751	752,636	623,652	655,747	32,095	5.15%
Street	2,787,994	3,007,104	3,002,865	2,867,247	(135,618)	-4.52%
Airport	1,799,265	489,112	850,800	1,729,500	878,700	103.28%
Transportation	1,092,385	1,089,201	1,628,145	1,841,720	213,575	13.12%
Park Development	408,975	417,915	440,000	610,000	170,000	38.64%
Debt Service	2,802,202	2,852,326	3,022,200	2,967,575	(54,625)	-1.81%
Building	970,516	909,582	685,518	733,594	48,076	7.01%
Wastewater Services	10,887,535	11,203,137	11,294,423	12,092,132	797,709	7.06%
Wastewater Capital	7,103,596	7,961,441	12,206,779	8,409,206	(3,797,573)	-31.11%
Information Syst & Services	1,309,032	1,449,063	2,094,794	1,933,177	(161,617)	-7.72%
Insurance Services	1,261,708	1,343,539	1,345,239	1,366,714	21,475	1.60%
Fire District Transition Fund	-	-	8,181,013	4,000,000	(4,181,013)	-51.11%
Total Resources	64,027,646	74,303,862	92,553,072	71,742,340	(20,810,732)	-22.49%

All City Resources by Fund

The table above shows historical trends for all **Resources** of the City, by fund, for 2021-22 through the 2024-25 proposed budget. The two columns on the right compare the 2023-24 amended budget and 2024-25 proposed budget, showing the change by dollar amount and by percentage. Only four of the seventeen funds have a percentage change less than 5%, reflecting a year with more budgetary change than usual. The **General Fund** decline is due primarily to \$9 million less in Transfers In associated with the McMinnville Fire District (MFD) transition, internal borrowing to purchase a property and \$5.6 million in one-time intergovernmental payments from the MFD. The **Grants and Special Assessment Fund** has increased due to more capacity to spend Opioid Settlement revenue. For special revenue funds (**Transient Lodging Tax, Affordable Housing, Telecommunications, Emergency Communications, Street, Airport, Building and Fire District Transition**), revenues are from dedicated sources and cannot be spent on the general operations of the City; the variance seen in Affordable Housing is due to completion of a capital project last year and the MFD transition fund decline with time. For capital projects funds (**Transportation, Park Development, and Wastewater Capital** decrease is primarily due to the one-time loan repayment received from the **Fire District Transition Fund** in FY2023-24. **Wastewater Services** revenues are based on charges to users. Internal services funds (**Information Systems & Services and Insurance Services**) provide services and support to City Departments. Generally revenues in these funds are reimbursements from other City Departments. For additional discussion on revenues and fund types, see Fund Definitions in the Financial Overview section of this document.

All City Expenditures by Fund

Requirements	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025
General Fund	29,755,900	33,238,817	48,611,987	32,773,569	(15,838,418)	-32.58%
Grants & Special Assessment	258,237	73,670	291,777	326,282	34,505	11.83%
Transient Lodging Tax	1,657,966	1,834,344	2,156,000	2,102,403	(53,597)	-2.49%
Affordable Housing	-	557,579	3,748,110	1,792,989	(1,955,121)	-52.16%
Telecommunications	244,529	215,926	223,500	190,150	(33,350)	-14.92%
Emergency Communications	867,216	750,874	633,398	630,928	(2,470)	-0.39%
Street	2,342,772	2,968,298	3,345,262	3,647,239	301,977	9.03%
Airport	1,734,862	286,987	959,648	1,935,558	975,910	101.69%
Transportation	542,168	442,471	2,130,678	1,907,430	(223,248)	-10.48%
Park Development	50,301	166,163	155,153	671,675	516,522	332.91%
Debt Service	3,634,900	3,002,150	3,007,500	2,997,900	(9,600)	-0.32%
Building	705,510	771,604	902,702	976,358	73,656	8.16%
Wastewater Services	10,667,308	11,535,127	13,274,304	13,433,164	158,860	1.20%
Wastewater Capital	3,295,498	2,674,338	35,537,474	23,852,310	(11,685,164)	-32.88%
Information Syst & Services	1,267,232	1,457,842	2,092,344	1,925,224	(167,120)	-7.99%
Insurance Services	1,398,971	1,466,502	1,429,901	1,498,721	68,820	4.81%
Fire District Transition Fund	-	-	8,181,013	4,000,000	(4,181,013)	-51.11%
Total Requirements	58,423,370	61,442,691	126,680,751	94,661,900	(32,018,851)	-25.28%

The table above shows historical trends for all **Expenditures** of the City, by fund, from 2021-22 through the 2024-25 proposed budget. The two columns on the right compare the 2023-24 amended budget and 2024-25 proposed budget, showing the change by dollar amount and by percentage. **General, Affordable Housing, Information Services, Wastewater Capital and Fire District Transition Funds** decreased primarily due either to the financial changes associated with passage of the Fire District ballot measure and/or significant one-time outlays in the prior year. **Grants and Assessment** fund increase is due to adding capacity to spend opioid funding in the upcoming year. **Telecommunications** is seeing declines in cable franchise revenues, which reduce amount to be shared with McMinnville Community Media. **Street** fund has increased due to position reclassifications which caused personnel costs to increase higher than the year over year personnel spend increase in addition to higher budgeted street maintenance costs. The **Airport and Park Development** funds have the largest increases on a percentage basis due to higher budgeting for cyclical or capital projects. The **Building** fund budget increase is primarily due to a higher allocation of engineering staffing costs next year than it typically utilizes. The **Transportation** fund declined year over year due to less planned spending on projects now that the recent capital bond dollars issued in 2015 and 2018 have been fully spent. The remaining five funds have differences of less than 5%.

All Funds - Budget Highlights for 2024-25 Proposed Budget

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

Grants and Special Assessment Fund – The Downtown Economic Improvement District is supported by a special assessment that is typically renewed for three-year cycles. The assessment rates for 2023-2025 included the first rate increase in a decade of 10 and 5 cents per square foot of the two downtown zones. All collections are passed through to the McMinnville Downtown Association to support projects such as the farmers market and Dine Out(side). Opioid National Settlement revenues that the City receives as a participant in those lawsuits are also included in this fund; spending capacity for these restricted funds has been increased for next year, including the launch of a new contract with Yamhill County to provide targeted behavioral health services.

Transient Lodging Tax Fund (TLT) – City's tax rate is 10% of rental income. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT and the remaining 30% is transferred to the General Fund. All TLT revenue is either disbursed to VM or transferred to the General Fund. TLT's revenues are budgeted slightly lower in FY2024-25 than the current year as actual FY2023-24 revenues to date have lagged the anticipated impact of a handful of new lodging options included in that year's projections.

Affordable Housing Fund – the fund was established in FY2022-23 with the adoption of an affordable housing construction excise tax (CET) designed to support affordable housing initiatives, including developer incentives. All housing related grant activities are also captured in this budget. While the construction project of Any Door Place, a combination shelter and support services navigation center, will be

concluded in the current year, next year does reflect a full year of housing-specific staffing capacity, a new resource enabled by the affordable housing CET.

Telecommunications Fund – A portion of cable franchise fees are used to support community access television run by McMinnville Community Media (MCM). A secondary revenue stream from the two current cable franchisees, Comcast and Ziply Fiber, is dedicated for capital improvements for community media through the Public Education and Government (PEG) fee. Cable franchise rates are defined by federal laws and our local revenues appear to have plateaued over the last couple of years, consistent with nationwide trends toward streaming services which are not included in cable franchise agreements. This funding source is declining, which has negative impacts for MCM's community access mission.

Emergency Communications Fund – A portion of telephone franchise fees is allocated to pay for the 911 emergency communications system run by Yamhill County. The FY2024-25 budget anticipates a 3% increase for this cost for the Police Department. It also includes the McMinnville Public Safety Radio system that the City manages with partner support from Linfield University and the McMinnville School District.

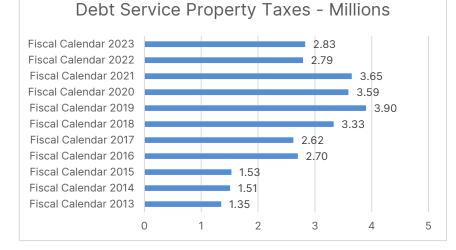
Street Fund – Oregon Highway Trust Fund (OHTF) revenues, supported primarily by the 38 cent per gallon state gas tax, are anticipated to be flat relative the prior year amended budget. Cities receive 20% of those funds and McMinnville's portion is disbursed based on a population formula. In FY2024-25, the street fund will increase its transfer to the Transportation Fund by \$270,000 relative last year.

Airport Maintenance Fund – The project highlight for FY2024-25 continues to be the airport master plan update, primarily funded by the Federal Aviation Administration (FAA)

with additional support from state grants. Revenue from property and hangar leases is the primary funding source for airport general operations.

Transportation Fund – The City issued a total of \$24 million in general obligation bonds in 2015 and 2018, which have now been fully spent. This capital fund budget does fluctuate considerably depending on the number of planned projects underway. FY2024-25 includes seal coating investments, traffic signal work and an update to the Transportation System Plan. In addition, debt service for the Newberg-Dundee bypass project is included with financial support from the state's "fund exchange" program.

Debt Service Fund – Accounts for property taxes that are levied for debt service payments on general obligation (GO) bonds. Currently, the City has \$15.2 million in GO bonded debt outstanding issued for construction of the Police Station and Civic Hall, and major street improvements. The bonded debt will be fully paid in 2027 and 2033 respectively. The FY2024-25 property tax levy for voter-approved debt service is \$3.0



million for an approximate tax rate of \$0.8365 per \$1,000 of assessed value, down 10.6% from the prior year.

Park Development Fund – The primary funding source for capital park improvements today are System Development Charges (SDCs) now that prior bond measure contributions have been fully spent. As a capital fund, the budgeted activity will vary year to year, much like the Transportation Fund. The year over year increase reflects added appropriation authority for park construction projects next year as the updated Parks, Recreation and Open Space Master Plan is anticipated to come before Council in the summer of 2024.

Wastewater Services Fund – Includes administration, plant and pump stations operations, environmental services functions, and conveyance system maintenance. Sewer user charge revenue of \$11.6 million pays for Wastewater operating costs and also allows \$6.1 million to be transferred to the Wastewater Capital Fund for major projects. Wastewater utility rates were unchanged from FY2019-20 through FY2022-23, with a 3.5% increase in FY2023-24. Based on the latest review of the Wastewater financial plan, an increase of 3.5% is also included in the proposed budget for FY2024-25.

Wastewater Capital Fund – The 2024-25 proposed budget includes \$18 million for three major capital projects including construction of the Solids Treatment Capacity Improvements project, design and construction of the upgrade to the Water Reclamation Facility Administration Building and continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I). \$855,000 in transfers out for internal borrowing transfers out to the General Fund next year and \$442,000 in internal borrowing transfers in for prior period internal capital loans are also included in the budget. **Information Systems & Services (IS) Fund** – IS Department staff partner with City Departments to provide computer services support for the organization. The 2024-25 proposed budget includes \$1.1 million for computer charges, with \$628,000 of the total for shared costs that are allocated to all Departments. Next year's priority projects include upgrading the Police Department's fleet of in-car mobile data terminals and transition to a new in-car video and camera package and adding custom reports and mobile technology capacity for the Public Works/Engineering/Wastewater application (upgraded in FY2023-24).

Insurance Services Fund - Pays the City's premiums and claims for property, liability, and workers' compensation insurance. Departments reimburse the Insurance Services Fund for estimated insurance costs. Workers compensation and general liability insurance is projected to increase by 10% with property coverage and cyber liability coverage increasing by over 20%. Given the transition out of one of the largest workgroups of City employees and related assets due to the creation of the McMinnville Fire District (MFD), the City faces more uncertainty in projecting actual costs for next year than is typical. The other cost driver in the fund since FY2018-19, covering the cost for the human resources director, will end in FY2024-25, shifting this position to all funds which have employees, effectively adding a position to the city's governmental funds' budgets for the first time, with the General Fund picking up approximately 75% of the cost.

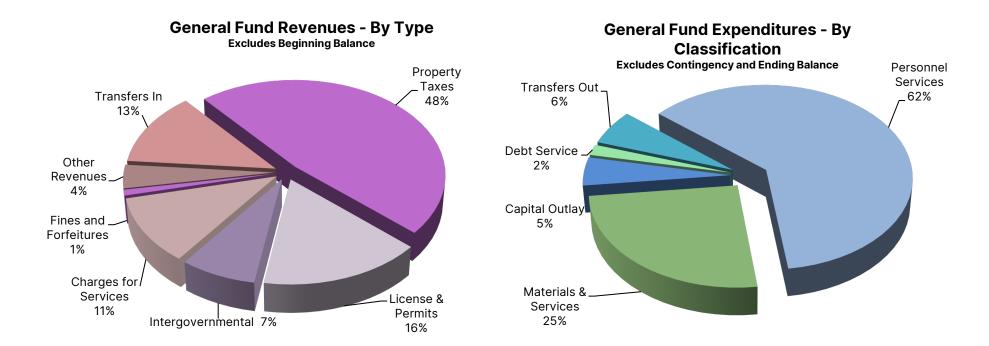
Fire District Transition Fund – A new fund was created to capture expenses and record revenue received for the new Fire District for the first half of FY2023-24 as the new district needed time to establish itself administratively and begin collecting property taxes. The City anticipated that the fund would no longer be needed going forward as no expenses would continue to be incurred. However, ambulance transport revenues that for contractual reasons will continue to come to the City. This activity, and the disbursement out to MFD, is included in the FY2024-25 proposed budget.

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

GENERAL FUND

2024-2025

RESOURCES by Type		REQUIREMENTS by Class	ification
Beginning Balance	\$ 8,293,117	Personnel Services	\$ 20,255,439
Property Taxes	13,750,000	Materials & Services	8,293,492
License & Permits	4,646,000	Capital Outlay	1,612,303
Intergovernmental	2,172,187	Debt Services	611,508
Charges for Services	3,234,569	Transfers Out	2,000,827
Fines and Forfeitures	283,040	Contingency	1,962,400
Other Revenues	1,146,948	Ending Balance	2,417,923
Transfers In	3,628,031		
Total Resources	\$ 37,153,892	Total Requirements	\$ 37,153,892



General Fund FY2024-25 Proposed Budget Current net revenue and reserve target focus

Current Revenues -	General Fund
--------------------	--------------

FY2024-25 Reserve Target

PT - Property Taxes	13,750,000
LP - Licenses and Permits	4,646,000
IG - Intergovernmental	2,172,187
CS - Charges for Services	3,234,569
FF - Fines and Forfeitures	283,040
Misc - Miscellaneous	1,140,948
TR - Transfers In	3,628,031
OFS - Other Financing Source	6,000
Total Revenues	28,860,775
	4,501,569
Unrestricted Beginning Balance	4,001,000
Unrestricted Beginning Balance Committed Beginning Balance (ARPA)	3,682,008
Committed Beginning Balance (ARPA)	3,682,008
Committed Beginning Balance (ARPA) Restricted Beginning Balance (grants)	3,682,008 109,540

Current Expenses - General Fund

TR - Transfers Out Total Expenses	2,000,827 32,773,569
DS - Debt Service	611,508
SP - Special Payments	0
CO - Capital Outlay	1,612,303
MS - Materials and Services	8,293,492
PS - Personnel Services	20,255,439

Current Net Revenue General Fund	(3,912,794)		
Contingency	1,962,400		
Unrestricted Ending Fund Balance	343,620		
Committed Ending Fund Balance (ARPA)	2,074,303		
Total Requirements and Uses	37,153,892		
FY2024-25 Reserves	2,306,020		
Reserves Above/(Below) Target	(1,705,203)		

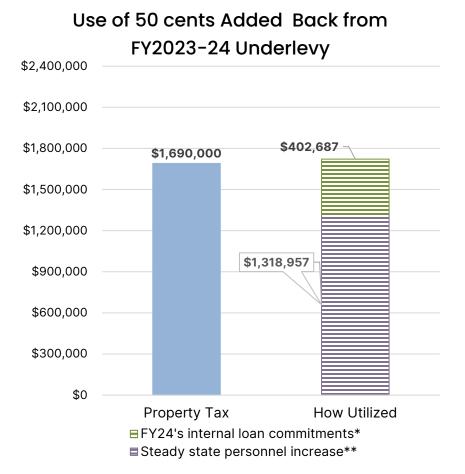
Current net revenue is equal to the difference between annual income and expenditure. A negative current net revenue means that more will be spent in the year than there is revenue coming in to pay for, requiring use of prior period reserves (beginning balance).

4,011,223

* Reserves are defined as the sum of contingencies and unrestricted ending fund balance.

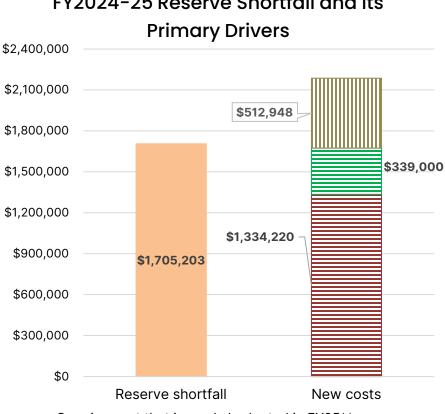
** Operating expense is defined as personnel services + materials and services categories

General Fund Analysis FY2024-25 Proposed Budget



* FY25 is first of five year commitment to repay FY24 internal loans on capital investments

** Steady state personnel includes FY24 adjustment down of budgeted Fire District transition staff and FY25 adjustment down of new emergency manager (funded by grants)



FY2024-25 Reserve Shortfall and its

Carrying cost that is newly budgeted in FY25** ■ FY25 Phase of Park and Rec/Library Facilities Project* ■ Fire Dist Transition*

Reserve shortfall is amount would need to reach 1.75 months of operating in FY2024-25

* One-time costs (\$1.67 million)

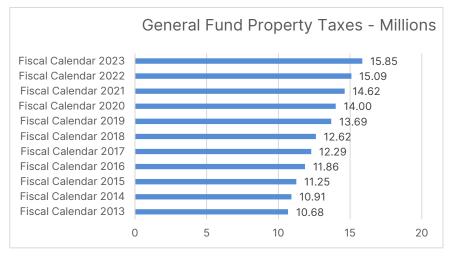
** Carrying costs budgeted in FY25 for first time including park security, year 2 of 3-year plan to improve Park Maint core services, PD body/car camera contract, new lobbying/government relations and community engagement capacity (\$513,000)

General Fund Sustainability:

The General Fund continues to be challenged with annual costs that total more than resources coming in during the year available to support that spending level. The FY2024-25 proposed budget is effectively a steady state budget in terms of core service delivery to the community.

General Fund Resources:

Property Taxes – As part of the fire district transition, the City will be underlevying its permanent tax rate of \$5.02 per \$1,000 of assessed property value by \$1.00 in FY2024-25, an increase relative to the initial underlevy in the prior year of \$1.50. The 2024-25 proposed budget projects \$13.55 million in current operating property tax revenues. Property taxes represent 48% of all General Fund revenues.



Licenses and Permits Revenue – \$4.6 million or 16% of General Fund revenues. This category includes payment in lieu of tax for municipal electric utility customers (55% of the total category); franchise fees collected by telephone, gas, Wastewater utility and garbage collection providers; and the local 3% tax on recreational marijuana sales. **Intergovernmental** – \$2.17 million or 8% of General Fund revenues. Includes state shared revenues, such as liquor and cigarette taxes, and federal and state grant awards. Because of significant grant fund activity surrounding Covid pandemic recovery needs, this revenue category is lower next year than it has been in the recent past.

Charges for Services Revenue – \$3.2 million or 11% of General Fund revenues. The recently implemented city services charge makes up 69% of the category. Parks & Recreation (P&R) fees for Aquatic Center use, Community Center or Senior Center programs, and youth and adult recreational sports make up 27% of charges for services. The P&R charges for services in FY2024-25 are estimated to be \$864,000, up from the Covid pandemic low years in FY2020-21 of \$244,000 and FY2021-22 of \$562,000.

Fines & Forfeitures – \$283,000 is in the FY2024-25 proposed budget and is overwhelming made up of Municipal Court fines. This revenue stream has fundamentally changed and runs at approximately half pre-pandemic yearly revenue largely due to changes made in law at the state level; fine revenue is not anticipated to move back to those previous levels. The pandemic highlighted the inequitable impact of the public health emergency on lower wage households, which resulted in changes in statute for traffic violation sanctions and other court fine and fee norms in Oregon.

Other Revenue - \$1.14 million for miscellaneous revenues including private donations and interest on investments; interest earnings makes up 45% of this category's total projection for FY2024-25's proposed budget.

Transfers In – \$3.6 million or 13% of General Fund revenues. Includes reimbursements from other funds for services provided by Administration, Engineering and Finance and from Transient Lodging Tax Fund for its 30% share of these visitor tax payments. Transfers in as interfund debt loan proceeds for capital projects from the Wastewater Capital Fund and as debt service payments in from the Urban Renewal Agency round out the budgeted transfer in category. Details on the capital investments funded by interfund loans are available in the debt section of the financial overview.

General Fund Expenditures:

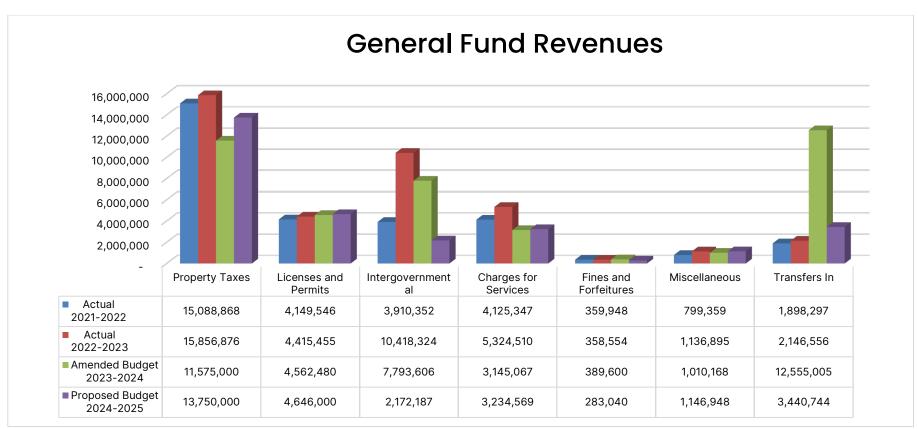
Personnel Services Expenditures – \$20.3 million or 62% of total General Fund expenditures. Public safety (Police and Municipal Court combined) accounts for \$9.9 million of total General Fund Personnel Services. The investment in public safety represents 49% of the staffing costs in the General Fund and 56 of the 140 full time equivalents (or 40% of the workforce) included in the proposed budget. Cost of living salary adjustments, PERS employer contribution rates, and health insurance premiums are the most significant factors that impact personnel services costs. In FY2024-25 vacancy savings for three authorized positions is budgeted in the Police Department for a total of \$462,000 due to the real difficulty experienced in maintaining full employment, an issue facing communities throughout Oregon and the nation as a whole.

Materials and Services Expenditures – \$8.3 million or 25% of General Fund expenditures. Parks & Recreation, Park Maintenance, and Library – the departments associated with livability in our community utilize 38% of total Materials & Services in the proposed budget. Public safety (Police Department and Municipal Court) account for 23% of total Materials and Services costs. General Government costs make up the rest. Materials and Service expenditures include building utilities, vehicle maintenance, equipment, computer costs, program costs, professional services, contracted services, supplies, insurance, etc.

Capital Outlay – General Fund capital outlay expenditures in the 2024-25 proposed budget are \$1.6 million or 5% of the total fund budget. Just over half of this amount will paid for with internal borrowing (\$855,000) – see details on capital purchase financing in the debt section of the financial overview. Grant support (\$90,000) and committed funds that originated from the ARPA allocation to the City (\$500,000) pays for 37% of the proposed annual capital outlay for next year. The balance is for general building improvements and small capital equipment purchases.

Debt Service – \$611,000 for payments on loans for Police vehicles, a bank loan related to urban renewal projects, and a bank loan for refinancing the City's PERS transition liability.

Transfers Out – \$2 million or 6% of General Fund expenditures. Includes a \$594,000 transfer to the Emergency Communications Fund for Yamhill Communications 911 emergency dispatch services and annual lease payment for communications equipment, \$393,000 in transfers out to the Wastewater Services and Information Services Funds of committed funds that were part of ARPA to support Councilapproved projects, the \$450,000 General Fund contribution for Information Services staffing costs and \$442,000 in repayments of prior year internal borrowing to the Wastewater Capital Fund.



The chart above shows historical trends for **General Fund Resources** from 2021-22 through the 2024-25 proposed budget. **Property Taxes** have increased due to reducing the underlevy of the permanent rate of \$5.02 per \$1000 by 50 cents from \$1.50 to \$1.00. **Licenses and Permits** revenue, primarily franchise fees, are subject to rates included in franchise agreements and statutory limitations. **Intergovernmental** revenues include federal and state awards along with liquor, marijuana, and cigarette taxes shared by the State of Oregon. The decline of \$5.6 million relative last year is due to the one-time \$4.7 million Fire District reimbursement of its transitional year's costs paid by the City ahead of their first tax revenues; the balance is due to fewer grant awards budgeted next year. **Charges for Services'** fees increase 2.8%, reflecting a 3% anticipated increase for CY2025 city services charges and smaller increases in other user fees. **Transfers In** declined \$9.1 million due to two one-time transfers last year, both over \$4 million, associated with the fire district transition and the purchase of a property in the urban renewal area. In addition, internal borrowing for capital investments proposed for FY2024-25 is less than the prior year by over \$500,000. Finally, the contribution from the Insurance Services Fund for HR staffing capacity is no longer available, a decline of \$120,000. **Fines and Forfeitures** revenue is predominantly generated by the Municipal Court. **Miscellaneous** revenues include interest income, individual donations and internal reimbursement for the PERS transitional liability debt service payment from payroll costs across the City.

General Fund Expenditures - By Department									
Requirements	Actual 2021-2022	Actual 2022-2023	Amended Budget 2023-2024	Proposed Budget 2024-2025	\$\$ Change 2023-2024 versus 2024-2025	% Change 2023-2024 versus 2024-2025			
Administration	1,533,989	1,722,129	6,585,513	2,671,023	(3,914,490)	-59.44%			
Finance	755,255	923,988	1,153,296	1,012,444	(140,852)	-12.21%			
Engineering	795,778	1,034,560	2,058,083	1,622,801	(435,282)	-21.15%			
Community Development	979,080	1,352,518	2,911,554	2,679,035	(232,519)	-7.99%			
Police	8,549,124	9,149,326	11,088,455	12,138,373	1,049,918	9.47%			
Municipal Court	515,124	601,076	681,556	716,572	35,016	5.14%			
Fire	9,065,190	9,625,757	-	-	-	0.00%			
Parks & Recreation	2,217,261	2,622,265	3,517,171	3,941,747	424,576	12.07%			
Park Maintenance	1,297,281	1,803,908	3,903,863	2,871,953	(1,031,910)	-26.43%			
Library	2,024,623	2,347,104	2,679,298	2,936,653	257,355	9.61%			
Total Department Expenditures	27,732,705	31,182,630	34,578,789	30,590,601	(3,988,188)	-11.53%			
Non-Departmental	2,023,195	2,056,187	19,471,785	6,563,291	(12,908,494)	-66.29%			
Total Outlays	29,755,900	33,238,817	54,050,574	37,153,892	(16,896,682)	-31.26%			
General Fund Full Time Equivalent (FTE)	190.23	188.19	140.39	139.95					

The table above shows historical trends for **General Fund Expenditures**, by Department, from 2021-22 through the 2024-25 proposed budget. The two columns on the right compare the 2023-24 amended budget and 2024-25 proposed budget, showing the change by dollar amount and by percentage. Overall, Personnel Services are up 6% with a net loss of 0.44 full-time equivalents (FTE) across all departments for a total of \$1.15 million. Materials & Services costs are down 4.2%, \$366,000 less than last year. Capital outlays have been modest in recent years with FY2023-24 being an outlier year due to a property purchase and \$1.4 million in capital investments funded by internal borrowing; capital in the proposed budget is \$1.6 million. Administration, when adjusted for the property purchase, is up \$350,000 in operating costs with a higher wage bill and \$290,000 in materials and services included for legal and lobbying services. Finance change is driven by removing the staff capacity added in the prior budget year to support the fire district transition. The differential in **Engineering** is primarily due to the one-time cost of a 3rd Street contract in the prior year. Community Development's year over year decrease is because a significant grant-funded project was largely wrapped up in FY2023-24. In the Police Department, the personnel increase is slightly larger on a percentage basis than departments with general service employees because of provisions in that contract to keep wages competitive as well as new expenses for upgraded technology. Municipal Court's increase is primarily driven by general inflationary costs associated with wages and services despite a small reduction in staffing capacity next year. Parks and Recreation's increase reflects added staffing capacity for programming and the one add-package supporting the Council objective to move forward exploring a new recreation center. Park Maintenance has \$1.2 million less in capital expenditures year over year. The Library has a small increase in grant funded outlays next year, which drive its slightly higher percentage year over year increase than would be expected with a standard year over year increase.

General Fund Expenditures by Department:

The chart on this page illustrates that the largest share of General Fund resources are used for public safety. Police Department and Municipal Court expenditures combined are \$12.9 million or 39% of total expenditures.

Culture and recreation expenditures (Parks & Recreation, Park Maintenance, and Library) combined are \$9.8 million or 30% of all General Fund expenditures, demonstrating the City's commitment to providing a quality environment, as well as a safe environment.

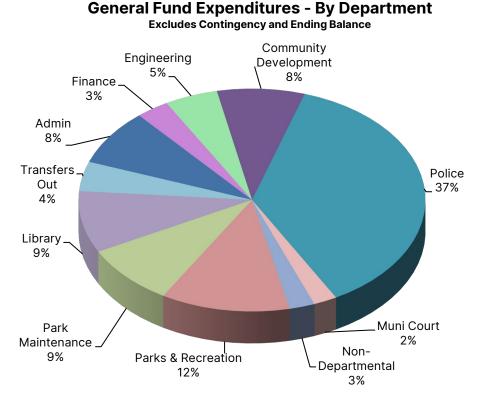
\$3.7 million or 11% of General Fund expenditures are for support services (Administration, Finance)

Engineering and Community Development totals \$4.3 million, accounting for 13% of General Fund outlays in FY2024-25.

\$1.4 million or 4% of expenditures are Transfers Out to other funds for reimbursement for computer support, payments of prior year internal borrowing for capital investments and support to other funds implementing projects originally approved by Council for use of American Rescue Plan Act funding which are now held as committed funds in the General Fund.

Non-Departmental expenditures include debt service payments for the urban renewal and PERS transition liability loans as well as unemployment for the General Fund workforce and billing contract services. Debt service payments for Police vehicles to external parties and the transfer for Emergency Communications are included in the Police Department budget.

For additional detailed information for General Fund Departments, please refer to the **Budget Summaries** included



in each Department section. Budget Summaries include Budget Highlights, information on MacTown 2032, Future Challenges and Opportunities, a Department Cost Summary that includes the amount the Department draws from unrestricted resources, and a table showing changes in Department full-time equivalent (FTE) positions.

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

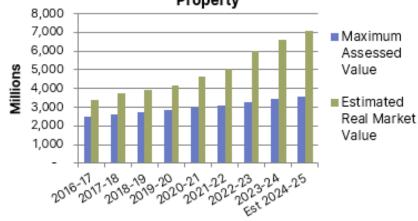
Economic Trends and the General Fund Reserve:

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

General Fund Revenues - Under Oregon's current property tax system, the City has the authority to levy general operating property taxes based on its permanent rate, which is \$5.02 per \$1000 of taxable assessed value (AV). The City's permanent tax rate, established in 1997 by Measure 50, cannot be changed by any action of the local government or the voters. This proposed budget will underlevy \$1.00, up from the \$1.50 underlevy in FY2023-24 as part of a phased in plan given the fire district transition, taking into consideration community feedback from the Dollars and Sense campaign the summer of 2023 and polling data from earlier in the year. Measure 50 also limited the annual growth rate of taxable property value to 3 percent of the assessed value. The 3% limitation does not apply to any new construction or remodeled properties.

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

In recent years, the City's AV has grown at a consistent rate of approximately 4 percent, consisting of the 3 percent limit on existing property and one percent increase from new construction. Due to the 3 percent AV limitation on existing properties, any substantial additional property tax revenue must be generated from new construction. In the 2024-25 proposed budget, underlevied property tax is \$13.55 million for unrestricted, General Fund purposes.

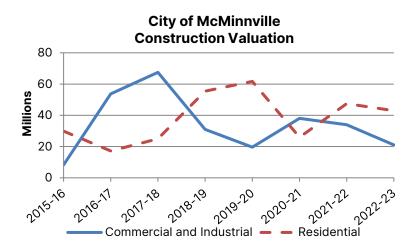


Assessed and Estimated Real Market Value of Property

The graph above shows trends for the City's AV and real market value from 2016-17 through 2024-25 projections. Numbers for 2016-17 through 2023-24 are actual numbers obtained from the Yamhill County Assessor at the time the tax rolls are calculated and tax bills are sent out in late October each year; numbers for 2024-25 are estimated. The graph illustrates the slow but steady growth in the City's assessed value, which in turn generates higher property tax revenues.

FY2024-25 is the second year of a transition period that began with the voter-approved creation of an independent Fire District. The City opted to propose a budget that forgoes a portion of its permanent rate (\$1.00 of the \$5.02 per \$1,000 in taxable assessed value) for the upcoming year based on community input in the summer of 2023 and discussions in the fall of 2023 by the Budget Committee. On going discussions as to future approaches to levying its permanent property tax resources will be important to determining the level of services McMinnville offers, its ability to maintain facilities and replace capital equipment in a prudent way, rebuild its reserve level and take advantage of opportunities as they arise to improve the financial condition of the City so that over the long term it is able to fulfill its mission in the most financially sustainable way possible.

The chart below illustrates the value of construction permits issued from 2015-16 through 2022-23 and reflects the variable nature of annual construction starts. Over the last eight years, residential permit valuations have ranged from a low of \$17.2 million in 2016-17 to \$61.7 million in 2019-20. This volatile indicator has increased off the more recent low point year of 2019-20, though 2022-23 does show a year over year decline.



Commercial/industrial permit valuations also see significant year to year variances; in the period shown above the range in value was \$8.3 million in 2015-16 with a high of \$67.5 million in FY2017-18. The most current year with data indicates a level that is considerably below the average commercial/industrial permit value of \$34.2 million.

General Fund Expenditures – With Personnel Services making up 62% of all General Fund expenditures, economic trends which influence wages and fringe benefits can have a considerable impact of the City's cost of delivering services to the public.

Generally, salaries paid to employees are affected by annual cost of living adjustments (CoLA) based on the All-Cities Consumer Price Index (CPI). The CPI is considered an indicator of inflation and is therefore used to adjust employee salaries. Actual inflation shown by the CPI for this year is 3.17%, down from 7.91% and 6.67% in the two prior years.

The majority of fringe benefit costs is made up of Public Employee Retirement System (PERS) employer contributions for employee pensions. The FY2024-25 is year two of the employer biennial rate established by the state, thus no increase is budgeted for the rate. However, the advisory rate for FY2025-26 and FY2026-27 biennium shows an increase on employer rates ranging from 5.6% to 9.5% depending on the employee category. At the April 1, 2024, PERS board meeting, the year end 2023 investment performance was reviewed and annual performance was better than the year over year return in the prior year, an indicator that rate increases for the upcoming biennium may come in lower than our advisory rates.

In the medium term, PERS costs are anticipated to continue rising faster than inflation. As time goes on, the City's rate increases will be mitigated somewhat by the shift in employee membership from PERS Tier 1/Tier 2 (the richest pension benefit and highest cost) to OPSRP (a lower level of pension benefit and a lower cost).

Current Oregon law has a program for PERS cost mitigation called the Employer Incentive Fund (EIF). A 2019 round of lump sum PERS payments were accepted from local government and school district employers that received a 25% match from the state for its side account. McMinnville had signed up to participate but had to withdraw due to the low level of General Fund reserves at that time. The PERS website indicates that a second EIF round may be available sometime in 2025 but the proposed FY2024-25 budget does not include a set aside for the program due again to the reserve level available in the General Fund.

Detail on General Fund unfunded programmatic and capital needs can be found in the following pages of the Financial Overview section.

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

There are two types of reserves in the City's budget. Contingency reserves are for unforeseen items which may arise during the fiscal year that were not anticipated when the budget was adopted. Contingency reserves must be appropriated when the budget is adopted and require a Council resolution to be spent. Unappropriated Ending Fund Balance reserves represent working capital that is carried forward to cover the following year's operating costs until November property taxes are received. Generally, the General Fund reserve referred to in this document is the total of both Contingency and Unappropriated Ending Fund Balance reserves. For 2024-25, the proposed budget is unable to continue making progress on the City's reserve policy to rebuild reserve levels over five years that amount to two months of operating expense enacted during FY2020-21. In fact, it drops from last year's budgeted reserve level of 1.5 months down to one month. The General Fund budget gap that would hit the 1.75 months operating target for the next year is \$1.7 million.

Maintaining steady state operations was just feasible with the added property tax resources associated with the 50 cents per \$1,000 of taxable being added back to the general fund property tax levy next year. The primary driver of the gap is the impact of one-time, unbudgeted costs associated with the fire district transition in the amount of \$1.3 million. In addition, \$339,000 to support the council priority for the next phase of work addressing recreation facility condition concerns also remains in the proposed budget. Rather than make budget cuts of steady-state services to balance the proposed budget, a reduction in reserves is the result.

For additional information on the General Fund, please refer to the **Budget Message** in the **Budget Officer** section of this document. Information on McMinnville **Core Services** can be found on the website as part of the Budget Committee work session on January 11, 2022; information is in the packet, the powerpoint and/or the recording of the meeting can be viewed.

For more information on the 2024-25 proposed budget, please contact Finance Director Jennifer Cuellar at 503-434-2350 or jennifer.cuellar@mcminnvilleoregon.gov.

General Fund Unmet Needs FY2024-25 Proposed Budget

Core Services Needs and Strategic Investments *not* included in FY2024-25 Proposed Budget

	Request	General Fund	Other Fund	Reserve Impact	Description
1	PERS Employer Incentive Fund contribution	640,000	160,000	0	Reduce long term retirement carrying costs for the City by making a lump sum deposit to PERS through the next cycle of the State's Employer Incentive Fund (EIF) which includes a match of 25% of the side account deposit. A 25% return on investment is substantial; making scarce city resources stretch that much further make this a prudent investment choice. Using the PERS calculator the estimate for a \$1 million investment would save \$1.6 million over 20 years - an average of \$80,000 per year in retirement costs without the EIF - the city contribution would be \$800,000 plus 25% match of \$200,000.
2	Park Maintenance core services below base to base - staffing	159,580	0	26,597	Fund additional staff to help move improve park maintenance service levels. Park Maintenance service levels have operated at a below base level since 2013; due to funding constraints service levels have not been restored. This better positions the Division to take on new park areas in future (ex North Baker Creek/BPA Extension, Oak Ridge Meadows). Providing and maintaining a quality park and open space system is a key component in McMinnville's livability. The PW Operations Division's overarching goal is to provide safe, clean and beautiful spaces for our residents to enjoy and these 2 FTE (1 full time, 1 seasonal extra help)is a critical need in achieving that mission.
3	Space needs analysis City Hall, CDC	100,000	0	0	Retain outside consultant services to conduct a long term (20 years plus) space needs analysis that includes but is not limited to services provided from City Hall and the Community Development Center, with a downtown focus. The work would build upon the information in the Facility Needs Assessment and initial work done early in the Library and Parks and Rec. facility planning. Enables opportunity to ensure that future facilities are designed and operated efficiently and to minimize environmental impact.

		General	Other	Reserve	
	Request	Fund	Fund	Impact	Description
4	Development Project Coordinator	81,082	81,082	13,514	Add 1 FTE, Development Project Coordinator. This is new position to help bring the building, planning and engineering programs review of private development projects from a below base level to a base level of service. Currently private development review is taking much longer than it should due to resource capacity to manage and facilitate many, overlapping review processes (building, planning, engineering and McMinnville water and light). This position will coordinate all of those efforts for a succinct and efficient review process, responsible for ensuring coordination amongst all of the development review teams. Near term cost to General Fund will be substantially reduced as it will be funded by building, engineering, and planning permit fees as each program aspires to a full cost recovery fee system.
5	Library Safety and Security	126,800	0	7,800	Improve the safety and security at the library with more lighting in the library parking lot, additional security cameras, and a part time security guard. Would move the library from below base level of core services priority to maintain a safe and comfortable space at the library and for the MacTown2032 Strategic Priority of Community Safety & Resiliency.
6	Create reserve for Gen Fund facility maintenance	500,000	0	0	Component of a multi-year effort to develop and implement a centralized facility maintenance and operations approach to City's buildings and associated assets and base service level for facility related asset renewal projects. The City owns and operates over 50 structures; over last 25 years buildings are managed by the department operating them with support from PW Operations and PD Facility staff as they are able. This requires staff with little to no formal training in facility related fields such as HVAC, electrical, plumbing, etc. to make critical decisions in these areas. In the last budget cycle the City has moved towards providing a centralized approach, with the FY23-24 Facility Coordinator position add. Unfortunately funding constraints have led to a "run to failure" model regarding these assets. This seeds a reserve for capital spending to modify this approach by addressing facility maintenance backlogs. A reserve of \$1.8 million would be required to fund 50% of the five year back log as well as to provide 50% of estimated annual investment required to renew facility assets on a programmed basis.

Highest priority proposed add packages discussed in the Budget Message

		General	Other	Reserve	
	Request	Fund	Fund	Impact	Description
7	Contracting Specialist	75,901	67,901	12,650	While contracting and purchasing functional expertise was not specifically called out in the 2021-22 the core services review, this resource would enable various departments to improve service levesl. At this time, the City is taking on more complex and financially significant contracts than ever. Aside from more staff time dedicated to procurement, this environment increases the risk of missteps in these processes which can result in higher direct costs, legal action risks, audit findings and/or negative consequences for future grant awards. Every department has purchasing needs, with the contracting burden particularly heavy for engineering, community development, public works operations and wastewater; centralizing this support function means freeing up staff time and, potentially, lower direct costs. Currently the field is working to expand access to non-traditional government contractors; updating City practices in this area supports MacTown 2032's equity goals.
8	Finance Accountant- Analyst	125,513	25,796	20,919	Adding a full time accountant/analyst moves Finance's core service delivery from below base to base, and in some areas, to midlevel. The FY23 audit findings serve as a reminder of the importance of having a solid financial platform for the City and UR Agency and risks associated with running operations with stretched staffers jumping from fire to fire, often deferring basic activities for new initiatives or urgent needs, and continuing to manage parts of our financial structure on an ad hoc basis. An additional finance staffer also lowers the city's risk generated by the fact finance is a small department with no excess capacity and fragile continuity of financial operations when people take their occasional vacations or need a few days of sick leave.
9	Court management system upgrade (cloud based option)	130,710	0	6,667	The municipal court has been on its system since 2004 and it has many limitations and bogs down efficiency and is not user friendly. An upgrade in software would add efficiencies which translates to the ability to expand the court's reach and implement specialty courts for the most vulnerable in our community. Other functionality in a new system includes integrated communications to reduce Failures to Appear, benefiting both the court and those who come before it as well as a records management component that could be used city-wide. Project costs include one-time implementation and business process review; annual increase in direct carrying cost is \$40,000.

Highest priority proposed add packages discussed in the Budget Message

	Request	General Fund	Other Fund	Reserve Impact	Description
10	Cybersecurity Tools	85,000	15,000	0	Cybersecurity tool investment add package totaling \$100,000 reduces risk for outside disruptions of our data systems and improves ability to respond and recover should the City become victim to a cyber attack. Will share between General Fund and other funds on 85/15 basis and potential \$50,000 grant is pending which would offset half its cost.
	Sub Total	2,024,586	349,779	88,146	Highest priority unmet needs described in the Budget Message

Highest priority proposed add packages discussed in the Budget Message

	Request	General Fund	Other Fund	Reserve Impact	Description
11	Police Department Community Service Officers	233,965	0	33,994	An addition of 2 Community Service Officers (CSOs) which ties directly to the external core service of public safety and impacts the PD's high priority services of responding to emergency and non emergency calls for service within our city. As part of MACTown 2032 the City has a goal to proactively plan for and responsively maintain a safe and resilient community by providing exceptional police services. CSOs have become a common and integral resource for police agencies for many reasons, including increased number of calls for service (CFS); increased number of CFS requiring a multi-officer-response; increased time to resolve certain CFS (custodies/jail clearances, mental health related CFS, tactical situations, etc.); and ongoing difficulty in hiring, training, and retaining fulltime sworn Police Officers. CSOs are a "staff-multiplier" because they supplement patrol functions by handling lower-level workload (at a lower overall cost), thus freeing up sworn officers to address higher priority CFS and issues. Includes approx \$36,000 in start up costs.
12	Information Services staffer	110,285	47,265	18,381	The IS department has had four staff since 2006. During that time, the City has added and expanded software packages and services, handled complexities of onsite and cloud infrastructure, transitioned to a mobile workforce and expanded AV options while maintaining an increasingly complex cybersecurity program. IS core services are all tied together - while critical operations are rated as mid-level, all other core services are left at base level. Adding a position to the IS department would potentially lift multiple IS core services from base to mid-level - maintaining infrastructure, operations, handling hybrid AV meeting requests, and bolstering our cybersecurity posture. While IS has enjoyed an almost 10 year period of staffing continuity, given the small department it is increasingly difficult to handle vacation requests and if we were to lose an employee for any life event it could very disruptive to City operations. Modern technology use and community expectations mean more demand for IS support - without increased staffing it will be increasingly difficult to keep pace with technology expansion and provide an adequate level of support to City departments and service delivery to the community. 70-30 split projected.
13	PW Operations Modular Building	52,500	52,500	8,750	The current modular office building at Public Works Operations is well past its useful life and is need of extensive repairs. Given the age and condition of the building it does not make sense to invest significant resources into the structure. This add package seeks funding to lease a similarly size modular structure to be used until PW Operations is relocated. The structure provides office and meeting space for the Operations Administrative team. All costs to be shared 50/50 with Street Fund.

	Request	General Fund	Other Fund	Reserve Impact	Description
14	Planning Manager	114,794	0	30,799	Add a Planning Manager to move current and long range planning core services from below base to base level services. The City's planning program is significantly behind on long-range planning impacting housing availability, economic development readiness and strategic planning that helps ensure that development in McMinnville reflects McMinnville's values. As the City's planning program is not meeting state mandated deadlines for both private development review and long-range planning updates, costly legal support is required. In FY2011-12 and earlier periods - before the Planning program supported both an urban renewal and affordable housing programs - traditional current and long range planning services had 5.50 FTEs compared to 4.9 today.
15	Assistant/ Deputy City Manager	206,053	51,513		Assistant/Deputy City Manager position: This new FTE would provide direct supervision to approximately half of the Executive Team, resulting in added capacity for project and initiative support to the City Manager (freeing up approximately 25% of his time) and address succession planning needs. This position is considered a priority for multiple reasons including: refined and expanded City Council priorities, active engagement in financial sustainability initiatives, onboarding and support of four Executive Team members who have joined the team in the past two years and increased engagement in legislative affairs.
16	Muni Court full time clerk	17,550	0		Convert current part-time municipal court clerk to full time. This will allow for services to be offered to our community court that will focus on prohibited camping, criminal trespassing, downtown exclusion zone ordinance and other offenses that have grown since the pandemic. Specific programming to support those experiencing houseless or suffering from chemical dependency or mental health issues. The annual carrying cost is approx \$24,000; the FY2024-25 amount is offset with partial year left of grant support.
17	Full time legal assistant	0	0	0	Adding a full time legal assistant, instead of half time, mid-year would have no budget impact in its initial year as the half time position is included in the legal department budget. The added capacity would increase the effectiveness of the Legal department's core services, especially with regard to organization and responsiveness, as well as potentially providing some additional service to other Admin departments. Annual carrying cost addition is approximately \$55,000 going forward.

	Request	General Fund	Other Fund	Reserve Impact	Description
18	Development Engineering Manager	101,732	83,236	16,955	Add 1 FTE: Development Engineering Manager. This new position will ensure Engineering is staffed more appropriately and help bring engineering core services from below base to base level while also positioning the City to handle the anticipated increase in development due to Urban Growth Boundary expansion. Currently development review requires about 50% of the City Engineer's time and 1.5FTE of other Engineering staff for reviews and permitting. The position will free up other Engineering staff to provide better level of service on the backlog of capital projects and contribute to the active management of the City's transportation, wastewater, and stormwater systems. Cost recovery from engineering fees will reduce the draw on unrestricted General Fund with time. 55-45 split projected.
19	Emergency Management supply inventory	96,635	0	0	The newly filled Emergency Operations Coordinator (grant funded for 2+ years) has identified a purchase list for setting up the Emergency Operations Center (EOC). This capital investment is comprised of two categories: EOC Supplies and Employee Resiliency. Both are needed in order to have a fully operational EOC. Having an operational EOC will result in shifting the level of service from below base level to a base level of service.
20	Sidewalk/ street tree replacement program	100,000	0	0	Establish a sidewalk and street tree replacement grant fund to help alleviate the unexpected costs of removing/replacing street trees and repairing sidewalks for low-income households. Many of McMinnville's neighborhoods are not ADA compliant due to street trees that were poorly planted and are now lifting sidewalks beyond accessibility and navigability standards. Normally it would be the responsibility of the property owner to repair the sidewalks and replace the street trees which is approximately \$15,000 - \$20,000 per frontage. This is cost prohibitive for many in neighborhoods built in the 1970s - 1980s where many of our lower and moderate-income households who own their own property reside and has become an issue of equity in terms of livability conditions in our neighborhoods. This could be supported with outside grants; periodic replenishments would be requested in future for the fund.

		General	Other	Reserve		
	Request	Fund	Fund	Impact	Description	
21	Planning GIS Specialist position	74,476	0	24,079	Add 1.0 FTE, Associate Planner - GIS Specialty. Assuming the Planning Manager has been added (a higher priority unmet need), the Planning Division has 5.90 FTEs dedicated to its traditional planning program. With the expected development in the 660 acres of UGB land, the City will need to expand its planning program to support a higher level of development. Also provides a GIS program in Planning which currently does not exist and is a resource weakness in long-range strategic planning. Cost recovery from planning fees recalibrated tin include this service will reduce the draw on unrestricted General Fund with time.	
22	Police Support Services Specialist	26,249	0	4,375	Convert current part-time support management position at the Police Department into a full-time position. This would have a positive impact on our medium-high priority service tasks of the Front Office/record section. Would increase capacity of front office to allow more timely response to citizen requests and better engagement with community. Would help reduce employees feeling overworked and unable to complete tasks in timely fashion.	
23	Parks and Recreation Volunteer program	140,035	0	23,339	In the initial Core Services work in 2021, Parks and Recreation ranked offering volunteer opportunities as one of our high priority core services, yet no formal resources exist. As a result, the opportunities offered can be siloed, inconsistent and only a fraction of the opportunity can be realized. Volunteer programs in P&R are nationally recognized as a way to build community, bring people together, steward natural resources, address issues of equity and diversity by prioritizing underserved neighborhoods and parks for revitalization, facilitating community pride which can enhance quality of life and build connections. As of March 2023, the City utilized 974 total volunteers annually, with 662 (or 67%) of those people coming through Parks, Recreation and Parks Maintenance. Looking at the dollar value, Parks and Recreation (without adding in Parks Maintenance) in FY 23 used over 11,000 hours of volunteer time. Based on a nationally averaged value of an hour of volunteer time at \$29.95, without a coordinator or formal program, Parks and Recreation is bringing in over \$300,000 of in-kind resources. We believe this can grow with the appropriate management to leverage even more resources through volunteers. This add package combines a previous PW request in with P&R needs for one comprehensive approach to volunteer recruitment, preparation, operations and support. Current service level is base. The goal of this add package would be to exponentially grow the in-kind value of volunteers in parks and programs. Includes \$30,000 in start up costs with approximately \$110,000 in annual staff carrying cost.	
	Sub Total	1,274,274	234,514	198,382	Group 2 Unfunded Needs	

Group 3 Unmet Needs in General Fund (not listed in any particular priority order)	Group 3 Unmet Needs in General Fund (not listed in any	particular	priority o	order)
---	---------------------------------------	-------------------	------------	------------	--------

	Request	General Fund	Other Fund	Reserve Impact	Description
24	Create reserve for fleet/equip and park system asset renewal	360,000	0	0	Create a reserve to fund capital resources for Park Maintenance to create a consistent annual funding source to reduce deferred maintenance backlogs and to provide for park asset, vehicle and equipment renewal on a programmed basis. This better positions the Division to take on new park areas (ex the North Baker Creek/BPA Extension/Oak Ridge Meadows) in that asset renewal will reduce maintenance requirements related to aged assets. Providing and maintaining a quality park and open space system is a key component in McMinnville's livability. The PW Operations Division's overarching goal is to provide safe, clean and beautiful spaces for our residents to enjoy, and this add package is a critical need in achieving that mission. This seeds the ability to renew assets prior to end of service life such as skate parks elements and concrete, playgrounds, irrigation systems, plumbing, roofs, lighting systems, building security systems, doors & windows, pavement, concrete walks, etc
25	Reduce barriers for participation in P+R programming	139,746	0	23,624	Providing Parks and Rec programs for all is a core value of P&R professionals. Currently we have limited resources and still reduce as many barriers to participation as we can within those existing resources. We know we can do more. We integrate national and local model programs and handbooks that have helped us make progress but have not been able to bridge more gaps to get more and diverse users into our programs. P&R has accommodated most of what we have been able to make progress on our goal of reducing barriers to participation by absorbing costs and being creative with resources, grants and partners. To grow the adaptive program further, resources are required. \$20,000 in start up costs with \$122,000 in carrying cost with approx \$2,000 in program revenue
26	Create reserve for Gen Fund Capital Replacement (fleet/equip)	380,000	0	0	The reserve would move the City's fleet operations to a base level of service relative to vehicle replacement. Currently there is no comprehensive fleet replacement schedule for GF vehicles, and no coordinated replacement program City wide. The reserve would support fleet/equipment replacement schedules. This amount allows replacement schedules funded at 80% of annual need. Programmed asset repair, replacement and renewal will free up maintenance capacity currently consumed by demand maintenance related to aging fleet units.
27	Building security system	105,000	45,000	0	Establish uniform building security systems across the City to provide a number of efficiencies across departments, replace aging technology and provide better safety and security for City employees and those who use the public spaces in its buildings. Projects a 70-30 split in General Fund to other funds.

	Request	General Fund	Other Fund	Reserve Impact	Description
28	Mechanics Assistant	47,732	58,339	7,955	The goal of this staff addition is to move the City's fleet operations to a base level of service. Currently, City fleet maintenance centralizes work on General Fund (excepting Police), Street and WWS vehicles and equipment. An ideal ratio of planned to demand work in fleet maintenance is 70% planned to 30% demand; current situation is closer to 60%-40% driven primarily by the age and condition of many GF units. Additionally the PW Operations Mechanic provides as needed facility maintenance support and assists various Operations crews which further impacts capacity. Currently there is no comprehensive fleet replacement schedule for GF vehicles, and no coordinated replacement program City wide. This gap extends to a lack of a comprehensive fuel conservation strategy without staff capacity to audit fuel use trends and make either operational changes or procurement strategy changes to improve fuel use. Currently Police units are maintained separately by that departments. This is primarily due to a lack of staff capacity, shop space and required Emergency Vehicle Technician (EVT) certifications. This add package does not include absorbing Police unit maintenance at this time, but sets the framework to be able to do so in the future should the opportunity arise. A 45-55 split is projected.
29	Library Latinx outreach and engagement	53,000	0	8,833	The library has many resources that are useful for the Latinx population in our community. We do not see a match in the percentage of Latinx in the community in relation to their visits to the library. The goal of this add package is to increase outreach and engagement to this population and encourage them to utilize the resources of the library. Includes professional services for translating library documents into Spanish and increase Library Specialist hours by 14 and Library Technician hours by 10 to increase the capacity of bilingual staff to engage with Latinx in the community and at the library.
30	Communica- tions and Engagement Specialist	83,392	20,848	13,284	Adding staff capacity will bring this activity up from below base to enhance our external communications and outreach efforts to the public. Additional staffing would support an overall conjoined communications and engagement strategy and increase our ability to support initiatives arising from the grant-funded organizational assessment of the City's status in delivering on MacTown 2032's commitment to equity. Additional staff will allow the City to actively engage on social media platforms, perform website/content audits, support engagement projects, plan communications activities that are proactive and strategic versus spontaneous and/or reactive, and better reach the approximate 20% of the community whose first language is Spanish.

	Request	General Fund	Other Fund	Reserve Impact	Description
31	PD AV upgrade	50,000	0	0	Add cameras and hybrid AV permanently to the PD conference room. This room is increasingly used to hold large committee meetings and investment would provide a better hybrid meeting experience for the community and require less IS resources to setup and take down each time.
32	Hosting and Disaster Recovery for ERP system	74,200	31,800	12,367	This investment would allow for a new level of disaster recovery where ERP/AP/Payroll services would be externally hosted and increase availability in the event of any interruptions to City services, and provide greater continuity of service for critical operations. Includes \$6,000 one time costs. \$100,000 in carrying costs is required; 20k per year for DR services, where in the case of an emergency, would allow for short term use of Tyler hosting the City's NWS application. Fully hosting the entire app is an additional \$80,000 annually.
33	McMinnville Community Media support	65,000	0	0	The impact of declining cable franchise revenues is negatively impacting the ability of McMinnville Community Media (MCM) to carry out its operations in providing community access television. MCM proposes that the City change the sharing ratio for cable franchise dollars from 55-45 to 35-65. Currently all Public Education Government (PEG) fees are passed through to MCM for capital purchases.
34	Contract Management module in ERP	13,475	13,475	44	The city's approach to contracts is highly decentralized; adding the contract module to the City's ERP system would allow for stronger visibility into city-wide contracts by support services as well as provide the departments that lead contracts to stay on top of their purchasing and contract management tasks, contract status and coordinate interactions with legal and finance throughout the life of the contracts. User defined fields could allow us to track contracts that move city goals. The workflows would strengthen internal controls on contract development and approval; ongoing contract milestones; renewal ticklers, etc. Includes \$26,000 in one time costs with approximately \$525 annual carrying cost. 50-50 split projected.
35	Time Keeping (e-suite addition) module in ERP	20,738	6,913	81	Adding ERP integrated time keeping will help move core services Payroll and Benefits Management from base to mid-level. It strengthens internal control on our largest consistent outlay - payroll - and increases efficiency across the organization. Every employee fills out a timesheet 24 times each year, which are reviewed and approved by supervisors and DHs. Every department handles this - as well as leave requests - differently. Auditor concerns about the lack of transparency on approving leave and OT have been a consistent theme. One time implementation costs are \$27,000 with annual carrying cost of approx \$650. 75-25 split projected.

	Request	General Fund	Other Fund	Reserve Impact	Description
36	Finance open data application	25,480	10,920	4,247	Add open data module for web-based financial data insights software available with our EFP. Would allow self service access to financial data and ability to create dashboards. This would enhance community engagement and transparency work, bringing finance-specific core service levels towards "optimal" level. Implementation capacity would require staffing level increase in the Finance Department. \$23,000 one time costs with approx \$13,200 annual carrying cost. 70-30 split projected.
	Subtotal	1,417,762	187,295	70,435	Group 3 Unmet Needs
	Total	4,716,623	771,587	356,963	All unmet needs

Group 3 Unmet Needs in General Fund (not listed in any particular priority order)

Note: resources needed is net of any related funding stream. Reserve impact is for investments with General Fund carrying costs

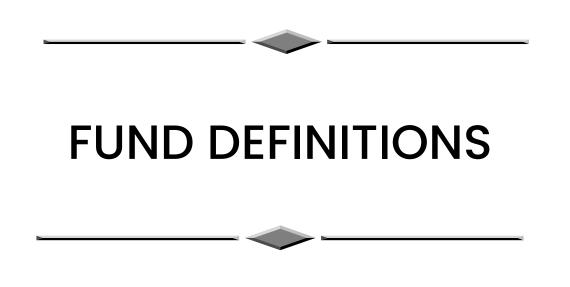
General Fund Capital Investments FY2024-25 Proposed Budget

Capital investments included in the proposed budget (primarily funded with internal borrowing) and unfunded needs deferred to future periods. For FY2024-25 the highest two priority investments by department were funded.

	Genera	al	ARPA*		Internal	
Dept	Project Fund E	st	/Grants	Other Fund	Borrowing	Notes
Deferred n	naintenance/capital investment in Genera	al Fui	nd include	d in balance	ed budget	
Admin	Replace fire alarm panel & annunciator				30,000	In City Hall
Admin	Replace frontage sidewalk (includes tree remo	vals)			60,000	In front of Nelson House
Admin	Restore windows, south side, 2nd level				13,000	In City Hall (delayed from FY2023-24)
Admin	Replace hydronic piping insulation				11,000	In City Hall (delayed from FY2023-24)
Eng	Sedan replaces 2007 unit w/ compact 4x4 true	ck			45,000	In Civic Center
Plng	Planning Inspections Vehicle				25,000	Purchase 1st fleet veh. for planners
CDC	Repair Wood Rot around CDC windows			12,500	37,500	Shared with Building Fund
Police	Surveillance Trailer		90,000			Oregon Emergency Management grant
Police	Replace 2017 Ford Explorer 839				84,335	Keep as spare K9
Police	Replace 2017 Dodge Charger 801				79,300	Move to SUV-Tahoe
P+Rec	Fire Panel Replacement				10,000	In Community Center
P+Rec	Replace vinyl flooring				11,700	In Senior Center
P+Rec	Carpet replacement				54,700	In Senior Center
P+Rec	Bathroom accessibility & function update				200,000	In Senior Center (delayed from FY24)
P Maint	11' Rotary large area mower				90,000	Replace 2013 unit
P Maint	Upgrade ADA ramp with tactile warning				15,000	Thompson Park
P Maint	Irrigation Renovations - Ph1		125,000			Committed former ARPA (delayed from FY24)
P Maint	Neighborhood Park Renovations - Ph 1		125,000			Committed former ARPA (delayed from FY24)
Libr	Sprinkler/Riser Deficiency Repairs				25,000	Sprinkler head replacement
Libr	HVAC replacement (committed former ARPA)		138,000			22k in FY24, 138k delayed of 150k total
InfoSrv	Wireless Upgrade			1,400	8,600	Shared 86% Gen Fund/14% other funds
InfoSrv	VM Backbone Host Servers			2,800	17,200	Shared 86% Gen Fund/14% other funds
InfoSrv	Network Switches			4,200	25,800	Shared 86% Gen Fund/14% other funds
InfoSrv	MDT's for replacement				12,000	Two patrol vehicles (PD)
	Total	0	478,000	20,900	855,135	

		General	ARPA*		Internal					
Dept	Project	Fund Est	/Grants	Other Fund	Borrowing	Notes				
Deferred maintenance/capital investment for FY2024-25 not included in General Fund budget										
Admin	Admin Nelson House items removed pending building status (124,000 for prior year)									
Admin	Parking structure items removed pend	ding building s	status (300	,000 for prior	year)					
CDC	Roof replace membrane flat roof	67,500		22,500		Shared with Building Fund				
PIng	Planning Inspections Vehicle	25,000				Purchase 2nd fleet veh. for planners				
Police	Basic drug detection K9	22,500				Full replacement cost				
Police	Replace 2014 Dodge Charger 834	79,300				Move to SUV-Tahoe				
Police	Replace 2017 Ford Explorer 803	79,300				Rpl w/SUV				
Police	Breaching door training system	12,500				Portable				
Police	Breaching backpack and acc.	18,500				Electro hydraulic				
Police	Transition to red dot handguns	30,000								
Police	Replace 2019 Ford Explorer 805	79,300				Rpl w/SUV or PU				
Police	Air Compressor Replacement	36,000								
P+Rec	Aquatic Center building improvement	items remove	ed			Limiting investment with Rec Facility project				
P+Rec	Community Center non-urgent items	removed				Limiting investment with Rec Facility project				
P+Rec	Refinish hardwood floors	9,000				In Senior Center				
P Maint	ADA parking stall	10,000				Lower City Park				
P Maint	Park Signage Upgrade	20,000								
Libr	Security Camera add	20,000				Can be scaled				
Libr	Parking lot lighting	20,000								
	Total	528,900	0	22,500	0					

* ARPA grant formally closed in FY23 with unspent balance placed in committed fund balance.



• Budget Organization Chart

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

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

Following are descriptions of the City's thirteen governmental funds; two 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 property taxes from the general property tax levy, licenses and permits (primarily franchise fees), and intergovernmental shared revenues. Expenditures are accounted for by Department, including City administration, finance, engineering, community development, police, municipal court, parks and recreation, parks maintenance, and library services.

Governmental Funds: Special Revenue Funds

Special revenue funds account for revenues that are restricted or committed to expenditure for specified purposes.

Grants and Special Assessment Fund

This fund accounts for downtown economic improvement district (DEID) assessments, which are collected by the City and turned over to the McMinnville Downtown Association as well as grants or other restricted funds that are not department specific.

Telecommunications Fund

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

Transient Lodging Tax Fund

This fund, established in fiscal year 2013-14, accounts for transient lodging taxes collected from the occupants of temporary lodgings, such as hotels and motels. While Oregon law requires that at least 70% of the net revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The proposed budget transfers this discretionary 30% from the Transient Lodging Tax Fund to the General Fund.

Affordable Housing Fund

When the Affordable Housing Construction Excise Tax was established by Ordinance no. 5112 to begin in FY2022-23, a fund was established to account for those funds. The new

Fund Definitions – Budget Basis

fund also tracks all grant awards associated with housing issues and investments.

Emergency Communications Fund

This fund accounts for the City's participation in the 911 Central Emergency Dispatch Center operated by Yamhill Communications Agency (YCOM). Funds are transferred from the General Fund (Police and Fire) to the Emergency Communications Fund. The City's member contribution to YCOM is then paid from the Emergency Communications Fund.

Street Fund

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

Airport Maintenance Fund

This fund accounts for fees for airport services, including building, hangar, and land lease rental payments. Revenue is committed for airport operations. In addition, Federal Aviation Administration (FAA) and ODOT Connect Oregon grant revenues are accounted for in this fund. FAA and State grant dollars are used for runway and taxiway rehabilitation and reconstruction.

Building Fund

Income in this fund is primarily fees for building inspections and plan review of residential, commercial and industrial projects. State law mandates that building plan review fee income must be dedicated to the building inspection program. In FY2019-20 this fund was reclassified from an enterprise fund to a special revenue fund.

Fire District Transition Fund

City of McMinnville and parts of Yamhill County voters approved a ballot measure creating a new Fire District in May 2023. This fund will account for revenues that are associated with ambulance transports which took place under the City of McMinnville's license. The funds that continue to be remitted to the City will be turned over to the new fire district.

Governmental Funds: Capital Projects Funds

Capital projects funds account for the acquisition and construction of major capital projects.

Transportation Fund

The Transportation Fund is used to account for federal highway funds, which the City exchanges with the State of Oregon. Federal fund exchange dollars are used for street resurfacing projects, including overlays, slurry seals, etc. This fund also includes transportation system development charges (SDCs) that are assessed on new construction and that can only be used for capital projects that increase system capacity. Proceeds from general obligation bonds issued in 2015 and 2018, now fully spent, were also included in this fund.

In 2013, and amended in 2023, the City entered into a loan agreement with the Oregon Transportation Infrastructure Bank to fund the City's share of the local match for the Newberg-Dundee bypass project. The City makes principal and interest payments on the loan with federal fund exchange dollars.

Park Development Fund

This fund is used to account for park system expansion and improvements funded by park system development charges (SDCs), grants, and donations. Proceeds from Park System Improvement bonds, fully spent at this time, were also included in this fund.

Fund Definitions – Budget Basis

Governmental Funds: Debt Service Fund

Debt Service Fund

This fund accounts for the City's property tax debt service levy used to pay principal and interest on general obligation bonds.

Business Type Activies: Enterprise Funds

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

Wastewater Services Fund

The primary income in the Wastewater Services Fund is sewer user fees. Wastewater Services staff operates and maintains the Water Reclamation Facility (WRF), pump stations, laboratory, conveyance system, and pretreatment programs.

Wastewater Capital Fund

This capital fund is included as an enterprise fund in the City's financial statements and is used to account for the design and construction of major wastewater system capital projects, including expansion of the Water Reclamation Facilities (WRF), wastewater conveyance system, and inflow and infiltration (I&I) projects. Major revenue sources are system development charges (SDCs) and sewer user fees, which are transferred from the Wastewater Services Fund.

Internal Service Funds

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

Information Systems and Services Fund (IS)

This fund accounts for information technology services provided to operating departments by the IS Fund. Operating departments reimburse the IS Fund for all costs incurred. Personnel Services expenses for computer support are shown as Transfers Out expenditures in the departments and as Transfers In in the IS Fund. Expenses for equipment, hardware and software are reimbursed directly and are shown as expenditures in the operating departments; the IS Fund records corresponding Charges for Services revenue.

Insurance Services Fund

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

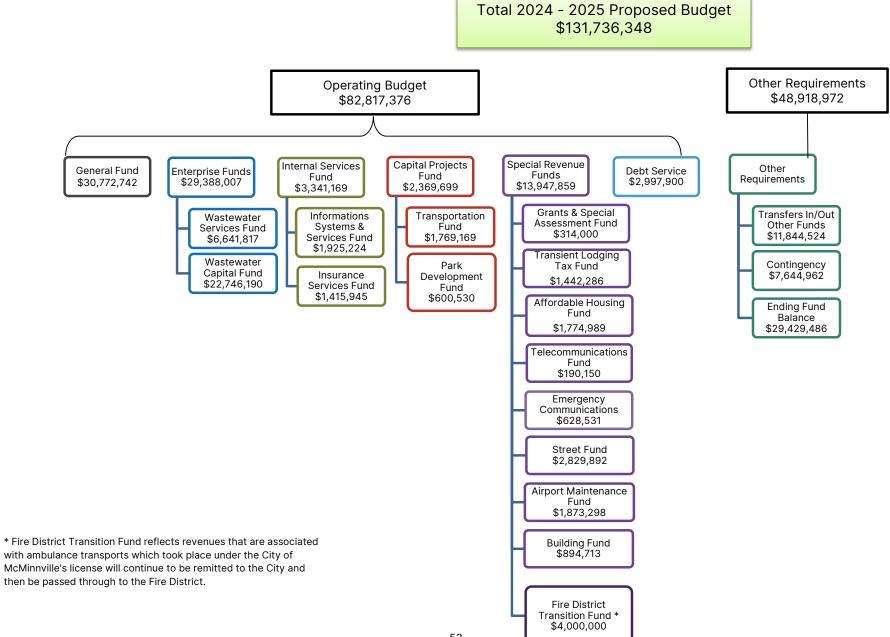
Budget Organization Chart: The chart on the following page separates the components of the "Operating Budget" from "Other Requirements." The total "Operating Budget" (\$88.1 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. "Other Requirements" include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$52.2 million). Total "Operating Budget" and "Other Requirements" in the 2023-24 proposed budget are \$140.4 million.

Urban Renewal Funds

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

Budget Organization Chart

2024 - 2025 Proposed Budget



DEBT OVERVIEW

Debt Outstanding

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

The 2024-25 proposed budget includes appropriations for principal and interest payments on the City's outstanding debt obligations, including the City's general obligation (GO) bond debt, full faith and credit obligations (FFCO), and capital leases.

The City does not plan for any new external debt obligations in FY2024-25 but the budget does include internal borrowings for five-year terms on an interfund basis for capital purchases.

General obligation (GO) bonds - Debt service is paid with property taxes levied specifically for that purpose, therefore GO bonds must be approved by the voters. At June 30, 2024, the City's total amount of GO bond outstanding debt principal will be \$15,175,000.

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

The City's GO bond debt for next fiscal year includes \$7.2 million in refunding bonds. Refunding bonds are generally issued to realize debt service savings when new bonds are sold at interest rates significantly below the rates of the original bond issue. The City issued refunding bonds in 2015 to refinance the 2006 Public Safety Facilities bonds. These bonds will mature in 2027. **Full faith and credit obligations (FFCO)** - This type of debt is secured by the City's full faith and credit, including general fund resources. Additional taxes outside the constitutional limit may not be imposed to pay debt service on these obligations. FFCOs are typically financing agreements or loans from a financial institution. FFCO debt may be issued for construction of capital projects or acquisition of capital assets. FFCO obligations may be issued for other purposes, as well, and must be approved by the City Council.

The City has two financing agreements related to capital projects and the acquisition of capital assets. In FY 2022-23, McMinnville refinanced an existing ODOT loan and added \$3.6 million in new debt to fund further phased progress on the Newberg-Dundee Bypass project, maturing in 2066. The other capital project debt is for a bank loan for street improvements in the Urban Renewal District maturing in 2032. In 2016, the City also entered into a financing agreement to refinance the City's PERS transition liability, maturing in 2028.

Capital leases – Capital leases are full faith and credit obligations granting use of equipment or property for a given period with ownership conferred at the end of the term of the agreement. A capital lease is considered debt because it is, in effect, a financing agreement. In 2019-20 the City issued a seven-year capital lease for an emergency communications system upgrade.

Internal borrowing – An activity noted in Resolution 2021-55 on adopting sustainable resources to support the core services of the General Fund is internal borrowing. Establishing a program of inter-fund loans as a lower cost solution relative leasing or other borrowing options to address the need for routine capital investments in existing buildings and fleet and equipment replacement, was one of a portfolio of actions City staff have been asked to take. The FY2024-25 budget includes internal borrowing in the general fund financed by the millions in excess cash held by the Wastewater Capital Fund (WWC). The loan terms are for five years with payments starting in FY2025-26 and an interest rate (5.70%), set slightly higher than the current Local Government Investment Pool's current rate of return (5.20%).

FY25 Capital Investments Supported by	Cost
Internal Borrowing	Estimate
Admin City Hall: Capital Improvement (delayed from FY24)	24,000
Admin Nelson House: Sidewalk	60,000
Admin City Hall: Replace fire alarm panel & annunciator	30,000
Engineering: Vehicle	45,000
Comm Dev: Inspections vehicle	25,000
CDC: Window rot in building (75% gen fund)	37,500
Police: Vehicle (replace '17 Ford Explorer)	84,335
Police: Vehicle (replace '17 Dodge Challenger)	79,300
Police: Replace MDTs (through IS fund)	12,000
P&R Comm Ctr: Fire Panel	10,000
P&R Senior Ctr: Replace vinyl flooring	11,700
P&R Senior Ctr: Replace carpet	54,700
IS: Shared network switches, VM backbone host servers (86% general fund supported)	51,600
P&R Senior Ctr: Bathroom remodel (delayed from FY24)	200,000
Park Maint: Replace 2013 large area mower	90,000
Park Maint: Upgrade Thompson Park ADA ramp	15,000
Library: Fire suppression sprinklers	25,000
Total FY 2024-25 Internal Borrowing	855,135

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

FY2024-25 budget includes repayments (principal and interest) for prior internal borrowing, listed below.

FY25 Internal Borrowing Payments	
Police: 2020 vehicles (3)	37,312
Police: 2021 audio visual equipment	5,716
Police: 2021 vehicles (3)	37,699
Admin: 2024 UR NE Gateway property	215,766
Police: 2024 hybrid vehicles (2)	31,023
Police: 2024 MDT equipment in vehicles	11,405
CDC: 2024 replace RTY#1 HVAC	5,988
CDC: 2024 secure building entry way	10,265
P&R Comm Ctr: 2024 carpet replacement	20,987
P&R Comm Ctr: 2024 resurface courts	11,406
P&R Senior Ctr: 2024 exterior lit sign	2,851
Library: 2024 security system cameras	4,562
Park Maint: 2024 restroom partitions	13,801
IS: 2024 VM servers, Domain, Storage	20,957
IS: Asset management system	12,546
Total FY 2024-25 Payments	442,284

All debt issuance, including the internal borrowing, must be authorized by the Council.



Statement of Bonds and Loans Outstanding

_	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest		utstanding /30/2024	20	Maturing)24 - 2025 Principal	20	laturing 24 - 2025 nterest
General Obligation Bonds										
Debt Service Fund:										
2015 Public Safety Civic Building Refunding Bonds	4/16/2015	2/1/2027 \$	7,235,000	2.50 - 5.00%	\$	2,375,000	\$	755,000	\$	118,750
2015 Transportation Bonds	4/16/2015	2/1/2030 \$	16,085,000	2.50 - 5.00%		7,650,000	\$	1,130,000	\$	327,500
2018 Transportation Bonds	2/28/2018	2/1/2033 <u>\$</u>	7,915,000	3.00 - 4.00%	-	5,150,000	\$	505,000	\$	161,650
TOTAL - General Obligation Bonds		\$	31,235,000		\$	15,175,000	\$	2,390,000	\$	607,900
Full Faith and Credit Obligations										
General Fund - Non-Departmental:										
2016 PERS Refinacing Loan	10/31/2016	8/1/2027 \$	3,525,860	2.73%	\$	1,468,740	\$	386,720	\$	37,500
2016 Urban Renewal Agency Loan	10/31/2016	8/1/2031 \$	2,192,300	2.04%	\$	1,296,410	\$	161,660	\$	25,626
Transportation Fund:										
2023 ODOT Dundee Bypass Loan Balance Refinanced	12/27/2022	1/25/2066 \$	2,330,450	2.88%	\$	2,008,252	\$	155,862	\$	45,387
2023 ODOT Dundee Bypass Loan Addition*	12/27/2022	1/25/2066 \$	3,622,000	2.88%	\$	3,622,000				
TOTAL - Full Faith and Credit Obligations		\$	11,670,610		\$	8,395,402	\$	704,242	\$	108,513
Capital Leases (Lease-purchase Agreements)										
General Fund - Police Department:										
2019 Emergency Communications Radio Equipment	5/14/2019	9/15/2026 \$	228,449	4.15%	\$	69,959	\$	34,268	\$	2,903
TOTAL - Capital Leases		\$	228,449		\$	69,959	\$	34,268	\$	2,903
TOTAL - Debt		\$	43,134,059		\$ 2	23,640,361	\$	3,128,510	\$	719,316

* Drawdowns on the added ODOT loan have not yet begun so no payments are due as of this date

PERSONNEL SERVICES SUPPLEMENTAL INFORMATION

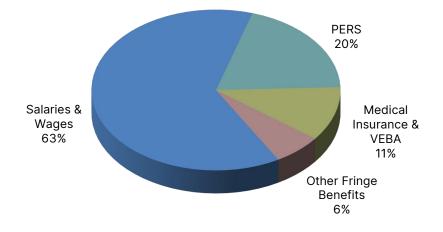
- Personnel Services Overview
 - Full-Time Equivalent Trend & Change
 - Personnel Service and Volunteer Comparisons
- Salary Schedules
 - General Service Employees Semi-Monthly
 - Police Union Semi-Monthly



Personnel Services Overview

Introduction

City of McMinnville personnel services expenditures account for 27% of the City's total 2024-25 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2024-25 proposed budget, total personnel services cost for all funds is \$25.99 million. The chart below illustrates the composition of personnel services expenditures.



Personnel Services Expenditures

Salaries and Wages

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

• <u>Regular full time</u> employees are compensated with a semi-monthly salary and receive full fringe benefits.

- <u>Regular part time plus</u> employees work twenty or more hours a week and are compensated on an hourly basis with limited fringe benefits.
- <u>Regular part time</u> employees work nineteen hours or less a week and are compensated on an hourly basis. They are eligible to participate in most benefit programs, which may be on a prorated basis.
- <u>Seasonal/Temporary</u> employees employed for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments and are compensated on an hourly basis. They receive only those fringe benefits required by law.

FY2024-25 is the final year of the Police Association collective bargaining agreement (CBA).

Cost of Living Adjustment (CoLA)

The City's annual CoLA is based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the second half of the year. This year the CPI was 3.17%, compared to 7.91% in the previous year. The 2024-25 budget includes a 3.2% CoLA for General Services employees and members of the police bargaining unit. The CBA includes additional annual increases for officers and corporals (1%) and sergeants (2%).

Benefits

Total fringe benefits account for 37% of total *personnel services* expenditures, or \$9.6 million in the 2024-25 proposed budget. PERS and medical insurance/VEBA costs combined are \$7.9 million for all City employees. Therefore, changes in costs for

these fringe benefits have a significant impact on the City's budget.

Retirement

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

		Employer C	Contribution
		<u>2021-23</u>	<u>2023-25</u>
•	PERS Tier 1/Tier 2	27.8%	28.7%
٠	OPSRP General Service	20.8%	22.2%
•	OPSRP Police and Fire	25.1%	26.9%
٠	IAP (all members)	6.0%	6.0%
•	Transition Liability (all member	s) 2.1%	2.1%

To be eligible for PERS, an employee must work 600 or more hours in a year.

This budget year does not include a PERS employer rate increase as it is year two of the biennial rate period. Advisory rates for next year show increases of 5.6% for PERS T1/T2 employees, 9.5% for OPSRP general service and 7.1% for OPSRP Police and Fire employees. At the April 2024 meeting of the PERS board, annual investment earnings were reported and came in higher than were recorded last year, indicating that actual rates for the next biennium will likely have smaller increases than the advisory rates estimate.

As of April 2024, 24% of the City's PERS eligible employees are Tier 1/Tier 2 members, 61% are OPSRP General Service members, and 15% are OPSRP Police and Fire members. Over the last 5 years, adjusting to remove fire employees from the comparison, the proportion of OPSRP General Service employees has increased by 13% and OPSRP Police and Fire members has increased by 8%. The proportion of PERS Tier 1/Tier2 employees in the City workforce has decreased by 21% over this period, showing that the city's workforce is becoming more populated by employees with a less costly retirement contribution for the City.

Medical Insurance

The City's medical insurance is purchased on a calendar year basis. Premiums are expected to increase in CY2025 by 8% for members of the police union. General service staff have the option of two carriers; for about 94% of the employees a maximum increase of 7.25% is budgeted, for the balance a maximum 10% increase is projected. For comparison, last year's budget included a 1.6% and 16.7% increase respectively for medical coverage.

General services employees have a choice of two similar high deductible health insurance plans. A VEBA account is a healthcare cost reimbursement account, funded by the employer, which helps defray the cost of the higher deductibles. Only employees choosing health insurance coverage through the City are eligible for a VEBA account. The 2024-25 budget proposes that the City contribute 100% of the copay plan deductible to general service employee VEBA accounts for the 2025 plan year. General services employees pay 10% of their health insurance premium.

The Police collective bargaining unit is part of the Oregon Teamsters Employer Trust (OTET) insurance plan. The CBA effective July 1, 2022, continues with Police Union members paying 5% of the premium and with the City paying the remaining 95%.

Other Fringe Benefits

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

Personnel Services Overview

benefits, paid family medical leave, and an employee assistance program.

Fringe benefits provided to volunteers include workers compensation insurance, life insurance for public safety volunteers.

Change in Personnel

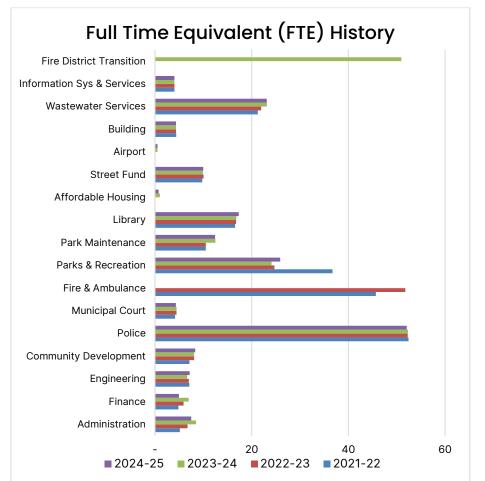
With the exclusion of employees that transitioned to the new McMinnville Fire District, the 2024-25 proposed budget reflects an overall decrease of 0.67 full-time equivalent (FTE) positions. New or amended positions described below are offset by a net decrease in FTE across the rest of the city organization:

- One 0.50 FTE for an Emergency Management Coordinator (funded using ARPA funds)
- The net increase of 2.27 in staffing for Parks & Recreation and Library due to reclassification of seasonal/temporary positions to part-time status, along with grant funded extra hours

The tables immediately following this overview provide more detailed information:

- Table #1Five-year trend of FTE, including FTE in the
Proposed 2024-25 budget by department
- Table #2Change in FTE from the 2023-24Adopted to2024-25Proposed Budget by position
- Table #3Current number of employees and City volunteers
by department
- Table #4 Volunteer Roster Illustrates number of volunteers that participate in the City's volunteer programs

The graph below shows changes in FTE from 2021-22 through the 2024-25 proposed budget.



In an effort to budget staffing costs closer to actual personnel cost outlays, particularly given our experience with the challenging hiring environment over the last year, vacancy savings in the largest workforce group in the city is included in the budget as reasonable estimates. However, we have elected to keep FTE levels reflecting

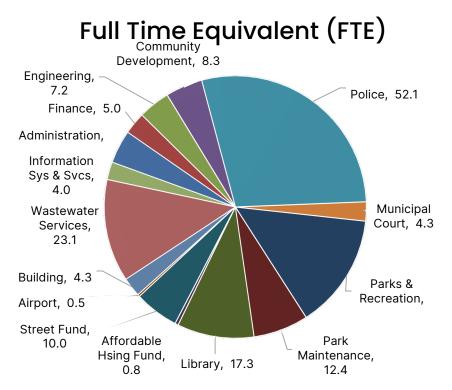
Personnel Services Overview

the open positions and have not adjusted that metric downwards to reflect that savings. The police department budget reflects three open positions in vacancy savings. The savings for police is \$462,400 relative fully budgeting those open positions. Because the City is not instituting a hiring freeze and it is possible that the hiring tide for police officers could turn in the coming year, the typical general fund contingency level has been increased to \$1,962,400 to accommodate this budgeting approach.

In 2023-24, the City had a contract in place and paid for 6 months of McMinnville Fire District (MFD) personnel costs with MFD reimbursing the costs once their property tax collections were received. This financial activity is noted within the Fire District Transition Fund and fire/EMS employee history for past years remains in General Fund, Fire & Ambulance department.

Personnel Distributions Across Functional Units

The graph to the right shows full time equivalent staffing distribution across the city's departments and unique service areas included in the 2024-25 proposed budget.



Summary

Personnel services expenditures in the 2024-25 proposed budget reflect the City's efforts to maintain a steady-state budget while maintaining the current service level requirements of the public. The totality of the compensation offered and commitment to tying salary levels to market norms allows the City to hire and retain a quality workforce in line with national best practices. For additional information, please refer to the **Budget Message** in the **Budget Officer** section of this document.

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

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

Department	Adopted 2020-21	Adopted 2021-22	Adopted 2022-23	Adopted 2023-24	Proposed 2024-25
Administration	4.31	5.13	6.74	8.50	7.50
Finance	4.85	4.85	5.90	6.95	4.95
Engineering	7.32	7.08	6.99	6.66	7.16
Community Development	7.19	7.12	8.08	8.08	8.33
Police	52.70	52.43	52.27	52.31	52.06
Municipal Court	4.78	4.15	4.46	4.46	4.31
Fire	44.22	45.70	51.78	*see below	
Parks & Recreation	40.38	36.72	24.71	24.11	25.91
Park Maintenance	10.59	10.49	10.49	12.48	12.42
Library	16.72	16.56	16.77	16.84	17.31
General Fund - Total	193.06	190.23	188.19	140.39	139.95
Affordable Housing Fund				1.00	0.75
Street Fund	9.93	9.79	10.04	9.90	9.97
Airport Fund				0.50	0.50
Building Fund	4.40	4.38	4.34	4.34	4.34
Wastewater Services					
Administration	2.10	2.10	2.10	2.85	2.85
Plant	9.96	9.39	9.39	9.44	9.50
Environmental Services	4.39	4.38	5.07	5.36	5.35
Conveyance Systems	5.40	5.40	5.40	5.50	5.40
Wastewater Services - Total	21.85	21.27	21.96	23.15	23.10
Information Systems & Services	4.00	4.00	4.00	4.00	4.00
Subtotal City Employees - FTE's	233.24	229.67	228.53	183.28	182.61
Difference from prior year (removin	g FD transitio	on)		-0.	67
*Fire District (FD) Transition				50.94	

City of McMinnville

Change in Full Time Equivalent (FTE) 2024 Adopted to 2025 Proposed Budget

Positions - By Department	Change in FTE	Positions - By Department	Change in FTE	Positions - By Department	Change in FTE
Administration		Parks & Recreation		Affordable Housing	
Deputy City Recorder / Exec Assistant	1.00	Customer Service Assistant - AC	0.01	Associate Planner - Housing	(0.25)
Management Support Specialist	(1.00)	Head Guard - AC	1.06		(0.25)
Management Support Specialist - Senior	(1.00)	Head Guard - Shift Supervisor - AC	0.39		
	(1.00)	Lifeguard / Swim Instructor - AC	(1.03)	<u>Street</u>	
		Recreation Program Instructor 1, 2, & 3 - AC	(0.18)	Extra Help - Streets	(0.03)
Finance		Customer Service Assistant - CC	0.17	Senior Utility Worker - WWS	0.10
Grant Manager	(1.00)	Program Assistant - CC	0.12	Utility Worker I - Streets	(1.00)
Financial Services Specialist II	(1.00)	Recreation Program Instructor 1, 2, & 3 - CC	0.11	Utility Worker II - Streets	1.00
	(2.00)	Recreation Assistant - CC	0.51		0.07
		Recreation Manager - Rec Sports	(0.50)		
<u>Engineering</u>		Recreation Supervisor - Rec Sports	1.00	<u>Airport</u>	
Emergency Management Coordinator	0.50	Program Assistant - Rec Sports	(0.03)	No change	0.00
	0.50	Recreation Assistant - Rec Sports	0.14		0.00
		Customer Service Assistant - SC	0.22		
<u>Community Development</u>		Recreation Manager - SC	1.00	Building	
Associate Planner - Housing	0.25	Recreation Supervisor - SC	(1.00)	No change	0.00
	0.25	Recreation Program Instructor 2 & 3 - SC	(0.19)		
			1.80		
Police				Wastewater Services	
Extra Help - Police Officer	0.60	Park Maintenance		Senior Utility Worker - WWS	(0.10)
Extra Help - Police Reserves	0.15	Extra Help - Facilities	(0.06)	Extra Help - WWS	0.05
Extra Help - Park Ranger	(1.25)		(0.06)		(0.05)
Extra Help - Investigations	0.25				
	(0.25)	<u>Library</u>		Information Systems	
		Librarian	0.14	No change	0.00
<u>Municipal Court</u>		Library Specialist	1.11	, , , , , , , , , , , , , , , , , , ,	
Judge	0.13	Library Technician	(0.78)		
Court Clerk I	(0.30)	,	0.47	Total Change in Full Time Equivalent (FTE)	(0.67)
Municipal Court Interpreter	0.02			(removing Fire District Transition)	
	(0.15)			(.e.netnig the Biethet Haneiden)	
	(0.10)			Fire District Transition	
				Creation of McMinnville Fire District	(50.94)
					(50.94)

City of McMinnville Number of Employees and Volunteers March 2024 Actual

Devertment	<u>Emplo</u> Full Time	oyees Part Time	<u>Volunteers</u>	Grand Total
Department	Fuil lime	Part Time	See Volunteer Roster	Total
Administration	7	-	22	29
Finance	5	-	-	5
Engineering	5	3	-	8
Planning	8	-	134	142
Police	41	7	5	53
Municipal Court	4	1	-	5
Parks & Recreation				
Administration	1	-	-	1
Aquatic Center	3	34	1	38
Community Center & Rec Programs	2	17	19	38
Recreation Sports	1	27	192	220
Senior Center	1	4	37	42
Park Maintenance	8	-	202	210
Library	12	10	162	184
General Fund - Total	98	103	774	975
Affordable Housing	1		15	16
Street	9		122	131
Airport Maintenance	1		6	7
Building	4	1	<u> </u>	5
Wastewater Services				
Administration	2	-	-	2
Plant	10	-	-	10
Environmental Services	4	-	-	4
Conveyance Systems	6			6
Wastewater Services - Total	22		<u> </u>	22
Information Systems & Services	4		<u> </u>	4
Total City Employees & Volunteers	139	104	917	1,144

Table #3

City of McMinnville Volunteer Roster - 2023

Department	# of Volunteers	Notes
•	Volunteers	NOLES
Administration	7	
City Council Budget Committee	7	
Diversity & Equity Inclusion Advisory Committee	8	
	22	
Police		(a) Police Reserves are not paid a wage for their volunteer efforts; however, the Reserves are
Police Reserves (a)	2	paid for security at events such as weddings, soccer games, and school paid functions.
Other Police Volunteers (b)	<u>3</u> 5	(b) Other Police Volunteers include the police auxiliary and police parking patrol.
Library		
Volunteers	162	
Planning		
Code Compliance	35	
Fox Ridge Road Area Plan	17	
Historic Landmarks Committee	5	
Housing Needs Advisory Committee	15	
Landscape Review Committee	5	
McMinnville Economic Vitality Leadership Council	14	
McMinnville Planning Commission	9	
McMinnville Urban Renewal Advisory Committee	12	
Third Street Improvement Project	22	(c) The McMinnville Swim Club and High School host a variety of competition swim events at the
	134	Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.
Parks & Recreation		(d) The Survival Swimming Program provides up to 5-8 hours of swimming instruction specifically
Aquatic Center (c) (d)	1	targeting water safety skills. For the past 50 years this program has taught every 3rd grade classroom in
Community Center	19	the McMinnville School District. In addition. Amity, and many private schools in McMinnville sometimes participate in this program. The program utilizes approximately 75 volunteers (recruited by school PE
Recreational Sports (e)	192	
Senior Center Volunteers	37	(e) Recreational Sports Volunteers serve as head coaches for youth sports teams. Many of
	249	these volunteers were coaches for multiple teams in multiple sports. These 192 people coached
Park Maintenance		245 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices and games.
Park Project Volunteers	202	coaches at practices and games.
Affordable Housing		
McMinnville Affordable Housing Committee	15	
Street		
Volunteers	122	
Airport		
Airport Commission	6	
Total Volunteers	917	

Table #4

Semi-Monthly Salary Schedule - General Service

July 1, 2024

3.2% Projected COLA Increase

		Steps														
Range	I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
F101		5,781	5,989	6,195	6,401	6,608	6,814	7,022	7,227	7,433	7,641	7,846	8,054	8,260	8,467	8,673
		66.72	69.11	71.48	73.86	76.24	78.63	81.01	83.40	85.78	88.16	90.54	92.92	95.32	97.69	100.08
	City Manager															
E82		4,930	5,104	5,281	5,457	5,633	5,808	5,985	6,162	6,336	6,513	6,689	6,865	7,040	7,218	7,393
		56.87	58.91	60.93	62.97	65.00	67.03	69.05	71.09	73.13	75.15	77.19	79.22	81.24	83.26	85.31
	City Attorney Community Developmer Finance Director Human Resources Direct Information Systems Direct Library Director Parks and Recreation Dir Police Chief Public Works Director	or ector														
D62		3,905	4,044	4,184	4,323	4,462	4,603	4,742	4,881	5,021	5,160	5,300	5,440	5,579	5,718	5,858
		45.06	46.67	48.28	49.89	51.50	53.10	54.72	56.33	57.94	59.54	<i>.</i> 61.15	62.76	64.37	65.98	67.59
	City Engineer Community Developmer Maintenance and Opera Police Captain Wastewater Services Ma	tions Superint		er												
D61		3,735	3,868	4,001	4,134	4,268	4,401	4,536	4,668	4,802	4,935	5,068	5,201	5,334	5,469	5,602
		43.09	44.62	46.16	47.71	49.25	50.78	52.33	53.86	55.40	56.94	58.48	60.02	61.56	63.10	64.63
	City Recorder Library Manager															
C51		3,265	3,382	3,497	3,615	3,732	3,847	3,965	4,081	4,197	4,315	4,431	4,547	4,665	4,780	4,899
		37.67	39.02	40.36	41.70	43.04	44.40	45.74	47.10	48.44	49.78	51.13	52.48	53.83	55.17	56.52
	Communications & Enga Court Supervisor Information Services Adr Library Supervisor Maintenance and Opera Project Manager - Engine Recreation Manager Senior Planner Support Services Manage Wastewater Services Sup	ministrator tions Supervis eering er	-													

Semi-Monthly Salary Schedule - General Service

July 1, 2024

3.2% Projected COLA Increase

	St	eps														
Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
C43		3,052	3,160	3,269	3,379	3,487	3,597	3,706	3,814	3,924	4,033	4,140	4,250	4,358	4,469	4,578
		35.20	36.47	37.73	38.98	40.24	41.51	42.75	44.01	45.27	46.52	47.78	49.06	50.29	51.56	52.82
	Emergency Management Co Facility Maintenance Coord Financial Services Administ Project Engineer	linator														
C42		2,880	2,984	3,087	3,190	3,293	3,396	3,497	3,601	3,705	3,807	3,910	4,013	4,115	4,218	4,322
		33.24	34.43	35.62	36.80	38.00	39.17	40.36	41.56	42.74	43.92	45.12	46.31	47.49	48.67	49.87
	Associate Planner Combination Inspector, Ser Financial Services Analyst Librarian	nior														
C41		2,710	2,808	2,904	3,002	3,097	3,194	3,292	3,387	3,485	3,581	3,679	3,775	3,872	3,969	4,067
		31.28	32.39	33.51	34.62	35.74	36.85	37.98	39.09	40.21	41.33	42.45	43.56	44.69	45.80	46.91
	Combination Inspector GIS/CAD Specialist Human Resources Analyst Planning Analyst Recreation Supervisor															
B32		2,601	2,706	2,810	2,913	3,017	3,121	3,226	3,329	3,433	3,538	3,641				
		30.02	31.21	32.42	33.60	34.82	36.02	37.21	38.42	39.62	40.82	42.02				
	Deputy City Recorder / Exec Development Review Speci Engineering Technician Environmental Compliance Information Services Specia Laboratory Technician, Seni Management Support Supe Plant Mechanic, Senior Senior Utility Worker Wastewater Operator, Seni Extra Help - Investigations	alist Specialist, s ilist ior ervisor														

Semi-Monthly Salary Schedule - General Service

July 1, 2024

3.2% Projected COLA Increase

		Steps														
Range	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
B24		2,334	2,427	2,521	2,614	2,708	2,801	2,895	2,988	3,082	3,174	3,268				
		26.94	28.01	29.08	30.17	31.24	32.32	33.40	34.49	35.54	36.64	37.71				
	Code Compliance Officer															
	Environmental Complian	ce Specialist														
	Laboratory Technician															
	Mechanic - Maintenance	and Operat	ions													
	Plant Mechanic															
	Recreation Program Cool	rdinator														
	Wastewater Operator II															
B23		2,113	2,197	2,282	2,365	2,450	2,535	2,619	2,704	2,788	2,872	2,957				
		24.37	25.35	26.32	27.30	28.27	29.25	30.22	31.20	32.17	33.15	34.12				
	Court Clerk, Senior															
	Development Customer S	Service Tech	nician													
	Library Specialist															
	Management Support Sp	oecialist, Seni	ior													
	Utility Worker II															
B22		1,934	2,011	2,090	2,167	2,244	2,322	2,398	2,476	2,554	2,631	2,708				
DZZ		22.32	2,011	2,090	2,107	2,244	2,322 26.79	2,398	2,470	2,554	30.36	31.25				
	Code Compliance Officer		23.22	27.11	25.01	23.50	20.75	27.00	20.57	23.47	50.50	51.25				
	Financial Services Special															
	Management Support Sp															
	Property and Evidence Sp															
	Recreation Program Instr															
	Wastewater Operator I															
	•															
B21		1,756	1,827	1,898	1,968	2,038	2,109	2,179	2,250	2,319	2,390	2,460				
		20.28	21.09	21.89	22.70	23.52	24.32	25.14	25.95	26.76	27.58	28.39				
	Court Clerk I	c ·														
	Maintenance Technician															
	Management Support Te															
	Recreation Program Instr	ructor 2														
	Utility Worker I															
	Extra Help - Engineering															
A13		1,647	1,697	1,747	1,796	1,845	1,895	1,944	1,993	2,042	2,092	2,142				
		19.01	19.58	20.14	20.71	21.28	21.86	22.44	23.00	23.57	24.15	24.72				
	Library Technician															

Library Technician

Semi-Monthly Salary Schedule - General Service

July 1, 2024

3.2% Projected COLA Increase

	St	eps														
ange C	Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A12		1,461	1,506	1,551	1,593	1,638	1,681	1,726	1,769	1,813	1,858	1,901				
		16.87	17.38	17.88	18.40	18.90	19.40	19.91	20.41	20.92	21.43	21.94				
Li	ibrary Assistant															
н	lead Guard - Shift Supervis	or														
н	lead Guard															
Р	Program Assistant															
R	Recreation Program Instruc	tor 1														
E	xtra Help - Park Ranger															
E	xtra Help - Park Maintenar	nce														
E	xtra Help - Streets															
E	xtra Help - Wastewater															
A11		1,278	1,315	1,354	1,392	1,429	1,470	1,507	1,545	1,584	1,621	1,659				
~~~		14.74	15.18	15.61	1,552	16.49	16.95	1,507	17.82	18.27	18.71	1,055				
C	Customer Service Assistant		15.10	15.01	10.07	10.49	10.95	17.39	17.02	10.27	10.71	19.15				
	ifeguard/Swim Instructor															
	Recreation Assistant															
		stome														
E	xtra Help - Information Sys	stems														

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

July 1, 2024

Classification Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Police Sergeant - 12 Hour	165	3,944	4,144	4,347	4,566	4,793	5,034
Police Sergeant	160	3,754	3,941	4,144	4,347	4,566	4,793
Police Corporal - 12 Hour	158	3,601	3,779	3,971	4,168	4,381	4,596
Police Corporal	157	3,429	3,601	3,779	3,971	4,168	4,381
Police Officer - 12 Hour	155	3,349	3,518	3,695	3,878	4,074	4,275
Police Officer	150	3,190	3,349	3,518	3,695	3,878	4,074
Parking Enforcement Specialist Police Evidence & Property Tech	130	2,379	2,497	2,624	2,753	2,891	3,033
Police Records Specialist	120	2,212	2,323	2,439	2,560	2,689	2,823

Projected COLA Increase (5.2% Sergeants, 4.2% Corporals & Officers, 3.2% Non-Sworn)

Title	Amount	Percent	Range	Step
AA / AS Degree	82	2%	150	F
BA / BS Degree	163	4%	150	F
Intermediate Certificate	163	4%	150	F
ASL Certified	204	5%	150	F
Bilingual	204	5%	150	F
Detective (including sergeant)	204	5%	150	F
School Resource Officer	204	5%	150	F
Advanced Certificate	326	8%	150	F
K-9	346	8.5%	150	F
Bilingual - Court Certified	407	10%	150	F
Police Training Officer	2.35 / Hour	5%	150	F
Motorcycle Duty	2.35 / Hour	5%	150	F
Officer in Charge	2.35 / Hour	5%	150	F
Fitness Incentive - 12 months	400			
Fitness Incentive - 6 months	200			

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

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



# GENERAL FUND BEGINNING FUND BALANCE



# **General Fund – Beginning Fund Balance**

#### **Beginning Fund Balance**

The beginning fund balance represents the reserve amount carried forward from the previous fiscal year. At July 1, 2024, the beginning fund balance for fiscal year 2024-25 is estimated to be \$8.29 million total with \$4.5 million available as unrestricted funds to support general fund activities.

- General Fund reserve --- The 2024-25 budget proposes spending down the beginning fund balance or the reserve to fund current operations. The General Fund unrestricted beginning balance is *budgeted* to decrease from \$4.5 million on July 1, 2024, to \$2.3 million at year's end June 30, 2025 to start the subsequent fiscal year (reserve includes unrestricted ending fund balance and contingency). This is a *budgeted* decrease of approximately \$2.2 million in unrestricted resources over the course of the year.
- The City's reserve policy enacted in FY2020-21 states that the general fund should target holding two months operating expense at the end of the year, with a five-year timeline for rebuilding the reserve (by FY2025-26). In the first year of the policy's existence, the reserve level increased from 0.80 months of operating reserve in FY2020-21 to 0.97 months budgeted in reserve for the end of FY2021-22, an improvement of over 20% year over year. The City plan has been to incrementally increase the reserve level by .25 months the next three years with FY2024-25's minimum unrestricted reserve target set at 1.75 months of operating. Unfortunately, the budget plan for next year represents a set back in the work over the last several fiscal years to build back a more prudent

reserve level with only holding 1 month in unrestricted ending fund balance plus contingencies.

- The circumstances which negatively impacted the city's 0 progress in building back its reserve are one-time costs associated with the organizational separation of fire and emergency medical services from the City to a legally separate taxing district in FY2023-24, the McMinnville Fire District (MFD). \$1.3 million was spent to transfer employee leave balances, volunteer fire fighter retirement account and to make up a property tax loss due to a mapping error affecting the first year of MFD's property tax collections. These unbudgeted costs incurred in FY2023-24 total 75% of the amount that would be required to have hit the FY2024-25 reserve target of 1.75 months of operating expense. While the separation of the organization creates a more sustainable financial foundation for service delivery for both the City and the MFD, the one-time costs do have a negative impact on the General Fund in the near term and represent another challenge to achieving sustainable operations.
- The City typically achieves "savings" relative its budget and this will likely happen in FY2023-24. However, the beginning balance for FY2024-25 is based on updated estimates of true spending for the balance of the current year so additional beginning fund balance of significance is less likely to result than in past years. In response to the City's FY2020-21 reserve policy, departments continue to focus projections of routine revenues and expenses tied to actual trends instead of the more conservative practice of budgeting minimum revenue expectations and recurring costs at a level to cover what might happen in the year.

 Please see the Budget Officer's Message, Financial Overview in the introductory section of this document, and the General Fund – non-departmental section for additional information regarding the City's General Fund reserve.

**Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP)** – LOSAP was the City's retirement benefit plan for volunteer firefighters. The City's ownership position was closed in FY2023-24, transferred to the MFD. As this program will no longer be a part of the City of McMinnville financial structure, the beginning fund balance for LOSAP FY2024-25 is zero.

**Designated Beginning Fund Balance – Grants** – This represents the beginning fund balance of multi-year grants in the General Fund. For FY2024-25, the only grant included in this balance is the Business Resiliency grant from the State of Oregon. An anticipated beginning balance of \$110,000 is included in the proposed budget. This grant is anticipated to end during the FY2024-25 fiscal year.

**Designated Beginning Fund Balance – Committed** – This beginning fund balance is associated with the American Rescue Plan Act (ARPA) funds received by the City of McMinnville in two payments in August 2021 and August 2022 of \$7.7 million. In 2021, the Budget Committee came together to establish investment principles for these once-in a generation funds and chose 28 projects from a much larger list of initiatives to fund in three basic categories: Innovative, high impact projects; immediate community impact projects; and internal efficiency and effectiveness projects. In the intervening years, project budgets have been adjusted though no new ones have been authorized.

In FY2022-23, the City opted to formally spend-down its ARPA funds. For entities receiving less than \$10 million, it is allowable to allocate all the funds to revenue recovery, an option that McMinnville chose to execute. The Budget Committee approved

a FY2023-24 budget that placed the balance of unspent funds in a committed fund balance to continue to support the approved projects instead of absorbing those dollars into the General Fund's unrestricted balance as is permitted with revenue recovery.

The anticipated beginning fund balance of committed (formerly ARPA) funds is \$3.7 million. Anticipated spending on the portfolio of 28 projects during FY2024-25 is \$1.6 million, leaving a balance of \$2.1 million for future periods.

udget Docume	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			BEGINNING FUND BALANCE			
0	750,000	0	<b>4001-01</b> Designated Begin FB-General Fd - Grants State of Oregon Business Resiliency grant balance	109,540	0	0
786,091	833,933	847,233	<b>4001-07 Designated Begin FB-General Fd - LOSAP</b> Designated carryover from prior year for the Length of Service Award Program (LOSAP), th City's retirement benefit program for volunteer firefighters.	0 e	0	0
0	0	6,500,000	<b>4001-90 Designated Begin FB-General Fd - Committed</b> Estimate of committed funds that represent ARPA revenue replacement to be spent on projects as approved by Council in FY25 and beyond.	3,682,008	0	0
4,975,668	4,940,938	5,485,120	4090Beginning Fund BalanceEstimated July 1 undesignated carryover from the prior year.	4,501,569	0	0
5,761,758	6,524,871	12,832,353	TOTAL BEGINNING FUND BALANCE	8,293,117	0	0
5,761,758	6,524,871	12,832,353	TOTAL RESOURCES	8,293,117	0	0

# **ADMINISTRATION DEPARTMENT**

<b>Organization Set – Sections</b>	Organization Set #
<ul> <li>City Manager's Office</li> </ul>	01-01-002
<ul> <li>City Hall &amp; City Property</li> </ul>	01-01-003
<ul> <li>Mayor &amp; City Council</li> </ul>	01-01-005
• Legal	01-01-008
<ul> <li>Community Services</li> </ul>	01-01-011
• Human Resources	01-01-012



# **General Fund – Administration**

# 2024 - 2025 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**

 Includes the City Manager, Communications & Engagement Manager, 0.20 FTE of the City Recorder, and 0.80 FTE of the Deputy City Recorder/Exec. Assistant to City Manager.

# **City Hall & City Property**

 Includes maintenance expenditures for City Hall, Civic Hall, and City owned property not otherwise assigned to a specific fund or department such as the Nelson House building.

## **Mayor & City Council**

 Includes 0.80 FTE of City Recorder, and 0.20 FTE of the Deputy City Recorder/Exec. Assistant to City Manager who is responsible for preparing City Council packets and minutes and performing other support functions for the Mayor and City Councilors.

## Legal

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

## **Community Services**

 Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, Yamhill County public transportation, and McMinnville Economic Development Partnership. • ARPA support for translation services is also found in this budget section.

#### Human Resources

 Includes the Human Resources Director and a Human Resources Analyst position.

# **Core Services**

# **City Manager's Office**

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

## **City Attorney's Office**

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

# 2024 – 2025 Proposed Budget --- Budget Summary

# **Future Challenges and Opportunities**

# Administration - City Manager's Office

The City Manager is currently the Immediate Past President of the International City and County Managers Association (ICMA), a role which is focused on professional ethics, training and development, civic leadership, social justice, diversity equity and inclusion (DEI), emergency response, and community building and infrastructure.

The City Manager has prioritized:

- Financing options for growing operational and capital needs, with relatively flat revenues. (Additional discussion of long-term issues is included in the City Manager's Budget Message).
- Maintain and enhance the City's human resources policies and practices to recruit the highest quality workforce and ensure its long-term success.
- Lead an organizational review of core service needs, deferred facilities maintenance, capital investment needs, process improvements and opportunities for new or enhanced revenues.

After four years of administrative functions operating in a remoteservice delivery model and, wherever possible, public service functions conducted with phone and videoconferencing technologies or by appointment, FY2024-25 will see the administrative staff based in City Hall continue to work a hybrid approach, taking advantage of the benefit of paperless or remote business processes, along with in-person interactions.



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

# Administration - City Attorney's Office

The budget for the City Attorney's office represents efforts to stabilize and centralize City expenses for legal services. Having hired an in-house City Attorney near the end of calendar year 2024, budget dollars that were previously set aside for outside contractual legal services will be reduced and offset by that single full-time salary. At the same time, dollars set aside for special legal counsel in other department budgets are being brought into this budget so all City legal services, including the contract for City Prosecutor services, can be overseen by the City Attorney.

# Administration – Human Resources (HR)

The HR department now has two full-time employees, a Human Resources Director, and a Human Resources Analyst. The HR Analyst supports the Director by providing dedicated support on personnel records management, workers' compensation claims, unemployment insurance claims, and recruitment.

In FY2024-25 Human Resources will be focusing on training, performance evaluations, and employee onboarding and offboarding.

The HR Department anticipates ongoing challenges in recruiting and retaining public safety employees in the City and will continue working on innovative solutions.

Negotiations with the McMinnville Police Association will begin in FY 2024- 25 with an expected completion prior to July 2025.

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

The Communications & Engagement Manager is actively working towards the development of an engagement strategy that supports the city's mission, values, and objectives with a strong focus on reinforcing the City's commitment to diversity, equity, and inclusion.

Although ARPA funding provided additional support to this programming in FY 22-23, our ability to provide translated materials and programming that is aimed at improving public forums, is limited by staff capacity.

In addition to the FY23-24 Organizational Assessment of Diversity, Equity, and Inclusion, the Diversity, Equity, Inclusion Advisory Committee (DEIAC) has played an active role in partnering with departments across the organization to improve access and remove barriers. The DEIAC plans to see progress in the use of a City-wide Equity Lens and will assist in developing processes which improve internal and external service delivery, engagement, training and education.

## **Dollars & Sense**

Early in 2023, and in response to the creation of the McMinnville Fire District, the Budget Committee chose to not levy the approximate \$1.50 per \$1,000 of Assessed Valuation for the FY2023-24 Budget (about \$5 million for the next fiscal year) and directed staff to conduct community engagement through a project called "Dollars & Sense" which sought to understand the community's prioritization of these funds.

The intent of this project was to gather information that the Budget Committee and City staff would be able to use to inform the preparation of the FY2024-25 Budget and in subsequent years. The Dollars & Sense project launched on July 18th and included an interactive Prioritization tool called Balancing Act, a social media campaign, print media, in-person events, two focus groups, and one large public open house called the Ideas Fair. The Dollars & Sense project concluded on September 27, 2023.

The survey received 687 total responses from the community which coincided with themes that have come up in policy level discussions over the last two years. The community ranked their top priorities as: Parks, Culture and Recreation (1); Public Safety (2); Maintain & Repair (3); Roads, Paths, and Sidewalks (4); and Housing (5).

The final evaluation of Dollars & Sense included recommendations from staff which were provided to the City Council and Budget Committee during the October 24th, 2023 work session. Dollars & Sense was one set of information the Budget Committee would use to set the stage for the FY 2024-25 budget meetings.

## Mac-Town 2032 Strategic Priority Focus

There is a general expectation that Council Goals are grounded in the Strategic Priorities identified in Mac-Town 2032. During a facilitated session in December 2023, the Council re-oriented themselves to the plan (originally adopted in January of 2019) by working in small groups to review and identify what objectives and actions are complete, what objectives and actions have been operationalized, what objectives and actions are underway, and what has not yet begun.

The initial sort revealed that there were 14 items either complete or operationalized, 58 items were underway, and 31 items were not yet begun. Detailed notes on the status of each item were kept. To help set priorities for the coming year, the Mayor and Council were asked to consider those 31 items and were also allowed the opportunity to identify additional items that were of interest to them. The Council selected 5 new priorities for FY 24-25.

# <u>General Fund – Administration</u>

Mac-Town 2032 identified the Vision/Mission/Values and Strategic Priorities that would last through 2032, and the Objectives and Actions are things that will be updated, modified, and added to by the City Council.

The next step is work planning – some of which has been done and staff needs to compile work plans for all of the items that are Underway along with the new priorities established by Council and bring that back to Council.



#### **CITY COUNCIL PRIORITIES**

City Government Capacity

• Evaluate and implement Core Human Resources Functions. Community Safety and Resiliency

 Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity (i.e., How is the need to address homelessness concerns impacting other service levels?).

Economic Prosperity

• Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.

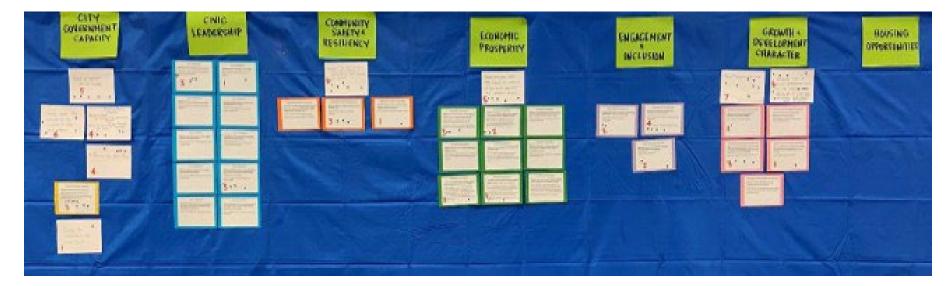
Growth and Development Character

- Build the new pool/community center.
- Establish Time, Place, Manner (TPM) or similar regulatory tool In the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.

# <u>General Fund – Administration</u>

# 2024 – 2025 Proposed Budget --- Budget Summary





#### General Fund - Administration

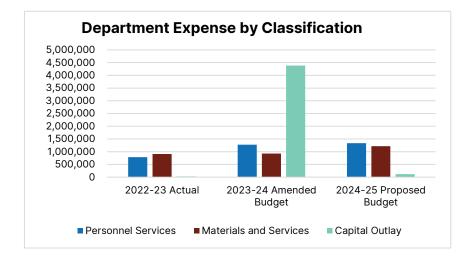
# Department Cost Summary 2022-23 Actual Revenue

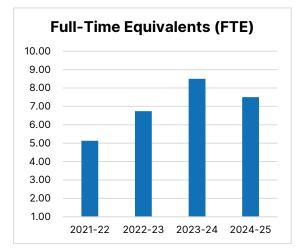
	2022-23 Actual	Buuget	Buuget	Buuget Vallance
Revenue				
Charges for Services	0	0	0	0
Intergovernmental	53,164	205,002	0	(205,002)
Miscellaneous	30,750	16,500	7,000	(9,500)
Revenue Total	83,914	221,502	7,000	(214,502)
Expenses				
Personnel Services	786,418	1,277,257	1,337,445	60,188
Materials and Services	906,786	925,461	1,214,563	289,102
Capital Outlay	28,925	4,382,795	119,015	(4,263,780)
Expenses Total	1,722,129	6,585,513	2,671,023	(3,914,490)
Unrestricted Resources Required	1,638,215	6,364,011	2,664,023	(3,699,988)

2023-24 Amended

Rudget

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	5.13	6.74	8.50	7.50





2024-25 Proposed

Rudget

**Budget Variance** 



# General Fund – Administration

# **Historical Highlights**



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

- 1995
- Civic Center Master Plan developed



- **1995** City purchases Home Laundry site at NE corner of Second and Cowls
- 2006 City establishes new "one stop" Community Development Center to house the Engineering, Building, and Planning Departments
- 2007 City Hall is remodeled
- 2008 City Council establishes Downtown Public Art Program
- 2009 Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed
- 2009 Rick Olson elected Mayor

- 2013 Northeast Gateway Urban Renewal District is established
- 2013 Transient Lodging Tax is implemented
- 2014 December 2014, Retired Brigadier General Martha Meeker appointed City Manager
- 2015 Third Street named as one of Five Great Streets in America



- **2017** Scott Hill elected Mayor
- 2017 February 2017, Jeff Towery appointed City Manager
- **2020** March 2020, Declaration of McMinnville State of Emergency and closure of city facilities to the public due to Covid-19 begins
- 2022 Remy Drabkin elected first female Mayor

Budget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	2,144	0	4546	American Rescue Plan	0	0	0
0	0	149,276	5029	McMinnville Fire District	0	0	0
0	2,144	149,276		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	0	0	6600	Other Income	0	0	0
0	0	0		TOTAL MISCELLANEOUS	0	0	0
0	2,144	149,276		TOTAL RESOURCES	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
-2,378	4,410	0	7000	Salaries & Wages	0	0	(
277,558	276,358	368,780	City Record Communica	Salaries & Wages - Regular Full Time er - 1.00 FTE er - 0.20 FTE tions & Engagement Manager - 1.00 FTE Recorder/Executive Assistant - 0.80 FTE	360,172	0	
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	
1,467	3,433	500	7000-20	Salaries & Wages - Overtime	3,020	0	
0	0	0	7000-25	Salaries & Wages - City Employee Recognition	0	0	
6,000	6,000	6,000	7000-30 City Manage	Salaries & Wages - Auto Allowance er's \$500 per month automobile allowance.	6,000	0	
0	0	480	7000-37	Salaries & Wages - Medical Opt Out Incentive	960	0	
-1,157	2,251	0	7300	Fringe Benefits	0	0	
14,808	15,016	20,319	7300-05	Fringe Benefits - FICA - Social Security	19,813	0	
4,211	4,247	5,673	7300-06	Fringe Benefits - FICA - Medicare	5,605	0	
91,230	88,804	114,918	7300-15	Fringe Benefits - PERS - OPSRP - IAP	113,770	0	
13,178	14,542	15,527	7300-18 City Manage	Fringe Benefits - Retirement Benefit er's deferred compensation contributions - 8% of salary.	16,421	0	
41,284	46,213	69,078	7300-20	Fringe Benefits - Medical Insurance	48,312	0	
6,400	6,200	9,200	7300-22	Fringe Benefits - VEBA Plan	6,200	0	
170	137	204	7300-25	Fringe Benefits - Life Insurance	180	0	
780	593	752	7300-30	Fringe Benefits - Long Term Disability	728	0	
224	293	414	7300-35	Fringe Benefits - Workers' Compensation Insurance	661	0	
45	48	79	7300-37	Fringe Benefits - Workers' Benefit Fund	63	0	
0	0	1,378	7300-45	Fringe Benefits - Paid Family Leave City Share	288	0	
453,820	468,544	613,302		TOTAL PERSONNEL SERVICES	582,193	0	
				MATERIALS AND SERVICES			
319	289	2,000	7520	Public Notices & Printing	1,500	0	
146	254	500	7540	Employee Events	500	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRA Section : 002 - CITY MANAG Program : N/A		CE		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
6,484	5,848	6,000	Professional membership	Travel & Education association conferences, seminars, travel an s, dues and subscriptions. Includes allowanc t for City staff.				8,000	0	0
1,590	3,336	3,740	7610-05	Insurance - Liability				5,507	0	0
917	5,031	3,000	7620	Telecommunications				4,860	0	0
824	917	2,000	7660	Materials & Supplies				2,000	0	0
1,518	1,569	1,500	7660-05	Materials & Supplies - Office Suppl	ies			1,500	0	0
0	6	300	7660-15	Materials & Supplies - Postage				300	0	0
2,208	950	1,400		Professional Services				31,400	0	0
			<u>Descrip</u> Fellow/I	<u>tion</u> nternship rofessional services	<u>Units</u> 1 1	<u>Amt/Unit</u> 30,000 1,400	<u>Total</u> 30,000 1,400			
0	4,958	2,600		Professional Services - Audit & oth d city-wide for audit, Section 125 plan adminis us professional service expenses				5,540	0	0
4,466	5,169	6,812		M & S Computer Charges aterials & supplies costs shared city-wide				6,894	0	0
0	3,941	3,500	7840-02	M & S Computer Charges - City Ma	nager's O	ffice		3,680	0	0
			Adobe I Docking	<u>tion</u> 65 licensing Pro renewals y Station np software	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 1,100 1,700 400 480	<u>Total</u> 1,100 1,700 400 480			
50,965	50,629	55,517	8000	City Memberships				56,032	0	0
			League Internat McMinn Rotary ( Oregon Oregon Profess	tion lamette Valley of Council of Govs of Oregon Cities ional City/County Management Association ional Institute of Municipal Clerks ville Area Chamber of Commerce Club of McMinnville City/County Management Association Assoc of Municipal Clerks ional Associations Latinos in Local Government	<u>Units</u> 1 1 2 1 1 1 2 1 1 2	Amt/Unit 21,000 30,473 1,200 235 721 293 455 85 1,000 250	Total 21,000 30,473 1,200 470 721 293 455 170 1,000 250			
69,437	82,896	88,869	5.0901	TOTAL MATERIALS				127,713	0	0

dget Document Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 01 - ADMINISTRATION Section : 002 - CITY MANAGER'S OFFICE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			CAPITAL OUTLAY			
416	0	1,826	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	728	0	0
416	0	1,826	TOTAL CAPITAL OUTLAY	728	0	0
523,674	551,440	703,997	TOTAL REQUIREMENTS	710,634	0	0

Budget Docume	et Document Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A		2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
14,413	10,925	0	4546	American Rescue Plan	0	0	0
0	0	0	4771	Business Oregon (State)	0	0	0
14,413	10,925	0		TOTAL INTERGOVERNMENTAL	0	0	0
				CHARGES FOR SERVICES			
2,118	0	0	5400-02	Property Rentals - The Nelson House	0	0	0
2,118	0	0		TOTAL CHARGES FOR SERVICES	0	0	0
16,531	10,925	0		TOTAL RESOURCES	0	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 003 - CITY HALL & CITY PROPERTY Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIRE	MENTS					
				MATERIALS AND SERVICES						
0	676	1,390	7515	City Services Charge expense				1,390	0	C
13,791	13,721	18,000		<b>Utilities</b> , Civic Hall and rental building				18,900	0	C
0	0	0	7600-04	Utilities - Water				0	0	0
923	1,092	1,200	7610-05	Insurance - Liability				5,161	0	C
11,706	12,465	15,460	7610-10	Insurance - Property	23,694	0	C			
4,969	5,854	7,000	7620	Telecommunications	7,350	0	C			
10,736	11,104	11,500	7650-10	Janitorial - Services				26,300	0	C
3,486	485	2,500	7650-15	Janitorial - Supplies	1,050	0	C			
18	-54	150	7660	Materials & Supplies	150	0	C			
0	0	500	7720-06	Repairs & Maintenance - Equipme	nt			500	0	C
3,015	8,210	26,000	7720-08	Repairs & Maintenance - Building	Repairs			46,500	0	C
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Civic Ha FY25)	all dimming panel (in FY24 budget, delay til	1	10,000	10,000			
			,	all door security (in FY24 budget, delay til	1	17,500	17,500			
				City Hall and Civic Center needs	1	7,000	7,000			
4.040	0.000	5 500		a dais in Civic Center	1	12,000	12,000	5 000	0	
4,816	6,388		7720-10	Repairs & Maintenance - Building	Maintenan	ice		5,000	0	(
1,604	68		7720-12	Repairs & Maintenance - Grounds				5,000	0	(
21,791	23,787	24,010	7720-34	Repairs & Maintenance - Parking S				18,250	0	(
			<u>Descrip</u> Misc Re		<u>Units</u> 1	<u>Amt/Unit</u> 5,000	<u>Total</u> 5,000			
			Flower	•	1	5,000 6,750	6,750			
			Lighting		1	5,500	5,500			
			Telepho		1	1,000	1,000			
0	0	0	7725	Pollution Remediation				0	0	
5,262	5,959	7,290	7740-05	Rental Property Repair & Maint - B	uilding			6,300	0	(

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	D Section : 003 - CITY HALL & CITY PROPERTY					2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
680	1,002	1,000	7750	Professional Services				1,260	0	0
			Descrip	Description Units Amt/Unit Tota						
			Docum	ent Shredding Services	1	1,260	1,260			
8,303	8,239	12,500	7780-17	Contract Services - Parking Structure	e & Lots	i		8,500	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Janitori		1	2,000	2,000			
				sweeping	1	6,500	6,500	34,650		
24,840	30,132	28,000		<b>'90 Maintenance &amp; Rental Contracts</b> curity system, floor mat cleaning, heating system maintenance, pest control, copier lease, stage machine lease					0	0
5,400	5,400	6,000	7790-05	-					0	0
0	0	0	7800	M & S Equipment				0	0	0
121,341	134,526	173,000		TOTAL MATERIALS AND SERVICES				215,955	0	0
				CAPITAL OUTLAY						
0	0	0	8710	Equipment				0	0	0
14,413	10,925	24,000	8800	Building Improvements				114,000	0	0
			Descrip	btion	<u>Units</u>	Amt/Unit	Total			
				Il cap improvement (approved for FY24,	1	24,000	24,000			
				t to FY25) Il replace fire alarm panel & annunciator	1	30,000	30,000			
			-	House replace frontage sidewalk (includes tree	1	60,000	60,000			
0	0	4,350,000	8900	Land Acquisition				0	0	0
0	0	0	8925	Capital Pollution Remediation				0	0	0
14,413	10,925	4,374,000		TOTAL CAPITAL	OUTLA	<u>4Y</u>		114,000	0	0
135,754	145,451	4,547,000	TOTAL REQUIREMENTS				329,955	0	0	

ACTUAL         AMENDED BUDGET         Section : 005 - MAYOR & CITY COUNCIL Program : NA         PROPOSED BUDGET         APPROVED BUDGET         APPROVED BUDGET         APPROVED BUDGET           42.399         62,146         73.762         700-05         Salaries & Wages - Regular Full Time Deputy City Recorder : 0.80 FTE Deputy City Recorder : Executive Assistant : 0.20 FTE         99.032         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	dget Docume	get Document Report			01 - GENERAL FUND			
PERSONNEL SERVICES           42,399         62,146         73,762         700-05         Salaries & Wages - Regular Full Time City Recorder - 0.80 FTE Deputy City Recorder / Executive Assistant - 0.20 FTE         90,032         0         0           0         0         0         7000-25         Salaries & Wages - Temporary         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0			AMENDED		Section : 005 - MAYOR & CITY COUNCIL	PROPOSED	APPROVED	2025 ADOPTED BUDGET
42,399       62,146       73,762       7000-05       Salaries & Wages - Regular Full Time       99,032       0       0         0       0       0       7000-15       Salaries & Wages - Temporary       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0 <t< td=""><td></td><td></td><td></td><td></td><td>REQUIREMENTS</td><td></td><td></td><td></td></t<>					REQUIREMENTS			
City Recorder - 0.80 FTE         Deput Ofty Recorder / Executive Assistant - 0.20 FTE           0         0         0         7000-15         Salaries & Wages - Temporary         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         <					PERSONNEL SERVICES			
0         0         7000-15         Salaries & Wages - Temporary         0         0         0           1,830         2,712         2,000         7000-20         Salaries & Wages - Overtime         1,188         0         0           0         0         0         7000-30         Salaries & Wages - Auto Allowance         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0 <td>42,399</td> <td>62,146</td> <td>73,762</td> <td>City Recorde</td> <td>er - 0.80 FTE</td> <td>99,032</td> <td>0</td> <td>0</td>	42,399	62,146	73,762	City Recorde	er - 0.80 FTE	99,032	0	0
0         0         700-30         Salaries & Wages - Auto Allowance         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	0	0	0			0	0	C
0         0         0         7000-37         Salaries & Wages - Medical Opt Out Incentive         240         0         0           2,645         3,906         4,584         7300-05         Fringe Benefits - FICA - Social Security         6,078         0         0           618         914         1,099         7300-06         Fringe Benefits - FICA - Medicare         1,457         0         0           12,359         18,116         22,935         7300-15         Fringe Benefits - PERS - OPSRP - IAP         30,541         0         0         0           0         0         0         7300-18         Fringe Benefits - Nedical Insurance         6,486         0         0         0           4,454         5,501         6,244         7300-20         Fringe Benefits - VEBA Plan         800         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	1,830	2,712	2,000	7000-20	Salaries & Wages - Overtime	1,188	0	0
2,645       3,906       4,584       7300-05       Fringe Benefits - FICA - Social Security       6,078       0       0         618       914       1,099       7300-06       Fringe Benefits - FICA - Medicare       1,457       0       0         12,359       18,116       22,935       7300-15       Fringe Benefits - PERS - OPSRP - IAP       30,541       0       0         0       0       0       7300-20       Fringe Benefits - Retirement Benefit       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	0	0	0	7000-30	Salaries & Wages - Auto Allowance	0	0	0
618       914       1,099       7300-06       Fringe Benefits - FICA - Medicare       1,457       0       0         12,359       18,116       22,935       7300-15       Fringe Benefits - PERS - OPSRP - IAP       30,541       0       0         0       0       7300-18       Fringe Benefits - Retirement Benefit       0       0       0         4,454       5,501       6,244       7300-20       Fringe Benefits - Medical Insurance       6,486       0       0         600       800       7800-22       Fringe Benefits - VEBA Plan       800       0       0       0         4454       5,501       6,244       7300-25       Fringe Benefits - Life Insurance       60       0       0       0         48       43       48       7300-35       Fringe Benefits - Ling Term Disability       218       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	240	0	0
12,359       18,116       22,935       7300-15       Fringe Benefits - PERS - OPSRP - IAP       30,541       0       0         0       0       0       7300-18       Fringe Benefits - Retirement Benefit       0       0       0         4,454       5,501       6,244       7300-20       Fringe Benefits - Medical Insurance       6,486       0       0         600       800       800       7300-22       Fringe Benefits - VEBA Plan       800       0       0         48       43       48       7300-25       Fringe Benefits - Life Insurance       60       0       0       0         163       147       156       7300-30       Fringe Benefits - Long Term Disability       218       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0 <t< td=""><td>2,645</td><td>3,906</td><td>4,584</td><td>7300-05</td><td>Fringe Benefits - FICA - Social Security</td><td>6,078</td><td>0</td><td>0</td></t<>	2,645	3,906	4,584	7300-05	Fringe Benefits - FICA - Social Security	6,078	0	0
0         0         7300-18         Fringe Benefits - Retirement Benefit         0         0         0           4,454         5,501         6,244         7300-20         Fringe Benefits - Medical Insurance         6,486         00         00           600         800         800         7300-22         Fringe Benefits - VEBA Plan         800         00         00           48         443         48         7300-25         Fringe Benefits - Life Insurance         60         00         00           163         147         156         7300-35         Fringe Benefits - Long Term Disability         218         00         00           12         15         18         7300-35         Fringe Benefits - Workers' Compensation Insurance         110         0         0           12         15         18         7300-35         Fringe Benefits - Workers' Benefit Fund         21         0         0         0         0         0         0         0         270         7300-45         Fringe Benefits - Volunteers - Workers' Compensation Insurance         452         0         0         0           65,166         94,658         112,499         TOTAL PERSONNEL SERVICES         146,761         0         0         0         0 <td>618</td> <td>914</td> <td>1,099</td> <td>7300-06</td> <td>Fringe Benefits - FICA - Medicare</td> <td>1,457</td> <td>0</td> <td>0</td>	618	914	1,099	7300-06	Fringe Benefits - FICA - Medicare	1,457	0	0
4,454       5,501       6,244       7300-20       Fringe Benefits - Medical Insurance       6,486       0       0         600       800       800       7300-22       Fringe Benefits - VEBA Plan       800       0       0         48       43       48       7300-25       Fringe Benefits - Life Insurance       60       0       0       0         163       147       156       7300-30       Fringe Benefits - Long Term Disability       218       0       0       0         183       67       83       7300-35       Fringe Benefits - Workers' Compensation Insurance       110       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       7300-45       Fringe Benefits - Volunteers - Workers' Compensation Insurance       78       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	12,359	18,116	22,935	7300-15	Fringe Benefits - PERS - OPSRP - IAP	30,541	0	0
600         800         800         7300-22         Fringe Benefits - VEBA Plan         800         0           48         43         48         7300-25         Fringe Benefits - Life Insurance         60         0         0           163         147         156         7300-30         Fringe Benefits - Long Term Disability         218         0         0           38         67         83         7300-35         Fringe Benefits - Workers' Compensation Insurance         110         0         0           12         15         18         7300-37         Fringe Benefits - Workers' Benefit Fund         21         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0 <t< td=""><td>0</td><td>0</td><td>0</td><td>7300-18</td><td>Fringe Benefits - Retirement Benefit</td><td>0</td><td>0</td><td>0</td></t<>	0	0	0	7300-18	Fringe Benefits - Retirement Benefit	0	0	0
48       43       48       7300-25       Fringe Benefits - Life Insurance       60       0       0         163       147       156       7300-30       Fringe Benefits - Long Term Disability       218       0       0         38       67       83       7300-35       Fringe Benefits - Workers' Compensation Insurance       110       0       0         12       15       18       7300-37       Fringe Benefits - Workers' Benefit Fund       21       0       0         0       0       270       7300-45       Fringe Benefits - Vorkers' Benefit Fund       21       0       0       0         0       0       270       7300-45       Fringe Benefits - Volunteers - Workers' Compensation Insurance       452       0       0         0       291       500       7400-10       Fringe Benefits - Volunteers - Workers' Compensation Insurance       452       0       0         65,166       94,658       112,499       TOTAL PERSONNEL SERVICES       146,761       0       0         0       1,386       2,000       7520       Public Notices & Printing       3,000       0       0         432       435       5,000       7600       Materials & Supplies - Office Supplies       5,000	4,454	5,501	6,244	7300-20	Fringe Benefits - Medical Insurance	6,486	0	0
163       147       156       7300-30       Fringe Benefits - Long Term Disability       218       0       0         38       67       83       7300-35       Fringe Benefits - Workers' Compensation Insurance       110       0       0         12       15       18       7300-37       Fringe Benefits - Workers' Benefit Fund       21       0       0         0       0       270       7300-45       Fringe Benefits - Paid Family Leave City Share       78       0       0         0       291       500       7400-10       Fringe Benefits - Volunteers - Workers' Compensation Insurance       452       0       0         65,166       94,658       112,499       TOTAL PERSONNEL SERVICES       146,761       0       0         0       1,386       2,000       7520       Public Notices & Printing       3,000       0       0         432       435       5,000       7620       Telecommunications       5,000       0       0         28       151       500       7660       Materials & Supplies - Office Supplies       800       0       0       0	600	800	800	7300-22	Fringe Benefits - VEBA Plan	800	0	0
38       67       83       730-35       Fringe Benefits - Workers' Compensation Insurance       110       0       0         12       15       18       730-37       Fringe Benefits - Workers' Benefit Fund       21       0       0         0       0       270       730-45       Fringe Benefits - Paid Family Leave City Share       78       0       0         0       291       500       7400-10       Fringe Benefits - Volunteers - Workers' Compensation Insurance       452       0       0         65,166       94,658       112,499       TOTAL PERSONNEL SERVICES       146,761       0       0         0       1,386       2,000       7520       Public Notices & Printing       3,000       0       0         432       435       5,000       7620       Telecommunications       5,000       0       0         28       151       500       7660       Materials & Supplies - Office Supplies       800       0       0	48	43	48	7300-25	Fringe Benefits - Life Insurance	60	0	0
12       15       18 7300-37       Fringe Benefits - Workers' Benefit Fund       21       0       0         0       0       270 7300-45       Fringe Benefits - Paid Family Leave City Share       78       0       0         0       291       500 7400-10       Fringe Benefits - Volunteers - Workers' Compensation Insurance       452       0       0         65,166       94,658       112,499       TOTAL PERSONNEL SERVICES       146,761       0       0         0       1,386       2,000 7520       Public Notices & Printing       3,000       0       0         432       435       5,000 7620       Telecommunications       5,000       0       0       0         28       151       500 7660       Materials & Supplies - Office Supplies       800       0       0       0	163	147	156	7300-30	Fringe Benefits - Long Term Disability	218	0	0
0         0         270         7300-45         Fringe Benefits - Paid Family Leave City Share         78         0         0           0         291         500         7400-10         Fringe Benefits - Volunteers - Workers' Compensation Insurance         452         0         0           65,166         94,658         112,499         TOTAL PERSONNEL SERVICES         146,761         0         0           65,166         94,658         112,499         Public Notices & Printing         3,000         0         0           0         1,386         2,000         7520         Public Notices & Printing         3,000         0         0           432         435         5,000         7620         Telecommunications         5,000         0         0           28         151         500         7660-05         Materials & Supplies - Office Supplies         800         0         0	38	67	83	7300-35	Fringe Benefits - Workers' Compensation Insurance	110	0	0
0       291       500 7400-10       Fringe Benefits - Volunteers - Workers' Compensation Insurance       452       0       0         65,166       94,658       112,499       TOTAL PERSONNEL SERVICES       146,761       0       0         0       1,386       2,000 7520       Public Notices & Printing       3,000       0       0         432       435       5,000 7620       Telecommunications       5,000       0       0         28       151       500 7660       Materials & Supplies - Office Supplies       1,000       0       0         1,565       4,849       800 7660-05       Materials & Supplies - Office Supplies       800       0       0	12	15	18	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
65,166         94,658         112,499         TOTAL PERSONNEL SERVICES         146,761         0         0           0         1,386         2,000         7520         Public Notices & Printing         3,000         0         0           432         435         5,000         7620         Telecommunications         5,000         0         0           28         151         500         7660         Materials & Supplies - Office Supplies         800         0         0           1,565         4,849         800         7660-05         Materials & Supplies - Office Supplies         800         0         0	0	0	270	7300-45	Fringe Benefits - Paid Family Leave City Share	78	0	0
MATERIALS AND SERVICES           0         1,386         2,000         7520         Public Notices & Printing         3,000         0         0           432         435         5,000         7620         Telecommunications         5,000         0         0           28         151         500         7660         Materials & Supplies         1,000         0         0           1,565         4,849         800         7660-05         Materials & Supplies - Office Supplies         800         0         0	0	291	500	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	452	0	0
0       1,386       2,000       7520       Public Notices & Printing       3,000       0       0         432       435       5,000       7620       Telecommunications       5,000       0       0       0         28       151       500       7660       Materials & Supplies       1,000       0       0       0         1,565       4,849       800       7660-05       Materials & Supplies - Office Supplies       800       0       0	65,166	94,658	112,499		TOTAL PERSONNEL SERVICES	146,761	0	0
432       435       5,000       7620       Telecommunications       5,000       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0					MATERIALS AND SERVICES			
28       151       500       7660       Materials & Supplies       1,000       0       0       0         1,565       4,849       800       7660-05       Materials & Supplies - Office Supplies       800       0       0       0	0	1,386	2,000	7520	Public Notices & Printing	3,000	0	0
1,565       4,849       800 <b>7660-05</b> Materials & Supplies - Office Supplies       800       0       0	432	435	5,000	7620	Telecommunications	5,000	0	0
	28	151	500	7660	Materials & Supplies	1,000	0	0
0 384 150 <b>7660-15 Materials &amp; Supplies - Postage</b> 150 0 0	1,565	4,849	800	7660-05	Materials & Supplies - Office Supplies	800	0	0
	0	384	150	7660-15	Materials & Supplies - Postage	150	0	0

**Budget Document Report** 

# 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>005 - MAYOR &amp; CITY COUNCIL</b> Program : N/A					2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
5,027	10,705	30,000	Budget Note	750 Professional Services Budget Note: Increased due to Lobbyist/Intergovernmental Contracts, placeholder for participation incentives, contract services for goal setting and other services.						0	0
			Descript	•	Units		<u>Amt/Unit</u>	Total			
			Participa	ation Incentive	1		15,000	15,000			
				t/Intergovernmental Contracts	1		90,000	90,000			
			Other P	rofessional Services	1		35,500	35,500			
0	32	100		<b>750-01</b> Professional Services - Audit & other city-wide prof svc basis shared city-wide for Audit, Section 125 plan administrative fees, and other scellaneous professional service expenses						0	0
0	0	40,000	7750-06 City Council'	Professional Services - Com s public communication efforts	munity Outrea	ch			25,000	0	0
15,528	18,460	18,423		7840 M & S Computer Charges I.S. Fund materials & supplies costs shared city-wide						0	0
2,749	2,789	4,800	7840-03	M & S Computer Charges - C	ity Council				4,300	0	0
			Descript	tion	Units	5	Amt/Unit	<u>Total</u>			
			Replace	ment Computer	1		1,800	1,800			
			Leased	Copier (shared with Municipal Court, F	Planning) 1		500	500			
			Office 3	65 licensing	1		2,000	2,000			
14,474	22,693	25,000	Including Ma	Mayor/City Council Expenses yor/City Council events like State of the ith pre-Covid expenses.		ity F	air, etc. Inci	ease is	30,000	0	0
0	0	0	8016	Affordable Housing Program	S				0	0	0
39,803	61,884	126,773		TOTAL MATER	IALS AND SI	ER۱	/ICES		238,864	0	0
				CAPITAL OUTLAY							
1,448	0	4,939		Capital Outlay Computer Cha bital outlay costs shared city-wide	arges				3,074	0	0
1,448	0	4,939		TOTAL CAPITAL OUTLAY				3,074	0	0	
06,417	156,542	244,211	TOTAL REQUIREMENTS					388,699	0	0	

get Documer	nt Report			01 - GENERAL FUND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRATION</b> Section : <b>008 - LEGAL</b> Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2029 ADOPTE BUDGE
				REQUIREMENTS					
				PERSONNEL SERVICES					
132,282	0	122,803	7000-05 City Attorney	Salaries & Wages - Regular Full Time - 1.00 FTE			150,680	0	
32,472	0	17,191	7000-10 Managemen	Salaries & Wages - Regular Part Time Support Specialist - Senior - Legal - 0.50 FTE			29,402	0	
3,840	0	0	7000-15	Salaries & Wages - Temporary			0	0	
0	0	0	7000-20	Salaries & Wages - Overtime			0	0	
0	0	0	7000-32	Salaries & Wages - Moving Allowance			0	0	
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	1		0	0	(
10,323	0	8,470	7300-05	Fringe Benefits - FICA - Social Security			10,895	0	(
2,414	0	2,030	7300-06	Fringe Benefits - FICA - Medicare			2,611	0	
43,740	0	42,375	7300-15	Fringe Benefits - PERS - OPSRP - IAP			54,744	0	
18,895	0	20,800	7300-20	Fringe Benefits - Medical Insurance			31,404	0	(
1,500	0	4,000	7300-22	Fringe Benefits - VEBA Plan			4,000	0	
135	0	75	7300-25	Fringe Benefits - Life Insurance			120	0	
568	0	370	7300-30	Fringe Benefits - Long Term Disability			428	0	
197	0	154	7300-35	Fringe Benefits - Workers' Compensation Inst	urance		198	0	
29	0	23	7300-37	Fringe Benefits - Workers' Benefit Fund			32	0	
0	0	0	7300-40	Fringe Benefits - Unemployment			0	0	(
0	0	616	7300-45	Fringe Benefits - Paid Family Leave City Shar	е		141	0	
246,395	0	218,907		TOTAL PERSONNEL SERVI	CES		284,655	0	
				MATERIALS AND SERVICES					
202	339	300	<b>7540</b> Costs shared	Employee Events I city-wide for employee training, materials, and events.			300	0	1
6,428	948	1,500		Subscriptions ch subscriptions (Casetext); as well as necessary organiza	ation dues.		2,095	0	
			Descript	— —	<u>Amt/Unit</u>	<u>Total</u>			
				tt Subscription 12 City Attorneys Association (OCAA)	110	1,320			
			Member	ship	85	85			
			Oregon	State Bar Dues 1	690	690			

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTRA</b> Section : <b>008 - LEGAL</b> Program : N/A	ΓΙΟΝ			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
660	800	1,000	7550	Travel & Education				2,957	0	0
		.,	Professional	association conferences, seminars, and works emental professional memberships, professional				_,	-	-
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				Spring Conference	1	800	800			
			Oregon Confere	City Attorneys Association ("OCAA") Fall nce	1	800	800			
			Internati Member	onal Municipal Lawyers Association ("IMLA") ship	1	657	657			
				nnual Conference	1	400	400			
			Other C	ontinuing Legal Education ("CLE")	5	60	300			
2,348	4,448	4,990	7610-05	Insurance - Liability				882	0	0
1,795	997	1,300	7620	Telecommunications				1,100	0	0
500	160	500	7660-05	Materials & Supplies - Office Supplie	500	0	0			
112	0	150	7660-15	Materials & Supplies - Postage				50	0	0
32,176	5,848	20,000		Professional Services Attorney with non-legal, professional assistanc	0	0	0			
0	263	500	7750-01	Professional Services - Audit & othe	r city-wie	de prof svo	;	0	0	0
141,533	358,478	86,000	7750-09 Provide City	Professional Services - Legal Attorney with legal assistance on projects othe	r than city		l services.	185,000	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Various Land Us	Other Legal	1 1	60,000 100,000	60,000 100,000			
				g Appeals Legal	1	25,000	25,000			
0	0	104,000	7750-18	Professional Services - Contract Pro prosecutor services to provide City Attorney wi			-,	111,370	0	0
3,828	4,430	3,028	7840	M & S Computer Charges aterials & supplies costs shared city-wide				4,596	0	0
0	2,429	530	7840-08	M & S Computer Charges - Legal				600	0	0
			Descript Office 3	<u>tion</u> 65 licensing	<u>Units</u> 1	<u>Amt/Unit</u> 600	<u>Total</u> 600			
189,583	379,141	223,798		TOTAL MATERIALS A	ND SEF	<b>NICES</b>		309,450	0	0
				CAPITAL OUTLAY						
357	0	812	<b>8750</b> I.S. Fund cap	Capital Outlay Computer Charges pital outlay costs shared city-wide				485	0	0
		812		TOTAL CAPITAL				485	0	0

City of McMinnville Budget Document Report

Budget Docume	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>008 - LEGAL</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
436,335	379,141	443,517	TOTAL REQUIREMENTS	594,590	0	0

udget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : NA	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
0	40,095	0	4546	American Rescue Plan	0	0	0
0	40,095	0		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	0	0	6405	Donations - Administration	0	0	0
0	750	0	<b>6490</b> Public dona	Donations - Public Art tions for the Public Art Program	2,000	0	0
0	30,000	16,500		<b>Donations - Public Art - Dedicated</b> tions for specific pieces of artwork for the Public Art Program	5,000	0	0
0	30,750	16,500		TOTAL MISCELLANEOUS	7,000	0	0
0	70,845	16,500		TOTAL RESOURCES	7,000	0	0

dget Documer	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 011 - COMMUNITY SERVICES Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2029 ADOPTE BUDGE
				REQUIREN	IENTS					
				PERSONNEL SERVICES						
0	18,505	0	7000-15	Salaries & Wages - Temporary				0	0	
0	600	0	7000-37	Salaries & Wages - Medical Opt Ou	Incentiv	е		0	0	
0	1,184	0	7300-05	Fringe Benefits - FICA - Social Secu	ırity			0	0	
0	277	0	7300-06	Fringe Benefits - FICA - Medicare				0	0	
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP - I	٩P			0	0	(
0	0	0	7300-20	Fringe Benefits - Medical Insurance				0	0	(
0	0	0	7300-22	Fringe Benefits - VEBA Plan				0	0	
0	21	0	7300-35	Fringe Benefits - Workers' Compen	sation Ins	surance		0	0	(
0	9	0	7300-37	Fringe Benefits - Workers' Benefit I		0	0	(		
0	0	0	7300-45	Fringe Benefits - Paid Family Leave		0	0	(		
0	20,596	0		TOTAL PERSONN	EL SERV	ICES		0	0	
				MATERIALS AND SERVICES						
0	6,609	20,000	7710	Materials & Supplies - Grants				37,000	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				DEI Implementation / Assessment	1	27,000	27,000			
_				Culturally Competent Communication	1	10,000	10,000			
0	1,099		7720-03	Repairs & Maintenance - Public Art				2,000	0	(
0	0	2,000	7750	Professional Services				2,000	0	
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				ebsite / Photos	1	1,000	1,000			
0	14,300	37 000	7750-04	Inity Fair Photography Professional Services - Grants	I	1,000	1,000	37,000	0	
U	14,300	57,000			Linita	Amt/Linit	Totol	57,000	0	
			Descrip	<u>aon</u> DEI Implementation / Employee Training	<u>Units</u> 1	<u>Amt/Unit</u> 15,000	<u>Total</u> 15,000			
				Translation of key documents / live translation	1	22,000	22,000			

Budget Document Report	
------------------------	--

# 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section : 011 - COMMUNITY SERVICES					2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
37,716	29,169	38,600						43,600	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Sequoia		1	20,000	20,000			
				et Kiosks	12	300	3,600			
			City Bar		5	4,000	20,000			
5,885	10,310	10,000		M&S Downtown Public Art Program support of Downtown Public Art Program incri riums.		tal constructi	on and	10,000	0	C
0	750	0	<b>8012-05</b> Public art pu	8012-05M&S Downtown Public Art Program - Donations - Public ArtPublic art purchases funded through revenue account 6490, Donations-Public Art.				2,000	0	(
0	12,000	16,500	8012-10 Public donat Program; fur	<b>8012-10 M&amp;S Downtown Public Art Program - Donations - Dedicated</b> Public donations for purchase of specific pieces of artwork for the Downtown Public Art Program; funded through revenue account 6490-10, Donations-Public Art-Dedicated.					0	C
0	0	12,000	8015	Community Services				12,000	0	(
			Descript	ion	Units	Amt/Unit	Total			
			General	Printing / Mailers	1	7,000	7,000			
			Commu	nity Engagement / Event Needs	1	5,000	5,000			
14,000	14,000	14,000	City's contrib	<b>8020</b> McMinnville Downtown Association City's contribution to the McMinnville Downtown Association in-lieu of a Downtown Economic Improvement District assessment.				14,000	0	C
22,500	25,000	26,250		Yamhill Co - YCTA public transportation program with 3% increase	e			27,037	0	(
92,208	88,427	93,000	8060	Economic Development				93,000	0	(
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			McMinn	ville Economic Development Partnership	1	75,000	75,000			
			Bypass	Lobbying	1	18,000	18,000			
172,308	201,665	271,350		TOTAL MATERIALS	AND SEF	<u>RVICES</u>		284,637	0	(
				CAPITAL OUTLAY						
0	18,000	0	8712-10	Capital Outlay Downtown Public A Dedicated	rt Program	- Donatio	1 <b>s -</b>	0	0	(
0	18,000	0	TOTAL CAPITAL OUTLAY				0	0	(	
	240,261	271,350	TOTAL REQUIREMENTS				284,637	0	0	

2023 ACTUAL		Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		RESOURCES			
		INTERGOVERNMENTAL			
0	0 55,726	9 McMinnville Fire District	0	0	0
0	0 55,726	TOTAL INTERGOVERNMENTAL	0	0	0
0	0 55,726	TOTAL RESOURCES	0	0	0
	=••	ACTUAL AMENDED BUDGET 0 55,726 502 0 55,726	ACTUAL       AMENDED BUDGET       Section: 012 - HUMAN RESOURCES Program: N/A <i>Program: N/A RESOURCES</i> 0       55,726       5029         McMinnville Fire District <u>TOTAL INTERGOVERNMENTAL</u>	ACTUAL       AMENDED BUDGET       Section: 012 - HUMAN RESOURCES Program: N/A       PROPOSED BUDGET         V       V       V       V         0       55,726       5029       McMinnville Fire District       0         0       55,726       5029       McMinnville Fire District       0         0       55,726       0       0       0	ACTUAL       AMENDED BUDGET       Section: 012 - HUMAN RESOURCES Program: N/A       PROPOSED BUDGET       APPROVED BUDGET         C       V       V       V       V         0       55,726       5029       McMinnville Fire District       0       0         0       55,726       5029       McMinnville Fire District       0       0         0       55,726       5029       McMinnville Fire District       0       0

get Docume	-			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES	2025 PROPOSED	2025 APPROVED	202 ADOPTE
					BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
98,401	131,765	212,924		Salaries & Wages - Regular Full Time ources Director - 1.00 FTE ources Analyst - 1.00 FTE	212,762	0	(
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	
0	0	0	7000-20	Salaries & Wages - Overtime	743	0	
0	0	0	7000-25	Salaries & Wages - City Employee Recognition	0	0	(
0	0	0	7000-30	Salaries & Wages - Auto Allowance	0	0	(
0	2,200	1,920	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	(
5,865	8,167	12,998	7300-05	Fringe Benefits - FICA - Social Security	13,062	0	(
1,372	1,910	3,115	7300-06	Fringe Benefits - FICA - Medicare	3,131	0	(
27,222	38,917	65,035	7300-15	Fringe Benefits - PERS - OPSRP - IAP	65,635	0	(
0	0	0	7300-18	Fringe Benefits - Retirement Benefit	0	0	(
15,140	17,516	34,066	7300-20	Fringe Benefits - Medical Insurance	24,285	0	(
500	1,500	750	7300-22	Fringe Benefits - VEBA Plan	750	0	(
75	105	138	7300-25	Fringe Benefits - Life Insurance	120	0	
338	367	496	7300-30	Fringe Benefits - Long Term Disability	500	0	(
78	143	236	7300-35	Fringe Benefits - Workers' Compensation Insurance	237	0	(
19	31	52	7300-37	Fringe Benefits - Workers' Benefit Fund	42	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	819	7300-45	Fringe Benefits - Paid Family Leave City Share	169	0	(
149,010	202,620	332,549		TOTAL PERSONNEL SERVICES	323,836	0	
				MATERIALS AND SERVICES			
0	0	6,200	7520 Recruitment	Public Notices & Printing advertising	2,500	0	(
0	90	500	<b>7530</b> Local trainin	Training gs and webinars	500	0	
0	0	400	7540 Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	500	0	(

get Docume	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 01 - ADMINISTRATION Section : 012 - HUMAN RESOURCES Program : N/A					2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
219	5,135	10,000		Travel & Education association conferences, seminars and workshops sional memberships, dues, subscriptions, and refer			meal	12,000	0	C
271	10	2,500	7579	Employee Recognition				0	0	0
444	831	800	7620	Telecommunications				1,000	0	0
960	1,066	1,000	7660	Materials & Supplies				1,000	0	0
235	437	1,000	7660-05	Materials & Supplies - Office Supplies				500	0	0
0	7	200	7660-15	Materials & Supplies - Postage				50	0	0
6,271	20,217	10,000	7750	Professional Services				12,000	0	0
0	417	100	<b>7750-01</b> Professional Services - Audit & other city-wide prof svc Costs shared city-wide for Audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses				0	0	0	
1,914	4,430	4,541	<b>7840</b> I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city-wide				6,894	0	C
0	14,035	4,430	7840-12	M & S Computer Charges - Human Reso	urce	s		1,000	0	0
			Description Units Amt/Unit Total							
				65 licensing	1	600	600			
			Adobe I	Pro renewals	2	200	400			
10,314	46,675	41,671		TOTAL MATERIALS AND	SEF	RVICES		37,944	0	0
				CAPITAL OUTLAY						
178	0	1,218	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				728	0	0
178	0	1,218		TOTAL CAPITAL OL	JTLA	Y		728	0	0
159,502	249,294	375,438		TOTAL REQUIREM	FNT	c		362,508	0	0



# **FINANCE DEPARTMENT**



# **Budget Highlights**

The finance department is responsible for maintaining the financial integrity of the City and providing a wide range of financial support services. The finance department ensures the timeliness and accuracy of financial information, the adequacy of internal accounting and budgetary controls, and safeguarding the City's financial assets. The City has received the Government Finance Officer Association's award for excellence in financial reporting for over 30 straight years.

In May 2023 voters approved the creation of the McMinnville Fire District (MFD). The finance department continues its focus on supporting the organizational transition of separating the fire and emergency medical services operation to a new, independent taxing district.

Due to the creation of the new fire district, the FY2023-24 budget was built with an underlevy of \$1.50 of McMinnville's permanent property tax rate (approximately \$5 million). Finance worked with other city staffers on a community engagement effort to get feedback on prioritization of expanded financial capacity available for city services associated with the permanent property tax rate newly available with the establishment of the separate MFD taxing district. The community response was considered by the Budget Committee in fall 2023, resulting in instructions to build the FY2024-25 budget by adding back 50 cents of the \$1.50 of permanent rate taxing authority. Therefore, the City proposes assessing \$4.02/per thousand of assessed value for FY2024-25.

The finance department's FY2024-25 proposed budget seeks to strengthen McMinnville's ability to prioritize and deliver municipal services with discipline and focus, one of MacTown 2032's strategic priorities. It reflects a decreased staffing level (4.90 full time equivalent positions) relative the prior year which had included two limited duration positions to support American

Rescue Plan Act (ARPA) grant management and the MFD transition. The department invests in training and educational opportunities for all finance staff.

The FY2024-25 budget repurposes some of the ARPA allocation that funded its grant management work to implement two organizational efficiency projects: a web-based system to better manage the budget process in anticipation of moving to biennial budgeting and an effort to improve a variety of business processes by utilizing a project management application to serve the City's many departments and ease meeting compliance requirements. Full implementation of the financial forecasting application remains on the workplan for the upcoming year.

FY2024-25 includes supporting the ongoing effort to create a sustainable financial footprint for the General Fund and other vital community services operating in other funds such as the Street Fund. Capital investments such as a new community and aquatic center, building projects to support public works and wastewater services, capital revitalization efforts in the City's urban renewal area, and the likely establishment of a stormwater utility will be a focus of finance personnel next year.

# **Core Services**

# Accounting

- Provide accounting services for all City financial operations, including payroll and fringe benefits, accounts payable, accounts receivable, and general ledger accounting
- Prepare the Annual Comprehensive Financial Report (ACFR), coordinate the annual financial audit, maintain clean audit opinions
- Administer collection of Transient Lodging Taxes and other revenue sources

# General Fund – Finance

• Assist City departments, as needed, on various financial issues, including internal control development and compliance

## **Budgeting and Financial Planning**

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

## **Treasury Services**

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

# **Future Challenges and Opportunities**

The finance department is prioritizing for FY2024-25:

- Continue to actively participate in conversations and actions for balancing the organization's operational needs within revenue capacity
- If approved, implement a biennial budget including roll out of a new budget application to introduce more efficiencies and ease of departmental participation in developing the budget
- Finalize implementation of financial forecasting software to assist in longer term financial planning
- Utilize project management application to move forward a variety of business process improvements that have been "on the list" for a number of years; that support new Government

Accounting Standards Board (GASB) requirements such as lease and subscription-based information technology arrangements accounting; as well as taking advantage of emerging technologies to better serve the city organization and the community at large

- Support significant projects taking place across the city including the next phase of work associated with providing the community a new community recreation and aquatic center; investments in wastewater infrastructure and, if approved, stormwater utility services; and two major projects taking place in the Urban Renewal area
- Contribute to the diversity, equity and inclusion assessment project and act on best practices and opportunities to make the City organization and its investments as accessible to and equitable for all members of the community
- Assist with securing and managing new funding opportunities from grants and clean energy investments supported through the Inflation Reduction Act direct pay system
- Strengthen risk management footing in areas of capital project accounting and cash-flow management; treasury operations; and revenue recognition

# Mac-Town 2032 Strategic Plan

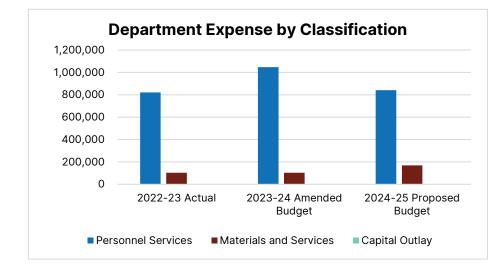
The finance department reviewed its contributions to the Strategic Plan Priorities:

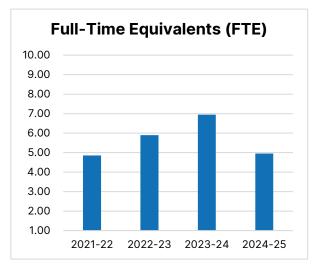
Mo	Minnville MAC-2032 S	trategic Priority	Finance Contribution
	CITY GOVERNMENT CAPACITY	Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus	Prepare the Fiscal forecast Manage the budget process Play lead role with all fiscal compliance issues
	COMMUNITY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

#### General Fund - Finance

#### **Department Cost Summary**

		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	18,218	23,100	12,000	(11,100)
Intergovernmental	143,116	159,746	11,000	(148,746)
Miscellaneous	480	0	0	0
Revenue Total	161,814	182,846	23,000	(159,846)
Expenses				
Personnel Services	820,842	1,047,449	841,615	(205,834)
Materials and Services	103,146	103,006	169,373	66,367
Capital Outlay	0	2,841	1,456	(1,385)
Expenses Total	923,988	1,153,296	1,012,444	(140,852)
Unrestricted Resources Required	762,174	970,450	989,444	18,994
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.85	5.90	6.95	4.95







# <u>General Fund – Finance</u>

- **1983** Finance Department transitions City accounting system to mainframe computer using Group 4 software
- **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
- 2003 Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP)
- 2003 Property lien searches available via Internet
- **2007** Implementation new Enterprise Resource System (ERP) Phase 1: general ledger, procurement, revenue collections, and miscellaneous billing

- 2008 ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation
- 2014 Affordable Care Act reporting requirements implemented
- 2015 Merina & Co, LLP appointed City financial auditor
- 2016 Oregon sick leave law implemented
- 2019 Ambulance billing outsourced to third party provider
- **2019** Financial system functionality additions with implementation of e-Suite and HR Portal
- **2020** Draft an updated reserve policy for the city as a whole as critical component of drive towards a sustainable financial future
- **2021** Add application to track debt, lease and other long-term obligations

- 2023 Add financial forecasting application to the department's tools
- 2024 Support smooth transition for voter-approved McMinnville Fire District

## Historical Highlights

idget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNTING</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
21,584	143,116	0	46 American Rescue Plan	0	0	(
0	0	159,746	29 McMinnville Fire District nance services provided to support new fire district	11,000	0	(
21,584	143,116	159,746	TOTAL INTERGOVERNMENTA	<u>\L</u> 11,000	0	C
			CHARGES FOR SERVICES			
26,932	18,218	23,100	<b>10 On-Line Lien Search Fees</b> t Assets on-line lien search program allows title companies to check an ns. Title companies are billed \$33 per lien search; City pays \$15 per se penditure account 7750-27, Professional Services-Net Assets.		0	(
26,932	18,218	23,100	TOTAL CHARGES FOR SERVIC	ES 12,000	0	(
			MISCELLANEOUS			
46	480	0	<b>00-94 Other Income - Finance</b> scellaneous Finance Department collections.	0	0	(
46	480	0	TOTAL MISCELLANEOUS	0	0	
48,562	161,814	182,846	TOTAL RESOURCES	23,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 03 - FINANCE Section : 013 - ACCOUNTING	2025 PROPOSED	2025 APPROVED	202 ADOPTE
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDG
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,364	-1,386	0	7000	Salaries & Wages	0	0	
392,401	531,464	659,114	Financial Se Financial Se Financial Se	Salaries & Wages - Regular Full Time ector - 0.95 FTE rivices Administrator - 1.00 FTE rivices Analyst - 1.00 FTE rivices Analyst - Payroll - 1.00 FTE rivices Specialist - 1.00 FTE	514,395	0	
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	
3,953	710	3,000	7000-20	Salaries & Wages - Overtime	5,000	0	
900	1,800	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	500	0	
1,551	-203	0	7300	Fringe Benefits	0	0	
23,931	32,416	40,202	7300-05	Fringe Benefits - FICA - Social Security	31,454	0	
5,597	7,581	9,636	7300-06	Fringe Benefits - FICA - Medicare	7,538	0	
115,277	156,621	213,348	7300-15	Fringe Benefits - PERS - OPSRP - IAP	171,618	0	
82,691	81,840	103,776	7300-20	Fringe Benefits - Medical Insurance	97,863	0	
9,138	7,675	10,712	7300-22	Fringe Benefits - VEBA Plan	10,712	0	
384	343	417	7300-25	Fringe Benefits - Life Insurance	297	0	
1,351	1,324	1,524	7300-30	Fringe Benefits - Long Term Disability	1,154	0	
328	542	730	7300-35	Fringe Benefits - Workers' Compensation Insurance	573	0	
88	113	160	7300-37	Fringe Benefits - Workers' Benefit Fund	104	0	
0	0	2,430	7300-45	Fringe Benefits - Paid Family Leave City Share	407	0	
641,952	820,842	1,047,449		TOTAL PERSONNEL SERVICES	841,615	0	
				MATERIALS AND SERVICES			
0	0	0	7500	Credit Card Fees	0	0	
0	460	0	7514	Fines & Penalties	0	0	
2,219	7,411	8,000	7520	Public Notices & Printing	7,000	0	
354	502	900	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	1,000	0	
12,896	20,712	25,500	Professional	<b>Travel &amp; Education</b> association dues, subscriptions, staff training, continuing professional education, vider conference, etc.	27,700	0	

dget Documer	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>03 - FINANCE</b> Section : <b>013 - ACCOUNTING</b> Program : N/A	3			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,539	6,562	7,360	7610-05	Insurance - Liability				7,906	0	0
3,128	3,597	4,450	7620	Telecommunications				3,780	0	0
7,011	5,095	6,650	7660-05	Materials & Supplies - Office Suppl	ies			6,300	0	0
-659	0	500	7660-10	Materials & Supplies - Office Suppl	ies Invent	tory		500	0	0
4,821	7,092	8,000	7660-15	Materials & Supplies - Postage				8,000	0	0
194	780	0	7710	Materials & Supplies - Grants				0	0	0
0	0	0	7720-06	Repairs & Maintenance - Equipmen	t			0	0	0
37,327	10,406	5,000	for impleme	Professional Services repurpose projects included \$35,000 for busine ntation of budget application to improve proces CPA support and general needs.				65,100	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			ARPA b mats	oudg app: Proj mgr for impl, biz proc, train'g	1	20,000	20,000			
				biz process: eval tool, set up 3-5 projects	1	10,000	10,000			
			CPA su	••	1	12,600	12,600			
			Various ARPA t train'g r	biz process pp: Proj mgr for impl, biz proc,	1	2,500 20,000	2,500 20,000			
0	9,773	2,900	7750-01 Costs share	Professional Services - Audit & oth d city-wide for audit, Section 125 plan adminis us professional service expenses			с	3,000	0	0
1,677	0	0	7750-24	<b>Professional Services - Audit</b>				0	0	0
10,860	7,917	10,500	liens. Title	Professional Services - Net Assets on-line lien search program allows title compar companies are billed \$33 per lien search; rever earch Fees. City pays Net Assets \$15 per lien	nue recorde	k any prope d in accoun	rty for City t 5310, On-	10,000	0	0
2,500	0	0	7750-57	Professional Services - Financing A		ation		0	0	0
2,403	2,831	3,100	<b>7790</b> Printer / sca	Maintenance & Rental Contracts nner / copier lease and per page cost.				3,000	0	0
0	0	0	7800-03	M & S Equipment - Office				0	0	0
10,207	10,338	10,596		M & S Computer Charges aterials & supplies costs shared city-wide				13,787	0	0
12,875	9,671	9,550	7840-05	M & S Computer Charges - Account	ting			12,300	0	0

udget Docume	nt Report		01 - GENEF	RAL FUND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section	: 03 - FINANCE : 013 - ACCOUNTING : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			Description	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Replacement mobile computer	1	3,000	3,000			
			Adobe Pro renewals	5	200	1,000			
			Office 365 licensing	1	3,000	3,000			
			Printer maintenance - Lexmark	1	300	300			
			DebtBook software	1	5,000	5,000			
112,351	103,146	103,006	<u>T0T</u>	AL MATERIALS AND SE	RVICES		169,373	0	0
			CAPITAL OUTL	.AY					
952	0	2,841	8750 Capital Outlay Co I.S. Fund capital outlay costs shared	omputer Charges d city-wide			1,456	0	0
952	0	2,841		TOTAL CAPITAL OUTL	<u>4Y</u>		1,456	0	0
755,255	923,988	1,153,296		TOTAL REQUIREMENTS			1,012,444	0	0

# **ENGINEERING DEPARTMENT**



# **Budget Highlights**

During fiscal year 2024-25, the Engineering staff will continue to provide project management, design, bid document and specification development, contract administration, inspection, and other technical assistance in support of advancing the City's goal to plan and construct capital projects, including:

- Continue design of the Third Street Improvement Plan and apply for potential funding to complete construction documents and future construction of the project;
- Continue design of the ODOT funded Safe Routes to School pedestrian improvements projects in the vicinity of Sue Buel Elementary and Patton Middle Schools;
- Complete construction of the Chandler's Addition Sanitary Sewer Rehabilitation project (Wastewater Capital Fund);
- Continue construction of the Solids Treatment Capacity Improvements – formerly named the Biosolids and Grit System Expansion project (Wastewater Capital Fund);
- Application of slurry sealcoat on various City streets (Transportation Fund);
- Begin the update of the Transportation System Master Plan (Transportation Fund);
- Begin design for the ARPA Midtown Basin Stormwater Project;
- Complete work on the update of the Sanitary Sewer Conveyance System Master Plan (Wastewater Capital Fund);
- Complete work on the update of the Water Reclamation Facilities Master Plan (Wastewater Capital Fund);

- Ongoing work to implement the City's Willamette River Mercury TMDL Plan and annual reporting, (Wastewater Services Fund);
- Continue to coordinate with ODOT to implement the Active Transportation Plan and ADA improvement projects.

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

# **Core Services**

- Review plan applications and monitor public infrastructure improvements constructed as part of privately funded development projects.
- Manage the City's transportation, wastewater and storm sewer systems.
- Provide project management services for the City's capital improvement projects.
- Administer the City's private sewer lateral replacement program.
- Maintain and update the City's public infrastructure records, including Geographic Information System (GIS), Hansen sanitary sewer maintenance system, as-built drawings, system maps, plats, etc.
- Perform "Call Before You Dig" utility locates.
- These services help meet the Goal of City Government Capacity and the objective of identifying and focusing on the City core services.

# **General Fund – Engineering**

# **Future Challenges and Opportunities**

- Develop and/or maintain adequate funding sources to implement projects in the updated infrastructure master plans, i.e., wastewater, storm drainage, and transportation, as well as to implement the City's Mercury TMDL Plan.
- Build redundancy for critical functions within the department.
- There currently is no direct funding source for stormwater related work. Developing a sustainable and reliable source for funding stormwater projects is important given the age of the city's infrastructure and increasing regulatory mandates.
- The recent Urban Grown Boundary expansion and a strong local development economy is resulting in an increase in Engineering plan review efforts. Explore funding opportunities to provide the development community with the appropriate level of service for Engineering plan reviews and inspection services.





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

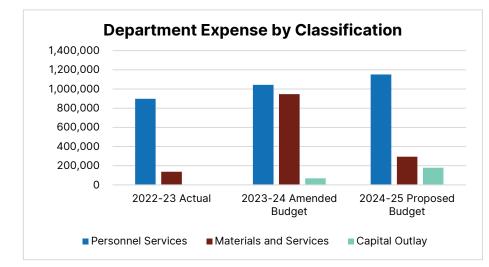
Rapid Flashing Beacon Pedestrian Crossing at NW Baker Creek Rd and NW Meadows Dr. Designed and constructed under budget using in-house expertise and local contractors.

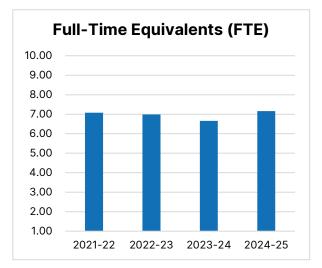
#### General Fund - Engineering

#### **Department Cost Summary**

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	3,762	50,000	55,000	5,000
Intergovernmental	0	0	44,000	44,000
Miscellaneous	1,410	1,000	1,000	0
Revenue Total	5,172	51,000	100,000	49,000
Expenses				
Personnel Services	898,115	1,043,793	1,151,090	107,297
Materials and Services	136,444	945,954	293,223	(652,731)
Capital Outlay	0	68,336	178,488	110,152
Expenses Total	1,034,560	2,058,083	1,622,801	(435,282)
Unrestricted Resources Required	1,029,388	2,007,083	1,522,801	(484,282)

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	7.08	6.99	6.66	7.16







- **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-ofway permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.
- **2015** A second Project Manager position was added.
- 2017 Administrative Assistant II Public Affairs position was added.
- 2021 Community Development Department reorganized and created "Public Works Department" with Engineering as a Division within the department.
- 2022 The City filled its City Engineer position.
- **2023** The City filled its Emergency Operations Manager position.



The Engineering Department received 1,955 utility locate requests in 2023.

t Report			01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	<b>4545</b> \$54,474 total	Federal FEMA Grant grant dollars. anticipate spending \$44k from 7-1-24 thru 6-30-25.	44,000	0	(
0	0	4546	American Rescue Plan	0	0	0
0	0		TOTAL INTERGOVERNMENTAL	44,000	0	(
			CHARGES FOR SERVICES			
3,762	50,000			55,000	0	(
3,762	50,000		TOTAL CHARGES FOR SERVICES	55,000	0	(
			MISCELLANEOUS			
1,410	1,000	6600-96	Other Income - Engineering	1,000	0	(
1,410	1,000		TOTAL MISCELLANEOUS	1,000	0	(
			TRANSFERS IN			
0	0	6900-58	Transfers In - Urban Renewal	0	0	(
0	0		TOTAL TRANSFERS IN	0	0	(
5,172	51,000		TOTAL RESOURCES	100,000	0	C
	2023 ACTUAL 0 0 0 0 3,762 3,762 1,410 1,410 1,410 0 0 0	2023 ACTUAL         2024 AMENDED BUDGET           0         0           0         0           0         0           0         0           0         0           0         0           0         0           3,762         50,000           1,410         1,000           1,410         1,000           0         0           0         0           0         0	2023 ACTUAL         2024 AMENDED BUDGET           0         0         4545 \$54,474 total           0         0         4546           0         0         4546           0         0         5320 Developer cha 5% for first \$1           3,762         50,000         5320 Developer cha 5% for first \$1           1,410         1,000         6600-96           1,410         1,000         6600-96           0         0         6900-58           0         0         0	OT - OCLIMENT (NACL TOND)20232024Department : 05 - ENGINEERING Section : N/A Program : N/AACTUALAMENOED BUDGETSection : N/A Program : N/ARESOURCESINTERGOVERNMENTAL04545Federal FEMA Grant \$54,474 total grant dollars. anticipate spending \$44k from 7-1-24 thru 6-30-25.004546American Rescue Plan004546American Rescue Plan00CHARGES FOR SERVICES3,76250,0005320Engineering 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.3,76250,000TOTAL CHARGES FOR SERVICES1,4101,0006600-96Other Income - Engineering1,4101,0006600-96TOTAL MISCELLANEOUS1,41000TOTAL MISCELLANEOUS006900-58Transfers In - Urban Renewal000TOTAL TRANSFERS IN000TOTAL TRANSFERS IN	ACTUAL2023 ACTUAL2024 AMENDED BUDGETDepartment : 05 - ENGINEERING Section : N/A2025 PROPOSED BUDGETACTUALAMENDED BUDGETDepartment : 05 - ENGINEERING Section : N/A2025 PROPOSED BUDGET004545 474 total grant dollars. anticipate spending \$44k from 7-1-24 thru 6-30-25. 00004546 4 American Rescue Plan000CHARGES FOR SERVICES 50,00003,76250,0005320 5320 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.55,0003,76250,000TOTAL CHARGES FOR SERVICES 50,00055,0001,4101,0006600-96Other Income - Engineering 1,0001,0001,4101,0006600-96TOTAL MISCELLANEOUS TRANSFERS IN1,000000TOTAL MISCELLANEOUS Transfers In - Urban Renewal000TOTAL TRANSFERS IN TOTAL TRANSFERS IN0	2023 ACTUAL ATUAL2024 AMENOED BUDGETDepartment : 05 - ENGINEERING Section : NA Program : NA2025 PROPOSED BUDGET2025 APPROVED BUDGETRESOURCESINTERGOVERNMENTAL Program : NA44,000004545Federal FEMA Grant \$54,474 total grant dollars. anticipate spending \$44k from 7-1-24 thru 6-30-25. 0444,0000004546American Rescue Plan0000TOTAL INTERGOVERNMENTAL44,000000TOTAL INTERGOVERNMENTAL44,00003,76250,0005320Engineering 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 priopic costs.55,00003,76250,0005320Engineering 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 priopic costs.55,00001,4101,0006600-96Other Income - Engineering1,00001,4101,0006600-96TOTAL IMISCELLANEOUS1,00001,4101,0006900-58Transfers In - Urban Renewal0000Interfers In0000Interfers In0000Interfers In - Urban Renewal0000Interfers In - Urban Renewal00Interfers InInterfers In <tr< td=""></tr<>

2022	2023	2024		Department : 05 - ENGINEERING	2025	2025	202
ACTUAL	ACTUAL	AMENDED		Section : N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDG
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,811	3,881	0	7000	Salaries & Wages	0	0	
424,844	573,104	624,852	City Enginee Project Man GIS/CAD Sp Engineering	Salaries & Wages - Regular Full Time s Director - 1.00 FTE er - 1.00 FTE ager - Engineering - 1.00 FTE ecialist - 1.00 FTE Technician - 2.00 FTE t Customer Service Technician - Combined Depts - 0.33 FTE	659,897	0	
0	0	30,309	<b>7000-10</b> ARPA-Emer	Salaries & Wages - Regular Part Time gency Management Coordinator - 0.50 FTE	53,629	0	
4,358	5,932	14,124	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Engineering - 0.33 FTE	15,155	0	
1,220	5,100	5,000	7000-20	Salaries & Wages - Overtime	5,200	0	
0	0	0	7000-30	Salaries & Wages - Auto Allowance	0	0	
1,850	1,200	1,200	7000-37	Salaries & Wages - Medical Opt Out Incentive	1,200	0	
-86	2,311	0	7300	Fringe Benefits	0	0	
26,312	35,629	40,910	7300-05	Fringe Benefits - FICA - Social Security	44,473	0	
6,154	8,333	9,793	7300-06	Fringe Benefits - FICA - Medicare	10,658	0	
123,440	153,176	201,346	7300-15	Fringe Benefits - PERS - OPSRP - IAP	220,563	0	
59,110	86,545	92,381	7300-20	Fringe Benefits - Medical Insurance	113,798	0	
9,330	13,830	11,580	7300-22	Fringe Benefits - VEBA Plan	13,580	0	
391	375	380	7300-25	Fringe Benefits - Life Insurance	380	0	
1,474	1,390	1,444	7300-30	Fringe Benefits - Long Term Disability	1,805	0	
7,163	7,178	7,970	7300-35	Fringe Benefits - Workers' Compensation Insurance	10,027	0	
101	133	153	7300-37	Fringe Benefits - Workers' Benefit Fund	151	0	
0	0	2,351	7300-45	Fringe Benefits - Paid Family Leave City Share	574	0	
667,471	898,115	1,043,793		TOTAL PERSONNEL SERVICES	1,151,090	0	
				MATERIALS AND SERVICES			
0	49	100	7515	City Services Charge expense	100	0	
657	891	1,000		<b>Employee Events</b> d city-wide for employee training, materials, and events.	1,100	0	

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERII</b> Section : <b>N/A</b> Program : N/A	IG			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,635	5,200	11,000	Membership	Travel & Education s in professional organizations, registrations f continuing education, and reference materials		ces and semi	nars, City	12,000	0	0
1,869	1,829	3,500	7590	Fuel - Vehicle & Equipment				3,500	0	0
3,970	4,482	5,000		Utilities s share of Community Development Center's	electricity ex	xpense, ~38%	, o.	5,500	0	0
0	0	0	7600-04	Utilities - Water				0	0	0
8,175	9,424	10,530	7610-05	Insurance - Liability				8,091	0	0
1,986	2,271	2,820	7610-10	Insurance - Property				783	0	0
7,836	7,917	10,021	7620	Telecommunications				10,000	0	0
1,020	4,758	5,800		Janitorial s share of Community Development Center ja	nitorial serv	ice and supp	y costs,	4,000	0	0
9,644	8,712	12,163	Uniforms, sa	Materials & Supplies fety equipment, office, engineering, and surve A Erosion Control Permit.	ying materi	als and supp	ies. The	15,000	0	0
1,630	780	1,780	7720						0	0
1,970	3,664	2,100	7720-08 Department's	Repairs & Maintenance - Building F s share of Community Development Center's		improvement	s, ~38%.	21,300	0	0
2,564	2,472	4,300	service, aları	<b>Repairs &amp; Maintenance - Building N</b> s share of routine building maintenance costs m and lighting repair and maintenance, gutter e, and carpet cleaning, ~38%.	including pe	est control, ga		5,600	0	0
55,235	49,712	120,000	7750	Professional Services				135,000	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				mental Services for Civic Hall	1	25,000	25,000			
			Environi Tanks	mental Services for Underground Storage	1	50,000	50,000			
			City Eng	ineering Services Support	1	60,000	60,000			
0	2,486	2,000		Professional Services - Audit & oth d city-wide for audit, Section 125 plan adminis us professional service expenses				3,360	0	(
0	0	711,174	7750-04	<b>Professional Services - Grants</b>				0	0	0
0	0	0	7790	Maintenance & Rental Contracts				0	0	0
2,764	3,835	4,500	1190-20	Maintenance & Rental Contracts - ( Center s share of Community Development Center's				6,100	0	C

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>05 - ENGINEERING</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGE1
10,629	14,768	17,666		M & S Computer Charges aterials & supplies costs shared city-wide				31,389	0	0
15,732	13,196	20,500	7840-10	M & S Computer Charges - Enginee	ring			28,400	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	365 licensing	1	3,000	3,000			
			Bluebe	am licensing	1	1,600	1,600			
			Adobe	Pro licensing	3	200	600			
				n Development	1	5,000	5,000			
			Hanser WWS	n renewal-25%, shared with Street, Park Maint,	1	4,000	4,000			
			Dvlpmr		1	3,000	3,000			
			ESRI-1 Street,	7% shared with Bldg, Comm Dvlpmnt, Eng, WWS	1	2,500	2,500			
			•	ement Mobile computers	2	3,750	7,500			
			Plotter	maintenance	1	1,200	1,200			
127,316	136,444	945,954		TOTAL MATERIALS	AND SE	<u>RVICES</u>		293,223	0	0
				CAPITAL OUTLAY						
991	0	4,736		Capital Outlay Computer Charges apital outlay costs shared city-wide				3,314	0	0
0	0	27,500	8750-10	Capital Outlay Computer Charges -	Engineer	ring		0	0	0
0	0	36,100	8800 Department	Building Improvements 's share of Community Development Center's b	uilding imr	provements ~	-38%	19,000	0	0
			Descrip		Units	Amt/Unit	Total			
				wood rot around CDC windows	1	19,000	19,000			
0	0	0	8850	Vehicles		- ,	- ,	45,000	0	0
0	0	0						40,000	Ū	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			•	e 2007 unit w/ compact 4x4 truck	1	45,000	45,000			
0	0	0	8930-80 ARPA funde	Urban Renewal Projects - 3rd Stree ed 3rd Street 30% Design (started in FY24)	t Improve	ements		111,174	0	0
991	0	68,336		TOTAL CAPITA	L OUTL/	AY_		178,488	0	0
	1,034,560	2,058,083						1,622,801	0	0

#### City of McMinnville Budget Document Report

# COMMUNITY DEVELOPMENT DEPARTMENT

~

<b>Organization Set – Sections</b>	Organization Set #
Administration	01-07-001
<ul> <li>Current Planning</li> </ul>	01-07-025
<ul> <li>Long Range Planning</li> </ul>	01-07-028
Code Compliance	01-07-031
<ul> <li>Economic Development</li> </ul>	01-07-035



2024 – 2025 Proposed Budget --- Budget Summary

# **Budget Highlights**

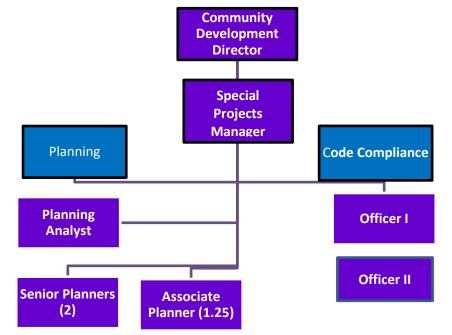
In 2022, the Planning Department was renamed the Community Development Department to reflect the additional programs added to the Planning Department from 2017 – 2022, including Building (2017), Code Compliance (2018), Economic Development (2022) and Affordable Housing (2023). Now the Community Development Department supports the Building, Planning, Code Compliance, Urban Renewal, and Special Economic Development and Affordable Housing Programs. The name of the Planning Fund was also changed to the Community Development Fund.

The Building, Urban Renewal and Affordable Housing programs each have their own dedicated budget funds, as their expenses and revenues are captured independently in each fund. The Building Program is 100% fee supported and the Urban Renewal program is operated under a separate agency, supported by the staff of the Community Development Department.

In 2020, the Planning Fund (now Community Development Fund) was restructured to better capture revenue and expenses associated with each program in the planning and code compliance programs by creating four sub-funds – Administrative (001), Current Planning (025), Long Range Planning (028), and Code Compliance (031).

In the 2022/23 Fiscal Year Budget, a fifth sub-fund, economic development was added (035), as well as a separate Affordable Housing Fund (08).

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



*Organizational structure for the Planning/Code Compliance and Special Projects Program* 

# Summary of Core Services

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

#### **Current Planning**

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

## Long-Range Planning

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

## **Citizen Involvement**

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

## **Economic Development**

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in McMinnville's economic development.
- Serve as partner with McMinnville Industrial Promotions (MIP), McMinnville Area Chamber of Commerce, McMinnville Economic Development Partnership (MEDP), the McMinnville Downtown Association (MDA), and Visit McMinnville.
- Implement Business Resiliency and Recovery Grant
- Support planning and development of the Innovation Campus
- Staff the McMinnville Urban Renewal Agency.

## **Code Compliance and Community Relations**

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

**PLANNING PROGRAM:** The Planning program provides three primary services: current planning, long-range planning, and citizen involvement. With 4.85 FTEs, the Planning Division in 2023 issued 138 land-use decisions and staffed six city committees - the Affordable Housing Task Force, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission and Urban Renewal Advisory Committee; and partnered with McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville on promoting McMinnville for economic development opportunities, business investment and job creation, and staffing the McMinnville Economic Vitality Leadership Council.

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

# 2023 ACCOMPLISHMENTS: Planning



# General Fund - Community Development 2024 - 2025 Proposed Budget --- Budget Summary

In 2023, planning focused on smaller land-use projects such as minor partitions, variances, planned development amendments, and historic landmarks alterations. One new subdivision was approved since large tracts of developable land are no longer available within the city limits. Two large multi-family projects (Stratus Village (175 housing units) and Norton Landing (138 housing units)) were approved and one large mixed-use commercial and residential development (Baker Creek North (30,000 square feet of commercial space and 144 housing units)) was also approved.

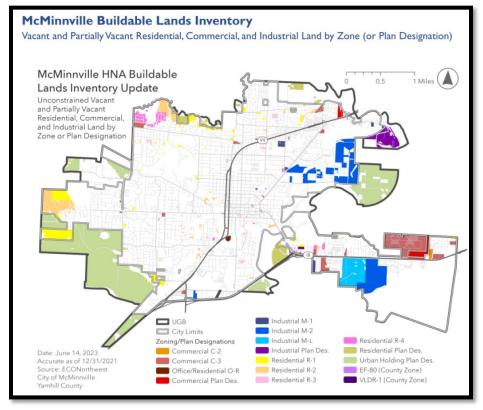
The Planning team worked on several long-range planning initiatives to expedite opportunities within the urban growth boundary for future development, including:

- Adoption of a Housing Needs Analysis and Economic Opportunity Analysis for the planning period of 2021-2041
- Adoption of the Fox Ridge Road Area Plan
- Amendments to the Short-Term Rental Code
- Amendments to the Historic Preservation Code
- Draft development of the city's first Natural Hazards Mitigation Plan

Due to staffing attrition and the resulting reduced capacity, many elements of the 2023/24 work plan were put on hold and carried over into the 2024/25 fiscal year work plan.



McMinnville Planning Commission



McMinnville's Buildable Lands Inventory as of 12/31/21

Housing Needs Analysis and Economic Opportunity Analysis – In February 2024, the McMinnville City Council adopted a Housing Needs Analysis and Economic Opportunity Analysis, for the planning horizon of 2021 – 2041. This needs analysis identified the need for an additional 422 buildable acres in addition to the existing urban growth boundary (UGB) to accommodate the city's needs for growth in that planning horizon. Per ORS 197.296, the City needed to adopt this analysis before December 31, 2023 (the City received an extension to February 29, 2024). Without enough time to process the next two steps of meeting the land need by evaluating land-use efficiencies within the existing UGB and a

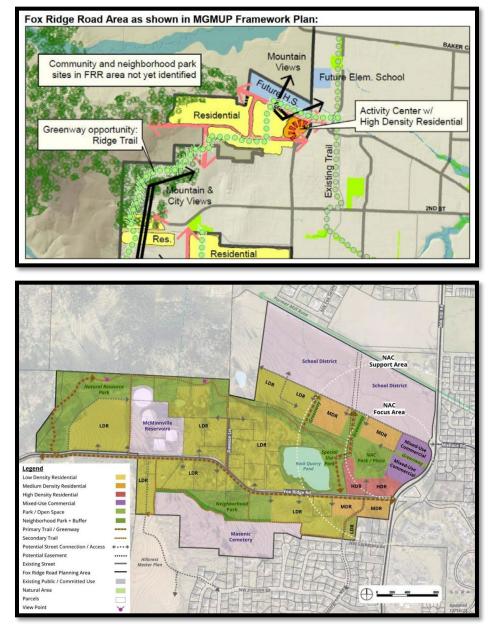
# General Fund - Community Development 2024 - 2025 Proposed Budget --- Budget Summary

potential UGB alternatives analysis if the city still needs additional acreage after the land-use efficiencies, the City entered into a Sequential UGB Work Plan with the Department of Land Conservation and Development. This work plan requires the City to evaluate land-use efficiencies and adopt a potential UGB amendment by March 1, 2026. This work is identified in the Planning Division's 2024/2025 work plan.

Long Range Planning Led by Planning Staff												
Task	2024				2025			2026				
Land Use Efficiencies / UGB (Task 2 Sequential Work Plan)	Jan - Mar	Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April - June   July - Sep   Oct - Dec   Jan - Mar   April								Oct - Dec		
Housing Production Strategy			0.1	5 FTE								
Southwest Area Plan		0.2 FTE										
Transportation System Plan	0.3 FTE											
Natural Hazards Planning (Goal 7)	0.0	5 FTE										
Natural Resources Planning (Goal 5)				0.25 FTE								
Innovation Center Public Feasibility Analysis			0.2	5 FTE								
Downtown Master Plan – UR Plan Amendment	0.3 FTE											
SODAN Intensive Level Survey	0.15 FTE											
ADA Transition Plan	0.25 FTE											

Long Range Planning Work Plan (2024 – 2026)

Fox Ridge Road Area Plan – The Fox Ridge Road Area Plan was adopted in February 2024 and is the first area plan adopted from the City's 2020 UGB amendment. Area plans are needed before annexation and development. The Fox Ridge Road Area is approximately 20 acres located in the western portion of the UGB west of Hill Road.



Fox Ridge Road Area Plan – Adopted February 2024

# General Fund – Community Development 2024 – 2025 Proposed Budget --- Budget Summary

*Supporting Public Engagement:* A primary role of the Planning Division is to support public engagement in the city's planning efforts. Staff continued to process permits, provide inspections, meet with developers to discuss their projects, and support monthly committee meetings, enabling 88 public meetings, and 3448 volunteer hours (value of \$114,849) as the community continued to plan for McMinnville's future. These meetings consisted of the six city council appointed committees that the Planning Divisions staffs as well as three project advisory committees for long-range planning projects that they Planning Division staffed.

## ENGAGED CITIZEN INVOLVEMENT

VOLUNTEER STANDING COMMITTEES						
Planning Commission	6 Standing Committees					
Historic Landmarks Committee	62 Volunteers Meeting Monthly					
Landscape Review Committee						
Affordable Housing Committee	74 Public Meetings					
Economic Vitality Leadership Council	2132 Volunteer Hours					
Urban Renewal Advisory Committee	\$72,250 Volunteer Value					
PROJECT ADVISORY COMMITTEES	47 Volunteers					
Fox Ridge Road Area Plan	14 Public Meetings					
Housing Needs Analysis / Economic						
Opportunity Analysis	1316 Volunteer Hours					
Third Street Improvement Project	\$42,599 Volunteer Value					

Volunteer Value = \$32.27/hour, per the Oregon Independent Sector



#### Fox Ridge Road Area Plan –Design Charrette

*Diversifying Revenue Sources:* The Planning Division has been working hard in the past 5 - 10 years to diversify the revenue sources that support the program.

In 2018, the Planning Division undertook a fee study to identify the development fees necessary to recover the full costs of current planning (development permit review). In December 2018, the McMinnville City Council approved Resolution No. 2018-63, establishing a developer permit fee schedule with the intent of phasing in a full cost recovery model over five years.

This fee schedule has increased the current planning fee revenue from an average of \$25,000 - \$30,000 per year to approximately \$200,000 - \$210,000 per year. Please see the chart below. Please note that the City did not increase development fees in 2020/2021 due to COVID. Full cost recovery should be achieved in 2024/2025 with the last phase of the incremental increase. Note also that the City Council as a policy decision elected not to collect full cost recovery on development fees associated with existing business operations (such as sign permits) and residents (such as street tree removals), and that the years 2021 – 2025 are fairly similar even though annual fee increases were enacted during those years due to less and less developable land within the city limits.

DEVELOPMENT R	EVIEW FEES:
New Fee Schedule – Effe	ective January 28, 2019
2014/2015	\$26,304
2015/2016	\$23,192
2016/2017	\$54,234
2017/2018	\$32,355
2018/2019	\$142,061
2019/2020	\$131,449
2020/2021	\$148,720
2021/2022	\$204,643
2022/2023	\$216,607
2023/2024*	\$205,000
2024/2025*	\$190,000

* Forecasted

For long-range planning projects, the Planning Division has actively sought grant resources to help offset the costs of the projects, resulting in approximately \$624,000 in grants in the past five years. \$165,000 is reflected in this year's proposed budget.

## GRANTS:

GRANTS:	
PLANNING	
DLCD TA – Housing Production Strategy (2024/2025)	\$35,000
<ul> <li>DLCD TA – UGB Land Use Efficiencies and Alternatives Analysis (2024/2025)</li> </ul>	\$150,000
Certified Local Government (2024/2025)	\$15,000
DLCD DEI – Public Facility Planning (2023/2024)	\$48,000
<ul> <li>DLCD HB 2001/2003 Grant – Housing Needs Analysis Update (2022/2023)</li> </ul>	\$35,000
Certified Local Government (2021/2022)	\$12,000
DLCD Missing Middle Housing Code Assistance (2020/2021)	\$20,000
DLCD Missing Middle Housing – IBTER (2021/2022)	\$30,500
TGM – Three Mile Lane Area Plan (2017/2020)	\$225,000
Certified Local Government (2021/2022)	\$11,500
<ul> <li>DLCD TA Grant – Housing Needs Analysis, Economic Opportunity Analysis (2018/2019)</li> </ul>	\$30,000
Certified Local Government (2018/2019)	\$12,000
TOTAL (2018 – 2025)	\$624,000



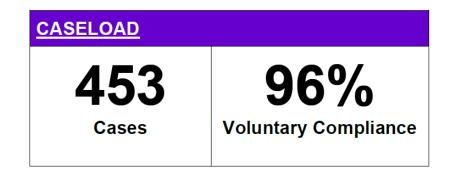
Proposed Baker Creek North Mixed-Use Development

# General Fund – Community Development 2024 – 2025 Proposed Budget --- Budget Summary

#### CODE COMPLIANCE AND COMMUNITY RELATIONS:

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

In 2023, the Code Compliance team responded to 453 complaints with voluntary compliance in 96% of the cases.



The most common complaints were for noxious vegetation (104 complaints), noise (73 complaints), junk and debris (68 complaints) and discarded motor vehicles (61 complaints). Noise complaints were up 25% from 2022, and most were related to dogs being left outside and barking throughout the day.

Complaints regarding houselessness or camping activity / paraphernalia remained relatively unchanged (24 in 2022 to 27 in 2023). These statistics do not include any issues on private property or in the public right-of-way.

In response to the high volume of graffiti complaints received in 2022, code compliance staff launched the Splash and Scrub graffiti cleanup program. From June 3rd to September 2nd, 2023,

71 volunteers painted over and removed graffiti at more than 20 locations throughout McMinnville.

Code Compliance also hosted students from Duniway Middle School for their Fall Service Day project, and helped clear overgrown vegetation from a dilapidated property.



Volunteers – Graffiti Clean Up

## **ECONOMIC DEVELOPMENT:**

The Economic Development sub-fund was established in 2022 to support several special economic development projects – the \$750,000 Business Recovery and Resiliency Grant including a specialty loan program, business assistance grants, business training and mentorship and workforce development as well as the planning for the Innovation Center.

These projects are managed by a Special Projects Manager that is grant funded.

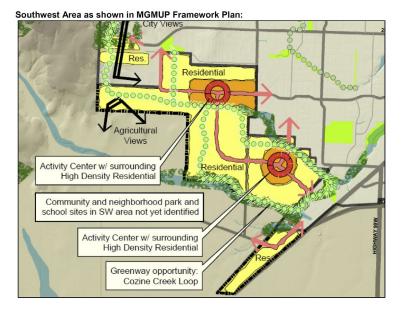
GRANTS:	
ECONOMIC DEVELOPMENT:	1
Business Oregon – Innovation Campus Grant (2024/2025)	\$160,000
City of McMinnville – ARPA – Innovation Campus (2024/2025)	\$250,000
City of McMinnville – ARPA - ADA Transition Plan (2024/2025)	\$300,000
State Business Resiliency and Recovery Grant (2023/2024)	\$750,000
State Emergency Business Assistance Grants (2020/2021)	\$125,000
TOTAL:	\$1,585,000



Innovation Campus Site

# The Community Development Department's 2024-25 proposed budget will allow the Department to offer the following services:

- *Current Planning*: Continue to provide timely response to current planning responsibilities.
- Long Range Planning: Continue to build on the growth planning accomplished in 2020 by developing an Area Plan for the Southwest Area; facilitate the coordination of the Transportation System Plan Update; prepare the City's response to HB 2003 (2019 Legislative Session) by developing a Housing Production Strategy; evaluating landuse efficiencies and a potential UGB amendment per the City's Sequential UGB Agreement with the Department of Land Conservation and Development: finish the 2020 UGB proposal by adopting the Natural Hazards and Natural Resources Plans started in 2020; and develop the Three Mile Lane Area Plan design and development standards.



- Public Outreach and Engagement: Identify and utilize the tools available to expand community engagement in longrange planning discussions that is broad in scope and engages a demographic profile representative of the community.
- *Citizen Involvement:* Continue to support citizen engagement and participation in the Planning Commission, Historic Landmarks Committee, Landscape Review Committee, McMinnville Affordable Housing Committee, McMinnville Economic Vitality Leadership Council, and McMinnville Urban Renewal Advisory Committee.
- Economic Development: Support the McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association, and Visit McMinnville in economic development projects, business support, and business recruitment. Meet with businesses to discuss their project needs and interests in order to support their successful growth. Manage the Business Recovery and Resiliency grant programs. Lead the Innovation Campus master planning and public infrastructure feasibility analysis and the Third Street Improvement Project public engagement.
- *Code Compliance/Enforcement:* a comprehensive centralized code compliance and enforcement program that serves the City of McMinnville.
- *Urban Renewal:* Provide comprehensive staff support and guidance to McMinnville's Urban Renewal program.

# Mac-Town 2032 Strategic Plan Community Development Department Focus

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan that will guide the City for the next decade or so. The Community Development Department supports this strategic

plan by ensuring decisions that we make are made with the strategic plan principles, values, and strategies in mind. For fiscal year 2024-25 the Community Development Department will support the Plan in the following manner:

#### Values – Stewardship, Equity, Courage, and Accountability:

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

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

*City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus.* 

*Strategy: Develop and foster local and regional partnerships* 

• Planning/code compliance staff strategically participates in local and regional partnerships as members of many different association boards, state-wide policy committees and regional collaboratives.

Strategy: Identify and focus on the city's core services

 Planning/code compliance staff have been working towards a full cost recovery system for permitting services and nuisance abatement.

# General Fund – Community Development 2024 – 2025 Proposed Budget --- Budget Summary

*Growth & Development Character – Guide growth and development strategically, responsively, and responsibly to enhance our unique character.* 

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

- In 2024/25, Planning will work with utility partners to update the Transportation System Plan, Wastewater Conveyance Plan, and Water Master Plan to plan for infrastructure support in the new urban growth boundary area.
- In 2024/25 Planning will work with property owners and community stakeholders on a Southwest Area Plan to plan for future growth in that area.
- In 2024/2025, the Planning Division will continue the grown planning for 2021 – 2041 by evaluating land-use efficiencies within the existing UGB to meet identified land need for housing and employment lands and initiating a UGB amendment if needed.

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

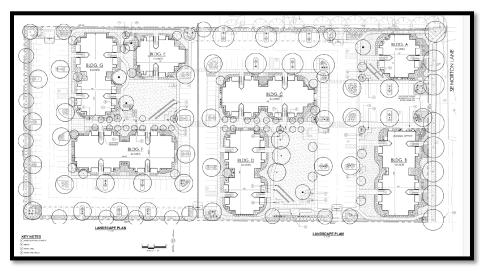
*Strategy:* Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market – driven housing needs.

• In 2024/2025, the City will develop a Housing Production Strategy for meeting the city's needed housing, especially affordable housing.

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

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

- Evaluate existing land use patterns and zoning in the downtown to ensure that land is being used for its highest and best use in the city center.
- Improve key gateways into and through McMinnville with coordinated design interventions that reflect McMinnville's brand.
- As new infrastructure projects are planned and completed, ensure that the design serves McMinnville's sense of place.



Norton Landing Site Plan (138 Housing Units, 2025)

# **Future Challenges and Opportunities**

- Housing supply will become more and more critical as developable land opportunities become more and more scarce within the city limits and the opportunity to annex land within the expanded UGB is still a couple of years removed.
- Fully staffing the planning program continues to be challenging. The standard for planning staff in Oregon is one FTE per 5,000 people in population. McMinnville currently has 4.85 FTE devoted to planning activities for a population of approximately 35,000 people. McMinnville has fewer planning FTEs now than it had from 2006 – 2011.
- Catching up on delinquent long-range planning activities will continue to be an issue for the City of McMinnville. With constrained staffing resources, the Planning Division will need to continue to be creative and innovative about updating state and federally-mandated plans and undertaking the critical strategic planning necessary for McMinnville to continue to grow in the manner that the community would like to see.
- Need to develop an internal electronic filing database for both internal and external efficiencies as current filing systems rely on paper copies that are disparate and not easy to access with limited indexing.
- Update the McMinnville Comprehensive Plan and Zoning Ordinance to reflect the values of the community and to ensure that future growth is enhancing what is unique about McMinnville. Many foundational documents have not been updated significantly since the 1980s and 1990s.
- Innovative ideas and programs should be supported and accessed by providing adequate training and support for planning staff and volunteers on the department's various committees.

# **Core Services**

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

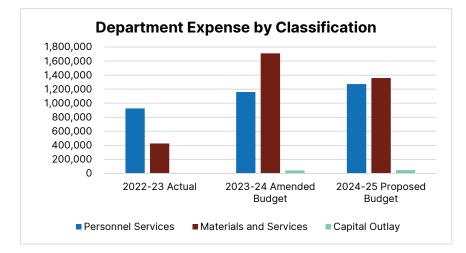
The Code Compliance team is currently working at a mid-level of service for its core services.

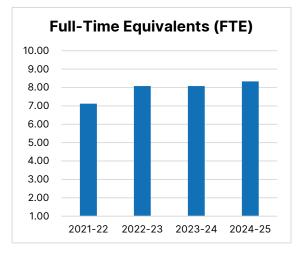
The Planning team is working at a below-base level of service for its core services, primarily focused on transactional planning and not proactive, strategic planning. Below is a chart itemizing what the Planning team would need in terms of FTEs and Professional Services dollars to achieve each level of service.

Base Level	Mid Level	Optimal Level
6.0 FTEs	7.0 FTEs	8.0 FTEs
\$325,000	\$325,000	\$400,000
Professional	Professional	Professional
Services	Services	Services
Add 1.0 FTE	Add 2.0 FTE	Add 3.0 FTEs plus
Planning Manager	Planning Manager	\$50,000
	GIS Planner	professional
		services.
		Planning Manager
		Associate Planner
		GIS Planner

#### **Department Cost Summary**

		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Fines and Forfeitures	6,181	7,500	7,500	0
Charges for Services	34	0	0	0
Intergovernmental	54,348	704,043	225,000	(479,043)
Licenses and Permits	216,607	140,000	190,000	50,000
Miscellaneous	79	300	500	200
Revenue Total	277,249	851,843	423,000	(428,843)
Expenses				
Personnel Services	925,903	1,158,917	1,273,351	114,434
Materials and Services	426,615	1,709,471	1,357,575	(351,896)
Capital Outlay	0	43,166	48,109	4,943
Expenses Total	1,352,518	2,911,554	2,679,035	(232,519)
Unrestricted Resources Required	1,075,269	2,059,711	2,256,035	196,324
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	7.12	8.08	8.08	8.33







## **Historical Highlights**

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



1866

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

- **1900** US Census Bureau estimates McMinnville's population at 1,420.
- **1936** First zoning ordinance was adopted establishing zoning districts, directing the location of industry and trade, and regulating the height of buildings.



- **1948** First McMinnville Planning Commission appointed.
- **1968** McMinnville adopts its first downtown master plan, "Planning for the Central Area."



- **1970** City population passes 10,000 residents.
- **1981** City adopts its first comprehensive land use plan. The Oregon Land Conservation and Development Commission (LCDC) approved the plan in 1983.
- **1993** City residents exceed more than 20,000.

- **1996** City voters pass a Charter amendment requiring voter-approved annexation.
- **1999** City planners work with the Downtown Steering Committee to update the Downtown Master Plan.
- **2003** The total number of housing units in McMinnville surpasses 10,000.
- 2004 Following more than a decade of explosive growth, McMinnville is Oregon's 15th most populated city at over 30,000 people.
- **2005** Planning Department helps establish the McMinnville Economic Development Partnership (MEDP).



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



- **2008** City Council adopts its first comprehensive Sign Ordinance *and* large format "Big Box" commercial design standards.
- **2009** Assists in completion and adoption of the City's first Transportation System Plan.



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



- 2011 Assisted Council through Tax Increment Financing education and assessment for the NE Gateway District and historic downtown.
- **2012** A Council appointed Economic Opportunities Analysis Committee begins update of the 2001 EOA.
- 2012 An Urban Renewal Feasibility Study is initiated to examine the possible creation of a local urban renewal district.



- 2013 Principal Planner Ron Pomeroy elected MDA Board President.
- 2014 The Council holds public hearings and adopts the Northeast Gateway Planned Development Overlay.
- 2014 The Council adopts the City's first Urban Renewal Plan. The 175-acre district includes land within the Northeast Gateway and historic downtown areas.



- **2014** The Council adopts an updated Economic Opportunities Analysis.
- **2014** Department awarded a Certified Local Government grant to assist the MDA in historic preservation and education efforts.

- **2015** Department begins managing a Community Development Block Grant to assist lowincome homeowners with critical home repairs.
- **2015** Assists Council through reviewing and adopting zoning regulations addressing legal marijuana-related businesses.
- 2016 Planning Director Heather Richards is hired
- **2017** Building Division moves to the Planning Department to co-locate development services.
- **2018** Code Enforcement moves to the Planning Department.
- 2020 City Council and Yamhill County Board of County Commissioners adopt the McMinnville Growth Management Urbanization Plan Remand Update expanding the urban growth boundary by 662.40 acres.



- 2022 The Planning Department was renamed the Community Development Department supporting Building, Planning, Code Compliance and Urban Renewal Programs. Building and Urban Renewal are separate budget funds.
- **2023** A new special projects Economic Development sub-fund was added to the newly named Community Development Fund.

**2024** The City adopted a Housing Needs Analysis, Economic Opportunities Analysis and Buildable Lands Inventory, February.

nt Report		01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		REQUIREMENTS			
		MATERIALS AND SERVICES			
0	0 <b>7720-10</b>	Repairs & Maintenance - Building Maintenance	0	0	0
0	0	TOTAL MATERIALS AND SERVICES	0	0	0
0	0	TOTAL REQUIREMENTS	0	0	0
	2023 ACTUAL	2023 ACTUAL         2024 AMENDED BUDGET           0         0           0         0           0         0	2023 ACTUAL       2024 AMENDED BUDGET       Department : 07 - COMMUNITY DEVELOPMENT Section : N/A Program : N/A         REQUIREMENTS         MATERIALS AND SERVICES         0       0       7720-10         Repairs & Maintenance - Building Maintenance         0       0       TOTAL MATERIALS AND SERVICES	2023 ACTUAL2024 AMENDED BUDGETDepartment : 07 - COMMUNITY DEVELOPMENT Section : N/A Program : N/A2025 PROPOSED BUDGETREQUIREMENTS00TY20-10Repairs & Maintenance - Building Maintenance000TOTAL MATERIALS AND SERVICES0	2023 ACTUAL2024 AMENDED BUDGETDepartment : 07 - COMMUNITY DEVELOPMENT Section : N/A Program : N/A2025 PROPOSED BUDGET2025 APPROVED BUDGETMATERIALS AND SERVICES007720-10Repairs & Maintenance - Building Maintenance000010010010000

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 001 - ADMINISTRATION Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	1,250	0 <b>4546</b>	American Rescue Plan	0	0	0
0	1,250	0	TOTAL INTERGOVERNMENTAL	0	0	0
			MISCELLANEOUS			
124	77	0 <b>6600-99</b>	Other Income - Community Development	200	0	0
124	77	0	TOTAL MISCELLANEOUS	200	0	0
124	1,327	0	TOTAL RESOURCES	200	0	0

get Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 001 - ADMINISTRATION Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,412	4,813	0	7000	Salaries & Wages	0	0	0
21,467	20,975	21,232		Salaries & Wages - Regular Full Time Development Director - 0.10 FTE alyst - 0.15 FTE	26,051	0	0
-2	308	0	7000-20	Salaries & Wages - Overtime	160	0	0
735	2,311	0	7300	Fringe Benefits	0	0	0
1,302	1,297	1,284	7300-05	Fringe Benefits - FICA - Social Security	1,586	0	0
305	303	308	7300-06	Fringe Benefits - FICA - Medicare	380	0	0
6,662	4,648	6,424	7300-15	Fringe Benefits - PERS - OPSRP - IAP	7,968	0	0
3,623	2,731	2,666	7300-20	Fringe Benefits - Medical Insurance	3,236	0	0
450	300	400	7300-22	Fringe Benefits - VEBA Plan	450	0	0
19	13	12	7300-25	Fringe Benefits - Life Insurance	15	0	0
78	51	50	7300-30	Fringe Benefits - Long Term Disability	60	0	0
349	258	270	7300-35	Fringe Benefits - Workers' Compensation Insurance	366	0	0
4	4	7	7300-37	Fringe Benefits - Workers' Benefit Fund	5	0	0
0	0	78	7300-45	Fringe Benefits - Paid Family Leave City Share	20	0	0
37,403	38,013	32,731		TOTAL PERSONNEL SERVICES	40,297	0	0
				MATERIALS AND SERVICES			
0	0	0	7500	Credit Card Fees	0	0	0
0	48	100	7515	City Services Charge expense	100	0	0
89	845	1,000	7520	Public Notices & Printing	1,000	0	0
644	776	100	<b>7540</b> Costs share	Employee Events d city-wide for employee training, materials, and events.	400	0	0
0	230	0	7550	Travel & Education	0	0	0
0	0	0	7590	Fuel - Vehicle & Equipment	0	0	0
3,865	4,364	4,800	<b>7600</b> Department	Utilities s share of Community Development Center electricity expense.	5,400	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
7,292	10,071	11,270	7610-05	Insurance - Liability	7,538	0	0

2022	2023	2024		Department : 07 - CC		PMENT		2025	2025	2025
ACTUAL	ACTUAL	AMENDED BUDGET		Section : 001 - Al Program : N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
1,814	2,096	2,600	7610-10	Insurance - Property				6,957	0	(
4,906	3,883	4,000	7620	Telecommunications				4,400	0	(
1,013	4,632	5,600		Janitorial s share of Community Developme	nt Center janitorial serv	ice and supply	costs.	3,900	0	(
6,683	6,964	3,000		Materials & Supplies es and work station support.				5,000	0	
0	0	0	7710	Materials & Supplies - Gr	ants			0	0	(
0	0	0	7720	Repairs & Maintenance				0	0	(
1,900	2,792	2,000	7720-08 Department's	Repairs & Maintenance - s share of Community Developme	Building Repairs nt Center's repairs and	improvements	i.	2,200	0	(
2,638	3,564	4,200	7720-10	Repairs & Maintenance -	Building Maintenan	се		5,400	0	(
3,669	0	0	7750	<b>Professional Services</b>				0	0	(
0	2,794	1,900		Professional Services - A d city-wide for audit, Section 125 p is professional service expenses				4,520	0	(
0	0	0	7750-04	Professional Services - G	rants			0	0	
5,161	6,115	9,400	7790-20 Copier Lease	Maintenance & Rental Co Center e, HVAC, Fire/Security Alarm, Par				11,400	0	(
			(Community	Development's share of CDC Bui	ding)	,,	,			
1,595	1,846	1,892		M & S Computer Charges terials & supplies costs shared cit				2,872	0	
0	0	460	7840-16	M & S Computer Charges	- Community Dev	Administrati	on	500	0	
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				Pro renewal	1	200	200			
			Office 30	65 licensing	1	300	300			
41,270	51,021	52,322		TOTAL MAT	ERIALS AND SER	RVICES		61,587	0	
				CAPITAL OUTLAY						
149	0	507	<b>8750</b> I.S. Fund cap	Capital Outlay Computer bital outlay costs shared city-wide	Charges			303	0	
0	0	0	8750-16	Capital Outlay Computer Administration	Charges - Commun	ity Dev		0	0	
0	0	35,150		Building Improvements s share of Community Developme	nt Center's building imp	provements. 37	7%	18,500	0	
			Descript		<u>Units</u>	<u>Amt/Unit</u>	Total			
			Repair V	Vood Rot around CDC windows	1	18,500	18,500			
149	0	35,657		<u>TOTAL</u>	<u>CAPITAL OUTLA</u>	<u>AY</u>		18,803	0	(

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>001 - ADMINISTRATION</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
78,822	89,034	120,710	TOTAL REQUIREMENTS	120,687	0	0

dget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>025 - CURRENT PLANNING</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			LICENSES AND PERMITS			
167,699	143,483	105,000	<b>4250-03 Planning Fees - Land Use Fees</b> Fees for processing land use applications (e.g. variances, conditional use permits, zone changes and plan amendments).	140,000	0	0
36,944	73,125	35,000	<b>4250-25</b> Planning Fees - Building Permit Review Fees Fees to cover Planning Division costs associated with the review of building permit applications.	50,000	0	0
204,643	216,607	140,000	TOTAL LICENSES AND PERMITS	190,000	0	0
204,643	216,607	140,000	TOTAL RESOURCES	190,000	0	0

get Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 025 - CURRENT PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2029 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
167,156	194,676	228,044	Senior Plan Associate P Planning An	Salaries & Wages - Regular Full Time Development Director - 0.25 FTE ner - 1.00 FTE lanner - 0.50 FTE alyst - 0.55 FTE nt Customer Service Technician - Combined Depts - 0.25 FTE	243,785	0	
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	
0	6,093	0	7000-15	Salaries & Wages - Temporary	0	0	
-7	4,075	3,000	7000-20	Salaries & Wages - Overtime	1,119	0	(
500	600	600	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	0	0	7300	Fringe Benefits	0	0	(
10,225	12,590	14,015	7300-05	Fringe Benefits - FICA - Social Security	14,817	0	(
2,391	2,945	3,359	7300-06	Fringe Benefits - FICA - Medicare	3,551	0	(
42,418	56,670	73,737	7300-15	Fringe Benefits - PERS - OPSRP - IAP	78,280	0	(
23,262	20,167	25,240	7300-20	Fringe Benefits - Medical Insurance	39,002	0	(
5,050	3,500	3,450	7300-22	Fringe Benefits - VEBA Plan	5,050	0	(
161	135	147	7300-25	Fringe Benefits - Life Insurance	153	0	(
591	476	524	7300-30	Fringe Benefits - Long Term Disability	576	0	(
2,860	2,285	2,772	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,228	0	(
39	48	78	7300-37	Fringe Benefits - Workers' Benefit Fund	51	0	
0	0	841	7300-45	Fringe Benefits - Paid Family Leave City Share	190	0	(
254,646	304,259	355,807		TOTAL PERSONNEL SERVICES	389,802	0	
				MATERIALS AND SERVICES			
1,367	1,585	2,000	<b>7500</b> Fees paid to card transac	Credit Card Fees offer credit card payment services - monthly and percentage of overall credit tions.	2,000	0	I
3,756	6,772	7,000	<b>7520</b> Legal notice	Public Notices & Printing s for public hearings, public open houses, printing brochures, forms and surveys.	7,000	0	
385	119	400	7540 Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	400	0	

**Budget Document Report** 01 - GENERAL FUND Department : 07 - COMMUNITY DEVELOPMENT 2024 2025 2025 2025 2022 2023 ACTUAL ACTUAL AMENDED PROPOSED APPROVED ADOPTED Section : 025 - CURRENT PLANNING BUDGET BUDGET BUDGET BUDGET Program : N/A 2.873 3.946 5.000 7550 **Travel & Education** 6.000 0 0 Memberships in professional organizations (APA, ORAPA, ULI, ICMA); staff training, Planning Commissoner training. 0 256 224 200 7590 **Fuel - Vehicle & Equipment** 250 0 0 1.528 2,500 7620 Telecommunications 2.500 0 0 Cell phones for planners (split 50/50 between current and long range planning) 2.500 7660 0 0 2,882 3,491 Materials & Supplies 3,500 Office supplies and work station support. 0 0 0 7710 0 0 0 Materials & Supplies - Grants 32,500 0 0 36,111 13,122 60.000 7750 **Professional Services** Description Units Amt/Unit Total Transcriptionist - PC, LRC, HLC 1 7,500 7,500 Contract Transportation Planning 1 25.000 25,000 0 300 7750-01 0 0 0 11 Professional Services - Audit & other city-wide prof svc 0 0 0 7750-04 **Professional Services - Grants** 0 0 0 13.624 7840 6,788 5,169 M & S Computer Charges 20.681 0 0 I.S. Fund materials & supplies costs shared city-wide 7,566 9,602 9,380 7840-17 M & S Computer Charges - Community Dev Current 5,000 0 0 Description Units Amt/Unit Total ESRI Software - 12.5% 1,250 1,250 1 Adobe InDesign 400 400 1 AutoCAD maintenance 1 750 750 Office 365 licensing 1 600 600 **Civic Hall Shared Copier** 500 500 1 3 Bluebeam Licensing 300 900 Adobe Pro Licensing 3 200 600 45.570 102,904 TOTAL MATERIALS AND SERVICES 79.831 0 0 61.985 **CAPITAL OUTLAY** 633 0 3.653 8750 **Capital Outlay Computer Charges** 2,183 0 0 I.S. Fund capital outlay costs shared city-wide 0 0 0 0 0 0 8750-17 **Capital Outlay Computer Charges - Community Dev Current** 0 0 0 8850 Vehicles 25,000 0 0 633 0 3.653 **TOTAL CAPITAL OUTLAY** 27,183 0 0 317,263 349.829 462,364 496.816 0 0 TOTAL REQUIREMENTS

lget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY DEVELOPMENT</b> Section : <b>028 - LONG RANGE PLANNING</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
2,512	9,488	15,000		Federal NPS CLG Grant ational Park Service Certified Local Government grant for historic preservation	15,000	0	C
0	25,000	85,000		OR Dept of Land Conservation & Dev (DLCD) Assistance and Planning grants.	150,000	0	(
2,512	34,488	100,000		TOTAL INTERGOVERNMENTAL	165,000	0	(
				CHARGES FOR SERVICES			
0	34	0	5410	Sales	0	0	(
0	34	0		TOTAL CHARGES FOR SERVICES	0	0	(
				MISCELLANEOUS			
0	0	0	6407	Donations-Community Development	0	0	(
0	0	0		TOTAL MISCELLANEOUS	0	0	(
2,512	34,522	100,000		TOTAL RESOURCES	165,000	0	(

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	0
149,923	173,778	217,172	Senior Plan Associate Pl Associate Pl Planning An	Salaries & Wages - Regular Full Time Development Director - 0.30 FTE her - 1.00 FTE lanner - 0.50 FTE lanner - Housing - 0.25 FTE alyst - 0.20 FTE nt Customer Service Technician - Combined Depts - 0.05 FTE	238,999	0	0
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	6,093	0	7000-15	Salaries & Wages - Temporary	0	0	0
-2	1,085	3,000	7000-20	Salaries & Wages - Overtime	853	0	0
500	600	600	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
9,180	11,123	13,356	7300-05	Fringe Benefits - FICA - Social Security	14,510	0	0
2,147	2,601	3,201	7300-06	Fringe Benefits - FICA - Medicare	3,477	0	0
36,418	53,312	70,444	7300-15	Fringe Benefits - PERS - OPSRP - IAP	76,740	0	0
19,550	17,675	23,924	7300-20	Fringe Benefits - Medical Insurance	41,390	0	0
4,650	3,450	3,300	7300-22	Fringe Benefits - VEBA Plan	5,400	0	0
137	110	132	7300-25	Fringe Benefits - Life Insurance	138	0	0
528	424	498	7300-30	Fringe Benefits - Long Term Disability	564	0	0
2,649	2,118	2,769	7300-35	Fringe Benefits - Workers' Compensation Insurance	3,317	0	0
33	38	69	7300-37	Fringe Benefits - Workers' Benefit Fund	46	0	0
0	0	801	7300-45	Fringe Benefits - Paid Family Leave City Share	186	0	0
225,713	272,407	339,266		TOTAL PERSONNEL SERVICES	385,620	0	0
				MATERIALS AND SERVICES			
7,445	20,831	10,000	Legal notice	Public Notices & Printing s for public hearings, public open houses, printing brochures, forms and surveys ge planning projects	10,000	0	0
341	328	300	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	500	0	0
2,508	3,358	4,500		<b>Travel &amp; Education</b> os in professional organizations. Staff training. Planning Commissioner training.	7,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 07 - COMMUNITY Section : 028 - LONG RANGE Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
0	1,528	2,500	7620 Cell phones	Telecommunications for planners (split 50/50 between current and lo	na ranae	planning)		3,000	0	
1,020	3,868	5,000	7660 Office suppl	Materials & Supplies ies and work station support. Vork station and office supplies	J - J -	1		7,000	0	
0	0	0	7710	Materials & Supplies - Grants				0	0	
104,874	192,323	581,500	7750	Professional Services				524,000	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Southw	est Area Plan (FY 2024 carryver)	1	275,000	275,000			
				3 HPS (FY 2024 carryover)	1	25,000	25,000			
			UGB A	nendment - Land Use Efficiencies and Study valuation	1	100,000	100,000			
			CLG H	P Grant Match (FY 2024 carryover)	1	22,000	22,000			
			TMLAP carryov	Design and Development Standards (FY 2024 er	1	25,000	25,000			
			Transcr	iptionist	1	7,000	7,000			
			Consult	ant Services	1	20,000	20,000			
			Goal 5	ESEE Analysis	1	50,000	50,000			
0	14	300		Professional Services - Audit & other d city-wide for Audit, Section 125 plan administr us professional service expenses			;	0	0	
5,512	26,094	100,000	7750-04	Professional Services - Grants				165,000	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			CLG HI		1	15,000	15,000			
			DLCD l	JGB Amendment Grant	1	150,000	150,000			
3,381	2,954	9,840		M & S Computer Charges aterials & supplies costs shared city-wide				13,213	0	
1,626	6,859	5,730	7840-18	M & S Computer Charges - Commun	ity Dev l	Long Rang	е	3,600	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			ESRI S	oftware - 12.5%	1	1,250	1,250			
			AutoCA	D Maintenance	1	750	750			
			Adobe	Pro renewal	2	200	400			
			Office 3	65 licensing	1	600	600			
			Bluebea	am Licensing	2	300	600			
126,707	258,157	719,670		TOTAL MATERIALS A	ND SEI	RVICES		733,313	0	
				CAPITAL OUTLAY						
315	0	2,638	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				1,395	0	
0	0	0	8750-18	Capital Outlay Computer Charges - C	commun	ity Dev Lo	ng Range	0	0	
				-			-			

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : 07 - COMMUNITY DEVELOPMENT Section : 028 - LONG RANGE PLANNING Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
315	0	2,638	TOTAL CAPITAL OUTLAY	1,395	0	0
352,735	530,564	1,061,574	TOTAL REQUIREMENTS	1,120,328	0	0

get Documen	t Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 031 - CODE COMPLIANCE Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				RESOURCES			
				INTERGOVERNMENTAL			
0	1,200	0	4546	American Rescue Plan	0	0	0
0	1,200	0		TOTAL INTERGOVERNMENTAL	0	0	0
				FINES AND FORFEITURES			
14,362	6,181	7,500		<b>Code Enforcement</b> n-compliance with City ordinances and reimbursement to City for costs for abatement.	7,500	0	0
14,362	6,181	7,500		TOTAL FINES AND FORFEITURES	7,500	0	0
				MISCELLANEOUS			
0	2	50	6310	Interest	50	0	0
0	0	250	6407-31	Donations-Community Development - Code Compliance	250	0	0
0	0	0	6600-99	Other Income - Community Development	0	0	0
0	2	300		TOTAL MISCELLANEOUS	300	0	0
14,362	7,383	7,800		TOTAL RESOURCES	7,800	0	0

2022	2023	2024		Department : 07 - COMMUNITY DEVELOPMENT	2025	2025	2025
ACTUAL	ACTUAL	AMENDED		Section : 031 - CODE COMPLIANCE	PROPOSED	APPROVED	ADOPTE
		BUDGET		Program : N/A	BUDGET	BUDGET	BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
124,415	113,222	158,584	Code Compl Code Compl Planning Ana	Salaries & Wages - Regular Full Time Development Director - 0.10 FTE iance Officer - Lead - 1.00 FTE iance Officer - 1.00 FTE alyst - 0.10 FTE t Customer Service Technician - Combined Depts - 0.03 FTE	167,635	0	
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	(
649	1,330	0	7000-20	Salaries & Wages - Overtime	170	0	(
0	0	0	7300	Fringe Benefits	0	0	(
7,515	6,867	9,597	7300-05	Fringe Benefits - FICA - Social Security	10,153	0	(
1,757	1,606	2,299	7300-06	Fringe Benefits - FICA - Medicare	2,432	0	
36,532	25,843	48,009	7300-15	Fringe Benefits - PERS - OPSRP - IAP	51,019	0	(
28,814	26,020	32,262	7300-20	Fringe Benefits - Medical Insurance	33,592	0	(
5,430	4,330	4,431	7300-22	Fringe Benefits - VEBA Plan	4,430	0	(
160	107	134	7300-25	Fringe Benefits - Life Insurance	134	0	(
482	303	366	7300-30	Fringe Benefits - Long Term Disability	382	0	(
2,174	1,413	1,995	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,325	0	
36	31	99	7300-37	Fringe Benefits - Workers' Benefit Fund	47	0	
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	582	7300-45	Fringe Benefits - Paid Family Leave City Share	131	0	(
207,964	181,070	258,358		TOTAL PERSONNEL SERVICES	272,450	0	(
				MATERIALS AND SERVICES			
0	0	100	<b>7500</b> Transactiona	Credit Card Fees Il fees for paying code enforcement fines with credit card.	100	0	(
752	665	2,500		Public Notices & Printing Is for door hangers, property notices, certified mailings.	3,000	0	
166	58			Employee Events d city-wide for employee training, materials, and events.	600	0	
3,611	2,266	3,500	Membership	Travel & Education s in Oregon Code Enforcement Association, staff training.	5,000	0	
568	1,368	1,250	7590	Fuel - Vehicle & Equipment	1,500	0	(

dget Documer	nt Report			01 - GENERAL I	FUND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		-	OMMUNITY DEVELC	OPMENT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
2,766	2,816	3,200	7620	Telecommunications				3,400	0	(
0	630	600	7630	Uniforms				600	0	(
1,644	2,633	3,000	<b>7660</b> Office suppl	Materials & Supplies	orhood clean-up supplies	S.		4,000	0	(
0	0	0	7660-25	Materials & Supplies - G	rants			0	0	(
0	0	250	7680-31	Materials & Supplies - D	onations - Code Con	npliance		250	0	(
8,862	1,590	15,500	7750	<b>Professional Services</b>				18,000	0	(
			<u>Descrip</u> Hearing Abatem	s Officer	<u>Units</u> 1 1	<u>Amt/Unit</u> 3,000 15,000	<u>Total</u> 3,000 15,000			
0	50	300	Costs share	Professional Services - A d city-wide for Audit, Section 125 us professional service expenses	plan administrative fees			0	0	
2,552	2,954	3,028		M & S Computer Charge aterials & supplies costs shared of				4,596	0	
395	0	6,530	7840-19	M & S Computer Charge	s - Community Dev	Code Comp	liance	1,400	0	(
				<u>tion</u> 365 licensing _icensing	<u>Units</u> 1 1	<u>Amt/Unit</u> 600 800	<u>Total</u> 600 800			
21,316	15,029	40,158		TOTAL MA	TERIALS AND SEI	RVICES		42,446	0	
				CAPITAL OUTLAY						
238	0	812	<b>8750</b> I.S. Fund ca	Capital Outlay Compute pital outlay costs shared city-wid				485	0	(
0	0	0	8750-19	Capital Outlay Compute Enforcement	r Charges - Commun	nity Dev Co	de	0	0	
238	0	812		<u>TOTA</u>	L CAPITAL OUTL	<u>4Y</u>		485	0	
229,518	196,099	299,328		тот	AL REQUIREMENT	'S		315,381	0	(

Budget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 07 - COMMUNITY DEVELOPMENT Section : 035 - ECONOMIC DEVELOPMENT Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	17,410	0	4546	American Rescue Plan	0	0	0
750,000	0	462,043	4546-05	American Rescue Plan - SFRF Bus Recovery & Resiliency	0	0	0
0	0	142,000		Business Oregon (State) regon Grants - Innovation Campus master planning, infrastructure analysis and	60,000	0	0
750,000	17,410	604,043		TOTAL INTERGOVERNMENTAL	60,000	0	0
750,000	17,410	604,043		TOTAL RESOURCES	60,000	0	0

dget Docume	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>07 - COMMUNITY D</b> Section : <b>035 - ECONOMIC DEV</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMEN	VTS					
				PERSONNEL SERVICES						
0	93,177	122,441	7000-05 Community [	Salaries & Wages - Regular Full Time Development Special Projects Manager - 1.00 FT	E			131,388	0	C
0	1,000	1,200	7000-37	Salaries & Wages - Medical Opt Out In	centive			1,200	0	C
0	5,839	7,480	7300-05	Fringe Benefits - FICA - Social Securit	у			8,022	0	C
0	1,366	1,793	7300-06	Fringe Benefits - FICA - Medicare				1,923	0	C
0	27,358	37,426	7300-15	Fringe Benefits - PERS - OPSRP - IAP				40,306	0	0
0	0	0	7300-20	Fringe Benefits - Medical Insurance				0	0	0
0	0	0	7300-22	Fringe Benefits - VEBA Plan				0	0	0
0	50	60	7300-25	Fringe Benefits - Life Insurance				60	0	0
0	249	284	7300-30	Fringe Benefits - Long Term Disability				303	0	0
0	1,100	1,570	7300-35	Fringe Benefits - Workers' Compensat	ion Insu	irance		1,856	0	0
0	16	46	7300-37	Fringe Benefits - Workers' Benefit Fun	d			21	0	0
0	0	455	7300-45	Fringe Benefits - Paid Family Leave Ci	ity Share	e		103	0	0
0	130,153	172,755		TOTAL PERSONNEL	SERVI	CES		185,182	0	0
				MATERIALS AND SERVICES						
0	0	200	7540 Costs shared	Employee Events I city-wide for employee training, materials, and e	events.			200	0	0
0	20,000	0	7595-10	Business Assistance Grant - Business	s Resilie	ncy		0	0	0
0	1,601	0	7660-25	Materials & Supplies - Grants				0	0	0
0	0	200	7750-01	Professional Services - Audit & other	city-wid	e prof svo	;	0	0	0
0	31,414	792,043	7750-04	Professional Services - Grants				437,400	0	0
			Innovati Innovati	ion ant (Business Resiliency - DAS State) on Campus - Biz Oregon on Campus - City ARPA Insition Plan - City ARPA, Phase 1	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 99,400 54,000 209,000 75,000	<u>Total</u> 99,400 54,000 209,000 75,000			
0	0	1,514		M & S Computer Charges terials & supplies costs shared city-wide				2,298	0	

Budget Documer	nt Report			01 - GENERAL	FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET							2025 PROPOSED BUDGET	SED APPROVED	2025 ADOPTED BUDGET
0	3,824	460	7840-14	M & S Computer Charge	s - Community Dev	Ecol	n Develo	pment	500	0	0
			Descript	tion	<u>Units</u>	Ar	nt/Unit	<u>Total</u>			
			Office 3	65 licensing	1		300	300			
			Adobe F	Pro renewal	1		200	200			
0	56,839	794,417		TOTAL MA	TERIALS AND SE	RVI	<u>CES</u>		440,398	0	0
				CAPITAL OUTLAY							
0	0	406	<b>8750</b> I.S. Fund caj	Capital Outlay Compute pital outlay costs shared city-wid					243	0	0
0	0	0	8750-14	Capital Outlay Compute Development	r Charges - Commur	nity l	Dev Ecor	ı	0	0	0
0	0	406		<u>TOTA</u>	L CAPITAL OUTL	AY			243	0	0
0	186,992	967,578		тот	AL REQUIREMENT	rs			625,823	0	0



# **POLICE DEPARTMENT**

## **Organization Set – Sections**

### Organization Set #

- Chief's Office
- Field Operations
- Investigations and Support
- 01-11-040 01-11-043 01-11-046



#### **Budget Highlights**

The McMinnville Police Department (MPD) is committed to the safety and livability of our community. The 2024-25 proposed budget reflects MPD's best efforts to ensure community safety, the investigation of criminal activity, and solving community livability issues. This year's



budget reflects a status quo with respect to personnel. We had requested add packages of two (2) Community Service Officers (CSO's) to help reduce the number of hours our sworn officers spend on lower-level calls for service, which would also add capacity in dealing with the growing houseless issues our city faces. In addition, we again requested the part time office specialist position be moved to a full-time support service specialist to add staffing capacity to the records section which hasn't seen expansion in several years, despite the increase in their every growing responsibility. Despite our inability to realize these positions adds, we were able to invest in critical safety equipment for our staff, most notably the investment in state-ofthe-art Axon Body Worn Cameras, Axon In Car Video, and as impressive is the budgeted replacement of our antiguated Records Management System (RMS). This replacement will take upwards of 18 months. Fiscal year 2024-25 will see the Police Department acquire a new surveillance trailer which will be funded through a \$90,000 Oregon Emergency Management Homeland Security Grant the City was awarded in late 2024. Lastly, in February of this year, Chief Scales announced his retirement at the end of the year, and this budget reflects the recruitment cost to find his mid fiscal year replacement. He has been Chief of Police for 10 years and served the city for over 31 years at the time of his retirement.

#### **Core Services**

#### **Field Operations**

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

#### **Investigations and Support Division**

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

#### Administrative

- Budget, Accounts Payable, Payroll
- Police records management and reporting required by law
- Records requests, i.e., information, police report copies, etc.
- Volunteer Coordination
- Community Relations
- Facilitate community safety and educational events, i.e., National Night Out, Kids' Bicycle and Safety Fair, Coffee with a Cop, Tip a Cop, Special Olympics Torch Run, and Shop with a Cop.

#### **Professional Standards**

To ensure the highest standards and best practices in law enforcement, the McMinnville Police Department maintains Accreditation through the Oregon Accreditation Alliance (OAA). Accreditation through the Alliance helps to ensure that the department's policies and practices are consistent with Oregon and Federal law, as well as state and national standards. In the winter of 2022, the Police Department was reaccredited through the OAA. This is a massive undertaking, and we are proud to receive our 4th reaccreditation, reaffirming our compliance with law enforcement best practices. We will go through reaccreditation in April of 2025. A note of thanks to Captain Tim Symons and staff for their continued work on this on-going project.

#### 2024-2025 Budgeted Organizational Structure

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

#### The State of MPD and Opportunities for Growth

#### **The Past Year**

We continued to provide services to our city and citizens during what can only be described as a challenging time. Difficulty in recruitment of new officers, heightened scrutiny of our profession, complex legislative mandates, and the decriminalization of large portion of narcotic laws has changed what it's like to police in Oregon. With the passage of HB 4002 which recriminalized the possession of hard drugs we are hopeful this legislation will lead to better outcomes for our city and citizens who are struggling with drug use and addiction.

As always, MPD welcomes these changes as opportunities to look at issues with a fresh set of eyes and seek out nontraditional solutions to complex community issues and expectations.

MPD appreciates the faith our City and City Council have in us to be there for them. With the large amount of sworn officer turnover it is critical that any new staff we hire see their role in the community as both role models and leaders. The community deserves the best possible police department that provides services that other cities of comparable size provide.

We continue to fill vacancies within the organization. We will look to hire employees who fit MPD's organizational culture and work hard to be laser focused on the goal of making McMinnville the safest place to live, learn, work, and play.

#### This Year and Years Beyond

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

As our organization grows older, MPD continues to build a bench of future leaders. This past year we promoted three new sergeants to fill vacancies and promoted 4 new corporals. With these new promotions comes training to be effective supervisors. Our budget reflects training funds to ensure we are adequately training these new supervisors. Captain Fessler has invested a great amount of time working with these supervisors to ensure they have all the tools necessary. This past February we brought in some outside training to discuss topics of importance with our supervisors, such as having difficult conversations, and the need to be timely and effective in how we supervise our employees. As mentioned in our budget opening, MPD will have a new Chief during this budget cycle. We are confident that a robust recruitment and selection process will find the best Chief possible knowing MPD is a destination job. We are uniquely positioned to undoubtedly draw interest from many qualified candidates.

We will also be expanding our technology package to include the purchase of Axon "Fleet 3" in-car video system, which will match our Axon "Body 3" body worn cameras (BWCs) we recently deployed for our officers and staff after having been awarded a grant to purchase them. Of note our current in-car video system is antiquated and is at the end of its service life.

In addition, we received an Oregon Emergency Management Homeland Security Grant in the amount of \$90,000 which will allow for MPD to purchase a mobile surveillance trailer for mass gathering events such as the Oregon International Air Show, Cruising McMinnville, and UFO festival among others. Although likely deployment may not be until the later part of 2024, this will be a force multiplier allowing police to direct resources in a more efficient manner, much like our unmanned aircraft system (UAS) aka "drone" program has become for our staff.

Lastly, MPD is looking forward to acquiring a new records management system (RMS) in the coming budget cycle. Our current RMS system is outdated, inadequate for a modern police department, and simply put the current system is out of date and no longer serviceable for a police department of our caliber. The new RMS system will be robust and allow us to have real time data and as importantly allow us to mine data to be more transparent to our citizens. As importantly, the new system will make our staff's jobs (both sworn and unsworn) more efficient.

#### Mac-Town 2032 Strategic Plan Police Department Focus

In early 2019 the City Council adopted Mac-Town 2032, a strategic plan which will guide the city for the next decade or so.

The MPD will support this strategic plan by ensuring decisions we make are made with the strategic plan in mind. For fiscal year 2023-24 the MPD will continue to support plan in the following manner.

#### **City Government Capacity**

- Develop and foster local and regional partnerships
  - The police department works with local partners to bring expanded services to our city. These partners included local, state, and federal public safety organizations, such as Oregon State Police, Federal Bureau of Investigation, and Department of Human Services. We will continue to foster these relationships, as well as our inter-county partnerships with YCSO, Newberg Dundee PD, Carlton PD and Yamhill PD.
- Invest in the City's Workforce
  - Police staff will regularly attend in-service training, conferences, and other training opportunities to grow their technical skills and reaffirm their core competencies. Each employee is encouraged to seek training opportunities to enrich themselves and bring added value back to the department.
  - As mentioned in previous budget narratives we have invested in formal leadership roles for MPD employees through the rank of police corporal. We have identified emotional wellness as an essential component of having successful employees through our Peer Support program and have recently added a Chaplain to assist our peer support program and as a resource for all our employees. We need to ensure employee wellness is an engrained piece of our culture.
  - We continue to fund a voluntary annual mental wellness check for police department employees. This program aligns with the PD's desire to promote positive changes in the general wellness of our employees.

# **General Fund – Police**

#### **Community Safety & Resiliency**

- Build a community culture of safety (consider best practices)
  - Our organization is built upon safety as our number one priority. We continually train, plan, and debrief incidents to ensure we are completing our jobs with safety in the forefront of our minds.
- Provide exceptional police services
  - Our organization is accredited by an independent body known as the Oregon Accreditation Alliance (OAA). In the winter of 2022, we were once again reaccredited by the OAA as proof we are maintaining the highest standards and have shown proof that we are adhering to the OAA's best practice models. We will continue to follow these best practices and look forward to our reaccreditation in 2025.
- Lead and Plan for Emergency Preparedness
  - We will continue to train and engage with our local partners in planning for emergency preparedness. We have historically worked with the MSD on active shooter exercises to prepare our employees and educated MSD staff on how to respond in the event we encountered these types of incidents. In addition, we will look for opportunities to train with the MFD and other city entities to enhance our response to disasters both natural and manmade.

#### **Engagement and Inclusion**

- Actively protect people from Discrimination & Harassment
  - MPD will actively seek out and hold those persons responsible who commit biased based crimes.
  - As a part of Oregon's statewide STOP Program, in July of 2019 MPD began reporting to the State of Oregon all officer self-initiated contacts with citizens to ensure

that biased based policing is not taking place. This program was implemented by the Oregon State Legislature to ensure policing contacts are taking place for valid reasons and without discrimination or harassment.

- Celebrate diversity of McMinnville
  - MPD engages with the Hispanic community through Spanish speaking staff and having forms in Spanish.
     We have had staff attend DEI training to improve our organization and understand explicit and implicit bias.
- Grow City's employees and Boards and Commissions to reflect our community.
  - MPD will continue to look to bring in a diverse workforce which reflects our City's demographic make-up. We will seek opportunities for our staff to take part in boards or committees which will open opportunities to forge new relationships with our diverse city and its citizens.

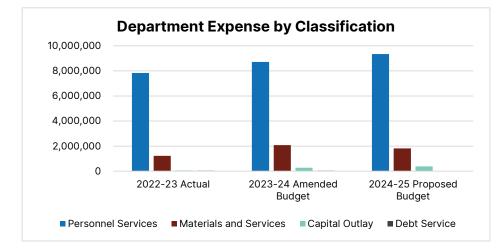
#### **Economic Prosperity**

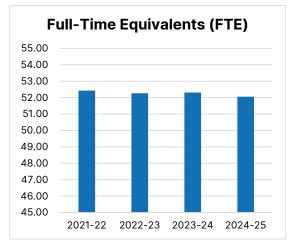
- Maintain and enhance our high quality of life
  - Although one would not think of the police department as having a role in economic prosperity, we find ourselves on the frontline of ensuring we maintain our city's high quality of life. MPD will continuously strive to meet the expectations of our citizens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

#### General Fund - Police

**Department Cost Summary** 

		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	54,382	54,637	58,289	3,652
Intergovernmental	95,503	755,600	245,210	(510,390)
Licenses and Permits	19,702	25,650	25,000	(650)
Miscellaneous	47,413	81,052	104,129	23,077
Other Financing Source	5,605	6,000	6,000	0
Revenue Total	222,605	922,939	438,628	(484,311)
Expenses				
Personnel Services	7,831,022	8,714,145	9,343,156	629,011
Materials and Services	1,226,761	2,071,966	1,817,616	(254,350)
Capital Outlay	58,464	269,263	383,404	114,141
Debt Service	33,080	33,081	0	(33,081)
Transfers Out	0	0	594,197	594,197
Expenses Total	9,149,326	11,088,455	12,138,373	1,049,918
Unrestricted Resources Required	8,926,721	10,165,516	11,699,745	1,534,229
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	52.43	52.27	52.31	52.06







2021

2022

2019

MPD begins reinforcing employee wellness by beginning to stand up a formal Peer Support Team, and updating our gym through donations.

MPD partnered with the City Council, other City Departments, and private partners to roll out a Prohibited Camping Ordinance to deal with chronic behavioral and criminal activity taking place within our city.

MPD receives its 3rd reaccreditation award from the Oregon Accreditation Alliance.

- **2020** MPD and the City recognize the importance of officer wellness and enter into an agreement with the MPA to begin officer wellness checkups.
- 2020

The COVID-19 pandemic requires MPD to curtail some City services. MPD closes our front office to the public, and we have little to no school resource officer deployment. Traffic enforcement is limited. MDP canine Axell retires due to an aggressive medical issue. He later passes away.

MPD launches updated radio system, moving from an analog to digital platform with encryption.

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

2023

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

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

MPD added back one part time front office position.

MPD purchased two K9s to replace K9s who had retired and/or passed away. MPD also purchased our first drone to assist in multiple **Historical Highlights** 

types of operations. This is seen as a force multiplier.

MPD was reaccredited through the OAA in the winter of 2022.

Filling vacant sworn positions continues to be a challenge as we have seen as many as 7 vacancies at one time.

MPD obtains a federal grant to fund the first year of Body Worn Camera program and acquires Axon Body Cameras.

MPD obtains a Oregon Emergency Management Homeland Security Grant in the amount of \$90,000 to fund the purchase of a event surveillance trailer to monitor mass gatherings.

MPD command staff contracts with All Star Talent, a law enforcement specific recruitment firm to assist in deepening our hiring pool.

In February of 2024 Chief Scales announced his retirement effective the end of 2024 after 10 years as Chief and 31 with the City.

# POLICE DEPARTMENT Chief's Office

## Organization Set – Programs

- Administration
- Records
- IS Technology
- Community Education

**Organization Set #** 

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

Iget Documer	_			01 - GENERAL FUN					0005		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLIC</b> Section : <b>040 - CHIEF</b> Program : <b>501 - ADMINIS</b>	S OFFICE				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				•	SOURCES						
				LICENSES AND PERMITS							
25,997	19,702	25,650		Licenses & Permits - Misc or second hand merchants and pawnbro County.	okers. K9 licensin	g fee recei	ived o	quarterly	25,000	0	(
25,997	19,702	25,650		TOTAL LICEN	SES AND PER	<u>RMITS</u>			25,000	0	
				<b>INTERGOVERNMENTAL</b>							
0	0	0	4545	Federal FEMA Grant					90,000	0	(
			<u>Descript</u> Deploya	tion able surveillance trailer funding	<u>Units</u> 1	<u>Amt/Uni</u> 90,000		<u>Total</u> 90,000			
0	4,267	0	4546	American Rescue Plan					0	0	
3,108	5,125	6,000		BVP Grant etproof Vest Partnership Grant which fu	unds 50% of the bu	Illetproof v	rest		7,200	0	
			<u>Descript</u> Bulletpre	<u>tion</u> oof vest grant reimbursement	<u>Units</u> 12	<u>Amt/Uni</u> 600		<u>Total</u> 7,200			
4,465	353	0	4596-16	OR Criminal Justice Commiss	sion - CESF Gra	int			0	0	
0	0	600,000	4597-05 Grant applica	US Department of Justice - S ation to be submitted for body worn and			amer	as	0	0	(
0	21,548	0	4597-10	US Department of Justice - B	JS NCHIP Grant	t-Fingerp	orint	ing	0	0	
0	552	7,000	4600	Traffic Safety Grant-DUII					7,000	0	
0	1,875	5,000	4605	Traffic Safety Grant-Speed					5,000	0	
0	490	5,000	4609	Distracted Driving Enforceme	ent Grant				5,000	0	
0	2,334	5,000	4610	Traffic Safety Grant-Safety Be	əlt				5,000	0	
7,574	36,545	628,000		TOTAL INTER	RGOVERNME	NTAL			119,200	0	
				CHARGES FOR SERVICES	<u>.</u>						
8,817	12,885	10,000	Fees charge 25 Vi 15 N	Police Fees d by the Police Department per service ideo or audio recording per listen on criminal fingerprinting hotocopy per police report	2.				15,000	0	
0	0	0	<b>5350</b> Fees receive	Registration Fees ad for department hosted trainings					0	0	

get Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
31,370	31,997	32,637		Property Rentals - YCOM munications Agency (YCOM) rental of space in Police Department for communications operation.	33,289	0	
40,187	44,882	42,637		TOTAL CHARGES FOR SERVICES	48,289	0	
				MISCELLANEOUS			
0	0	0	6360-20	Grants - City County Insurance Services	0	0	
6,446	5,214	12,767	6400	Donations - Police	9,812	0	
15,594	4,678	10,000		Other Income - Workers' Comp Reimbursement npensation time-loss reimbursements while injured worker is unable to work due o injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty a cap.	0	0	
28,930	16,000	20,000	6600-22	Other Income - Airshow	38,000	0	
0	0	250		Other Income - PD Reserves ceived for police reserve coverage of special events, primarily from Linfield McMinnville School District #40.	250	0	
0	0	0		Other Income - Park Rangers Downtown Association support to help fund Downtown Park Ranger Program.	0	0	
25,299	19,329	20,000	officer witne	<b>Other Income - Police</b> us police revenue including unclaimed property and surplus property sale; police ss fees for appearing in other than Municipal Court, such as before the Grand uit Court; and special event police officer coverage	50,000	0	
76,269	45,222	63,017		TOTAL MISCELLANEOUS	98,062	0	
				OTHER FINANCING SOURCE			
11,467	5,605	6,000		Proceeds from asset sale sets such as police vehicles	6,000	0	
11,467	5,605	6,000		TOTAL OTHER FINANCING SOURCE	6,000	0	
161,493	151,956	765,304		TOTAL RESOURCES	296,551	0	

dget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
				REQUIREMENTS			
				PERSONNEL SERVICES			
-5,460	11,989	0	7000	Salaries & Wages	0	0	(
215,135	225,370	262,433	7000-05 Police Chief (Includes v	Salaries & Wages - Regular Full Time - 1.00 FTE ac payout due to 12/31/2024 retirement. No overlap with replacement hire.)	296,208	0	(
			Support Ser	vices Manager - 1.00 FTE			
0	21,522	26,547	7000-10 Managemer	Salaries & Wages - Regular Part Time at Support Technician - 0.60 FTE	29,468	0	(
4,200	4,200	4,200	7000-30	Salaries & Wages - Auto Allowance 's \$350 per month automobile allowance.	4,200	0	
0	600	720	7000-37	Salaries & Wages - Medical Opt Out Incentive	720	0	
-5,680	4,403	0	7300	Fringe Benefits	0	0	
12,801	14,886	17,204	7300-05	Fringe Benefits - FICA - Social Security	18,295	0	
3,100	3,571	4,261	7300-06	Fringe Benefits - FICA - Medicare	4,794	0	
65,255	69,378	91,271	7300-15	Fringe Benefits - PERS - OPSRP - IAP	101,190	0	(
39,238	37,641	44,960	7300-20	Fringe Benefits - Medical Insurance	46,592	0	(
5,000	6,000	6,000	7300-22	Fringe Benefits - VEBA Plan	6,000	0	(
164	161	186	7300-25	Fringe Benefits - Life Insurance	186	0	
803	580	648	7300-30	Fringe Benefits - Long Term Disability	658	0	
5,426	4,444	4,890	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,789	0	(
37	46	60	7300-37	Fringe Benefits - Workers' Benefit Fund	54	0	
0	0	1,078	7300-45	Fringe Benefits - Paid Family Leave City Share	257	0	
0	0	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	
340,019	404,791	464,508		TOTAL PERSONNEL SERVICES	513,456	0	
				MATERIALS AND SERVICES			
1,268	753	1,260	7500	Credit Card Fees	1,260	0	(
99	2,037	2,000		Public Notices & Printing for employment positions, community events, and newspaper subscriptions.	12,000	0	
2,939	1,824	2,850	7530	e: Additional \$10,000 added for recruitment of Police Chief. <b>Training</b> isher service	2,850	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OF</b> Program : <b>501 - ADMINISTRAT</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGE1
3,771	4,362	7,200	7540 Costs share	Employee Events d city-wide for employee training, materials, a				8,100	0	0
3,219	13,148	8,000	7550	Travel & Education s and training for Chief, Support Services Ma				10,000	0	0
1,060	1,099	2,000	7570	Dept Employee Recognition volunteers, and reserves appreciation dinnel	0	ertificates. etc.		9,000	0	0
300	697	1,000	<b>7590</b>	Fuel - Vehicle & Equipment	,,,	,		1,000	0	0
147,406	171,740	190,130	7610-05	Insurance - Liability				248,494	0	0
25,467	24,754	30,690	7610-10	Insurance - Property				31,384	0	0
10,262	9,592	11,084		Telecommunications				11,084	0	0
10,202	0,002	,	<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	,	C C	Ū
				ones - chief, records volunteers	12	135	1,620			
			•	n - landlines	12	650	7,800			
				fee for emergency operation center lines	1	500	500			
				es for alarm panels	12	97	1,164			
1,230	1,126	1,000	7630-05 Uniforms for	Uniforms - Employee				1,000	0	0
9,650	13,891	12,000	7660	Materials & Supplies				12,000	0	0
0	0	0	7660-25	Materials & Supplies - Grants				0	0	0
6,446	5,214	12,767		Materials & Supplies - Donations d supplies purchases funded by revenue acc	ount 6400, E	Donations - Po	lice.	9,812	0	0
1,306	42	0	7710-16	Materials & Supplies - Grants - CE	SF Grant			0	0	0
322	951	1,000	7720-14	Repairs & Maintenance - Vehicles				1,000	0	0
63,787	64,485	50,000	7750	Professional Services				78,010	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Homew	ard Bound Pets - kennel fees	12	3,650	43,800			
			Homew	ard Bound Pets - contract to lease dogs	1	7,210	7,210			
			Peer su	pport program responder life fee	1	5,500	5,500			
			Annual	employee wellness checks	1	1,000	1,000			
			Labor la	aw attorney services	1	10,000	10,000			
			Misc se	rvices (flash alert / language line)	1	1,500	1,500			
			psychol	ployment screenings (medical and ogical screenings)	1	5,000	5,000			
			Public s	afety chaplaincy fee	1	4,000	4,000			
0	15,764	17,700		Professional Services - Audit & ot d city-wide for audit, Section 125 plan admin us professional service expenses				30,240	0	0

2022	nt Report	2024		01 - GENERAL FUND Department : 11 - POLICE				2025	2025	2025
ACTUAL	ACTUAL	AMENDED BUDGET		Section : 040 - CHIEF'S OFFIC Program : 501 - ADMINISTRATIO				PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
0	0	25,000	7750-04	Professional Services - Grants				25,000	0	(
			<u>Descript</u> ARPA M	<u>ion</u> Iental Health Crisis Response	<u>Units</u> 1	<u>Amt/Unit</u> 25,000	<u>Total</u> 25,000			
0	0	0	7750-10	Professional Services - Training				0	0	
43,912	67,983	70,000	7790	Maintenance & Rental Contracts				70,000	0	
			•	<u>ion</u> ayments (copier etc) lot lease	<u>Units</u> 1 1	<u>Amt/Unit</u> 40,000 30,000	<u>Total</u> 40,000 30,000			
0	0	0	7800	M & S Equipment				0	0	
1,025	13,147	12,000	7820	M & S Equipment - Grants				14,400	0	
	·		<u>Descript</u> Bulletpro		<u>Units</u> 12	<u>Amt/Unit</u> 1,200	<u>Total</u> 14,400			
0	0	600,000	7820-10 Anticipated g	M & S Equipment - Grants - SRT Boo grant funding to purchase body worn and in-car		'In Car Cam	eras	0	0	
311	0	0	7820-16	M & S Equipment - Grants - CESF G	rant			0	0	
323,780	412,609	1,057,681		TOTAL MATERIALS A	ND SE	RVICES		576,634	0	
				CAPITAL OUTLAY						
0	24,242	0	8720	Equipment - Grants				90,000	0	
			<u>Descript</u> Deploya	<u>ion</u> ble surveillance trailer	<u>Units</u> 1	<u>Amt/Unit</u> 90,000	<u>Total</u> 90,000			
0	24,242	0		TOTAL CAPITAL	OUTL/	<u> </u>		90,000	0	
				TRANSFERS OUT						
0	0	0	9700-15	Transfers Out - Emergency Commu	nications	;		594,197	0	
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			equipme	Fund support for Emergency Comm ant debt pymt	1	37,173	37,173			
			General	Fund support for YCOM dispatching service	1	557,024	557,024			
0	0	0		TOTAL TRANSF	ERS OL	<u>JT</u>		594,197	0	
663,799	841,642	1,522,189		TOTAL REQUIR	REMENT	S		1,774,287	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program : <b>580 - RECORDS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
173,036	185,961	199,393	7000-05 Police Reco	Salaries & Wages - Regular Full Time rds Specialist - 3.00 FTE	211,153	0	0
0	0	586	7000-20	Salaries & Wages - Overtime	1,008	0	0
10,321	11,207	12,099	7300-05	Fringe Benefits - FICA - Social Security	12,836	0	0
2,414	2,621	2,899	7300-06	Fringe Benefits - FICA - Medicare	3,076	0	0
50,267	54,022	60,534	7300-15	Fringe Benefits - PERS - OPSRP - IAP	64,497	0	0
53,172	53,172	55,656	7300-20	Fringe Benefits - Medical Insurance	60,609	0	0
1,350	1,350	1,350	7300-22	Fringe Benefits - VEBA Plan	1,350	0	0
240	180	180	7300-25	Fringe Benefits - Life Insurance	180	0	0
632	448	452	7300-30	Fringe Benefits - Long Term Disability	478	0	0
146	193	268	7300-35	Fringe Benefits - Workers' Compensation Insurance	259	0	0
58	58	69	7300-37	Fringe Benefits - Workers' Benefit Fund	63	0	0
0	0	728	7300-45	Fringe Benefits - Paid Family Leave City Share	166	0	0
291,634	309,213	334,214		TOTAL PERSONNEL SERVICES	355,675	0	0
				MATERIALS AND SERVICES			
0	1,193	2,000	7550	Travel & Education	3,500	0	0
0	771	750	7630-05	Uniforms - Employee	750	0	0
1,419	5,281	6,000	7660	Materials & Supplies	6,000	0	0
95	0	0	7750	Professional Services	0	0	0
0	68	100	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	207	5,000	7800	M & S Equipment	5,000	0	0
6,196	6,828	5,600	8040	Regional Automated Info Network	5,600	0	0
7,711	14,347	19,450		TOTAL MATERIALS AND SERVICES	20,850	0	0
299,346	323,560	353,664		TOTAL REQUIREMENTS	376,525	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFF</b> Program : 589 - IS - TECHNOLO				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREN						
				MATERIALS AND SERVICES						
79,108	93,038	93,855		M & S Computer Charges terials & supplies costs shared city-wide				149,361	0	0
69,782	83,456	144,400	7840-20	M & S Computer Charges - Police				127,800	0	0
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Power D	DMS software	1	5,000	5,000			
			Central	Square maintenance	1	29,000	29,000			
			Netmoti	on 50% shared with MFD	1	3,800	3,800			
			Guardia	n Tracking software	1	5,000	5,000			
			Office 3	65 licensing	1	15,500	15,500			
			InTime	software renewal	1	5,000	5,000			
			OnQ Ma	aintenance	1	16,000	16,000			
			New Mo	bile Computers	5	3,500	17,500			
			Replace	ment Desktop Computers	11	1,700	18,700			
			New Mo	nitors	1	500	500			
			Printer F	Replacements	2	1,200	2,400			
			Toughb	ook + Zebra Printer	1	7,000	7,000			
			MDT Re	pair	1	2,000	2,000			
			Adobe L	icensing	1	400	400			
148,890	176,494	238,255		TOTAL MATERIALS	AND SEI	RVICES		277,161	0	0
				CAPITAL OUTLAY						
7,375	0	25,163		Capital Outlay Computer Charges bital outlay costs shared city-wide				15,769	0	0
0	0	92,000	8750-20	Capital Outlay Computer Charges -	Police			114,000	0	0
			Descript	ion	<u>Units</u>	Amt/Unit	<u>Total</u>			
				eplacement - Software Licensing and Hosting	1	102,000	102,000			
			Charges	s Imputers	2	6,000	12,000			
7,375	0	117,163		TOTAL CAPITA			12,000	129,769	0	0
156,265	176,494	•						•		
		355,418	TOTAL REQUIREMENTS					406,930	0	0

udget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>040 - CHIEF'S OFFICE</b> Program : <b>592 - COMMUNITY EDUCATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	500 <b>7520</b>	Public Notices & Printing	0	0	0
3,136	3,945	3,200 <b>7660</b>	Materials & Supplies	3,700	0	0
3,136	3,945	3,700	TOTAL MATERIALS AND SERVICES	3,700	0	0
3,136	3,945	3,700	TOTAL REQUIREMENTS	3,700	0	0



# POLICE DEPARTMENT Field Operations

**Organization Set – Programs** 

Organization Set #

____

- Administration
- Patrol
- Reserves
- Canine

01-11-043-501 01-11-043-553 01-11-043-562

01-11-043-565

lget Docume	nt Report			01 - GENERAL FU	ND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>501 - ADMINISTRATION</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQ	UIREMENTS					
				PERSONNEL SERVICES						
122,086	153,638	150,939	7000-05 Police Capta	Salaries & Wages - Regular ain - 1.00 FTE	Salaries & Wages - Regular Full Time				0	(
1,920	0	0	7000-30 Police Capta		Salaries & Wages - Auto Allowance 's \$240 per month automobile allowance.					(
7,573	9,336	9,132	7300-05	Fringe Benefits - FICA - Soc	ial Security			9,210	0	(
1,771	2,205	2,189	7300-06	Fringe Benefits - FICA - Med	licare			2,207	0	(
39,859	53,326	46,580	7300-15	Fringe Benefits - PERS - OP	SRP - IAP			47,174	0	0
19,734	17,425	16,320	7300-20	Fringe Benefits - Medical Ins	surance			16,950	0	(
3,000	4,000	2,000	7300-22	Fringe Benefits - VEBA Plan	I			2,000	0	C
83	65	66	7300-25	Fringe Benefits - Life Insura	nce			66	0	0
431	282	314	7300-30	Fringe Benefits - Long Term	Fringe Benefits - Long Term Disability					(
4,642	3,972	4,226	7300-35	Fringe Benefits - Workers' C	Fringe Benefits - Workers' Compensation Insurance					0
17	20	23	7300-37	Fringe Benefits - Workers' Benefit Fund				21	0	C
0	0	555	7300-45	Fringe Benefits - Paid Family Leave City Share				119	0	(
201,116	244,269	232,344		TOTAL PERSONNEL SERVICES				234,354	0	(
				MATERIALS AND SERVIC	<u>CES</u>					
0	360	1,500	7530	Training				1,500	0	(
745	1,953	2,000		Travel & Education				2,000	0	(
25,289	22,727	27,204		Telecommunications ecommunications for entire Field Oper	rations Division.			27,204	0	(
			Cell ph	<u>ition</u> n landlines ones for field operatinos replace damaged cell phones	<u>Units</u> 1 1	<u>Amt/Unit</u> 6,720 19,484 1,000	<u>Total</u> 6,720 19,484 1,000			
178	780	900	7630-05	Uniforms - Employee				900	0	(
532	476	1,000	7660	Materials & Supplies				1,000	0	(
45	0	0	7750	<b>Professional Services</b>				0	0	
0	23	50	7750-01	Professional Services - Aud	it & other city-wi	de prof svc		0	0	(
0	0	0								

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
26,789	26,318	32,654	TOTAL MATERIALS AND SERVICES	32,604	0	0
227,904	270,588	264,998	TOTAL REQUIREMENTS	266,958	0	0

dget Docum	ent Report			01 - GENERAL FUN	D					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD (</b> Program : <b>553 - PATROL</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQU	IREMENTS					
				PERSONNEL SERVICES						
2,461,673	2,605,996	2,790,497	Police Serge Police Corpo	Salaries & Wages - Regular Fu eant - 4.00 FTE oral - 4.00 FTE er - 22.00 FTE	ıll Time			2,978,023	0	C
			*Anticipating these vacan	three Police patrol position vacancies.	The FTE count wa	as not adjuste	ed for			
0	0	0	7000-15		Salaries & Wages - Temporary				0	C
420,620	531,885	400,005	7000-20	Salaries & Wages - Overtime				499,954	0	(
175,722	192,622	193,024	7300-05	Fringe Benefits - FICA - Socia	Security			214,035	0	(
41,359	45,049	46,259	7300-06	Fringe Benefits - FICA - Medic	are			51,296	0	(
941,283	947,027	1,102,964	7300-15	Fringe Benefits - PERS - OPS	RP - IAP			1,156,954	0	(
488,537	475,679	500,904	7300-20	Fringe Benefits - Medical Insu	rance			545,481	0	(
9,588	10,050	9,450	7300-22	Fringe Benefits - VEBA Plan				10,200	0	(
2,313	1,765	1,782	7300-25	Fringe Benefits - Life Insurance	e			1,782	0	(
8,593	5,811	5,916	7300-30	Fringe Benefits - Long Term D	isability			6,340	0	
104,254	79,485	89,334	7300-35	Fringe Benefits - Workers' Co	mpensation Ins	surance		94,103	0	(
623	634	644	7300-37	Fringe Benefits - Workers' Benefit Fund				603	0	(
0	0	0	7300-40	Fringe Benefits - Unemployme	ent			0	0	(
0	0	10,204	7300-45	Fringe Benefits - Paid Family	Leave City Sha	re		2,755	0	(
4,654,563	4,896,004	5,150,983		TOTAL PERS	ONNEL SERV	ICES		5,621,310	0	(
				MATERIALS AND SERVICE	<u>:S</u>					
4,379	6,114	10,000	7550	Travel & Education				13,000	0	(
			Leaders	<u>tion</u> rship and training for patrol division _s hip training for Sergeants ship training for Corporals	<u>Units</u> 1 1	<u>Amt/Unit</u> 7,000 3,000 3,000	<u>Total</u> 7,000 3,000 3,000			
66,961	70,182	90,000	7590	Fuel - Vehicle & Equipment				90,000	0	(
16,823	21,496	27,000	<b>7630-05</b> Equipment f	Uniforms - Employee or new hires, rain jacket and pants repla	cements, uniform	updates for p	oatrol	32,000	0	(

lget Documer	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET						2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
7,919	11,896	12,375	7660	Materials & Supplies				14,000	0	C
				ntion es, USBs/CDs, forms and equipment for patrol a kit supplies	<u>Units</u> 1 1	<u>Amt/Unit</u> 11,000 3,000	<u>Total</u> 11,000 3,000			
0	0	0	<b>7720</b> Radar calibi	Repairs & Maintenance rations every other year				2,700	0	(
42,543	34,736	50,000	7720-14	Repairs & Maintenance - Vehicles				70,000	0	(
0 0		2,500	2,500 <b>7720-20 Repairs &amp; Maintenance - Vehicle El</b> Video's, DVD's, mobile radios		ctronics			2,500	0	C
			Descrip	btion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Mobile	data computer repairs	1	2,500	2,500			
366	224	0	7750	Professional Services				0	0	(
0	304	400	7750-01	Professional Services - Audit & othe	r city-wi	de prof svc		0	0	(
1,555	40,538	50,405	7800	M & S Equipment				33,500	0	(
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Motoro	la APX4000 extended life batteries	40	125	5,000			
			Patrol c	ar radars (replace two older models)	2	3,200	6,400			
			Collaps	ible batons (replacements)	10	150	1,500			
			Rechar	geable duty flashlights (replacements)	10	150	1,500			
			Additio	nal ballistic helmets (for full staffing)	7	800	5,600			
			Additio	nal rifle plates (for full staffing)	7	700	4,900			
			Ballistic	shields (replace two expired shields)	2	2,500	5,000			
			Additio	nal rifle mag bandoleers for patrol cars	4	400	1,600			
			Miscella	aneous patrol items	1	2,000	2,000			
140,546	185,489	242,680		TOTAL MATERIALS A	ND SEF	RVICES		257,700	0	(
				CAPITAL OUTLAY						
4,600	0	136,000	8850	Vehicles				163,635	0	
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Replac K9)	e 2017 Ford Explorer 839 (but keep as spare	1	84,335	84,335			
			Replace Tahoe)	e 2017 Dodge Charger 801 (Move to SUV-	1	79,300	79,300			
4,600	0	136,000		TOTAL CAPITAL				163,635	0	C

Budget Docum	ent Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>553 - PATROL</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				DEBT SERVICE			
58,361	30,655	31,845	<b>9410-05</b> Lease princi lease is July	Vehicle Lease/Purchase - Principal payments on patrol vehicles for leases executed 2018-19. Final payment on 2023.	0	0	0
5,432	2,425	1,236	9410-10	Vehicle Lease/Purchase - Interest	0	0	0
63,793	33,080	33,081		TOTAL DEBT SERVICE	0	0	0
4,863,502	5,114,573	5,562,744		TOTAL REQUIREMENTS	6,042,645	0	0

Budget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>562 - RESERVES</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				MISCELLANEOUS			
4,732	2,191	14,468	Mid Valley	<b>MVRT Academy Tuition</b> Reserve Training academy revenue is tied directly to the expenditure account of -562.6331. Any unused funds are rolled over to the next fiscal year.	2,500	0	0
4,732	2,191	14,468		TOTAL MISCELLANEOUS	2,500	0	0
4,732	2,191	14,468		TOTAL RESOURCES	2,500	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPI</b> Program : <b>562 - RESERVES</b>	RATIONS			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGE
				REQUIR	EMENTS					
				PERSONNEL SERVICES						
159	214	500	<b>7000-15</b> Extra Help - I	Salaries & Wages - Temporary Police Reserves - 0.20 FTE				14,590	0	(
10	13	30	7300-05	Fringe Benefits - FICA - Social S	ecurity			883	0	(
2	3	7	7300-06	Fringe Benefits - FICA - Medicare	;			212	0	(
0	0	0	7300-15	Fringe Benefits - PERS - OPSRP	- IAP			0	0	(
6	7	14	7300-35	Fringe Benefits - Workers' Comp	ensation Ins	surance		388	0	(
0	0	0	7300-37	Fringe Benefits - Workers' Benef	it Fund			4	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment				0	0	(
0	0	2	7300-45	Fringe Benefits - Paid Family Lea	ve City Sha	re		11	0	(
168	18	20	7400-05	Fringe Benefits - Volunteers - Lif	e Insurance			20	0	(
577	889	1,098	7400-10	Fringe Benefits - Volunteers - We	orkers' Com	pensation Ir	surance	995	0	(
923	1,145	1,671		TOTAL PERSON	INEL SERV	ICES		17,103	0	(
				MATERIALS AND SERVICES						
0	800	500	7550	Travel & Education				1,300	0	(
				ion ining (seminars, advanced training) ay Reserve Training tuition	<u>Units</u> 1 2	<u>Amt/Unit</u> 500 400	<u>Total</u> 500 800			
201	1,686	1,000	7630-10	Uniforms - Volunteer				4,600	0	
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				s for new reserves	2	1,800	3,600			
				uipment/uniform needs	1	1,000	1,000			
0	186	200	7660	Materials & Supplies				3,200	0	(
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				neous materials and supplies	1	200	200			
				helmets for two current Reserves tes for two current Reserves	2 2	800 700	1,600 1,400			
4,732	2,191	14,468	7660-31	Materials & Supplies - Mid Valley ture account is tied directly to the MVRT re	Reserve Tra	aining	·	2,500	0	
4,933	4,864	16,168						11,600	0	
5,856	6,008	17,839	TOTAL REQUIREMENTS					28,703	0	C

2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERATIONS</b> Program : <b>565 - CANINE</b>	2025 PROPOSED BUDGET	2025 APPROVED	2025
		BODGET	BUDGET	ADOPTED BUDGET
	RESOURCES			
	MISCELLANEOUS			
3,567 <b>6400</b>	Donations - Police	3,567	0	0
3,567	TOTAL MISCELLANEOUS	3,567	0	0
3,567	TOTAL RESOURCES	3,567	0	0
	3,567	3,567     6400     Donations - Police       3,567     TOTAL MISCELLANEOUS	3,567       6400       Donations - Police       3,567         3,567       TOTAL MISCELLANEOUS       3,567	3,567         6400         Donations - Police         3,567         0           3,567         TOTAL MISCELLANEOUS         3,567         0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>043 - FIELD OPERA</b> Program : 565 - CANINE	TIONS			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
4,205	8,937	7,100	7550	Travel & Education				13,445	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			OPCA o	conference (one)	1	3,000	3,000			
			OPCA/0	CNCA yearly dues	1	145	145			
			Other tr	aining	1	1,000	1,000			
			Speciali	zed trainer assistance	1	2,000	2,000			
			HITS co	nference (New Orleans)	1	7,300	7,300			
5,015	7,830	10,815	7660	Materials & Supplies				11,430	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Medical	and professional	1	4,500	4,500			
			Dog foo	•	1	2,500	2,500			
			-	s, harnesses, kennel supplies, misc. equipment	1	1,000	1,000			
			Boardin		1	1,500	1,500			
				ack K9 record keeping software (2	2	140	280			
			Uniform	Jumpsuits (one for each handler)	3	450	1,350			
			K9 spec	ific uniform patches	1	300	300			
0	0	3,567	<b>7680</b> Matches wit	Materials & Supplies - Donations	00			3,567	0	0
9,220	16,767	21,482		TOTAL MATERIALS A	ND SEI	RVICES		28,442	0	0
				CAPITAL OUTLAY						
0	18,190	0	8710-15	Equipment - Canine				0	0	0
0	18,190	0		TOTAL CAPITAL	OUTL	<u>4Y</u>		0	0	0
9,220	34,957	21,482		TOTAL REQUIR		~		28,442	0	0



# **POLICE DEPARTMENT Investigations & Support Division**

<b>Organization Set – Programs</b>	Organization Set #
Administration	01-11-046-501
Building Maintenance	01-11-046-550
<ul> <li>Parking Enforcement</li> </ul>	01-11-046-559
<ul> <li>Investigations</li> </ul>	01-11-046-568
School Resource	01-11-046-574
<ul> <li>Unmanned Aircraft System</li> </ul>	01-11-046-575
<ul> <li>In-Service Training</li> </ul>	01-11-046-577
• Evidence	01-11-046-583
<ul> <li>Professional Standards</li> </ul>	01-11-046-586

Professional Standards

get Docume	nt Report			01 - GENERAL FU	IND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POL</b> Section : <b>046 - INVE</b> Program : <b>501 - ADMI</b>	STIGATIONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDG
				REG	QUIREMENTS					
				PERSONNEL SERVICES						
258,423	214,785	269,833		Salaries & Wages - Regular ain - 1.00 FTE eant - Administration - 1.00 FTE	Full Time			281,777	0	
11,847	23,476	41,600	7000-15	Salaries & Wages - Tempora	ary			0	0	
5,520	20,373	5,026	7000-20	Salaries & Wages - Overtim	e			19,981	0	
2,880	2,880	2,880	7000-30 Police Capta	Salaries & Wages - Auto All ain's \$240 per month automobile allor				2,880	0	
16,862	13,648	19,319	7300-05	Fringe Benefits - FICA - Soc	cial Security			18,430	0	
3,944	3,711	4,630	7300-06	Fringe Benefits - FICA - Mee	dicare			4,418	0	
86,222	76,564	97,669	7300-15	Fringe Benefits - PERS - OF	PSRP - IAP			102,091	0	
39,076	32,164	40,990	7300-20	Fringe Benefits - Medical In	surance			43,499	0	
3,450	3,450	3,450	7300-22	Fringe Benefits - VEBA Plar	า			3,450	0	
168	106	132	7300-25	Fringe Benefits - Life Insura	ance			132	0	
793	423	566	7300-30	Fringe Benefits - Long Tern	n Disability			604	0	
9,546	6,466	9,021	7300-35	Fringe Benefits - Workers' (	Compensation Ins	surance		8,103	0	
49	44	75	7300-37	Fringe Benefits - Workers' B	Benefit Fund			42	0	
0	0	0	7300-40	Fringe Benefits - Unemploy	ment			0	0	
0	0	1,151	7300-45	Fringe Benefits - Paid Fami	ly Leave City Sha	re		238	0	
291	0	0	7400-10	Fringe Benefits - Volunteers	s - Workers' Com	pensation Ir	surance	0	0	
439,070	398,089	496,342		TOTAL PER	SONNEL SERV	ICES		485,645	0	
				MATERIALS AND SERVI	<u>CES</u>					
2,404	1,947	2,600	7550	Travel & Education				3,000	0	
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Membe	•	1	600	600			
17 100		45 700	Training		1	2,400	2,400	45 700	0	
17,123	14,665	15,720		Telecommunications				15,720	0	
			Descrip		Units	Amt/Unit	Total			
			16 Tele 15 Cell	com - landlines	12 12	650 615	7,800 7,380			
				e facility landline	12	45	7,380 540			

dget Docume	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGA</b> Program : <b>501 - ADMINISTRA</b>		SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
509	700	600	7630-05 Uniforms for	Uniforms - Employee r Captain and Park Rangers				600	0	(
528	832	700	7660	Materials & Supplies				800	0	C
149	285	1,000	7720-16	Repairs & Maintenance - Radio &	Pagers			1,000	0	C
15,035	19,950	20,000	7750	Professional Services				179,448	0	C
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Compu	ter forensics (Newberg-Dundee Police)	1	20,000	20,000			
			Axon a	uto tagging	1	6,955	6,955			
			Axon b	ody worn cameras	42	1,927	80,934			
			Axon in	n-car video system	16	3,081	49,296			
			Axon T	aser 7 plan	1	22,263	22,263			
0	0	100	7750-01 Costs rolled	Professional Services - Audit & o under Police - Chief's Office - Admin, #01-1				0	0	C
0	1,343	6,699	7800	M & S Equipment				0	0	(
0	7,625	5,272	7800-06	M & S Equipment - Weapons				0	0	C
35,748	47,346	52,691		TOTAL MATERIAL	S AND SE	RVICES		200,568	0	C
				CAPITAL OUTLAY						
0	16,032	0	8710	Equipment				0	0	(
0	16,032	0		TOTAL CAPIT	AL OUTLA	<u>Y</u>		0	0	(
474,818	461,467	549,033		TOTAL REQU	JIREMENT	S		686,213	0	C

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET			- POLICE 5 - INVESTIGATIONS AND - BUILDING MAINTENANCE	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
					REQUIREMENTS					
				PERSONNEL SERV	/ICES					
44,479	47,329	48,599	7000-10 Maintenance	Salaries & Wages - Ro Technician - Senior - 0.80 F				48,225	0	(
0	28	0	7000-20	Salaries & Wages - O	vertime			0	0	(
2,758	2,936	2,940	7300-05	Fringe Benefits - FIC	A - Social Security			2,918	0	(
645	687	705	7300-06	Fringe Benefits - FIC	A - Medicare			699	0	(
10,252	10,916	11,795	7300-15	Fringe Benefits - PER	S - OPSRP - IAP			11,767	0	(
55	60	60	7300-25	Fringe Benefits - Life	Insurance			60	0	(
177	119	120	7300-30	Fringe Benefits - Lon	g Term Disability			120	0	(
1,646	1,441	1,453	7300-35	Fringe Benefits - Wor	kers' Compensation Ins	urance		1,423	0	(
17	18	18	7300-37	Fringe Benefits - Wor	kers' Benefit Fund			17	0	(
0	0	178	7300-45	Fringe Benefits - Paic	I Family Leave City Sha	re		38	0	(
60,029	63,533	65,868		<u>TOTA</u>	L PERSONNEL SERV	ICES		65,267	0	(
				MATERIALS AND S	SERVICES					
0	546	1,130	7515	City Services Charge	expense			1,130	0	(
43,177	46,335	45,000	7600	Utilities				45,000	0	(
2,600	2,957	3,250	7610-05	Insurance - Liability				3,022	0	(
11,048	12,917	16,020	7610-10	Insurance - Property				18,114	0	(
0	0	100	7630-05	Uniforms - Employee				100	0	(
32,822	38,948	35,000	7650-10	Janitorial - Services				40,600	0	(
1,833	2,312	3,300	7650-15	Janitorial - Supplies				3,380	0	(
62,977	82,761	73,000	7720-10	Repairs & Maintenan	ce - Building Maintenan	се		77,412	0	(
			Mainter Materia	tion cleaning ance contracts ls and stock s and maintenance	<u>Units</u> 1 1 1 1	<u>Amt/Unit</u> 5,000 46,487 11,250 14,675	<u>Total</u> 5,000 46,487 11,250 14,675			
154,458	186,776	176,800	-	TOTAL I	MATERIALS AND SE	RVICES		188,758	0	
				CAPITAL OUTLAY						
				CAPITAL OUTLAT						

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>550 - BUILDING MAINTENANCE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
214,487	250,309	242,668	TOTAL REQUIREMENTS	254,025	0	0

get Docume				01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>559 - PARKING ENFORCEMENT</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
				REQUIREMENTS			
				PERSONNEL SERVICES			
39,365	53,051	58,577	7000-05 Parking Enfo	Salaries & Wages - Regular Full Time procement Specialist - 1.00 FTE	64,609	0	(
189	0	293	7000-20	Salaries & Wages - Overtime	315	0	(
2,398	3,231	3,562	7300-05	Fringe Benefits - FICA - Social Security	3,928	0	
561	756	853	7300-06	Fringe Benefits - FICA - Medicare	942	0	
8,267	10,314	17,821	7300-15	Fringe Benefits - PERS - OPSRP - IAP	19,738	0	(
11,816	17,724	18,552	7300-20	Fringe Benefits - Medical Insurance	20,203	0	(
300	450	450	7300-22	Fringe Benefits - VEBA Plan	450	0	(
51	60	60	7300-25	Fringe Benefits - Life Insurance	60	0	(
150	134	134	7300-30	Fringe Benefits - Long Term Disability	146	0	
1,400	1,504	1,648	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,727	0	
12	21	23	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	(
0	0	215	7300-45	Fringe Benefits - Paid Family Leave City Share	50	0	(
472	358	1,098	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	995	0	
64,980	87,602	103,286		TOTAL PERSONNEL SERVICES	113,184	0	
				MATERIALS AND SERVICES			
0	0	1,300		Travel & Education s and training	1,300	0	(
1,280	1,926	3,000	7590	Fuel - Vehicle & Equipment	2,000	0	
478	947	750	7630-05	Uniforms - Employee	750	0	(
6,955	2,462	3,000		Materials & Supplies s, postal charges, tow stickers, parking permits	3,000	0	
154	178	500	7720-14	Repairs & Maintenance - Vehicles	500	0	
15,085	56,338	52,500		Professional Services RV tows for dismantling	80,000	0	
0	0	0	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	
23,951	61,851	61,050		TOTAL MATERIALS AND SERVICES	87,550	0	
88,932	149,453	164,336		TOTAL REQUIREMENTS	200,734	0	

lget Docume	nt Report			01 - GENERAL F	UND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - P</b> Section : <b>046 - II</b> Program : <b>568 - IN</b>	VESTIGATIONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				R	EQUIREMENTS					
				PERSONNEL SERVICI	<u>ES</u>					
604,470	563,981	759,968		Salaries & Wages - Regu eant - 1.00 FTE er - 6.00 FTE	lar Full Time			750,111	0	0
10,076	13,275	8,500	7000-15	Salaries & Wages - Temp Investigations - 0.38 FTE	oorary			27,705	0	0
68,595	145,066	72,994	7000-20	Salaries & Wages - Over	time			100,029	0	0
3,750	3,579	3,500	7000-35 Detectives' S	Salaries & Wages - Cloth 500 annual clothing allowance.	ing Allowance			3,508	0	0
42,100	42,176	51,119	7300-05	Fringe Benefits - FICA -	Social Security			53,322	0	0
9,846	10,431	12,251	7300-06	Fringe Benefits - FICA - I	Medicare			12,780	0	0
222,521	248,347	296,714	7300-15	Fringe Benefits - PERS -	OPSRP - IAP			306,580	0	0
113,645	97,381	129,864	7300-20	Fringe Benefits - Medica	I Insurance			141,421	0	C
2,100	2,400	2,400	7300-22	Fringe Benefits - VEBA F	Plan			3,000	0	0
515	365	462	7300-25	Fringe Benefits - Life Ins	urance			462	0	0
1,880	1,208	1,522	7300-30	Fringe Benefits - Long T	erm Disability			1,562	0	0
23,716	18,058	23,560	7300-35	Fringe Benefits - Worker	s' Compensation Ins	surance		23,352	0	0
135	130	164	7300-37	Fringe Benefits - Worker	s' Benefit Fund			155	0	0
0	0	0	7300-40	Fringe Benefits - Unemp	loyment			0	0	0
0	0	2,815	7300-45	Fringe Benefits - Paid Fa	mily Leave City Sha	re		688	0	0
1,103,347	1,146,396	1,365,833		<u>TOTAL P</u>	ERSONNEL SERV	ICES		1,424,675	0	0
				MATERIALS AND SER	VICES					
6,163	10,140	12,850	7550	Travel & Education				12,850	0	0
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				sor training	1	500	500			
				neous training	1	3,500	3,500			
				le conference ouse summit	1	3,850 4,000	3,850 4,000			
				tective training	1	4,000	1,000			
9,215	7,207	7,500	7590	Fuel - Vehicle & Equipme	ent			6,000	0	C
3,606	2,786	1.500	7630-05	Uniforms - Employee				1,500	0	0

udget Docume	ent Report			01 - GENERAL FU	ND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLI</b> Section : <b>046 - INVE</b> Program : 568 - INVES	STIGATIONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
1,012	1,077	4,000	7660	Materials & Supplies				4,000	0	C
				ative funds	<u>Units</u> 1	<u>Amt/Unit</u> 2,000	<u>Total</u> 2,000			
2 2 2 0	C 407	2 000		Is and supplies	1	2,000	2,000	2 000	0	(
3,228	6,187	3,000	7720-14	Repairs & Maintenance - Vel	nicies			3,000	0	(
7,629	8,494	11,380	7750	Professional Services				11,380	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Comca	st internet line	1	480	480			
			The las	t one (TLO)	1	900	900			
			Transci	iption services	1	10,000	10,000			
0	45	50	7750-01 Costs rolled	Professional Services - Aud under Police - Chief's Office - Admin,				0	0	(
0	0	500	7800	M & S Equipment				650	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Metal d	etector	1	650	650			
30,854	35,936	40,780		TOTAL MATER	RIALS AND SEI	RVICES		39,380	0	C
				CAPITAL OUTLAY						
0	0	0	8850	Vehicles				0	0	(
0	0	0		TOTAL C	APITAL OUTL	<u>AY</u>		0	0	(
1,134,201	1,182,331	1,406,613		TOTAL I	REQUIREMENT	S		1,464,055	0	C

udget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>574 - SCHOOL RESOURCE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
54,229	58,958	64,800	<b>5020-05 McMinnville School Dist #40 - SRO - High School</b> McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	68,760	0	0
40,650	0	62,800	<b>5020-10</b> McMinnville School Dist #40 - SRO - Middle School McMinnville School District #40 reimburses the City for 50% of School Resource Officer's salary and fringe benefits for the nine-month school year.	57,250	0	0
94,879	58,958	127,600	TOTAL INTERGOVERNMENTAL	126,010	0	0
94,879	58,958	127,600	TOTAL RESOURCES	126,010	0	0

get Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>574 - SCHOOL RESOURCE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
144,696	80,910	204,432	7000-05 Police Officer	Salaries & Wages - Regular Full Time	203,051	0	C
3,020	8,289	6,489	7000-20	Salaries & Wages - Overtime	6,492	0	0
9,056	5,461	12,761	7300-05	Fringe Benefits - FICA - Social Security	12,678	0	0
2,118	1,277	3,059	7300-06	Fringe Benefits - FICA - Medicare	3,039	0	0
48,430	28,897	73,599	7300-15	Fringe Benefits - PERS - OPSRP - IAP	73,389	0	0
28,063	14,770	37,104	7300-20	Fringe Benefits - Medical Insurance	40,406	0	0
750	300	750	7300-22	Fringe Benefits - VEBA Plan	900	0	0
140	55	132	7300-25	Fringe Benefits - Life Insurance	132	0	0
505	181	440	7300-30	Fringe Benefits - Long Term Disability	434	0	0
5,904	2,341	5,905	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,574	0	0
28	17	46	7300-37	Fringe Benefits - Workers' Benefit Fund	42	0	0
0	0	746	7300-45	Fringe Benefits - Paid Family Leave City Share	164	0	0
242,710	142,500	345,463		TOTAL PERSONNEL SERVICES	346,301	0	0
				MATERIALS AND SERVICES			
1,274	1,076	2,500	7550	Travel & Education	2,500	0	0
13	0	300	7660	Materials & Supplies	300	0	0
57	0	0	7750	Professional Services	0	0	0
0	45	100	<b>7750-01</b> Costs rolled u	Professional Services - Audit & other city-wide prof svc under Police - Chief's Office - Admin, #01-11-040-501.7750-01.	0	0	0
0	0	0	7800	M & S Equipment	0	0	0
1,344	1,121	2,900		TOTAL MATERIALS AND SERVICES	2,800	0	0
244,053	143,621	348,363		TOTAL REQUIREMENTS	349,101	0	0

udget Documen	t Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGAT</b> Program : <b>575 - UNMANNED A</b> I				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIRE	MENTS					
				MATERIALS AND SERVICES						
0	0	6,000	7550	Travel & Education				6,400	0	
			Descr	ption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Drone	conference (registration, hotel, per diem)	1	4,000	4,000			
				art107 initial online training and FAA test	4	400	1,600			
			Memb	ership in LEDA (drone association)	1	800	800			
0	0	0	7660	Materials & Supplies				3,000	0	
			Descr	ption	<u>Units</u>	Amt/Unit	Total			
			Drone	batteries (M30T and Avata/headset)	1	2,500	2,500			
			Misc s	upplies (propellers, cords, Avata parts, misc)	1	500	500			
0	0	8,300	7800	M & S Equipment				9,500	0	(
			Descr	ption	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Flight	management software (for two M30Ts)	1	7,000	7,000			
			Misc r	epairs	1	2,500	2,500			
0	0	14,300		TOTAL MATERIALS	AND SE	RVICES		18,900	0	(
				CAPITAL OUTLAY						
0	0	16,100	8710	Equipment				0	0	
0	0	16,100		TOTAL CAPITA	AL OUTL	<u> </u>		0	0	
0	0	30,400		TOTAL REQU	IREMENT	S		18,900	0	

dget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>577 - IN-SERVICE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
12,000	9,500	12,000	<b>5380-02</b> Facility Rentals - Training Facility Revenue received from neighboring agencies for use of the Firearms Facility.	10,000	0	0
12,000	9,500	12,000	TOTAL CHARGES FOR SERVICES	10,000	0	0
12,000	9,500	12,000	TOTAL RESOURCES	10,000	0	0

get Documen	t Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATI</b> Program : <b>577 - IN-SERVICE</b>	ONS AND	SUPPORT		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREN	IENTS					
				MATERIALS AND SERVICES						
750	0	1,500	7550-05	Travel & Education - Defensive Tac	tics			0	0	0
677	439	1,000	7550-10	Travel & Education - Driving Training	ng			1,000	0	C
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Instructo	or training	1	1,000	1,000			
1,578	-15	3,000	7550-20	Travel & Education - Firearms Train	ning			4,000	0	C
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			New ins	tructor training	1	2,000	2,000			
			Existing	instructor training	1	2,000	2,000			
11,317	23,047	42,300	7660	Materials & Supplies				41,344	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Firearm and trai	s ammunition (handgun, rifle, shotgun) duty ning	1	23,920	23,920			
			Firearm	s supplies and maintenance	1	3,674	3,674			
			40mm n	nunitions	1	900	900			
			Confron	tation simulation training equipment	1	6,600	6,600			
				tation simulation instructor training	1	1,000	1,000			
				first aid equipment	1	3,250	3,250			
			Tactical	first aid instructor training	1	2,000	2,000			
299	3,911	4,100	7720-18	Repairs & Maintenance - Training F	acility			4,100	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Gravel		1	3,000	3,000			
			Chem c	an rental	1	500	500			
			Range of	construction	1	600	600			
5,632	5,632	20,850	7800	M & S Equipment				0	0	(
20,253	33,013	72,750		TOTAL MATERIALS	AND SE	RVICES		50,444	0	(
20,253	33,013	72,750		TOTAL REQUI	REMENT	TS		50,444	0	C

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>583 - EVIDENCE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
65,158	68,458	72,136	7000-05 Police Evide	Salaries & Wages - Regular Full Time nce & Property Technician - 1.00 FTE	77,585	0	0
15,201	17,437	22,459	7000-10 Managemen	Salaries & Wages - Regular Part Time t Support Specialist - 0.48 FTE	23,183	0	0
1,385	1,294	2,537	7000-20	Salaries & Wages - Overtime	2,521	0	0
4,984	5,285	5,879	7300-05	Fringe Benefits - FICA - Social Security	6,250	0	0
1,166	1,236	1,410	7300-06	Fringe Benefits - FICA - Medicare	1,498	0	0
23,747	25,329	29,417	7300-15	Fringe Benefits - PERS - OPSRP - IAP	31,400	0	0
17,724	17,724	18,552	7300-20	Fringe Benefits - Medical Insurance	20,203	0	0
450	450	450	7300-22	Fringe Benefits - VEBA Plan	450	0	0
80	60	60	7300-25	Fringe Benefits - Life Insurance	60	0	0
241	188	168	7300-30	Fringe Benefits - Long Term Disability	176	0	0
69	-9	186	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,748	0	0
27	29	34	7300-37	Fringe Benefits - Workers' Benefit Fund	31	0	0
0	0	345	7300-45	Fringe Benefits - Paid Family Leave City Share	81	0	0
130,232	137,480	153,633		TOTAL PERSONNEL SERVICES	166,186	0	0
				MATERIALS AND SERVICES			
80	856	2,000	7550	Travel & Education	2,000	0	0
			<u>Descrip</u> Training	ion Units Amt/Unit for evidence personnel 1 2,000	<u>Total</u> 2,000		
473	117	500	7590	Fuel - Vehicle & Equipment	500	0	0
679	876	1,000	7630-05	Uniforms - Employee	1,000	0	0
9,660	6,344	2,500	7660	Materials & Supplies	5,500	0	0
223	189	300	7720-14	Repairs & Maintenance - Vehicles	300	0	0
26	7,955	8,000		Professional Services (evidence, maintenance, RV tows)	8,000	0	0
0	45	100	7750-01 Costs rolled	Professional Services - Audit & other city-wide prof svc under Police - Chief's Office - Admin, #01-11-040-501.7750-01.	0	0	0
0							
251	0 529	250 1,000		Maintenance & Rental Contracts rage building alarm contract M & S Equipment	250	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : 583 - EVIDENCE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
11,393	16,910	15,650	TOTAL MATERIALS AND SERVICES	17,550	0	0
141,625	154,391	169,283	TOTAL REQUIREMENTS	183,736	0	0

dget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>11 - POLICE</b> Section : <b>046 - INVESTIGATIONS AND SUPPORT</b> Program : <b>586 - PROFESSIONAL STANDARDS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	0	0 <b>7550</b>	Travel & Education	0	0	0
1,727	2,975	2,975 <b>7660</b>	Materials & Supplies	2,975	0	0
1,727	2,975	2,975	TOTAL MATERIALS AND SERVICES	2,975	0	0
1,727	2,975	2,975	TOTAL REQUIREMENTS	2,975	0	0



# **MUNICIPAL COURT**



**Organization Set – Sections** 

- Court
- Parking Tickets

Organization Set #

01-13-060 01-13-063



General Fund – Municipal Court

2024 – 2025 Proposed Budget --- Budget Summary

## **Budget Highlights**

The operations of the McMinnville Municipal Court support the City's mission to deliver high quality service for a prosperous, safe and livable community. Community restoration projects have been a highlight of this current fiscal cycle and will continue to play an integral part of the Municipal Court going into FY2024-2025.

The Court believes that open and accessible venues such as City Hall during the week and at the Court on Wednesdays are integral to access to justice for members of the community.

The FY2024-2025 budget reflects a minor change in staffing due to an investment in American Rescue Plan Act (ARPA) to address the backlog in operations due to the pandemic will be fully spent by October 2024. ARPA allowed one part-time clerk, typically scheduled to work 3 days a week, to work a full-time schedule and this extra capacity sunsets in FY2024-2025.

A trend in an increasing number of citations for crimes is causing the Court to be stretched operationally. In that context, the midyear reduction in staff capacity is concerning. Because the growing court dockets make it exceptionally challenging to deliver justice in the community, the Court plans to expand the number of days each month that misdemeanor matters are addressed.

The Court is also partnering with Yamhill County to have behavioral health assessments referred through our court and also has begun offering an option to defendants to join the work crew in lieu of paying fines/fees. These programs will become the cornerstones of a community court model that the Municipal Court will begin utilizing into the next fiscal cycle.

The Court processed a second remission order signed by Governor Kotek that wrote off more than \$120K in fines owed to our municipal court which has a dampening impact on fines and fees anticipated to be collected this fiscal year and moving into FY 2024-2025. Judge Arnold Poole will continue serving on the bench for FY2024-2025. Our pro tempore judge Michael Videtich will be joined by Tyler Reid to round out our judicial bench for the foreseeable future.

### **Core Services**

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

Court takes place on Wednesdays, with court staff available at City Hall Monday through Friday. While still in the planning stage, new court dates will likely be offered on Tuesdays.

### Mac-Town 2032 Strategic Plan and the Municipal Court

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



## **City Government Capacity**

During FY2023-24, court staff have been working on site at City Hall which gives stability to the City by allowing the public to come and speak with us face and being given direction to their inquiries.



# **Community Safety & Resiliency**

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

Sensitive to some of the issues currently being experienced by the community, the Municipal Court will strive to continue a balance between enforcing judgments out of court and continuing to help defendants through the process.

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



# **Engagement & Inclusion**

The Municipal Court continues to staff bi-lingual employees, an important skill set that greatly improves our ability to serve the almost 25% of the City's residents who identify as Latino or Hispanic according to US Census estimates for 2018.

In FY2024-2025, the court will utilize its diversity, equity and inclusion plan to keep advancing its commitment to reducing barriers to inclusion and any negative impacts for equity in outcomes for all the people who appear before the municipal court.

# **Future Challenges and Opportunities**

As noted, the Court will assess whether the addition of Court days in the month is an effective response to the uptick in citations and an approach that is possible to sustain with a slight reduction in clerk staff hours starting mid-year in FY2024-25.

Changes in the laws associated with the 2020 ballot measure 110 which decriminalized small amounts of many drugs, will likely have an impact on the number and kind of cases seen at the Municipal Court level and means a continuation of coordinating with the county jail and Circuit Court for those defendants facing charges in both venues.

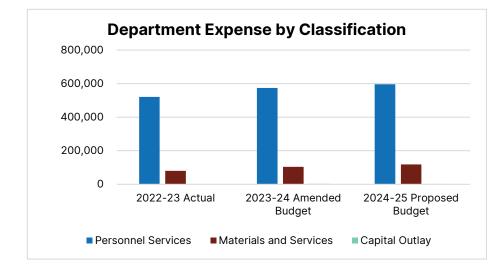
The opening of Any Door Place in the summer of 2024, an emergency shelter and hub for services to support those transitioning into more stable housing opportunities, may have an impact on the number of prohibited camping citations, a growing proportion of cases heard in Court.

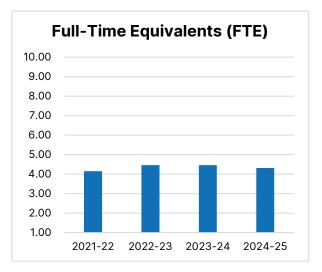
The court is using software that's been in place for 20 years, in line with a city-wide trend to make use of technological resources longer than typically is seen in other sectors of the economy. An unfunded need for the city is looking for a new software solution which would add efficiencies in real-time court case processing; improved functionality with communicating with defendants, lawyers and other court partners; and data analytics capacity among other benefits. The FY2024-25 budget didn't stretch to include this investment but it was identified as one of the most pressing unfunded needs in the General Fund.

### General Fund - Municipal Court

Department Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Fines and Forfeitures	340,916	377,100	270,540	(106,560)
Intergovernmental	12,870	0	0	0
Miscellaneous	413	500	200	(300)
Revenue Total	354,198	377,600	270,740	(106,860)
Expenses				
Personnel Services	520,782	574,489	596,482	21,993
Materials and Services	80,294	103,820	118,149	14,329
Capital Outlay	0	3,247	1,941	(1,306)
Expenses Total	601,076	681,556	716,572	35,016
Unrestricted Resources Required	246,878	303,956	445,832	141,876
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.15	4.46	4.46	4.31

#### **Department Cost Summary**







- **1846** First entry in McMinnville Municipal Court docket—a disorderly conduct charge against Henry Johnson for "assaulting" the neighbors' children by "throwing things at them" --- fine of \$9.75.
- **1846** First drunk and disorderly charge, filed against Bud Turner --- fine of \$9.75.
- 1847 First speeding charge. The defendant, James Badley, was arrested and jailed until sober, at which time he admitted he had been drunk. but pled innocent to the charge of riding faster than the law allowed by his own will. His horse had, indeed, exceeded four miles an hour, Mr. Badley said, but he also successfully argued that he had tried (but failed) to control the beast. He was picked up again within two weeks on charges of drunk and disorderly, but the horse didn't make another appearance.

- **1848** First trial. Defendants John Harvey and Martin Highley charged with selling spirituous, vinous, and malt liquors without a license.
- **1876** Being drunk and disorderly in the street or in any house within the town limits resulted in a fine of not less than \$3.00 and not more than \$20.00.
- **1924** Possession of or smoking a cigarette by a minor under 14 was punishable by a fine of \$5.00.
- **1971** First Municipal Court judge appointed. Before then, the City Recorder was responsible for justice.
- **1991** Personal computers first used for Municipal Court docket and citation tracking.

- 2004 Municipal Court transitions to windows-based Caselle Software.
- **2006** Parking ticket processing transitions from an Excel spreadsheet to Caselle Software.
- 2009 Court sessions held in new Civic Hall.
- **2014** Honorable Cynthia Kaufman Noble appointed as Judge.
- **2017** Municipal Court Software upgraded.
- **2020** Municipal Court reorganization, moving from Legal Department to Finance Department and staffing roles re-defined to meet programmatic needs of the court including adding Spanish speaking capacity to the staff.
- **2020** Established a remote court in May 2020, one of the first municipal courts to re-open during the first months of the Covid-19 pandemic, utilizing technology to conduct all appearances via computers and smart phones.



- 2022 Judge Poole appointed presiding McMinnville Municipal Court Judge
- 2022 McMinnville City Hall opens to the public after remodel
- **2024** Tyler Reid joins the court as Pro Tempore
- 2024 Court expands to offer two additional court sessions a month



dget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
				RESOURCES			
				INTERGOVERNMENTAL			
13,673	12,870	0	4546	American Rescue Plan	0	0	
13,673	12,870	0		TOTAL INTERGOVERNMENTAL	0	0	
				FINES AND FORFEITURES			
330,495	326,752	360,000	The City of I	Fines & Bail Forfeitures McMinnville's share of the Municipal Court fine and bail collections from Police issuance of citations into Municipal Court or Circuit Court.	252,000	0	
50	20	100		<b>Peer Court Assessment</b> 2, individuals cited were assessed \$10 which was passed through to the Yamhill r Court Program. The Court will continue to collect assessments on citations to 2012.	40	0	
1,396	3,234	5,000	Municipal C expense if the	<b>Court Appointed Attorney Fees</b> ourt defendants charged with misdemeanors must be provided an attorney at City he defendants allege they can not afford to hire counsel. Whenever possible, are required to reimburse the City for court-appointed attorney costs.	3,500	0	
331,941	330,007	365,100		TOTAL FINES AND FORFEITURES	255,540	0	
				MISCELLANEOUS			
256	413	500	6600-93	Other Income - Municipal Court	200	0	
256	413	500		TOTAL MISCELLANEOUS	200	0	
345,870	343,289	365,600		TOTAL RESOURCES	255,740	0	

get Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
590	1,933	0	7000	Salaries & Wages	0	0	0
208,742	227,027	215,900	Court Super	Salaries & Wages - Regular Full Time ector - 0.05 FTE visor - 1.00 FTE t Clerk - 0.95 FTE - 1.00 FTE	250,856	0	C
48,636	83,925	132,398	7000-10 Judge - 0.38 Court Clerk	Salaries & Wages - Regular Part Time FTE - 0.60 FTE - (ARPA: 4 mths full-time; 8 mths part-time 24 hrs/wk)	111,760	0	(
				purt - Interpreter - 0.08 FTE purt Security Officer - 0.20 FTE			
2,189	0	0	7000-15	Salaries & Wages - Temporary	0	0	C
1	16	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	0
224	78	0	7300	Fringe Benefits	0	0	0
15,609	18,761	21,375	7300-05	Fringe Benefits - FICA - Social Security	22,242	0	0
3,650	4,388	5,122	7300-06	Fringe Benefits - FICA - Medicare	5,331	0	0
74,844	94,682	107,055	7300-15	Fringe Benefits - PERS - OPSRP - IAP	111,789	0	0
61,167	64,514	69,536	7300-20	Fringe Benefits - Medical Insurance	73,476	0	0
9,113	9,925	8,888	7300-22	Fringe Benefits - VEBA Plan	8,138	0	0
303	224	240	7300-25	Fringe Benefits - Life Insurance	240	0	0
746	599	616	7300-30	Fringe Benefits - Long Term Disability	645	0	0
339	334	387	7300-35	Fringe Benefits - Workers' Compensation Insurance	406	0	0
74	82	106	7300-37	Fringe Benefits - Workers' Benefit Fund	92	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	1,279	7300-45	Fringe Benefits - Paid Family Leave City Share	287	0	0
426,227	506,488	567,902		TOTAL PERSONNEL SERVICES	590,262	0	0
				MATERIALS AND SERVICES			
3,929	0	0	7500	Credit Card Fees	0	0	0
2,325	0	0	7510	Service Fees	0	0	0
840	0	0	7520	Public Notices & Printing	0	0	0

Budget Document Report 01 - GENERAL FUND Department : 13 - MUNICIPAL COURT 2024 2022 2023 2025 2025 2025 AMENDED PROPOSED APPROVED ADOPTED ACTUAL ACTUAL Section : 060 - COURT BUDGET BUDGET BUDGET BUDGET Program : N/A 700 7540 700 0 0 413 468 **Employee Events** Costs shared city-wide for employee training, materials, and events. 7,000 0 0 635 4.281 7,000 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. 4,473 4,960 5.560 7610-05 2.666 0 0 Insurance - Liability 5,581 5,000 5,700 7620 **Telecommunications** 6,000 0 0 0 1,500 7630 2,000 0 0 990 Uniforms 16,500 7660-05 17,000 0 0 2,319 5,681 Materials & Supplies - Office Supplies 2,892 4,911 6,500 7660-15 Materials & Supplies - Postage 5,000 0 0 800 7750 1.600 0 0 1.792 **Professional Services** 1.313 Description Units Amt/Unit Total 1,600 1,600 DMV, other general prof services 1 0 0 1,755 1.300 7750-01 Professional Services - Audit & other city-wide prof svc 1.960 0 Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses 0 0 600 1,500 7750-12 1,500 5.025 **Professional Services - Contract Judge** Back-up Judge if necessary to cover Judge's absences. FY22 had extraordinary cost during new Judge recruitment process. 16,675 20,250 22.000 7750-15 Professional Services - Court Appointed Attorney 25,000 0 0 Attorney costs for legal defense of Municipal Court defendants unable to afford their own legal counsel. Reimbursement of costs assessed against defendants received through revenue account 6150. Court Appointed Attorney Fees. 0 0 0 7750-18 **Professional Services - Contract Prosecutor** 0 0 0 Back-up prosecutor if necessary to cover City Prosecuter's absences and legal conflicts. 200 31 83 200 7750-21 **Professional Services - Security** 0 0 Security contract to provide panic button monitoring. 0 50 20 100 7750-22 **Professional Services - Peer Court Assessment** 40 0 Peer Court assessments collected by Municipal Court are passed through to the Yamhill County Peer Court Program. 870 1.245 1,200 7800 M & S Equipment 1,200 0 0 11,483 11,814 12.110 7840 M & S Computer Charges 18,383 0 0 I.S. Fund materials & supplies costs shared city-wide 20.450 7840-25 M & S Computer Charges - Municipal Court 0 0 11,155 16,636 25,900

dget Documer	nt Report			01 - GENERAL F	UND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>060 - COURT</b> Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE	
			Descr	ription	<u>Units</u>	Amt/Unit	Total			
			Polyc	om Replacement	1	2,500	2,500			
			Mobil	e Computer replacement	1	2,500	2,500			
			Share	ed Copier (CC, PL)	1	500	500			
			Adobe	e Pro licensing	1	200	200			
			Office	e 365 licensing	1	1,700	1,700			
			Casel	le Utils/Integration	1	5,000	5,000			
			Casel	le Maintenance	1	7,800	7,800			
			E-tick	eting Maintenance	1	5,700	5,700			
314	205	500		Trial Expense less, and special interpreter fees for N	/unicipal Court jury an	id non-jury tria	ls.	2,000	0	
70,803	80,213	103,620		TOTAL MAT	ERIALS AND SEI	RVICES		118,149	0	
				CAPITAL OUTLAY						
1,070	0	3,247		Capital Outlay Computer C capital outlay costs shared city-wide	Charges			1,941	0	
1,070	0	3,247		TOTAL	CAPITAL OUTLA	<u> </u>		1,941	0	
498,100	586,700	674,769		ΤΟΤΑΙ	REQUIREMENT	S		710,352	0	(

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>13 - MUNICIPAL COURT</b> Section : <b>063 - PARKING TICKETS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			FINES AND FORFEITURES			
1,949	10,909	12,000 <b>6130</b> Dow	<b>0 Parking Tickets</b> vntown Parking Patrol and Police Officer parking citations revenue.	15,000	0	0
1,949	10,909	12,000	TOTAL FINES AND FORFEITURES	15,000	0	0
1,949	10,909	12,000	TOTAL RESOURCES	15,000	0	0

dget Documen	t Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>13 - MUNICIPAL COURT</b> Section : <b>063 - PARKING TICKETS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
9,843	8,214	3,336	7000-05 Senior Cour	Salaries & Wages - Regular Full Time t Clerk - 0.05 FTE	3,542	0	C
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	C
0	0	501	7000-20	Salaries & Wages - Overtime	0	0	C
578	479	232	7300-05	Fringe Benefits - FICA - Social Security	214	0	C
135	112	55	7300-06	Fringe Benefits - FICA - Medicare	51	0	C
2,859	2,386	1,162	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,078	0	(
3,527	2,913	1,122	7300-20	Fringe Benefits - Medical Insurance	1,166	0	(
0	150	150	7300-22	Fringe Benefits - VEBA Plan	150	0	(
15	8	3	7300-25	Fringe Benefits - Life Insurance	3	0	(
42	21	8	7300-30	Fringe Benefits - Long Term Disability	8	0	(
14	9	5	7300-35	Fringe Benefits - Workers' Compensation Insurance	4	0	(
3	2	1	7300-37	Fringe Benefits - Workers' Benefit Fund	1	0	(
0	0	12	7300-45	Fringe Benefits - Paid Family Leave City Share	3	0	(
17,015	14,294	6,587		TOTAL PERSONNEL SERVICES	6,220	0	(
				MATERIALS AND SERVICES			
8	81	100	7510	Service Fees	0	0	(
0	0	100		Professional Services - Audit & other city-wide prof svc d city-wide for Audit, Section 125 plan administrative fees, and other us professional service expenses	0	0	(
8	81	200		TOTAL MATERIALS AND SERVICES	0	0	(
17,024	14,376	6,787		TOTAL REQUIREMENTS	6,220	0	C



Voter approval of creation for a new fire district was approved May 2023.

Fire District Transition Fund (99) has been set-up and reflects stand-up support for the new district.

			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
			RESOURCES			
			LICENSES AND PERMITS			
0	0	0 <b>4213-15</b>	Specialty Business License - Care Homes	0	0	(
8,660	8,140	0 <b>4490</b>	Licenses & Permits - Misc	0	0	
8,660	8,140	0	TOTAL LICENSES AND PERMITS	0	0	
			INTERGOVERNMENTAL			
0	0	0 <b>4545</b>	Federal FEMA Grant	0	0	
35,424	52,651	0 <b>4555</b>	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	
0	1,500	⁰ 4773-05	OR Dept of Public Safety Standards & Training (DPSST) - Wildland Training Grant	0	0	
0	25,063	0 <b>4774-05</b>	OR State Fire Marshall - 2022 Wildfire Season Staff Grant	0	0	
27,072	15,690	0 <b>4840-05</b>	OR Conflagration Reimbursement - Personnel	0	0	
17,474	6,619	0 <b>4840-10</b>	OR Conflagration Reimbursement - Equipment	0	0	
0	0	0 <b>5030</b>	McMinnville Rural Fire District	0	0	
410,447	573,016	0 <b>5030-05</b>	McMinnville Rural Fire District - Contract Fire Protection	0	0	
64,229	0	0 <b>5035-10</b>	Amity Fire District - Admin/Training Svcs Contract	0	0	
0	0	0 <b>5036</b>	City of Dundee	0	0	
554,646	674,539	0	TOTAL INTERGOVERNMENTAL	0	0	
			CHARGES FOR SERVICES			
1,684	5,281	0 <b>5340</b>	Fire Department Service Fees	0	0	
28,512	29,082	0 <b>5400</b>	Property Rentals	0	0	
30,196	34,363	0	TOTAL CHARGES FOR SERVICES	0	0	
			FINES AND FORFEITURES			
0	0	0 <b>6115</b>	Code Enforcement	0	0	
0	0	0	TOTAL FINES AND FORFEITURES	0	0	
			MISCELLANEOUS			
24,481	25,963	0 <b>6310-07</b>	Interest - LOSAP	0	0	
6,381	4,029	0 <b>6410</b>	Donations - Fire	0	0	
2,302	5,984	0 6600	Other Income	0	0	
of McMinnville	Rudget Docume	nt Report			4/12/2	0024

udget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
19,609	3,844	0 <b>6600-05</b>	Other Income - Workers' Comp Reimbursement	0	0	0
0	0	0 <b>6600-07</b>	Other Income - LOSAP	0	0	0
24,778	29,743	0 <b>6600-22</b>	Other Income - Airshow	0	0	0
77,551	69,563	0	TOTAL MISCELLANEOUS	0	0	0
			OTHER FINANCING SOURCE			
11,700	0	0 <b>6845</b>	Proceeds from asset sale	0	0	0
11,700	0	0	TOTAL OTHER FINANCING SOURCE	0	0	0
682,753	786,606	0	TOTAL RESOURCES	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			PERSONNEL SERVICES			
4,742	2,320	0 <b>7000</b>	Salaries & Wages	0	0	0
1,359,120	1,466,631	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0
13,937	0	0 <b>7000-10</b>	Salaries & Wages - Regular Part Time	0	0	0
7,665	30,680	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
23,630	20,085	0 <b>7000-17</b>	Salaries & Wages - Volunteer Reimbursement	0	0	0
333,972	246,454	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	0
525	1,600	0 <b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	0	0	0
848	3,509	0 <b>7300</b>	Fringe Benefits	0	0	0
105,345	106,725	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
24,686	25,066	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
550,595	523,643	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
240,694	249,723	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0
46,356	49,382	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0
1,271	1,086	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0
4,562	3,375	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0
49,280	55,542	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
427	475	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	0
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	0
989	226	0 <b>7400-05</b>	Fringe Benefits - Volunteers - Life Insurance	0	0	0
11,296	12,493	0 <b>7400-10</b>	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
25,649	26,341	0 <b>7400-15</b>	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current	0	0	0
0	0	0 <b>7400-21</b>	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins	0	0	0
7,347	6,341	0 <b>7400-25</b>	Fringe Benefits - Volunteers - Volunteer Accident Insurance	0	0	0
,812,937	2,831,696	0	TOTAL PERSONNEL SERVICES	0	0	0
			MATERIALS AND SERVICES			
0	1,289	0 7515	City Services Charge expense	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	0	0	7530	Training	0	0	0
1,885	4,158	0	7540	Employee Events	0	0	0
24,438	28,013	0	7550	Travel & Education	0	0	0
26,900	32,683	0	7590	Fuel - Vehicle & Equipment	0	0	0
16,509	22,363	0	7600	Utilities	0	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
26,646	34,000	0	7610-05	Insurance - Liability	0	0	0
30,527	30,429	0	7610-10	Insurance - Property	0	0	0
24,438	24,614	0	7620	Telecommunications	0	0	0
15,463	15,260	0	7630-05	Uniforms - Employee	0	0	0
58,049	65,289	0	7630-15	Uniforms - Protective Clothing	0	0	0
11,960	10,123	0	7650	Janitorial	0	0	0
17,341	24,549	0	7660	Materials & Supplies	0	0	0
6,381	4,029	0	7680	Materials & Supplies - Donations	0	0	0
2,146	388	0	7700	Hazardous Materials	0	0	0
0	1,500	0	7710	Materials & Supplies - Grants	0	0	0
788	784	0	7720	Repairs & Maintenance	0	0	0
2,178	9,526	0	7720-06	Repairs & Maintenance - Equipment	0	0	0
67,615	36,639	0	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
100,160	157,444	0	7720-14	Repairs & Maintenance - Vehicles	0	0	0
2,893	384	0	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
4,257	7,621	0	7720-22	Repairs & Maintenance - Breathing Apparatus	0	0	0
137,844	162,772	0	7750	Professional Services	0	0	0
0	10,045	0	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
18,016	23,206	0	7790	Maintenance & Rental Contracts	0	0	0
2,146	5,591	0	7800	M & S Equipment	0	0	0
2,947	893	0	7800-09	M & S Equipment - Radios	0	0	0
12,500	7,022	0	7800-30	M & S Equipment - Breathing Apparatus	0	0	0
0	0	0	7820	M & S Equipment - Grants	0	0	0
35,726	48,734	0	7840	M & S Computer Charges	0	0	0

dget Docume	ent Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>070 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
45,134	46,968	0	7840-30	M & S Computer Charges - Fire	0	0	(
72,060	72,939	0	8090	Hydrant Rental & Maintenance	0	0	(
3,846	12,918	0	8110	Hoses, Nozzles, & Adapters	0	0	(
5,321	5,606	0	8120	Hose & Ladder Testing		0	(
776,114	907,776	0		TOTAL MATERIALS AND SERVICES	0	0	(
				CAPITAL OUTLAY			
0	0	0	8710	Equipment	0	0	
0	0	0	8720	Equipment - Grants	0	0	
3,330	0	0	8750	Capital Outlay Computer Charges	0	0	(
0	0	0	8750-30	Capital Outlay Computer Charges - Fire	0	0	
16,128	0	0	8800	Building Improvements	0	0	
0	0	0	<b>8850</b> Replace 200	Vehicles 3 Command Vehicle . Currently Fire Chief is using private vehicle.	0	0	
19,459	0	0		TOTAL CAPITAL OUTLAY	0	0	
				DEBT SERVICE			
90,839	93,677	0	9442-05	2014 Fire Vehicle Financing - Principal	0	0	
24,453	21,615	0	9442-10	2014 Fire Vehicle Financing - Interest	0	0	
115,291	115,291	0		TOTAL DEBT SERVICE	0	0	
3,723,801	3,854,763	0		TOTAL REQUIREMENTS	0	0	(

2022	2023	2024		Department : 15 - FIRE	2025	2025	2025
ACTUAL	ACTUAL	AMENDED BUDGET		Section : 073 - FIRE PREVENTION & LIFE SAFETY Program : N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
210,517	226,584	0	7000-05	Salaries & Wages - Regular Full Time	0	0	C
0	2,519	0	7000-15	Salaries & Wages - Temporary	0	0	(
185	3,066	0	7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	(
8,267	10,713	0	7000-20	Salaries & Wages - Overtime	0	0	(
13,254	14,754	0	7300-05	Fringe Benefits - FICA - Social Security	0	0	(
3,100	3,451	0	7300-06	Fringe Benefits - FICA - Medicare	0	0	(
69,142	77,504	0	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	(
36,026	38,830	0	7300-20	Fringe Benefits - Medical Insurance	0	0	
6,500	7,500	0	7300-22	Fringe Benefits - VEBA Plan	0	0	(
168	127	0	7300-25	Fringe Benefits - Life Insurance	0	0	
771	521	0	7300-30	Fringe Benefits - Long Term Disability	0	0	
8,004	8,482	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	
40	39	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	
0	0	0	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	
97	167	0	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	
356,071	394,258	0		TOTAL PERSONNEL SERVICES	0	0	
				MATERIALS AND SERVICES			
101	6	0	7540	Employee Events	0	0	
5,024	5,661	0	7550	Travel & Education	0	0	
0	0	0	7680	Materials & Supplies - Donations	0	0	
0	0	0	7710	Materials & Supplies - Grants	0	0	
1,540	100	0	7750	Professional Services	0	0	
0	23	0	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	
4,136	4,970	0	8080	Fire Prevention Education	0	0	
10,801	10,759	0		TOTAL MATERIALS AND SERVICES	0	0	
366,871	405,017	0		TOTAL REQUIREMENTS	0	0	(

udget Docum	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	0 4545	Federal FEMA Grant	0	0	C
0	32,112	0 <b>4546</b>	American Rescue Plan	0	0	C
0	0	⁰ 4549-05	US Dept of Health & Human Services - CARES Act Provider Relief Fund	0	0	C
80,052	122,852	0 <b>4555</b>	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	0
679,197	570,829	⁰ 4555-05	Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)	0	0	C
5,805	11,259	0 <b>4840-05</b>	OR Conflagration Reimbursement - Personnel	0	0	(
0	0	0 <b>4840-10</b>	OR Conflagration Reimbursement - Equipment	0	0	C
57,340	0	0 <b>5035-10</b>	Amity Fire District - Admin/Training Svcs Contract	0	0	(
0	0	0 <b>5036</b> IGA no longe	City of Dundee er in place.	0	0	C
822,393	737,052	0	TOTAL INTERGOVERNMENTAL	0	0	C
			CHARGES FOR SERVICES			
3,115,521	3,237,745	0 <b>5700</b>	Transport Fees	0	0	(
147,475	134,276	0 <b>5710</b>	FireMed Fees	0	0	(
3,262,996	3,372,021	0	TOTAL CHARGES FOR SERVICES	0	0	(
			MISCELLANEOUS			
0	0	0 <b>6460</b>	Donations - Ambulance	0	0	C
1,106	5,115	0 6600	Other Income	0	0	(
36,417	7,140	0 <b>6600-05</b>	Other Income - Workers' Comp Reimbursement	0	0	(
13,342	16,016	0 <b>6600-22</b>	Other Income - Airshow	0	0	(
20,371	14,706	0 <b>6610</b>	Collections - EMS	0	0	(
71,237	42,977	0	TOTAL MISCELLANEOUS	0	0	(
			OTHER FINANCING SOURCE			
7,100	0	0 <b>6845</b>	Proceeds from asset sale	0	0	C

Budget Docum	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
7,100	0	0	TOTAL OTHER FINANCING SOURCE	0	0	0
4,163,727	4,152,050	0	TOTAL RESOURCES	0	0	0

lget Docume	_		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
4,190	7,587	0 <b>7000</b>	Salaries & Wages	0	0	(
2,008,601	2,236,516	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	(
25,883	0	0 <b>7000-10</b>	Salaries & Wages - Regular Part Time	0	0	(
584,845	451,590	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	(
175	1,600	0 <b>7000-37</b>	Salaries & Wages - Medical Opt Out Incentive	0	0	(
-797	6,789	0 <b>7300</b>	Fringe Benefits	0	0	(
159,335	163,008	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	(
37,280	38,246	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	(
850,365	808,167	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	(
352,100	385,346	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	(
73,644	77,656	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	(
1,899	1,733	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	(
6,672	5,116	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	(
77,741	89,521	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	(
665	757	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	(
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	(
,182,598	4,273,633	0	TOTAL PERSONNEL SERVICES	0	0	
			MATERIALS AND SERVICES			
1,951	1,966	0 <b>7500</b>	Credit Card Fees	0	0	(
0	121	0 7515	City Services Charge expense	0	0	(
1,340	75	0 <b>7540</b>	Employee Events	0	0	
17,044	24,569	0 <b>7550</b>	Travel & Education	0	0	(
57,085	61,516	0 <b>7590</b>	Fuel - Vehicle & Equipment	0	0	
5,320	3,307	0 <b>7600</b>	Utilities	0	0	
0	0	0 <b>7600-04</b>	Utilities - Water	0	0	(
31,222	38,983	0 <b>7610-05</b>	Insurance - Liability	0	0	(

Budget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
16,873	15,604	0 76	610-10	Insurance - Property	0	0	0
27,817	26,051	0 76	620	Telecommunications	0	0	0
18,208	24,072	0 76	630-05	Uniforms - Employee	0	0	0
88	208	0 76	640	Laundry	0	0	0
249	3,374	0 76	650	Janitorial	0	0	0
21,138	29,451	0 <b>76</b>	660	Materials & Supplies	0	0	0
0	164	0 76	660-15	Materials & Supplies - Postage	0	0	0
120,964	131,354	0 76	660-45	Materials & Supplies - Medical Equipment & Supplies	0	0	0
1,600	1,765	0 76	660-55	Materials & Supplies - Oxygen	0	0	0
0	0	0 76	680	Materials & Supplies - Donations	0	0	0
6,797	4,576	0 77	720-06	Repairs & Maintenance - Equipment	0	0	0
18,397	12,159	0 77	720-08	Repairs & Maintenance - Building Repairs	0	0	0
72,040	104,359	0 77	720-14	Repairs & Maintenance - Vehicles	0	0	0
2,493	712	0 77	720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
19,624	20,048	0 77	735	Rental Property	0	0	0
264,640	261,583	0 77	750	Professional Services	0	0	0
0	6,259	0 77	750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
13,407	15,473	0 77	790	Maintenance & Rental Contracts	0	0	0
2,146	140	0 <b>78</b>	800	M & S Equipment	0	0	0
1,034	1,659	0 <b>78</b>	800-09	M & S Equipment - Radios	0	0	0
29,346	32,490	0 <b>78</b>	840	M & S Computer Charges	0	0	0
32,984	19,605	0 <b>78</b>	840-95	M & S Computer Charges - Ambulance	0	0	0
0	0	0 <b>80</b>	070	FireMed Promotion	0	0	0
783,808	841,644	0		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
0	19,901	0 <b>87</b> Ha	-	Equipment CPR device	0	0	0
0	0	0 <b>87</b>	710-22	Equipment - EMS Defibrillators	0	0	0
2,736	0	0 <b>87</b>	750	Capital Outlay Computer Charges	0	0	0
0	0	0 <b>87</b>	750-95	Capital Outlay Computer Charges - Ambulance	0	0	0

udget Docum	ent Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>15 - FIRE</b> Section : <b>079 - AMBULANCE</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
5,376	0	0	8800	Building Improvements	0	0	0
0	198,686	0	8850	Vehicles	0	0	0
0	32,112	0	8850-15	Vehicles - Grants	0	0	0
8,112	250,699	0		TOTAL CAPITAL OUTLAY	0	0	0
4,974,517	5,365,976	0		TOTAL REQUIREMENTS	0	0	0

# **PARKS & RECREATION**



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



2024 – 2025 Proposed Budget Summary

### **Budget Highlights**



Play | Explore | Grow | Connect

Parks and Recreation provides diverse opportunities to discover, create, and encourage personal and community growth at indoor and outdoor facilities across the city. We offer services and programs to keep our bodies and minds healthy including youth programming, adult and youth team sports, senior programming, after school programs, art programs, swim programs, health and wellness services in addition to Park Development (fund 50).



### **Challenges and Opportunities**

Challenges:

 Deteriorating, aging facilities continue to be one of the largest challenges, and we see additional decline each year. We are on a path to replace the Aquatic Center and Community Center so we are not investing in the existing buildings while we move towards the new facility. Not only does this impact the obvious degrading appearance of our facilities, it also impacts staff morale as the challenges to keep the building systems running pull us away from our core function of recreation programming, creating community, and serving our community. Real and perceived safety concerns exist for our community in our buildings and parks and is a challenge almost anywhere in our community.

- The momentum built through the facility planning work will start to fade over time if there is a lack of progress.
- We continue to break down barriers to participation. There are many areas where this exists including financial, physical, and emotional.
- Unmet and unfunded needs in Parks and Recreation include resources for a volunteer coordinator and an adaptive recreation specialist.





Opportunities:

- A major milestone for the new, proposed rec center happened when a memorandum of understanding was signed between the City and Mac Water & Light. The Miller Property is an amazing location adjacent to one of our most amazing parks, Joe Dancer. This was great progress and brought renewed energy and excitement to the conversation.
- The Parks, Recreation and library facilities project will continue into this fiscal year, ultimately with the hope and goal of putting a capital bond to voters no sooner than May 2025.
- P&R continues to 0 build strengthen and partnerships external spectrum. across the Strong partnerships exist between the McMinnville School District, Friends of Senior Center, the Willamette Valley Medical Center. Camp Fire Columbia, club sports, MV Advancements, and others allow us to broaden our reach and collaborate to serve our community.



 Updating the 1999 Parks, Recreation and Open Space Plan (see fund 50) has been an amazing opportunity for us to connect with our community and craft a vision for the next 20 years of parks and recreation.

 The Parks and Recreation staff continue to grow and develop as a high performing team to achieve our common goals. From lifeguards to referees, front desk staff to instructors, volunteers to managers, we are a nimble, creative, innovative team that constantly challenges ourselves to serve our community (which makes Parks and Recreation a great place to work).



- Under the new bilingual pay incentive, we have been able to bring in more dual language speakers and attract a more diverse staff. This ultimately helps us remove language barriers to our programs and information.
- Internal partnerships with other departments allow us to grow our programs, connections and resources. Parks & Recreation staff wrote a grant to secure a \$90,000 security trailer for the Police Department that will enhance parks and recreation events.

### 2024 – 2025 Proposed Budget --- Budget Summary

 Partnerships with senior healthcare programs (Renew Active, Silver & Fit, Silver Sneakers) have increased participation in many of our fitness classes and contribute overall to community well-being.



 Since 2022, participation in the Adaptive programs within the Parks and Recreation Department have been steadily increasing but there is still a lot of room for growth. Programs (including soccer, sensory swim, gymnastics, Craft Group at the Makerspace, and special events like the Adaptive Egg Hunts) focus on the disability community and those who need a more adaptive/inclusive environment. These programs provide extra support, collaboration between community partners and parents/guardians, and encourage community building. Throughout the past few years, the Sensory Swim activities have had 155 youth participants, the Gymnastics and Dance have had over 40 participants, Sports (Basketball, Soccer, and Baseball/Softball) have had over 45 participants, and over 60 adults attended the Adaptive Easter Egg Hunt in March of 2023.



- In March 2023, the Senior Center received an endowment from the Glaze Family 1990 Trust for over \$129,000. The focus with the endowment is to enhance the social opportunities for the older adult community by offering programs at low cost (Music, Mingle & Mocktails and Shuffleboard Tournaments) or no cost to the participant (holiday concerts, balloon art, storytelling entertainment, cabaret style variety shows and transportation for three separate day trip excursions). A game room was created that includes a ping pong table and dart board that is free and open during business hours.
- The Parks and Recreation personnel budgets were changed this year to reflect changes in the new city handbook and to better address the difference between temporary, part time and seasonal employees. Previously, almost all P&R part time

#### 2024 – 2025 Proposed Budget --- Budget Summary

employees were considered 'temporary'. However, some employees have been in these 'temporary' positions for decades and there is nothing temporary about them or the important work they do. There are minor cost differentials but ultimately this shift is consistent with other departments and meets the Mac-Town 2032 objective of investing in the city's workforce, creating more employment and income security, and creating a unified, service driven work force.





# Mac-Town 2032 Strategic Plan Parks and Recreation Focus

#### **City Government Capacity**

- P&R operates in a very lean way due to the cost recovery system that has been in place for many years, if not decades.
- Continue, strengthen, and formalize current partnerships to assist in delivering activities and events; seek new partnerships to develop innovative programs and revenue opportunities within the partnership guidelines in the phase I facility report.

#### Invest in the City's Workforce

 P&R is proud to be one of our community's bigger employers of youth, particularly in the summer. Additional support and resources for the city's Human Resources program would help P&R staff focus on programs and services.

### 2024 – 2025 Proposed Budget --- Budget Summary

#### **Civic Leadership**

Attract and develop future leaders

- Providing opportunities for current staff and volunteers to cross-train, find higher level staff and board opportunities across all departments
- P&R staff now sits on the statewide board of directors for the Oregon Recreation and Parks Association.

#### **Community Safety & Resiliency**

Build a community culture of safety

 Learn to Swim and Survival Swim Program – Accidental drowning is a leading cause of death for children of any age and therefore an important community safety issue.



#### **Economic Prosperity**

Improve systems for economic mobility and inclusion

• Developing updated fee and scholarship program

Be a leader in hospitality and place-based tourism

- o Offer community events throughout the year
- Parks and Recreation programs, particularly Summer Fun and large community events, can enhance local tourism

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



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

• As part of the parks master planning work, community gardens and planting beds are a need heard through community engagement.

#### **Engagement & Inclusion**

Celebrate diversity of McMinnville

- Parks and Recreation hope to reflect cultural diversity and education through programming and educational opportunities.
- Focus on diverse programming and reaching those who are furthest from opportunity.
- Engage with Hispanic/Latinx community through department Open House, special events, and activities.

Improve access by identifying and removing barriers to participation.

- Increase Inclusion training for all Parks and Recreation staff, identify and remove physical and programmatic barriers. Expand and promote the Accommodations Request process to better welcome and assist people with disabilities.
- Internal programming teams apply a Diversity, Equity, and Inclusion lens to our program offerings to improve access and engagement with historically excluded groups/communities.
- Enhanced financial assistance program and process for families needing privacy and respect while on the path to participation.
- Continue with improvements to our written materials, such as the Recreation Activity Guide update that published in dual languages and taking advantage of the City's new translation services.

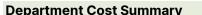


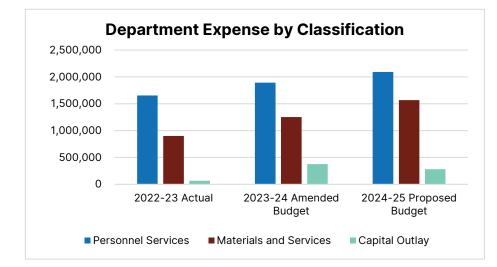
### **Core Services**

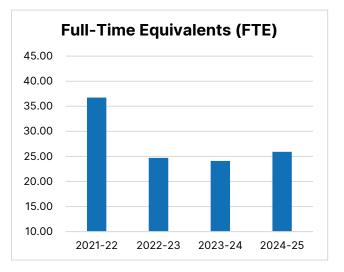
- Staff created an inventory of 35 general programs/services offered by the Parks and Recreation Department and utilized the Core Services calculator to determine the ranking for each program/service.
- The top two Core Services were Park Development and Volunteer Opportunities.
- The lowest two Core Services were short-term and longterm facility rentals. In the new building community meeting spaces will be more manageable and we'll have a greater opportunity to generate revenue with newer, modern spaces. Following the pandemic, we have chosen to prioritize P&R program use of spaces over rentals due to the core services exercise.

#### General Fund - Parks & Rec

Department Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	732,658	803,850	863,800	59,950
Intergovernmental	98,843	0	0	0
Miscellaneous	26,549	197,044	94,825	(102,219)
Revenue Total	858,050	1,000,894	958,625	(42,269)
Expenses				
Personnel Services	1,655,480	1,891,209	2,092,351	201,142
Materials and Services	901,170	1,250,835	1,568,548	317,713
Capital Outlay	65,614	375,127	280,848	(94,279)
Expenses Total	2,622,265	3,517,171	3,941,747	424,576
Unrestricted Resources Required	1,764,215	2,516,277	2,983,122	466,845
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	36.72	24.71	24.11	25.91









- **1906** Funds are raised to purchase City Park.
- **1908** McMinnville's first community Pavilion was constructed on the site of the current Aquatic Center – it was demolished in 1922.



#### 1908 to 1922

- **1910** A swimming pond and small zoo are added to upper City Park. The zoo included a bear, deer, and other animals.
- **1927** Soper Fountain is constructed at Upper City Park and a new pool is constructed near West 2nd Street and Star Mill Road. The city donated the old pool to the Garden Club for a sunken garden.



**Outdoor Pool by Star Mill** 

- **1948** McMinnville voters pass first park levy to support parks and recreation services and parks maintenance operations.
- **1956** The City built a 30 yard outdoor pool and 20 yard enclosed recreational pool. Children can swim for 15 cents and adults for 25 cents.



1st Indoor Aquatic Center 1956 to 1985

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

- Historical Highlights
- **1977** Programs begin to expand beyond recreational sports to include special interest classes, summer concerts, etc. Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails.
- **1978** Voters pass 5-year bond levy for City to purchase the old National Guard Armory at 6th and Evans for \$190,000 along with a \$2.6 million 20-year bond levy to remodel it into the McMinnville Community Center.



- **1981** New McMinnville Community Center opens. Senior Citizen's Inc. moves into the facility as well.
- **1982** Parks and Recreation creates Youth Soccer Program.

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



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

- **1993** In partnership, the City and Senior Citizen's Inc. combine funds to build the Senior Center at Wortman Park. Additional funding is provided through a Community Development Block Grant.
- **1994** Major seismic retrofit at the Community Center and renovation is completed after 1993 Spring Break Quake, funded from the Insurance Reserve Fund.
- **1995** McMinnville Senior Center opens.
- **2000** Voters pass 20-year park improvements bond -\$9,500,000 after the 1999 Parks Master Plan is completed.
- **2002** Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.



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



#### **Historical Highlights**

- MacPAC, a citizens advisory committee, is formed to provide recommendations for the facilities and recreation opportunities of McMinnville
- MacPAC delivers a final recommendation to City Council for new and updated facilities.
- The City enters into a memorandum of understanding with Mac W&L to purchase the Miller property, the future home of the city's proposed rec center.



# PARKS & RECREATION Administration

dget Documen	t Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	D Section : 001 - ADMINISTRATION		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	53,967	0	4546	American Rescue Plan	0	0	0
0	53,967	0		TOTAL INTERGOVERNMENTAL	0	0	0
				MISCELLANEOUS			
0	0	0	6420	Donations - Parks & Recreation	0	0	0
820	-215	5,000	Account #81	<b>Donations - Parks &amp; Recreation - Community Events</b> 40 Community Events is the expenditure line but they are not matching 6420-02 only funds a portion of the expenditures in #8140.	2,000	0	0
0	5,552	10,000		Donations - Parks & Recreation - Scholarships revenue that is disbursed to Parks & Recreation programs	10,000	0	0
0	6,381	23,315		<b>Donations - Parks &amp; Recreation - Sponsorships</b> is to support Parks & Recreation programs.	27,000	0	0
2,260	1,485	3,000	6600 Miscellaneou community e	Other Income us Income including large event permits or revenue from food carts as part of events	3,000	0	0
3,080	13,203	41,315		TOTAL MISCELLANEOUS	42,000	0	0
3,080	67,170	41,315		TOTAL RESOURCES	42,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>001 - ADMINISTRATION</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
792	187	0	7000	Salaries & Wages	0	0	0
114,972	129,377	138,836	<b>7000-05</b> Parks & Red	Salaries & Wages - Regular Full Time creation Director - 1.00 FTE	147,535	0	0
500	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
679	97	0	7300	Fringe Benefits	0	0	0
7,081	7,881	8,400	7300-05	Fringe Benefits - FICA - Social Security	8,926	0	0
1,656	1,843	2,013	7300-06	Fringe Benefits - FICA - Medicare	2,139	0	0
41,697	46,805	51,174	7300-15	Fringe Benefits - PERS - OPSRP - IAP	54,574	0	0
9,211	16,017	16,320	7300-20	Fringe Benefits - Medical Insurance	16,950	0	0
2,000	2,000	2,000	7300-22	Fringe Benefits - VEBA Plan	2,000	0	0
80	60	60	7300-25	Fringe Benefits - Life Insurance	60	0	0
434	319	318	7300-30	Fringe Benefits - Long Term Disability	342	0	0
2,030	1,566	1,763	7300-35	Fringe Benefits - Workers' Compensation Insurance	2,066	0	0
18	19	23	7300-37	Fringe Benefits - Workers' Benefit Fund	21	0	0
0	0	510	7300-45	Fringe Benefits - Paid Family Leave City Share	115	0	0
506	554	698	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	632	0	0
181,658	206,725	222,115		TOTAL PERSONNEL SERVICES	235,360	0	0
				MATERIALS AND SERVICES			
0	453	0	7500	Credit Card Fees	100	0	0
0	0	0	<b>7520</b> Moved to 75	Public Notices & Printing i20-15, Public Notice & Printing - Brochure	0	0	0
49,811	54,651	55,000	7520-15 Outreach ar	Public Notices & Printing - Brochure and inclusion efforts for Parks and Recreation activities and planning.	62,000	0	0
73	88			<b>Employee Events</b> d city-wide for employee training, materials, and events.	200	0	0
2,884	7,683	10,000	Professiona	<b>Travel &amp; Education</b> I development conferences and workshop fees including membership fees for ational Park and Recreation Association.	10,000	0	0
936	1,111	1,250	7610-05	Insurance - Liability	2,129	0	0
0	0	0	7610-10	Insurance - Property	446	0	0
Ŭ							

			01 - GENERAL FU				0005	2025	0005
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARK</b> Section : <b>001 - ADMI</b> Program : N/A		UN		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
467	734	1,000	U				1,000	0	(
0	0	0	7680 Materials & Supplies - Donat Matching line for admin donations - 6420	ions			0	0	(
3,310	114	32,000	7750 Professional Services ADD PACKAGE to support council goal for a new Annual funds for minor consulting projects geared department initiatives.		g council and		359,000	0	(
			Description	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Minor consulting geared towards supporting c initiatives	lept 1	20,000	20,000			
			ADD PACKAGE: general consulting for capita	al bond 1	339,000	339,000			
0	1,165	3,300	7750-01 Professional Services - Audi Costs shared city-wide for audit, Section 125 plan miscellaneous professional service expenses			:	8,620	0	C
0	0	100,000	7750-04 Professional Services - Gran				100,000	0	C
			ARPA project funding to support City Council prior			•			
			<u>Description</u> Polling and communications	<u>Units</u> 1	<u>Amt/Unit</u> 60,000	<u>Total</u> 60,000			
			Engineering support	1	40,000	40,000			
1,283	1,477	1,514		ide			2,298	0	C
1,735	1,440	2,300	7840-35 M & S Computer Charges - P	arks & Rec Adn	ninistration		2,340	0	C
			Description	<u>Units</u>	<u>Amt/Unit</u>	Total			
			WhenToWork renewal	1	600	600			
			Activenet renewal	1	1,440	1,440			
			Office 365 licensing	1	300	300			
0	5,552	10,000	8137 Scholarships Utilized Parks & Recreation Scholarships matched with rev & Recreation Scholarships	venue account #64	20-05 Donatio	ons - Parks	10,000	0	(
0	6,381	23,315	8138 Sponsorships Utilized Parks & Recreation Sponsorships matched with re Parks & Recreation Sponsorships	evenue account #64	120-06 Donati	ions -	27,000	0	(
21,282	24,729	27,000					27,000	0	C
82,253	106,037	267,579	TOTAL MATER	RIALS AND SE	RVICES		612,833	0	(
			CAPITAL OUTLAY						
119	0	406	8750 Capital Outlay Computer Cha	ardes			243	0	(

Budget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>001 - ADMINISTRATION</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	14,000	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	53,967	0	8850-15	Vehicles - Grants	0	0	0
119	53,967	14,406		TOTAL CAPITAL OUTLAY	243	0	0
264,030	366,729	504,100		TOTAL REQUIREMENTS	848,436	0	0



PARKS & RECREATION Aquatic Center

**Organization Set – Programs** 

Administration

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

**Organization Set #** 

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

get Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
			RESOURCES			
			CHARGES FOR SERVICES			
17,389	24,520	36,000	5360-05Admissions - Child/StudentAquatic Center daily child/student admission fees.	35,000	0	
31,882	46,461	51,000	5360-10Admissions - Adult/SeniorsAquatic Center daily adult/senior admission fees.	56,000	0	
39,152	61,850	61,000	5370-05 Memberships - Family Aquatic Center family memberships.	66,000	0	
66,475	104,935	96,000	5370-10 Memberships - Individual Aquatic Center individual memberships.	100,000	0	
255	5,595	11,000	<b>5380-05</b> Facility Rentals - Pool & Facility Aquatic Center facility rental fees received from private groups, public agencies, schools, businesses, and other organizations.	12,000	0	
12,012	19,237	16,500	<b>5380-10</b> 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.	17,500	0	
			Budget Note: In addition, the MSC families purchase approximately \$27,000 in family and single memberships.			
1,820	2,315	3,500	5380-15 Facility Rentals - Lockers & Equipment	3,500	0	
168,984	264,913	275,000	TOTAL CHARGES FOR SERVICES	290,000	0	
			MISCELLANEOUS			
0	0	0	6420 Donations - Parks & Recreation	0	0	
308	420	0	6420-05 Donations - Parks & Recreation - Scholarships	0	0	
0	0	4,500	6420-06 Donations - Parks & Recreation - Sponsorships Parks & Recreation Sponsorships for Aquatic Center programs.	2,500	0	
0	460	0	6420-10 Donations - Parks & Recreation - Equipment Donations that fund Aquatic Center expenditure account 7810, M&S Equipment-Donations. Donations used to purchase Aquatic Center equipment.	0	0	
129	238	0	6600 Other Income	100	0	
437	1,117	4,500	TOTAL MISCELLANEOUS	2,600	0	
169,421	266,030	279,500	TOTAL RESOURCES	292,600	0	

lget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 501 - ADMINISTRATION	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,731	1,545	0	7000	Salaries & Wages	0	0	0
199,713	223,307	239,090	Recreation S	Salaries & Wages - Regular Full Time Manager - 1.00 FTE Supervisor - 1.00 FTE nt Support Specialist - 1.00 FTE	260,437	0	0
32,552	35,401	38,110	Head Guard Head Guard Lifeguard / S	Salaries & Wages - Regular Part Time Program Coordinator - 0.60 FTE I - Shift Supervisor - 0.39 FTE I - 1.06 FTE Swim Instructor - 3.56 FTE ervice Assistant - 0.79 FTE	233,443	0	O
112,974	154,642	174,007	7000-15	Salaries & Wages - Temporary	0	0	0
94	407	525	7000-20	Salaries & Wages - Overtime	500	0	C
946	670	0	7300	Fringe Benefits	0	0	0
21,008	25,270	27,330	7300-05	Fringe Benefits - FICA - Social Security	29,909	0	0
4,913	5,910	6,551	7300-06	Fringe Benefits - FICA - Medicare	7,168	0	0
93,995	110,749	117,077	7300-15	Fringe Benefits - PERS - OPSRP - IAP	133,251	0	0
51,705	53,376	54,370	7300-20	Fringe Benefits - Medical Insurance	64,598	0	0
7,000	7,000	7,000	7300-22	Fringe Benefits - VEBA Plan	8,000	0	0
320	240	240	7300-25	Fringe Benefits - Life Insurance	300	0	0
830	646	636	7300-30	Fringe Benefits - Long Term Disability	754	0	0
12,858	12,887	13,507	7300-35	Fringe Benefits - Workers' Compensation Insurance	14,586	0	0
163	190	210	7300-37	Fringe Benefits - Workers' Benefit Fund	198	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	1,657	7300-45	Fringe Benefits - Paid Family Leave City Share	386	0	0
6	93	50	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	45	0	0
541,808	632,332	680,360		TOTAL PERSONNEL SERVICES	753,575	0	0
				MATERIALS AND SERVICES			
5,119	8,054	7,500	7500	Credit Card Fees	8,500	0	0
0	832	1,700	7515	City Services Charge expense	1,700	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2 PROPOS BUD		2025 ADOPTED BUDGE1
51	0	100	and inoculat	<b>Training</b> deral law mandates lifeguard and first aid providers must be pro ons against hepatitis B viruses; additional training is required du and regulations.	vided training	50 0	0
261	309	600	7540 Costs share	Employee Events d city-wide for employee training, materials, and events.	1,6	000 0	0
1,170	945	2,000		<b>Travel &amp; Education</b> certification training for Aquatic Center lifeguards. May also incluees and other expenses associated with professional developm		250 0	0
87,083	106,778	90,000	7600	Utilities	100,0	000 0	0
0	0	0	7600-04	Utilities - Water		0 0	0
6,023	5,817	6,480	7610-05	Insurance - Liability	6,4	51 0	0
9,180	10,639	13,190	7610-10	Insurance - Property	14,9	086 0	0
3,723	3,718	5,250	<b>7620</b> General faci cell phones.	<b>Telecommunications</b> ity phone line usage expense including manager, supervisor, ar	5,5 nd business office	600 0	0
27,617	45,291	50,250	7650-10	Janitorial - Services	50,2	250 0	0
1,476	2,142	5,000	7650-15	Janitorial - Supplies	5,0	000 0	0
832	1,862	1,500	7660-05	Materials & Supplies - Office Supplies	1,5	000 0	0
0	0	0	7680	Materials & Supplies - Donations		0 0	0
7,735	13,857	15,000	Chemicals u	<b>Chemicals</b> sed to sanitize, oxidize, and test pool water as prescribed by sta son dioxide, sodium bicarbonate, soda ash, calcium carbonate,		000 0	0
75,657	58,486	75,000	General day plumbing an	<b>Repairs &amp; Maintenance</b> to day repairs and maintenance of the AC building including hv d mechanical systems. minimum anticipated given current condition of the building.	75,0 ac, electrical,	000 0	0
1,050	0	0	7750	Professional Services		0 0	0
0	1,917	500	7750-01	Professional Services - Audit & other city-wide pro	of svc	0 0	0
6,267	13,044	17,500	Annual chlor system testi	Maintenance & Rental Contracts inator service, hvac preventative maintenance visits, annual fire g, fire alarm monitoring, copy machine contract, garbage servic chlorinator service costs have significantly increased.		000 0	0
0	0	0	7800	M & S Equipment	4,8		0
			<u>Descrip</u> Fire Ala		/ <u>Unit Total</u> ,854 4,854		
250	180	300	7800-03 Miscellaneo	M & S Equipment - Office us office equipment such as tables and chairs.	3	000 0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp;</b> Section : <b>087 - AQUATIC (</b> Program : <b>501 - ADMINISTRA</b>	ENTER	N		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	0	7800-36	M & S Equipment - Weight Room				0	0	0
0	460	0		<b>M &amp; S Equipment - Donations</b> sed to purchase Aquatic Center equipment. ns-Parks & Recreation-Equipment.	Funded by re	evenue accoui	nt 6420-	0	0	0
6,380	7,384	7,569	<b>7840</b> I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city-wide				13,787	0	0
4,630	2,341	5,760	7840-40	M & S Computer Charges - Aquat	ic Center			11,090	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Replace	ement Computer	1	1,800	1,800			
			New Mo	bile Computer	1	2,750	2,750			
			Printer	maintenance	1	1,000	1,000			
			New Mo	onitors	1	1,000	1,000			
			Activen	et peripherals	1	1,500	1,500			
			Activen	et Renewal	1	1,440	1,440			
			Office 3	65 licensing	1	1,600	1,600			
3,776	5,471	7,000		Recreation Program Expenses general recreation program supplies.				7,000	0	0
0	0	2,000	Parks & Red	Sponsorships Utilized creation Sponsorships matched with revenue creation Sponsorships and some Survival St	e account #64 vim lifeguard	20-06 Donatic personnel exp	ons - ense.	2,500	0	0
248,280	289,527	314,199		TOTAL MATERIAL	S AND SE	RVICES		347,418	0	0
				CAPITAL OUTLAY						
26,700	0	0	8710	Equipment				0	0	0
595	0	2,029	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide	5			1,456	0	0
27,295	0	2,029		TOTAL CAPIT	AL OUTLA	<u>NY</u>		1,456	0	0
817,382	921,860	996,588		TOTAL REQU		'C		1,102,449	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 621 - SWIM LESSONS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
35,101	67,842	85,000	 Registration Fees enter - Swim Lessons	100,000	0	0
35,101	67,842	85,000	TOTAL CHARGES FOR SERVICES	100,000	0	0
35,101	67,842	85,000	TOTAL RESOURCES	100,000	0	0

t Report			01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : <b>621 - SWIM LESSONS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	<b>7000-10</b> Lifeguard / S	Salaries & Wages - Regular Part Time Swim Instructor - 0.84 FTE	25,814	0	(
18,418	20,797	7000-15	Salaries & Wages - Temporary	0	0	(
1,142	1,258	7300-05	Fringe Benefits - FICA - Social Security	1,563	0	C
267	302	7300-06	Fringe Benefits - FICA - Medicare	375	0	C
836	2,301	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,904	0	(
0	622	7300-35	Fringe Benefits - Workers' Compensation Insurance	761	0	C
15	15	7300-37	Fringe Benefits - Workers' Benefit Fund	18	0	C
0	76	7300-45	Fringe Benefits - Paid Family Leave City Share	20	0	C
20,678	25,371		TOTAL PERSONNEL SERVICES	31,455	0	C
			MATERIALS AND SERVICES			
647	750	••••	Recreation Program Expenses esson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation	750	0	(
647	750		TOTAL MATERIALS AND SERVICES	750	0	(
21,325	26,121		TOTAL REQUIREMENTS	32,205	0	0
	2023 ACTUAL 0 18,418 1,142 267 836 0 15 0 20,678 647 647	2023 ACTUAL         2024 AMENDED BUDGET           0         0           1,142         1,258           267         302           836         2,301           0         622           15         15           0         76           20,678         25,371           647         750	2023 ACTUAL         2024 AMENDED BUDGET           0         0         7000-10 Lifeguard / S           18,418         20,797         7000-15           1,142         1,258         7300-05           267         302         7300-06           836         2,301         7300-15           0         622         7300-35           15         15         7300-35           15         7300-45         7300-45           20,678         25,371         5           647         750         8130 Swimming le devices).           647         750         8130	ACTUAL2023 AMENDED BUDGET2024 Department : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS007000-10Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.84 FTE007000-15Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.84 FTE18,41820,7977000-15Salaries & Wages - Temporary1,1421,2587300-05Fringe Benefits - FICA - Social Security 2671,1421,2587300-05Fringe Benefits - FICA - Medicare8362,3017300-15Fringe Benefits - Vorkers' Compensation Insurance15157300-37Fringe Benefits - Workers' Compensation Insurance15157300-37Fringe Benefits - Paid Family Leave City Share20,67825,371TOTAL PERSONNEL SERVICES6477508130Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).	ACTUAL2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS2025 PROPOSED BUDGET007000-10Salaries & Wages - Regular Center REQUIREMENTS25,81418,41820,7977000-15Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.84 FTE25,81418,41820,7977000-15Salaries & Wages - Temporary01,1421,2587300-05Fringe Benefits - FICA - Social Security1,5632673027300-06Fringe Benefits - FICA - Medicare3758362,3017300-15Fringe Benefits - PERS - OPSRP - IAP2,90406227300-35Fringe Benefits - Workers' Compensation Insurance76115157300-37Fringe Benefits - Workers' Benefit Fund180767300-45Fringe Benefits - Paid Family Leave City Share2020,67825,371TOTAL PERSONNEL SERVICES31,4556477508130Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).750	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 621 - SWIM LESSONS2025 PROPOSED BUDGET2025 APPROVED BUDGET007000-10Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.84 FTE25,814018,41820,7977000-15Salaries & Wages - Temporary001,1421,2587300-05Fringe Benefits - FICA - Social Security1,56302673027300-06Fringe Benefits - FICA - Medicare37508362,3017300-15Fringe Benefits - PERS - OPSRP - IAP2,904006227300-35Fringe Benefits - Vorkers' Compensation Insurance761015157300-37Fringe Benefits - Paid Family Leave City Share20020,67825,371TOTAL MATERIALS AND SERVICES75006477508130Recreation Program Expenses Swimming lesson supplies (i.e. candy, lesson toys, masks, snorkels & fins, personal flotation devices).7500

dget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 626 - FITNESS CLASSES	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	<b>7000-10</b> Rec Program	Salaries & Wages - Regular Part Time m Instructor 1, 2, & 3 - 0.21 FTE	8,923	0	0
838	70	15,302	7000-15	Salaries & Wages - Temporary	0	0	0
52	4	926	7300-05	Fringe Benefits - FICA - Social Security	540	0	0
12	1	222	7300-06	Fringe Benefits - FICA - Medicare	129	0	0
150	9	1,692	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,004	0	0
0	0	457	7300-35	Fringe Benefits - Workers' Compensation Insurance	263	0	0
1	0	9	7300-37	Fringe Benefits - Workers' Benefit Fund	5	0	0
0	0	56	7300-45	Fringe Benefits - Paid Family Leave City Share	7	0	0
1,053	84	18,664		TOTAL PERSONNEL SERVICES	10,871	0	0
				MATERIALS AND SERVICES			
497	636	1,000		Recreation Program Expenses gram supplies (i.e. exercise belts & hand weights).	1,000	0	0
497	636	1,000		TOTAL MATERIALS AND SERVICES	1,000	0	0
1,550	721	19,664		TOTAL REQUIREMENTS	11,871	0	0

dget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 632 - PRO SHOP	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
5,038	5,078	6,000	<b>5410</b> Sales Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract.	6,000	0	0
5,038	5,078	6,000	TOTAL CHARGES FOR SERVICES	6,000	0	0
5,038	5,078	6,000	TOTAL RESOURCES	6,000	0	0

idget Documei	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 632 - PRO SHOP	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
3,284	2,862	3,500	7660Materials & SuppliesRetail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic CenterSwim Shop.	3,500	0	0
3,284	2,862	3,500	TOTAL MATERIALS AND SERVICES	3,500	0	0
3,284	2,862	3,500	TOTAL REQUIREMENTS	3,500	0	0

dget Documen	t Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
105	302	250	5350Registration FeesAquatic Center - Classes & Programs (Lifeguard Training)Budget Note: Lifeguard Training classes are being offered at low cost to encourage employment at the pool.	350	0	0
105	302	250	TOTAL CHARGES FOR SERVICES	350	0	0
105	302	250	TOTAL RESOURCES	350	0	0

t Report			01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>087 - AQUATIC CENTER</b> Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	<b>7000-10</b> Lifeguard / S	Salaries & Wages - Regular Part Time Swim Instructor - 0.01 FTE	312	0	(
0	300	7000-15	Salaries & Wages - Temporary	0	0	0
0	18	7300-05	Fringe Benefits - FICA - Social Security	18	0	C
0	4	7300-06	Fringe Benefits - FICA - Medicare	4	0	C
0	33	7300-15	Fringe Benefits - PERS - OPSRP - IAP	36	0	C
0	9	7300-35	Fringe Benefits - Workers' Compensation Insurance	10	0	(
0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	1	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	C
0	365		TOTAL PERSONNEL SERVICES	380	0	(
			MATERIALS AND SERVICES			
883	650	<b>8130</b> Lifeguard Tr	Recreation Program Expenses raining Class materials.	1,200	0	(
883	650		TOTAL MATERIALS AND SERVICES	1,200	0	(
883	1,015		TOTAL REQUIREMENTS	1,580	0	0
	2023 ACTUAL 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2023 ACTUAL         2024 AMENDED BUDGET           0         0           0         0           0         300           0         300           0         18           0         4           0         33           0         9           0         0           0         1           0         365           883         650           883         650	2023       2024         ACTUAL       AMENDED         BUDGET       Image: constraint of the second of t	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS REQUIREMENTS007000-10Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.01 FTE03007000-15Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.01 FTE03007000-15Salaries & Wages - Temporary0187300-05Fringe Benefits - FICA - Social Security047300-06Fringe Benefits - FICA - Medicare0337300-15Fringe Benefits - Vorkers' Compensation Insurance007300-35Fringe Benefits - Workers' Compensation Insurance007300-37Fringe Benefits - Paid Family Leave City Share0365TOTAL PERSONNEL SERVICES8836508130Recreation Program Expenses Lifeguard Training Class materials.8836501014	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 087 - AQUATIC CENTER Program : 635 - CLASSES & PROGRAMS2025 PROPOSED BUDGET007000-10Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.01 FTE31203007000-15Salaries & Wages - Regular Part Time Lifeguard / Swim Instructor - 0.01 FTE31203007000-15Salaries & Wages - Temporary00187300-05Fringe Benefits - FICA - Social Security18047300-06Fringe Benefits - FICA - Medicare40337300-15Fringe Benefits - Vorkers' Compensation Insurance10007300-37Fringe Benefits - Workers' Benefit Fund0017300-45Fringe Benefits - Paid Family Leave City Share00365TOTAL PERSONNEL SERVICES3808836508130Recreation Program Expenses Lifeguard Training Class materials.1,200	2023 ACTUAL2024 AMENDED BUDGETDepartment: 17 · PARKS & RECREATION Section : 087 · AQUATIC CENTER Program : 635 · CLASSES & PROGRAMS2025 PROPOSED BUDGET2025 APPROVED BUDGETREQUIREMENTS007000-10 Lifeguard / Swim Instructor - 0.01 FTE Lifeguard / Swim Instructor - 0.01 FTE Lifeguard / Swim Instructor - 0.01 FTE312 0003007000-15 Salaries & Wages - Temporary Benefits - FICA - Social Security18 00018 7 300-05Fringe Benefits - FICA - Social Security18 00033 7 300-15Fringe Benefits - FICA - Medicare 04 00007 300-35Fringe Benefits - PERS - OPSRP - IAP 036 00007 300-35Fringe Benefits - Vorkers' Compensation Insurance 010 000365TOTAL PERSONNEL SERVICES 10038000365TOTAL PERSONNEL SERVICES38008836508130 Lifeguard Training Class materials.1,2000

## 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

				01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPT BUDG
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	4772	Oregon Alliance of YMCA	0	0	
0	44,876	0	5061	Clackamas Education Services District	0	0	
0	44,876	0		TOTAL INTERGOVERNMENTAL	0	0	
				CHARGES FOR SERVICES			
3,732	21,418	20,000		Facility Rentals - Meeting Rooms Center general meeting room rentals.	15,000	0	
7,565	10,760	10,000	Community	<b>Facility Rentals - Auditorium</b> Center auditorium rental for major events including theater, large banquets, major nces, auctions, sports events, etc.	10,000	0	
0	2,320	1,500		Facility Rentals - Kitchen Facilities Center flat-fee kitchen use fees generated from rental groups and revenue from rendors.	2,500	0	
6,064	9,691	11,000	Community	Facility Rentals - Athletic Facilities Center athletic membership fees for track, racquetball, basketball, pickleball, and eation drop-in programs.	10,000	0	
1,770	5,940	3,000	5380-40 Staff fees ch operating ho	Facility Rentals - Staff Fees arged to user groups when the Community Center is rented beyond normal burs.	3,500	0	
0	0	200		Facility Rentals - Contract Event Security ed from rental groups at the Community Center to cover the cost of contracted ty, when needed.	200	0	
19,131	50,128	45,700		TOTAL CHARGES FOR SERVICES	41,200	0	
				MISCELLANEOUS			
0	0	0	6360-17	Grants - Oregon Community Foundation	0	0	
0	0	0	6420	Donations - Parks & Recreation	0	0	
0	0	2,000		<b>Donations - Parks &amp; Recreation - Sponsorships</b> creation Sponsorships for Community Center programs.	2,000	0	
259	803	700	6600 Incidental re fees, etc .	Other Income evenue received at Community Center from copy machine, av equipment user	700	0	
259	803	2,700		TOTAL MISCELLANEOUS	2,700	0	
19,390	95,808	48,400		TOTAL RESOURCES	43,900	0	

dget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,660	1,851	0	7000	Salaries & Wages	0	0	0
110,199	172,740	184,597	Recreation I	Salaries & Wages - Regular Full Time Manager - 1.00 FTE Program Coordinator - 1.00 FTE at Support Technician - 1.00 FTE	203,568	0	0
0	0	0	<b>7000-10</b> Customer S	Salaries & Wages - Regular Part Time ervice Assistant - 2.31 FTE	68,797	0	0
58,099	59,180	74,894	7000-15 Customer S	Salaries & Wages - Temporary ervice Assistant - 0.24 FTE	7,940	0	0
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
242	537	0	7300	Fringe Benefits	0	0	0
10,334	14,221	15,700	7300-05	Fringe Benefits - FICA - Social Security	16,957	0	0
2,417	3,326	3,763	7300-06	Fringe Benefits - FICA - Medicare	4,065	0	0
38,222	59,596	64,160	7300-15	Fringe Benefits - PERS - OPSRP - IAP	74,039	0	0
14,981	22,989	23,418	7300-20	Fringe Benefits - Medical Insurance	47,648	0	0
3,000	3,000	3,000	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
140	180	180	7300-25	Fringe Benefits - Life Insurance	240	0	0
366	439	428	7300-30	Fringe Benefits - Long Term Disability	557	0	0
2,070	1,714	1,777	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,941	0	0
90	109	124	7300-37	Fringe Benefits - Workers' Benefit Fund	136	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	953	7300-45	Fringe Benefits - Paid Family Leave City Share	218	0	0
137	219	101	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	92	0	0
238,636	340,102	373,095		TOTAL PERSONNEL SERVICES	430,198	0	0
				MATERIALS AND SERVICES			
4,520	6,119	5,000	7500	Credit Card Fees	5,000	0	0
0	832	1,700	7515	City Services Charge expense	1,700	0	0
179	255	500	<b>7540</b> Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	1,100	0	0

Costs shared city-wide for employee training, materials, and events.

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROG</b> Program : <b>501 - ADMINISTRATION</b>	RAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	20 ADOPT BUDO
0	15	300		<b>Travel &amp; Education</b> evelopment conferences and workshops and membership in the Ore d Parks Association and National Recreation and Park Association.	gon	300	0	
80,427	76,423	80,000	7600	Utilities		85,000	0	
0	0	0	7600-04	Utilities - Water		0	0	
5,651	7,584	8,410	7610-05	Insurance - Liability		7,641	0	
21,555	24,894	30,870	7610-10	Insurance - Property		35,418	0	
4,426	4,457	5,500	7620	Telecommunications		6,500	0	
43,391	56,840	60,000	7650-10	Janitorial - Services		64,000	0	
1,884	6,534	4,500	7650-15	Janitorial - Supplies		6,000	0	
2,779	617	3,000	7660	Materials & Supplies		3,500	0	
0	17,120	0	7660-25	Materials & Supplies - Grants		0	0	
0	0	0	7680	Materials & Supplies - Donations		0	0	
26,258	28,912	40,000		Repairs & Maintenance I maintenance and special projects.		40,000	0	
809	0	500	7750	Professional Services		500	0	
0	1,611	400	7750-01	Professional Services - Audit & other city-wide prof svc		0	0	
17,323	13,584	18,000	7790	Maintenance & Rental Contracts		18,000	0	
0	0	0	<b>7800</b> Misc. equipm	M & S Equipment nt replacement		0	0	
5,104	7,384	9,083		M & S Computer Charges rials & supplies costs shared city-wide		13,787	0	
4,666	5,024	3,760	7840-45	M & S Computer Charges - Community Center		3,240	0	
			<u>Descript</u> Activene Office 30 Adobe L	renewal 1 1,440 licensing 1 1,600	<u>Total</u> 1,440 1,600 200			
0	0	0	8130-50	<b>Recreation Program Expenses - Contract Event Security</b>	1	0	0	
0	0	2,000	<b>8138</b> Parks & Rec Parks & Rec	Sponsorships Utilized ation Sponsorships matched with revenue account #6420-06 Donatio ation Sponsorships	ons -	2,000	0	
218,971	258,206	273,523		TOTAL MATERIALS AND SERVICES		293,686	0	
				CAPITAL OUTLAY				
0	0	142,000	8710	Equipment		0	0	

udget Docume	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; R</b> Section : <b>090 - COMMUNITY</b> Program : <b>501 - ADMINISTRATI</b>	CENTER 8		RAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
476	0	2,435		Capital Outlay Computer Charges apital outlay costs shared city-wide				1,456	0	0
0	0	0	8800	Building Improvements				10,000	0	0
			<u>Descr</u> Fire p	i <u>ption</u> anel replacement	<u>Units</u> 1	<u>Amt/Unit</u> 10,000	<u>Total</u> 10,000			
476	0	144,435		TOTAL CAPITA		<u> </u>		11,456	0	0
458,083	598,308	791,053		TOTAL REQU	REMENT	S		735,340	0	0

dget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : 635 - CLASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
105,744	114,395	170,000		<b>Registration Fees</b> Center special interest programs and classes serving children and adults.	190,000	0	0
0	0	0	5350-12	Registration Fees - Piano	0	0	0
105,744	114,395	170,000		TOTAL CHARGES FOR SERVICES	190,000	0	0
				MISCELLANEOUS			
0	0	0	6420-27	Donations - Parks & Recreation - Piano	0	0	0
0	0	0		TOTAL MISCELLANEOUS	0	0	0
105,744	114,395	170,000		TOTAL RESOURCES	190,000	0	0

udget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : <b>635 - CLASSES &amp; PROGRAMS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-10 Recreation P	Salaries & Wages - Regular Part Time rogram Instructors 1, 2, & 3 - 1.52 FTE	63,981	0	0
29,985	49,906	63,555	Recreation As	Salaries & Wages - Temporary ogram Instructor 1, 2, & 3 - 0.06 FTE ssistant - 0.51 FTE stant - 0.12 FTE	22,360	0	0
4	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
1,857	3,094	3,845	7300-05	Fringe Benefits - FICA - Social Security	5,223	0	0
434	724	922	7300-06	Fringe Benefits - FICA - Medicare	1,252	0	0
6,502	7,509	7,030	7300-15	Fringe Benefits - PERS - OPSRP - IAP	9,714	0	0
1,283	1,068	1,900	7300-35	Fringe Benefits - Workers' Compensation Insurance	734	0	0
18	32	34	7300-37	Fringe Benefits - Workers' Benefit Fund	44	0	0
0	0	233	7300-45	Fringe Benefits - Paid Family Leave City Share	68	0	0
40,083	62,333	77,519		TOTAL PERSONNEL SERVICES	103,376	0	0
				MATERIALS AND SERVICES			
44,439	37,183	40,000		Recreation Program Expenses supplies consumed in recreational classes and programs offered for children lso includes fees paid to contract instructors/camps.	45,000	0	0
44,439	37,183	40,000		TOTAL MATERIALS AND SERVICES	45,000	0	0
84,522	99,517	117,519		TOTAL REQUIREMENTS	148,376	0	0

get Documen	t Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : 638 - TINY TOTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
2,252	6,006	5,000	5350Registration FeesTiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents.	6,500	0	0
2,252	6,006	5,000	TOTAL CHARGES FOR SERVICES	6,500	0	0
2,252	6,006	5,000	TOTAL RESOURCES	6,500	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PRO</b> Program : 638 - TINY TOTS	2025 GRAMS PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
0	216	400	30 Recreation Program Expenses terials and supplies needed to support Tiny Tots Indoor Playpark.	400	0	0
0	216	400	TOTAL MATERIALS AND SERVICES	400	0	0
0	216	400	TOTAL REQUIREMENTS	400	0	0

dget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : <b>641 - SPECIAL EVENTS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
2,575	4,450	5,000	<b>5350 Registration Fees</b> Community Center fees and other revenues received from annual community-wide special event fees; i.e., Fun Runs, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department.	5,500	0	0
2,575	4,450	5,000	TOTAL CHARGES FOR SERVICES	5,500	0	0
2,575	4,450	5,000	TOTAL RESOURCES	5,500	0	0

lget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			MATERIALS AND SERVICES			
1,135	2,316	2,500	8130Recreation Program ExpensesExpenses for major community events or department-sponsored special events including Alien Abduction Dash.	2,700	0	0
1,135	2,316	2,500	TOTAL MATERIALS AND SERVICES	2,700	0	0
1,135	2,316	2,500	TOTAL REQUIREMENTS	2,700	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : 644 - SUMMER STARS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
47,510	0	0 <b>5350</b>	Registration Fees	0	0	0
47,510	0	0	TOTAL CHARGES FOR SERVICES	0	0	0
			MISCELLANEOUS			
0	0	0 <b>6420-50</b>	Donations - Parks & Recreation - STARS	0	0	0
0	0	0	TOTAL MISCELLANEOUS	0	0	0
47,510	0	0	TOTAL RESOURCES	0	0	0

get Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>090 - COMMUNITY CENTER &amp; REC PROGRAMS</b> Program : 644 - SUMMER STARS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0 <b>700</b>	00-05	Salaries & Wages - Regular Full Time	0	0	(
32,759	0	0 <b>700</b>	00-15	Salaries & Wages - Temporary	0	0	(
3	0	0 <b>700</b>	00-20	Salaries & Wages - Overtime	0	0	(
2,031	0	0 730	00-05	Fringe Benefits - FICA - Social Security	0	0	(
475	0	0 730	00-06	Fringe Benefits - FICA - Medicare	0	0	(
0	0	0 730	00-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	
0	0	0 730	00-20	Fringe Benefits - Medical Insurance	0	0	
0	0	0 730	00-22	Fringe Benefits - VEBA Plan	0	0	
0	0	0 730	00-25	Fringe Benefits - Life Insurance	0	0	
0	0	0 730	00-30	Fringe Benefits - Long Term Disability	0	0	
1,546	0	0 730	00-35	Fringe Benefits - Workers' Compensation Insurance	0	0	
27	0	0 730	00-37	Fringe Benefits - Workers' Benefit Fund	0	0	
0	0	0 730	00-40	Fringe Benefits - Unemployment	0	0	
0	0	0 730	00-45	Fringe Benefits - Paid Family Leave City Share	0	0	
36,842	0	0		TOTAL PERSONNEL SERVICES	0	0	
				MATERIALS AND SERVICES			
0	0	0 <b>768</b>	80	Materials & Supplies - Donations	0	0	
5,323	0	0 813	30	Recreation Program Expenses	0	0	
5,323	0	0		TOTAL MATERIALS AND SERVICES	0	0	
42,165	0	0		TOTAL REQUIREMENTS	0	0	



Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	0 <b>5020-17</b>	McMinnville School Dist #40 - 21st Century Grant	0	0	(
0	0	0	TOTAL INTERGOVERNMENTAL	0	0	C
			CHARGES FOR SERVICES			
70	0	0 <b>5350-05</b>	Registration Fees - KOB - Elementary	0	0	(
70	0	0	TOTAL CHARGES FOR SERVICES	0	0	C
			MISCELLANEOUS			
0	0	0 <b>6420</b>	Donations - Parks & Recreation	0	0	(
0	0	0 <b>6420-05</b>	Donations - Parks & Recreation - Scholarships	0	0	(
0	0	0 <b>6420-15</b>	Donations - Parks & Recreation - KOB, Inc Elementary	0	0	(
0	0	0 <b>6420-20</b>	Donations - Parks & Recreation - KOB, Inc Enrichment	0	0	(
0	0	0 <b>6420-25</b>	Donations - Parks & Recreation - KOB, Inc Misc	0	0	(
0	0	0 6600	Other Income	0	0	(
0	0	0	TOTAL MISCELLANEOUS	0	0	C
70	0	0	TOTAL RESOURCES	0	0	0

et Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
-337	0	0 <b>7000</b>	Salaries & Wages	0	0	0
0	0	0 <b>7000-05</b>	Salaries & Wages - Regular Full Time	0	0	0
1,989	0	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
11	0	0 <b>7000-20</b>	Salaries & Wages - Overtime	0	0	0
-128	0	0 <b>7300</b>	Fringe Benefits	0	0	0
124	0	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
29	0	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
581	0	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0 <b>7300-20</b>	Fringe Benefits - Medical Insurance	0	0	0
0	0	0 <b>7300-22</b>	Fringe Benefits - VEBA Plan	0	0	0
0	0	0 <b>7300-25</b>	Fringe Benefits - Life Insurance	0	0	0
0	0	0 <b>7300-30</b>	Fringe Benefits - Long Term Disability	0	0	0
25	0	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
1	0	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0 <b>7300-40</b>	Fringe Benefits - Unemployment	0	0	0
0	0	0 <b>7400-10</b>	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
2,296	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			MATERIALS AND SERVICES			
30	0	0 <b>7500</b>	Credit Card Fees	0	0	0
38	0	0 <b>7540</b>	Employee Events	0	0	0
877	0	0 <b>7610-05</b>	Insurance - Liability	0	0	0
650	0	0 <b>7620</b>	Telecommunications	0	0	0
136	0	0 <b>7660-05</b>	Materials & Supplies - Office Supplies	0	0	0
0	0	0 <b>7680</b>	Materials & Supplies - Donations	0	0	0
1,450	0	0 <b>7750</b>	Professional Services	0	0	0
2,544	0	0 <b>7840</b>	M & S Computer Charges	0	0	0
1,200	0	0 <b>7840-50</b>	M & S Computer Charges - Kids on the Block	0	0	0

City of McMinnville Budget Document Report

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>093 - KIDS ON THE BLOCK</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
200	0	0 8130	Recreation Program Expenses	0	0	0
0	0	0 <b>8130-35</b>	<b>Recreation Program Expenses - Enrichment Programs</b>	0	0	0
40,000	0	0 <b>8130-40</b>	Recreation Program Expenses - Miscellaneous	0	0	0
0	0	0 <b>8130-45</b>	Recreation Program Expenses - Workstudy	0	0	0
47,125	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
			CAPITAL OUTLAY			
238	0	0 <b>8750</b>	Capital Outlay Computer Charges	0	0	0
238	0	0	TOTAL CAPITAL OUTLAY	0	0	0
49,660	0	0	TOTAL REQUIREMENTS	0	0	0

## PARKS & RECREATION Recreational Sports

**Organization Set – Programs** 

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

**Organization Set #** 

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

dget Documen	t Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
315	665	500	5380-60Facility Rentals - Field RentalsFees collected from soccer, baseball, softball field-use rentals at Dancer and DiscoveryMeadows Parks.Facility use fees charged to leagues and event sponsors who areindependent of Park and Recreation sponsored programs.	1,500	0	0
315	665	500	TOTAL CHARGES FOR SERVICES	1,500	0	0
315	665	500	TOTAL RESOURCES	1,500	0	0

Iget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
				REQUIREMENTS			
				PERSONNEL SERVICES			
618	1,141	0	7000	Salaries & Wages	0	0	(
92,350	98,786	105,518	7000-05 Recreation	Salaries & Wages - Regular Full Time Supervisor - 1.00 FTE	65,128	0	1
0	0	0	7000-10 Recreation I	Salaries & Wages - Regular Part Time Manager - 0.50 FTE	53,178	0	
474	361	13,149	7000-15 Program As	Salaries & Wages - Temporary sistant - 0.34 FTE	13,149	0	
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	600	0	
177	166	0	7300	Fringe Benefits	0	0	
5,574	5,981	7,179	7300-05	Fringe Benefits - FICA - Social Security	7,990	0	
1,304	1,399	1,721	7300-06	Fringe Benefits - FICA - Medicare	1,915	0	
33,365	35,705	40,347	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,944	0	
15,505	16,017	16,320	7300-20	Fringe Benefits - Medical Insurance	8,108	0	
2,000	2,000	2,000	7300-22	Fringe Benefits - VEBA Plan	1,000	0	
80	60	60	7300-25	Fringe Benefits - Life Insurance	120	0	
287	237	232	7300-30	Fringe Benefits - Long Term Disability	286	0	
1,975	1,676	842	7300-35	Fringe Benefits - Workers' Compensation Insurance	977	0	
20	20	31	7300-37	Fringe Benefits - Workers' Benefit Fund	39	0	
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	
0	0	435	7300-45	Fringe Benefits - Paid Family Leave City Share	103	0	
2,686	3,972	3,393	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	3,073	0	
156,415	167,521	191,227		TOTAL PERSONNEL SERVICES	193,610	0	
				MATERIALS AND SERVICES			
4,095	5,052	4,200	7500	Credit Card Fees	5,300	0	
73	86	200	<b>7540</b> Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	500	0	
0	25	300	<b>7550</b> Professiona	Travel & Education I memberships and miscellaneous workshops.	300	0	
178	535	1,000	<b>7590</b> Rec Van & ⁻	Fuel - Vehicle & Equipment	1,000	0	

City of McMinnville Budget Document Report

Idget Docume	nt Report			01 - GENERAL FL	JND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PAF</b> Section : <b>096 - REC</b> Program : <b>501 - AD</b> M	CREATIONAL SPORT			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
1,261	1,469	1,640	7610-05	Insurance - Liability				1,913	0	0
142	141	170	7610-10	Insurance - Property				196	0	0
1,699	1,539	1,800	7620	Telecommunications				2,600	0	C
21	43	50	7660-05	Materials & Supplies - Office	ce Supplies			50	0	C
369	0	650	7750	Professional Services				650	0	C
0	1,157	200	7750-01	Professional Services - Au	dit & other city-wie	de prof svc		0	0	C
0	0	0	7800	M & S Equipment				0	0	C
2,552	1,477	1,514	<b>7840</b> I.S. Fund ma	M & S Computer Charges aterials & supplies costs shared city	-wide			4,596	0	C
1,200	1,440	1,700	7840-55	M & S Computer Charges -	Recreational Spo	rts		6,090	0	(
			Office 3 Activen	<u>tion</u> Pro renewal 65 licensing et renewal Computer	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 400 600 1,440 3,650	<u>Total</u> 400 600 1,440 3,650			
0	0	0	8130-15	Recreation Program Exper	ses - Concession	S	,	0	0	(
11,588	12,963	13,424		TOTAL MATE	ERIALS AND SEF	RVICES		23,195	0	(
				CAPITAL OUTLAY						
238	0	406	<b>8750</b> I.S. Fund ca	Capital Outlay Computer C pital outlay costs shared city-wide	harges			485	0	(
238	0	406		TOTAL	CAPITAL OUTLA	<u>NY</u>		485	0	
168,241	180,485	205,057		TOTAL	REQUIREMENT	S		217,290	0	C

lget Documen	t Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : 647 - ADULT SPORTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
12,278	17,784	17,000	5350Registration FeesRecreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs.	19,000	0	0
12,278	17,784	17,000	TOTAL CHARGES FOR SERVICES	19,000	0	0
12,278	17,784	17,000	TOTAL RESOURCES	19,000	0	0

get Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : 647 - ADULT SPORTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
4,874	6,818	15,752		Salaries & Wages - Temporary sistant - 0.23 FTE Assistant - 0.28 FTE	18,922	0	(
302	423	953	7300-05	Fringe Benefits - FICA - Social Security	1,144	0	C
71	99	228	7300-06	Fringe Benefits - FICA - Medicare	275	0	C
0	0	1,743	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,130	0	0
0	0	287	7300-35	Fringe Benefits - Workers' Compensation Insurance	382	0	C
4	5	10	7300-37	Fringe Benefits - Workers' Benefit Fund	11	0	0
0	0	58	7300-45	Fringe Benefits - Paid Family Leave City Share	15	0	0
5,250	7,345	19,031		TOTAL PERSONNEL SERVICES	22,879	0	0
				MATERIALS AND SERVICES			
5,902	10,814	9,500		<b>Recreation Program Expenses</b> et rentals, field paint/chalk, balls, and other expenses/supplies related to the Program.	9,500	0	C
5,902	10,814	9,500		TOTAL MATERIALS AND SERVICES	9,500	0	(
11,152	18,159	28,531		TOTAL REQUIREMENTS	32,379	0	0

dget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>650 - YOUTH SOCCER</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				CHARGES FOR SERVICES			
81,661	97,249	95,000	Recreationa	<b>Registration Fees</b> al Sports registration fees for fall and spring Youth Soccer seasons. \$7,000 goes soccer field maintenance improvements (matched by park maintenance).	98,000	0	0
0	0	0	5380-55	Facility Rentals - Concessions	200	0	0
81,661	97,249	95,000		TOTAL CHARGES FOR SERVICES	98,200	0	0
81,661	97,249	95,000		TOTAL RESOURCES	98,200	0	0

get Documen	t Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>650 - YOUTH SOCCER</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
15,131	20,569	23,192	Program As	Salaries & Wages - Temporary sistant - 0.18 FTE Assistant - 0.52 FTE	25,872	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
938	1,275	1,403	7300-05	Fringe Benefits - FICA - Social Security	1,565	0	(
219	298	336	7300-06	Fringe Benefits - FICA - Medicare	375	0	(
234	0	2,565	7300-15	Fringe Benefits - PERS - OPSRP - IAP	2,910	0	(
0	0	519	7300-35	Fringe Benefits - Workers' Compensation Insurance	649	0	(
13	17	16	7300-37	Fringe Benefits - Workers' Benefit Fund	15	0	(
0	0	85	7300-45	Fringe Benefits - Paid Family Leave City Share	21	0	(
16,535	22,160	28,116		TOTAL PERSONNEL SERVICES	31,407	0	C
				MATERIALS AND SERVICES			
24,456	34,025	30,000	Soccer equi	Recreation Program Expenses pment, team t-shirts, field supplies, and printing, etc. over additional field maintenance.	30,000	0	(
24,456	34,025	30,000		TOTAL MATERIALS AND SERVICES	30,000	0	(
40,991	56,185	58,116		TOTAL REQUIREMENTS	61,407	0	(

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : 653 - YOUTH BASKETBALL	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
11,059	15,205	,	<b>Registration Fees</b> ecreational Sports registration fees or Youth Basketball.	17,000	0	0
11,059	15,205	17,000	TOTAL CHARGES FOR SERVICES	17,000	0	0
11,059	15,205	17,000	TOTAL RESOURCES	17,000	0	0

lget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>653 - YOUTH BASKETBALL</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
6,694	9,746	11,002	Program As	Salaries & Wages - Temporary sistant - 0.08 FTE Assistant - 0.25 FTE	12,549	0	(
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	0
415	604	665	7300-05	Fringe Benefits - FICA - Social Security	759	0	0
97	141	159	7300-06	Fringe Benefits - FICA - Medicare	182	0	C
112	151	1,217	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,413	0	0
0	0	246	7300-35	Fringe Benefits - Workers' Compensation Insurance	318	0	0
6	8	7	7300-37	Fringe Benefits - Workers' Benefit Fund	7	0	0
0	0	40	7300-45	Fringe Benefits - Paid Family Leave City Share	10	0	C
7,324	10,651	13,336		TOTAL PERSONNEL SERVICES	15,238	0	C
				MATERIALS AND SERVICES			
3,131	2,735	3,200		Recreation Program Expenses sketballs, printing, and other supplies related to the Youth Basketball Program.	3,200	0	C
3,131	2,735	3,200		TOTAL MATERIALS AND SERVICES	3,200	0	(
10,455	13,386	16,536		TOTAL REQUIREMENTS	18,438	0	0

dget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>656 - YOUTH BASEBALL/SOFTBALL</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
				CHARGES FOR SERVICES			
45,205	50,650	42,000		<b>Registration Fees</b> Sports registration fees for Youth Baseball and Softball Programs.	47,000	0	(
0	260	500	<b>5380-55</b> Baseball/Soft	Facility Rentals - Concessions ball concessionaire profit sharing with City.	500	0	(
45,205	50,910	42,500		TOTAL CHARGES FOR SERVICES	47,500	0	C
				MISCELLANEOUS			
0	0	15,500		<b>Donations - Parks &amp; Recreation - Sponsorships</b> eation Sponsorships for Recreational Sports programs.	15,500	0	(
12,224	7,069	0	Youth Baseba	<b>Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b> Ill and Softball Team sponsorships received to support baseball and softball boys and girls, grades K-8. Donations collected in P&R Admin 01-17-090-501.	0	0	(
0	0	0	6420-40	Donations - Parks & Recreation - Base/Softball Fundraisers	0	0	(
12,224	7,069	15,500		TOTAL MISCELLANEOUS	15,500	0	C
57,429	57,980	58,000		TOTAL RESOURCES	63,000	0	C

lget Documen	t Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>656 - YOUTH BASEBALL/SOFTBALL</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
5,859	10,348	13,990	Program As	Salaries & Wages - Temporary sistant - 0.14 FTE Assistant - 0.26 FTE	15,002	0	C
0	0	0	7000-20	Salaries & Wages - Overtime	0	0	(
363	642	846	7300-05	Fringe Benefits - FICA - Social Security	908	0	(
85	150	203	7300-06	Fringe Benefits - FICA - Medicare	218	0	(
162	71	1,547	7300-15	Fringe Benefits - PERS - OPSRP - IAP	1,687	0	(
0	0	285	7300-35	Fringe Benefits - Workers' Compensation Insurance	338	0	(
5	8	10	7300-37	Fringe Benefits - Workers' Benefit Fund	8	0	(
0	0	51	7300-45	Fringe Benefits - Paid Family Leave City Share	12	0	(
6,474	11,218	16,932		TOTAL PERSONNEL SERVICES	18,173	0	
				MATERIALS AND SERVICES			
12,224	8,434	0	Baseball/So	Materials & Supplies - Donations oftball field improvements and other equipment purchased in support of the Youth oftball Program funded by revenue account 6420-35, Donations-Parks & Baseball & Softball Sponsorships.	0	0	(
13,515	21,836	19,000	Youth baset	<b>Recreation Program Expenses</b> ball/softball related materials, supplies, and equipment necessary to sustain erations for boys and girls 6-14 years.	20,000	0	(
0	0	15,500	8138 Parks & Red	Sponsorships Utilized creation Sponsorships matched with revenue account #6420-06 Donations - creation Sponsorships	15,500	0	
25,739	30,270	34,500		TOTAL MATERIALS AND SERVICES	35,500	0	(
32,212	41,488	51,432		TOTAL REQUIREMENTS	53,673	0	C

udget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : 659 - YOUTH SPORTS CAMPS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			CHARGES FOR SERVICES			
1,060	990	1,200	5350Registration FeesRecreational Sports registration fees for several summer skill development youth sports camps and classes.Long-time provider, Skyhawks Sports Academy, has pulled the area of service back to Portland Metro. We have no replacement at this time.	50	0	0
1,060	990	1,200	TOTAL CHARGES FOR SERVICES	50	0	C
1,060	990	1,200	TOTAL RESOURCES	50	0	C

Budget Docume	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>096 - RECREATIONAL SPORTS</b> Program : <b>659 - YOUTH SPORTS CAMPS</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	50		Salaries & Wages - Temporary Assistant - 0.01 FTE	52	0	0
0	0	4	7300-05	Fringe Benefits - FICA - Social Security	4	0	0
0	0	1	7300-06	Fringe Benefits - FICA - Medicare	1	0	0
0	0	6	7300-15	Fringe Benefits - PERS - OPSRP - IAP	7	0	0
0	0	2	7300-35	Fringe Benefits - Workers' Compensation Insurance	1	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	63		TOTAL PERSONNEL SERVICES	65	0	0
				MATERIALS AND SERVICES			
0	0	50	8130 Incidental ec	Recreation Program Expenses quipment or supplies to support youth sports camps and classes as needed.	50	0	0
0	0	50		TOTAL MATERIALS AND SERVICES	50	0	0
0	0	113		TOTAL REQUIREMENTS	115	0	0

## PARKS & RECREATION

## Senior Center

**Organization Set – Programs** 

Organization Set #

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

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

get Documen	t Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
			RESOURCES			
			CHARGES FOR SERVICES			
1,715	3,894	3,200	5380-20 Facility Rentals - Meeting Rooms	3,200	0	
0	0	0	5380-30 Facility Rentals - Kitchen Facilities Senior Center kitchen facility rentals.	0	0	
56	533	500	5380-40 Facility Rentals - Staff Fees	300	0	
220	1,595	1,800	5380-45 Facility Rentals - Reception Facilities	500	0	
0	0	0	5380-50 Facility Rentals - Meal Site Northwest Senior & Disabled Services moved to a new location March 28, 2019	0	0	
0	0	0	5420 Newsletter Eliminated newsletter and subscriptions as part of transition effort to P&R guide.	0	0	
1,991	6,021	5,500	TOTAL CHARGES FOR SERVICES	4,000	0	
			MISCELLANEOUS			
0	0	2,000	<b>5420-06 Donations - Parks &amp; Recreation - Sponsorships</b> Parks & Recreation Sponsorships for Senior Center programs.	500	0	
-5	2,701	129,279	<b>5420-45 Donations - Parks &amp; Recreation - Seniors</b> Miscellaneous contributions to support McMinnville Senior Center and senior activities. Expenses posted to account #7680. Received a substantial donation in March 2023 from the Glaze Family 1990 Trust to sup ecreation and social opportunities the Senior Center provides.	30,000 oport	0	
5	0	0	5420-60 Donations - Parks & Recreation - Building Improvements	0	0	
63	269	250	6600 Other Income Senior Center equipment rental fees and other incidental revenues.	25	0	
410	1,387	1,500	<b>Other Income - Wortman Gallery</b> ncome received from the sale of art work displayed in the Wortman Gallery at the Senio Center. Senior Center receives a small percentage of art sales proceeds. Payments to artists are reflected in expense account # 8135. Contributions which support incidental expenses related to Gallery programs are also recorded in this revenue account.	1,500 pr	0	
473	4,356	133,029	TOTAL MISCELLANEOUS	32,025	0	
2,464	10,377	138,529	TOTAL RESOURCES	36,025	0	

udget Document Report         01 - GENERAL FUND           2022         2023         2024         Department : 17 - PARKS & RECREATION         2025         2025							
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>501 - ADMINISTRATION</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
607	181	0	7000	Salaries & Wages	0	0	0
60,493	64,981	67,164	7000-05 Recreation M	Salaries & Wages - Regular Full Time Manager - 1.00 FTE	80,698	0	0
14,119	30,501	34,009		Salaries & Wages - Regular Part Time t Support Technician - 0.80 FTE ervice Assistant - 0.40 FTE	48,230	0	0
3,835	3,594	15,772	7000-15	Salaries & Wages - Temporary ervice Assistant - 0.32 FTE	9,564	0	0
0	17	0	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
383	68	0	7300	Fringe Benefits	0	0	0
4,516	5,817	7,075	7300-05	Fringe Benefits - FICA - Social Security	8,379	0	0
1,056	1,360	1,696	7300-06	Fringe Benefits - FICA - Medicare	2,009	0	0
17,658	27,738	32,369	7300-15	Fringe Benefits - PERS - OPSRP - IAP	37,989	0	0
25,747	29,688	30,268	7300-20	Fringe Benefits - Medical Insurance	31,404	0	0
4,000	4,000	4,000	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
115	120	120	7300-25	Fringe Benefits - Life Insurance	120	0	0
267	249	244	7300-30	Fringe Benefits - Long Term Disability	278	0	0
1,610	804	916	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,495	0	0
31	39	53	7300-37	Fringe Benefits - Workers' Benefit Fund	52	0	0
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	0
0	0	430	7300-45	Fringe Benefits - Paid Family Leave City Share	107	0	0
299	700	997	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	902	0	0
134,736	169,857	195,113		TOTAL PERSONNEL SERVICES	225,227	0	0
				MATERIALS AND SERVICES			
503	1,042	1,250	7500	Credit Card Fees	1,800	0	0
0	416	860	7515	City Services Charge expense	860	0	0
131	153	300	<b>7540</b> Costs shared	Employee Events d city-wide for employee training, materials, and events.	500	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PAR</b> Section : <b>099 - SEN</b> Program : <b>501 - ADM</b> II	IOR CENTER	N		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGE1
417	1,462	1,000	Registration	Travel & Education fees and other expenses associated and training for Senior Center staff.	d with professional de	evelopment v	vorkshops,	1,000	0	0
9,112	10,057	12,500		Utilities				14,000	0	0
0	0	0	7600-04	Utilities - Water				0	0	0
2,210	2,624	2,930	7610-05	Insurance - Liability				1,950	0	0
3,662	4,285	5,310	7610-10	Insurance - Property				6,014	0	0
5,566	5,334	6,500	7620	Telecommunications				7,300	0	0
10,386	22,318	33,220	7650-10	Janitorial - Services				24,000	0	0
966	0	2,500	7650-15	Janitorial - Supplies				2,500	0	0
2,846	1,779	2,100	7660	Materials & Supplies				2,100	0	0
0	2,701	129,279	Materials an	Materials & Supplies - Dona d supplies purchased from general of enue account 6420-45, Donations-Pa	onations that support		Center	30,000	0	0
17,452	15,330	20,000	0	Repairs & Maintenance				20,000	0	0
0	0	0	7720-24	Repairs & Maintenance - Do	onations - Senior	S		0	0	0
561	0	0	7750	Professional Services				0	0	0
0	1,238	300	7750-01	Professional Services - Aud	dit & other city-wi	de prof sv	с	0	0	0
8,662	17,702	13,000	7790	Maintenance & Rental Cont	racts			12,500	0	0
490	487	500	7800	M & S Equipment				500	0	0
0	0	0	7810	M & S Equipment - Donatio	ns			0	0	0
3,828	4,430	5,041		M & S Computer Charges aterials & supplies costs shared city-	wide			7,652	0	0
1,598	6,456	4,470	7840-60	M & S Computer Charges -	Senior Center			5,140	0	0
			Activen Office 3	<u>tion</u> ement computer et peripherals 65 licensing et renewal	<u>Units</u> 1 1 1 1	<u>Amt/Unit</u> 1,800 1,000 900 1,440	<u>Total</u> 1,800 1,000 900 1,440			
0	0	0	8130-05	<b>Recreation Program Expen</b>	ses - Newsletter			0	0	0
536	1,452	1,500	Reflects pay	Wortman Gallery Expenses ments to Gallery artists from sales o penses supporting the Gallery.		also include	small,	1,800	0	0
0	0	2,000	8138 Parks & Rec	Sponsorships Utilized creation Sponsorships matched with creation Sponsorships	revenue account #64	120-06 Dona	tions -	500	0	0

udget Docume	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp;</b> Section : <b>099 - SENIOR C</b> Program : <b>501 - ADMINISTR</b>	ENTER	DN		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
68,924	99,268	244,560		TOTAL MATERIALS AND SERVICES				140,116	0	0
				CAPITAL OUTLAY						
357	0	1,351	<b>8750</b> I.S. Fund c	Capital Outlay Computer Charge apital outlay costs shared city-wide	S			808	0	0
0	11,648	212,500	<b>8800</b> Bathroom	Building Improvements improvements will occur in FY25				266,400	0	0
			Descr	ption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Bathro	oom remodel (delayed from FY24)	1	200,000	200,000			
			Repla	ce vinyl flooring	1	11,700	11,700			
			Carpe	t replacement	1	54,700	54,700			
357	11,648	213,851		TOTAL CAPI	TAL OUTLA	<u> </u>		267,208	0	0
204,017	280,772	653,524		TOTAL REQUIREMENTS				632,551	0	0

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
21,265	29,934	30,000 <b>5350</b>	Registration Fees	30,000	0	0
21,265	29,934	30,000	TOTAL CHARGES FOR SERVICES	30,000	0	0
21,265	29,934	30,000	TOTAL RESOURCES	30,000	0	0

get Documen	t Report		01 - GENERAL F	UND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section : 099 - SE	ARKS & RECREATION ENIOR CENTER ASSES & PROGRAMS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			R	EQUIREMENTS			
			PERSONNEL SERVICE	<u></u>			
0	0	0	<b>Salaries &amp; Wages - Regul</b> ecreation Program Instructor 3 - 0.07 FTE	lar Part Time	4,203	0	(
575	4,111	22,782	D00-15         Salaries & Wages - Temp           ecreation Program Instructor 2 - 0.10 FTE           ecreation Program Instructor 3 - 0.15 FTE	orary	10,968	0	(
36	255	1,378	300-05 Fringe Benefits - FICA - S	Social Security	917	0	(
8	60	330	300-06 Fringe Benefits - FICA - M	<i>N</i> edicare	220	0	(
0	0	2,520	300-15 Fringe Benefits - PERS -	OPSRP - IAP	1,707	0	(
14	46	241	300-35 Fringe Benefits - Workers	s' Compensation Insurance	164	0	(
0	2	12	300-37 Fringe Benefits - Workers	s' Benefit Fund	6	0	C
0	0	84	300-45 Fringe Benefits - Paid Fai	mily Leave City Share	11	0	C
634	4,473	27,347	<u>TOTAL P</u>	ERSONNEL SERVICES	18,196	0	C
			MATERIALS AND SER	VICES			
14,135	10,916	11,000	130 Recreation Program Expensional and supplies for Senior Center species associated with instructors who are inde	ial interest classes and programs including	12,500	0	(
14,135	10,916	11,000	TOTAL MAT	TERIALS AND SERVICES	12,500	0	(
14,769	15,388	38,347	ΤΟΤΑ	L REQUIREMENTS	30,696	0	0

nt Report		01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
786	500 <b>5350</b>	Registration Fees	500	0	0
786	500	TOTAL CHARGES FOR SERVICES	500	0	0
786	500	TOTAL RESOURCES	500	0	0
	ACTUAL 786 <b>786</b>	2023 ACTUAL         2024 AMENDED BUDGET           786         500         5350           786         500	2023       2024       Department : 17 - PARKS & RECREATION         ACTUAL       AMENDED BUDGET       Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS         RESOURCES         CHARGES FOR SERVICES         786       500       5350         786       500       TOTAL CHARGES FOR SERVICES	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS2025 PROPOSED BUDGETRESOURCES7865005350Registration Fees500786500500101 A CHARGES FOR SERVICES500786500101 A CHARGES FOR SERVICES500	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS2025 PROPOSED BUDGET2025 APPROVED BUDGETRESOURCESCHARGES FOR SERVICES7865005350Registration Fees5000786500101AL CHARGES FOR SERVICES5000

nt Report		01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : 641 - SPECIAL EVENTS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		REQUIREMENTS			
		MATERIALS AND SERVICES			
1,666	500 <b>8130</b>	Recreation Program Expenses	0	0	0
1,666	500	TOTAL MATERIALS AND SERVICES	0	0	0
1,666	500	TOTAL REQUIREMENTS	0	0	0
	2023 ACTUAL 1,666 <b>1,666</b>	2023 ACTUAL         2024 AMENDED BUDGET           1,666         500         8130           1,666         500         8130	2023 ACTUAL       2024 AMENDED BUDGET       Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS         REQUIREMENTS         MATERIALS AND SERVICES         1,666       500       8130         TOTAL MATERIALS AND SERVICES	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS2025 PROPOSED BUDGETREQUIREMENTS1,666500 8130Recreation Program Expenses01,666500100TOTAL MATERIALS AND SERVICES0	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 641 - SPECIAL EVENTS2025 PROPOSED BUDGET2025 APPROVED BUDGETMATERIALS AND SERVICES1,6665008130Recreation Program Expenses001,666500TOTAL MATERIALS AND SERVICES00

idget Documer	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : 665 - DAY TOURS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	2,200	5350 Registration Fees Registration income from Senior Center sponsored day-long field trip and tour event registration fees	6,000	0	0
0	0	2,200	TOTAL CHARGES FOR SERVICES	6,000	0	0
0	0	2,200	TOTAL RESOURCES	6,000	0	0

dget Documen	t Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : 665 - DAY TOURS	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	2,126	7000-15 Program Ass	Salaries & Wages - Temporary sistant - 0.06 FTE	1,952	0	0
0	0	129	7300-05	Fringe Benefits - FICA - Social Security	118	0	0
0	0	31	7300-06	Fringe Benefits - FICA - Medicare	28	0	0
0	0	236	7300-15	Fringe Benefits - PERS - OPSRP - IAP	220	0	0
0	0	23	7300-35	Fringe Benefits - Workers' Compensation Insurance	21	0	0
0	0	2	7300-37	Fringe Benefits - Workers' Benefit Fund	1	0	0
0	0	8	7300-45	Fringe Benefits - Paid Family Leave City Share	1	0	0
0	0	2,555		TOTAL PERSONNEL SERVICES	2,341	0	0
				MATERIALS AND SERVICES			
0	0	0		<b>Recreation Program Expenses</b> er day tour excursions including bus transportation, admission fees, meals, and related expenses.	6,000	0	0
0	0	0		TOTAL MATERIALS AND SERVICES	6,000	0	0
0	0	2,555		TOTAL REQUIREMENTS	8,341	0	0

udget Documei	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024Department : 17 - PARKS & RECREATIONAMENDEDSection : 099 - SENIOR CENTERPIBUDGETProgram : 668 - OVERNIGHT TOURS		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			CHARGES FOR SERVICES			
0	0	500	<b>5350 Registration Fees</b> No expenses attached to this program. Revenue is a percentage from a participant registering for an Overnight Trip through Collette Travel.	500	0	0
0	0	500	TOTAL CHARGES FOR SERVICES	500	0	0
0	0	500	TOTAL RESOURCES	500	0	0

nt Report		01 - GENERAL FUND			
2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : 670 - WORTMAN PARK CAFE	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		RESOURCES			
		CHARGES FOR SERVICES			
0	0 <b>5410-05</b>	Sales - Wortman Park Cafe	0	0	0
0	0	TOTAL CHARGES FOR SERVICES	0	0	0
0	0	TOTAL RESOURCES	0	0	0
	2023 ACTUAL	2023 ACTUAL         2024 AMENDED BUDGET           0         0           0         0           0         0           0         0	2023 ACTUAL       2024 AMENDED BUDGET       Department : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE         0       0       Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE         0       0       Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE         0       0       Sales - Wortman Park Cafe         0       0       Sales - Wortman Park Cafe         0       0       TOTAL CHARGES FOR SERVICES	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE2025 PROPOSED BUDGETO 0 0 5410-05Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE2025 PROPOSED BUDGET0 0 0 5410-05Sales - FOR SERVICES Sales - Wortman Park Cafe00 0 0TOTAL CHARGES FOR SERVICES 00	2023 ACTUAL2024 AMENDED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE2025 PROPOSED BUDGET2025 APPROVED BUDGETOUTPOSED BUDGETDepartment : 17 - PARKS & RECREATION Section : 099 - SENIOR CENTER Program : 670 - WORTMAN PARK CAFE2025 PROPOSED BUDGET2025 APPROVED BUDGETOUTPOSED CENTER Program : 670 - WORTMAN PARK CAFECHARGES FOR SERVICES005410-05Sales - Wortman Park Cafe0000101010000101000

Budget Docume	nt Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>17 - PARKS &amp; RECREATION</b> Section : <b>099 - SENIOR CENTER</b> Program : <b>670 - WORTMAN PARK CAFE</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			REQUIREMENTS			
			PERSONNEL SERVICES			
0	0	0 <b>7000-15</b>	Salaries & Wages - Temporary	0	0	0
0	0	0 <b>7300-05</b>	Fringe Benefits - FICA - Social Security	0	0	0
0	0	0 <b>7300-06</b>	Fringe Benefits - FICA - Medicare	0	0	0
0	0	0 <b>7300-15</b>	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	0 <b>7300-35</b>	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0 <b>7300-37</b>	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0 <b>7300-45</b>	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
			MATERIALS AND SERVICES			
556	0	0 <b>7660-37</b>	Materials & Supplies - Wortman Park Cafe	0	0	0
556	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
556	0	0	TOTAL REQUIREMENTS	0	0	0



# **PARK MAINTENANCE**

 $\overline{}$ 

l .....



#### **Budget Highlights**

- The FY 2024-25 budget proposal continues funding increased materials and services resources to begin to restore service levels. These resources are the first step of a three-step process to increase Park Maintenance services to base levels, with the next steps being additional resources for staffing and capital needs.
- Resource constraints for FY 2024-25 will not allow for the planned addition of one full-time FTE and one FTE of seasonal staff to execute step two of the three step plan. That will be deferred until resources are available.
- The FY 2024-25 proposal includes resources to continue updating fleet and equipment assets on a more proactive basis.
- The proposal includes funding for the continuation of the contracted park security program initiated in 2023 in response to over-night behavior issues in the park system.
- The FY 2024-25 budget proposal also includes funding for the beginnings of a more centralized approach to Facility Maintenance program. First year program emphasis will be on developing preventive maintenance plans for each individual facility and system, identifying service contract gaps, and managing vendors/contractors. Additional work will include adding facility maintenance program elements to the City's existing maintenance management system. These resources will begin to address initial program development needs but will require significant additional resources in future budget cycles to address staffing, and most critically, capital needs.
- The budget proposal includes the continuation of several ARPA funded projects:
  - Neighborhood park renovations
  - Park System irrigation renovations

2024 – 2025 Proposed Budget --- Budget Summary

- Staff will continue to partner with key volunteer groups. At 0 this point, the inmate work crew is no longer available to the City for projects. These volunteer partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community." Typical examples are landscape bed maintenance at Discovery Meadows (church groups), trail maintenance (Youth Conservation Corps, local school teams, local service clubs), soccer goal area restoration (McMinnville Youth Soccer), dog park maintenance projects (Duniway Middle School) and riparian area vegetation management (Greater Yamhill Watershed Council). Materials, staff support, and supervisory oversight for these projects are typically provided by the City in cooperative efforts with these groups. Resource constraints limit the Division's ability to support these groups.
- Some maintenance needs will continue to be addressed through the use of independent contractors. This work can require specialized licenses, equipment, or expertise. Contract forces are also used to address work for which there is no staff capacity. The work is a mix of demand and planned work. These resources help fund backlogged maintenance work such as roof repairs, skate park repairs, bridge repairs and sports turf renovation projects.



Sunset at Joe Dancer Park

A key component in McMinnville's livability lies in the City's ability to develop and maintain quality open spaces throughout the community. This concept aligns with the vision statement in Mac-Town 2032 for "a collaborative and caring city inspiring an exceptional quality of life". These spaces are diverse, from formal landscapes to undeveloped natural areas. Each is intended to meet the needs of our residents in its own fashion. In order to continue the invitation to our residents to come and enjoy the benefits of these spaces, quality maintenance is essential. The service level enhancements funded with the initial infusions of additional resources have been invaluable in moving to restore service levels, but additional staffing and capital resources will be necessary to fully restore service levels.

#### **Core Services**

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's park and open space asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on core services. This work is accomplished in parks, landscaped City owned parking lots, and beautification areas, with a total of 42 sites comprising over 350 acres. The primary objective of this mission is to provide quality maintenance services that protect user safety as well as the City's assets. The overarching goal is to invite our residents and visitors to enjoy these spaces and their amenities, which are a key factor in McMinnville's livability.

#### Park Services

Litter removal, restroom cleaning, general park upkeep, and vandalism repair occur year-round. Restrooms are cleaned daily and have annual repairs (painting, repairs, etc.) Steve Krieger cleaning Discovery Meadows restrooms.



#### **Turf/Landscape Maintenance**

- Turf stands are mowed and edged; landscape areas are weeded; irrigation systems are maintained and operated. The combination of contract service resources and ARPA funding will improve service levels for this core service. All irrigated turf stands will be irrigated and mowed. This transition will take some time as irrigation systems are renovated and repaired, but staff anticipates that by summer 2025 all systems should be operational.
- Using the Division's Integrated Pest Management Plan (IPM), approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed public pesticide applicators, and all herbicide use on public property is recorded and tracked.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. Additional materials and services resources in recent years have allowed for improved cycle times resulting in improved aesthetics and weed control.
- Annual flowers are typically planted in the spring at various City facilities.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local

user groups to spread material, resulting in reduced labor and material costs.



Sunrise Rotary volunteers working on wood chipping the trail surface at Airport Park. This group volunteers several times a year to work on the trails here.

0

 Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park Maintenance staff continues to be tasked with landscape and irrigation maintenance for downtown parking facilities.

#### **Sports Turf Maintenance**

 This work is primarily performed in Dancer Park in support of City recreational sports programs. This internal partnership is again reflective of the Strategic Plan mission to deliver high quality services in collaboration with partners for a prosperous, safe and livable community. Sports turf is irrigated, fertilized, over-seeded, mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work is critical in maintaining a safe, high quality athletic turf stand.

#### **Recreation Program Facility Support**

- This work is primarily performed in Dancer Park in support of City recreation programs. Soccer and baseball fields are set up each season and are "torn down" at the conclusion of the season. Given the location of Dancer Park, support amenities (benches, tables, garbage cans, concession stand, etc.) must be removed from the park each fall to protect them from potential winter flood damage.
- Since the pandemic, the Parks and Recreation Department has expanded its outdoors program offerings, which creates demand for Park Maintenance support. The division remains committed to support this important programming, but without additional staff resources that commitment sometimes impacts other maintenance work.



Soccer field set up at Joe Dancer Park

#### **Tree Maintenance**

 Typical activities include conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. The work also includes mitigating storm damage, which can include pruning, removal and replacement. This core service is a contributing element in the City's requirement to provide \$2 per capita of tree related expenditures to achieve "Tree City USA" designation.

#### **Park Amenities**

 Maintain courts, benches, splash pad, shelters, drinking fountains, interpretive signage, lighting, etc. The Discovery Meadows splash pad, operated under Oregon Public Health Division's administrative rules, is cleaned, and inspected on a specific schedule, and is remotely monitored via web-based telemetry. The splash pad remains one of the most highly visible and highly visited park amenities the City has to offer.

#### Park Building Maintenance

 Building lighting, security, and plumbing systems are repaired as resources allow, and vandalism is cleaned up as soon as possible. Additional resources allocated in the previous budget cycle will allow the Division to restore some preventative maintenance practices that have been deferred in recent years and improve response times for graffiti and vandalism repairs.

#### **Skate Park Maintenance**

 Regular inspection and repairs, including replacement of coping stones, sealing concrete, repairing skate elements, and cleanup of vandalism and graffiti. The additional resources allocated in the proposed budget as a continuation of last year's add package will allow the Division to restore some preventive maintenance practices that have been deferred in recent years.

#### **Play Equipment Maintenance**

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.
- Play equipment is pressure washed and kept clean as staff capacity allows.
- Fall attenuation material is replaced annually as needed.

#### **Facility Maintenance**

The new Facility Maintenance program will begin to develop and implement a centralized approach to how the City provides maintenance management facilities city wide. The City owns and operates 58 structures, ranging from the historic Carnegie Library to park shelters. The new model is intended to begin to address the impacts of a decentralized approach that consumes staff capacity for both building managers and various other supporting departments (primarily Operations staff and PD Facility Manager). The work plan for FY24-25 includes providing maintenance and project support for department building managers, as well as developing individual maintenance plans for each facility. Ultimately the program will include staff, equipment, and capital funding to fully implement a comprehensive facility maintenance program. In its initial phase, the program will include 1 full time Facility Maintenance Coordinator, extra help staff, tools/vehicle, and contract maintenance resource to be applied to efforts that have system wide benefits. For the near term, building specific asset renewal or repair projects (roofs, HVAC equipment, lighting, etc.) will continue to be carried in each department's budget.

#### **Community Event/Volunteer support**

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

*Lippert Component employee volunteer group working on trail maintenance at Joe Dancer.* 



#### **Emergency Response**

Park Maintenance staff members are a key element in the City's response to various incidents, and work alongside Street Maintenance and Conveyance System field staff in this role. This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works". Activities include responding to vehicle accidents and hazardous materials spills; snow and ice response work including deicing, sanding and snow removal: flood/high water response; sanitary sewer and storm drain problems; clearing downed trees from streets, etc. Park Maintenance staff are trained and certified to the same level as the Street Maintenance staff, with both teams trained to the "Operations" level in Haz Mat response.



Parks Maintenance crew surveys damage at Airport Park after a day of high winds.

#### **Future Challenges and Opportunities**

#### Maintenance planning

- As with any asset, as the park system ages, maintenance demands and related costs continue to increase. The park system has grown since 2005 with West Hills, Kiwanis improvements, Chegwyn Farms, Riverside Dog Park, BPA linear park extensions, and Jay Pearson Park all being added in that time period. As noted earlier, a BPA extension north of Baker Creek Road has been completed and the City assumed maintenance in late 2023. In 2032, the City will take on maintenance responsibility for significant natural space acreage at Baker Creek North and Oak Ridge Meadows. In recent years, resource constraints have impacted service levels, including closing restrooms, reducing park service visits, reducing mowing costs by allowing neighborhood parks to go brown, reducing athletic turf maintenance at Dancer Park, reducing annual flower plantings, reducing tree replacements, reducing maintenance cycles on various building and play equipment structures, and continued deferred maintenance in the system overall. Over the intervening years these changes have resulted in a lower quality of aesthetics than the typical McMinnville standard. It's important to note that this budget proposal continues to represent progress towards restoring park maintenance service levels and improving aesthetics.
- The current proposal provides some asset renewal resources to address ongoing fleet and equipment renewal needs. It is important to note that to that a key step in restoring service levels will be to address asset renewal/repair needs on an annual, programmed basis. Examples of backlogged items include irrigation system renovations, neighborhood park renovations pavement repairs, restoring shrub beds system wide, replacing picnic tables, roof maintenance, flatwork

repairs, skate park repairs, sports turf renovations, and fleet/equipment replacements and playground replacements.

- Without additional staffing resources there is no latent maintenance capacity within this work group to take on additional new facilities, and as facilities are added there will continue to be an impact on the Division's capacity to maintain existing assets.
- Staff will continue the use of a computerized maintenance management system (CMMS) to plan, schedule, and track work. Using this tool, staff continue to make use of the data to track work against service levels, identify problem trends, and identify opportunities to improve work practices. This tool was updated in early 2024.



Westside Greenway rainbow

#### **Capital Planning**

 As the park system overall continues to age, planning for and funding capital improvements continues to be a critical element of the City's asset management strategy relative to parks. Buildings, play structures, pavements, skate park elements, park amenities, vehicles and equipment all will continue to age, and will eventually need to be replaced or removed. Adding new facilities or elements to the system only increases this need. The needs range from replacing aging play structures such as the Recreation Station in upper City Park to replacing a 50+ year old shelter in Wortman Park. ARPA funding is being used to "kick start" this effort with funding in recent budget cycles for vehicle and equipment needs, as well funding to address key asset renewal within the park system. However, the challenge will continue to be to develop this as a sustainable annual investment at a level that will address capital needs across the park system.

#### Strategies to Provide Acceptable Maintenance Levels

- Continue to monitor services levels changes to evaluate their long-term impact on the City's park assets, as well as to monitor their acceptability to City residents and the City Council.
- Strategies will continue to include identifying opportunities to reduce costs through operational efficiencies, as well as to continue to review service levels offered relative to established City-wide priorities.

#### **Strategies to Address Camping Impacts**

- Camping and related behaviors continue to draw on staff resources and related contractor costs to address impacts of these activities. Staff and resources are diverted on a demand basis to address these impacts.
- The City has initiated a contracted security program to address overnight behavior issues in parks. The program has worked well but does not have current capacity to address daytime issues.
- Strategies will continue to include identifying opportunities to reduce costs and impacts through improved facility design features and evolving operational practice to give staff the resources and training to help address these issues.

#### Water Conservation Strategies.

0

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

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

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





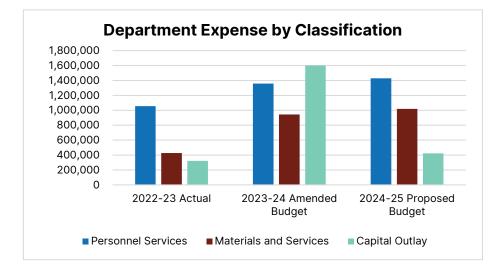
Longtime kicking wall at Joe Dancer Park was transformed into a beautiful mural by members of the McMinnville High School Art Program, supported by the McMinnville Sunrise Rotary.

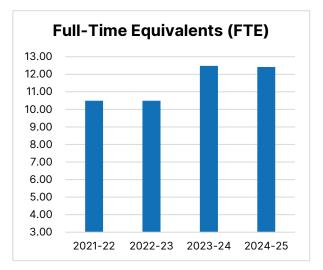


#### General Fund - Park Maintenance

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	4,102	10,000	5,000	(5,000)
Intergovernmental	321,234	0	0	0
Miscellaneous	2,149	0	0	0
Revenue Total	327,485	10,000	5,000	(5,000)
Expenses				
Personnel Services	1,056,304	1,357,375	1,429,104	71,729
Materials and Services	426,370	945,356	1,020,393	75,037
Capital Outlay	321,234	1,601,132	422,456	(1,178,676)
Expenses Total	1,803,908	3,903,863	2,871,953	(1,031,910)
Unrestricted Resources Required	1,476,422	3,893,863	2,866,953	(1,026,910)

	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	10.49	10.49	12.48	12.42







## General Fund – Parks Maintenance

- **1994** James Addition park -1.29 acre park - developed with turf, irrigation, benches, and play equipment.
- **1995** Senior Center built in West Wortman Park along with upgrades to the grounds.
- **1996** Dancer Park Phase II completed, increasing the total acreage maintained to 35 acres.
- **1996** Installation of recreation station in UpperCityPark.
- **1997** Parks Maintenance managerial oversight transferred to Public Works Superintendent and becomes part of the newly created Community Development Department.
- **1997** Goucher Street Linear Pathway - 2.46 acres developed with turf, irrigation, benches, and plantings.
- **1998** Lower City Park remodeled and upgraded with new irrigation, parking lot, and turf.

- **2000** Development of Bend-O-River Park - 0.33 acre including play equipment, basketball hoop, lawn area, and irrigation system.
- **2002** Development of Thompson Park - 2.40 acre - with restroom facility, play equipment, horseshoe court, basketball court, and shelter.

**2003** Ash Meadows Park upgraded - 1.29 acres with turf, irrigation, benches, and plantings.

- **2004** Dancer Park Phase III completed increasing the total acreage maintained to 75 acres.
- 2004 McMinnville Rotary donates completed Tice Park -32.82 acres - with 1.2 miles of paths, 2 kiosks, pond, bridges, restroom facility, and irrigation.
- **2005** Remodel of City Park and Wortman Park completed.
- 2005 BPA Pathway completed –

8.43 acres – with 51 miles of concrete path and five benches.

- 2005 Discovery Meadows Community Park opens – 21.45 acres – water feature, skatepark, play equipment, baseball field, basketball courts, walking path, two shelters and restroom facility. Increasing the total of maintained parks to 223 acres.
- **2006** 32 trees of varying size and value were lost throughout McMinnville Parks due to the windstorm on December 14, 2006. Over half have been replanted to date, with complete replacements planned.
- **2007** Computerized maintenance management program implemented, including a work order system and an asset management system.
- **2007** Dancer and Star Mill Parks play areas renovated with new play equipment, fall protection surfaces, walks, benches and landscaping.

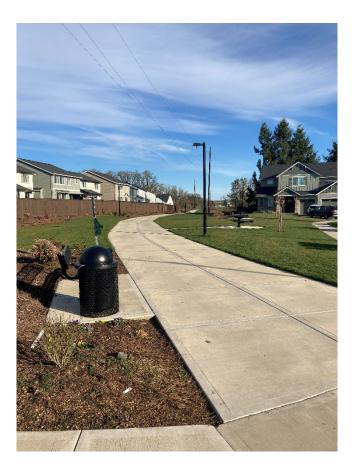
- **2008** Dancer Park inundated in December 2007 flood, resulting in significant damage to roads, sports fields, fencing and trail system. With the help of volunteers, park is made ready for 2008 soccer and baseball season in time.
- **2010** Three new park facilities come on-line. They include West Hills Park, Riverside Dog Park, and the Westside Pedestrian path extension.
- **2010** Two of five staff certified as Aquatic Facility Operator's through the National Parks and Recreation Association to meet expected state requirements for water feature operation.
- **2010** Staff manages over 1,900 hours of volunteer and inmate labor in support of Park Maintenance operations.

- **2011** Chegwyn Farms, a four-acre neighborhood park, opens in NE McMinnville. The park features two farm themed playgrounds and is leased by the City in a partnership with the Yamhill Soil and Water Conservation District.
- 2012 Discovery Meadows water feature chemical controller upgraded to operate remotely and alert operators of alarms. This saves in labor and materials and helps to ensure constant compliance with Oregon Health Division rules.
- **2014** Parks Maintenance staff plays a key role in Public Work's response to a major February snowstorm, working alongside Street and Wastewater Services staff on deicing and sanding crews and clearing sidewalks along City facilities.
- 2014 Riverside Dog Park lighting system installed. Park Maintenance staff participated in design review and inspections on the park systems' first significant LED lighting project.

- **2016** As part of succession planning, Senior Utility Worker position implemented.
- **2017** Lower City Park upgraded with new small shelter and bridge.
- **2018** Utility Worker I position added as part of a two-year phased process to restore park maintenance service levels.
- 2018 City park tennis courts reconfigured to six pickle ball courts and two tennis courts and resurfaced.
- **2019** Utility Worker I position added.
- **2019** Jay Pearson Park completed in NW McMinnville, featuring an inclusive accessible playground, paths, shelter and open space.
- 2021 City crews responded to a historic February ice storm the damaged or destroyed over 270 trees in McMinnville's park system.
- **2022** Park Maintenance staff worked with more than 440 volunteers to complete projects such as replenishing dog park and play equipment surfacing material, mulching landscape beds and trails, mural painting and more.

2023 Westside Bicycle/Pedestrian Greenway, also known as the BPA pathway, extended north of Baker Creek Rd.





nt Report			01 - GENERAL FUND			
2023 ACTUAL			Department : <b>19 - PARK MAINTENANCE</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	0	4545	Federal FEMA Grant	0	0	0
321,234	0	4546	American Rescue Plan	0	0	0
321,234	0		TOTAL INTERGOVERNMENTAL	0	0	0
			CHARGES FOR SERVICES			
4,102	10,000		Park Rentals reservation fees for Wortman and Discovery Meadows picnic facilities.	5,000	0	0
4,102	10,000		TOTAL CHARGES FOR SERVICES	5,000	0	0
			MISCELLANEOUS			
2,149	0	6600	Other Income	0	0	0
2,149	0		TOTAL MISCELLANEOUS	0	0	0
327,485	10,000		TOTAL RESOURCES	5,000	0	0
	2023 ACTUAL 0 321,234 321,234 4,102 4,102 2,149 2,149 2,149	2023 ACTUAL         2024 AMENDED BUDGET           0         0           321,234         0           321,234         0           4,102         10,000           4,102         10,000           2,149         0           2,149         0	2023 ACTUAL         2024 AMENDED BUDGET           0         0         4545           321,234         0         4546           321,234         0         5390 Picnic site           4,102         10,000         5390 Picnic site           2,149         0         6600           2,149         0         500	2023 ACTUAL2024 AMENDED BUDGETDepartment : 19 - PARK MAINTENANCE Section : N/A Program : N/A004545Federal FEMA Grant004545Federal FEMA Grant321,23404546American Rescue Plan321,2340CHARGES FOR SERVICES4,10210,0005390 Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.4,10210,000TOTAL CHARGES FOR SERVICES2,1490Gotter Income2,1490TOTAL MISCELLANEOUS4,1020Federal FICENCES2,1490GOTAL MISCELLANEOUS	2023 ACTUAL2024 AMENDED BUDGET2025 Department : 19 - PARK MAINTENANCE Section : N/A Program : N/A2025 PROPOSED BUDGETINTERGOVERNMENTAL004545Federal FEMA Grant0004546American Rescue Plan0321,234010,0005390 Park Rentals Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.5,0004,10210,0005390 Fonic site reservation fees for Wortman and Discovery Meadows picnic facilities.5,0002,14906600Other Income02,14906600Other Income02,14900TOTAL MISCELLANEOUS02,14906600Other Income02,14906600Other Income02,14900TOTAL MISCELLANEOUS02,149010,00010000100002,14901000010000100002,14901000010000100002,14901000010000100002,14901000010000100002,14901000010000100002,14901000010000100002,14901000010000100002,1490100001000010000100000100000100001000001000000100000010000010000010000000000000	2023 ACTUAL2024 AMENDED BUDGET2025 Department : 19 - PARK MAINTENANCE Section : NA Program : NA2025 PROPOSED BUDGET2025 APPROVED BUDGETINTERGOVERNMENTAL 004545Federal FEMA Grant00004545Federal FEMA Grant000321,23404546American Rescue Plan000321,2340TOTAL INTERGOVERNMENTAL0004,10210,0005390 Picnic site reservation fees for Wortman and Discovery Meadows picnic facilities.5,00004,10210,000TOTAL CHARGES FOR SERVICES5,00002,14906600Other Income002,14905600Other Income002,149010TOTAL MISCELLANEOUS002,14906600Other Income002,1490101010102,149010101002,149010101002,149010101002,1490101010102,1490101010102,1490101010102,1490101010102,14901010102,14901010102,1490

dget Docume	ent Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	DED Section : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEL BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
3,555	776	0	7000	Salaries & Wages	0	0	0
538,807	607,136	746,600	Maintenanc Maintenanc Facilities Su Senior Utility Utility Work Mechanic -	Salaries & Wages - Regular Full Time e & Operations - Superintendent - 0.50 FTE e & Operations - Supervisor - Park Maint - 0.95 FTE e & Operations - Supervisor - Streets - 0.05 FTE ipervisor - 1.00 FTE y Worker - 1.00 FTE er II - 6.00 FTE Operations & Maintenance - 0.45 FTE nt Support Specialist - Senior - 0.50 FTE	792,978	0	C
17,013	33,420	80,984		Salaries & Wages - Temporary Park Maintenance - 1.03 FTE Facilities - 0.94 FTE	83,777	0	C
6,394	9,992	10,000	7000-20	Salaries & Wages - Overtime	13,000	0	C
2,000	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	C
1,624	342	0	7300	Fringe Benefits	0	0	C
34,085	39,559	50,819	7300-05	Fringe Benefits - FICA - Social Security	53,974	0	C
7,971	9,252	12,180	7300-06	Fringe Benefits - FICA - Medicare	12,937	0	C
161,080	189,879	252,860	7300-15	Fringe Benefits - PERS - OPSRP - IAP	270,121	0	C
121,667	125,609	151,626	7300-20	Fringe Benefits - Medical Insurance	150,038	0	C
16,500	15,500	18,500	7300-22	Fringe Benefits - VEBA Plan	17,350	0	C
711	567	627	7300-25	Fringe Benefits - Life Insurance	627	0	C
1,965	1,520	1,737	7300-30	Fringe Benefits - Long Term Disability	1,846	0	C
27,122	20,143	25,708	7300-35	Fringe Benefits - Workers' Compensation Insurance	29,101	0	C
175	208	286	7300-37	Fringe Benefits - Workers' Benefit Fund	260	0	C
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	C
0	0	3,048	7300-45	Fringe Benefits - Paid Family Leave City Share	695	0	0
940,670	1,056,304	1,357,375		TOTAL PERSONNEL SERVICES	1,429,104	0	0
				MATERIALS AND SERVICES			
0	2,444	4,590	7515	City Services Charge expense	4,889	0	0
359	1,484	1,200	7530	Training	1,200	0	0

City of McMinnville Budget Document Report

Budget Document Report 01 - GENERAL FUND Department : 19 - PARK MAINTENANCE 2024 2022 2023 2025 2025 2025 AMENDED PROPOSED APPROVED ADOPTED ACTUAL ACTUAL Section : N/A BUDGET BUDGET BUDGET BUDGET Program : N/A 1.500 7540 2.000 0 0 688 872 **Employee Events** Costs shared city-wide for employee training, materials, and events. 0 2.759 5.656 5,500 7550 **Travel & Education** 7,500 0 Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications. 0 21,445 25,234 30.000 7590 **Fuel - Vehicle & Equipment** 30.000 0 0 0 23,533 29,178 26,000 7600 Utilities 29,000 0 0 0 7600-04 **Utilities - Water** 0 0 0 15,378 18,641 20.750 7610-05 18.898 0 0 Insurance - Liability 20,440 7610-10 25,499 0 0 12.243 16.483 **Insurance - Property** 9,000 7620 7,381 7,782 **Telecommunications** 9,000 0 0 2,900 7650 2,900 0 2,448 2,515 Janitorial 0 21,320 18,982 22,000 7660 **Materials & Supplies** 24,000 0 0 4.500 0 2,613 2,710 7.500 7720-10 **Repairs & Maintenance - Building Maintenance** 0 Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance. 17,722 16,000 7720-14 16,000 0 0 15,000 **Repairs & Maintenance - Vehicles** 0 73,966 111,771 142.000 7720-26 **Repairs & Maintenance - Park Maintenance** 150.000 0 Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenity repairs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation parts, play equipment parts, landscape bark, fall attenuation material, dog park surfacing and trail surfacing material. 27,000 0 0 11,977 22,242 20,000 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. 1.678 553 0 7750 **Professional Services** 0 0 0 0 0 3,070 3.100 7750-01 Professional Services - Audit & other city-wide prof svc 5.870 0 Costs shared city-wide for audit, Section 125 plan administrative fees, and other miscellaneous professional service expenses 0 0 95,000 7750-04 **Professional Services - Grants** 0 0 0 10,645 11,186 12.600 7780-07 **Contract Services - Downtown** 12.600 0 0 Downtown & Alpine Avenue solid waste disposal 606,500 0 0 94,725 107,200 472,000 7780-15 **Contract Services - Park Maintenance** Contract services augment staff capacity to address systems needs relative to security, building maintenance, electrical, plumbing, light construction, irrigation repairs, play equipment repairs, tree planting/pruning/removal, turf/landscape maintenance projects, herbicide/pesticide applications and water feature maintenance.

get Docume	nt Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>19 - PARK MAINTE</b> Section : <b>N/A</b> Program : <b>N/A</b>	ENANCE			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Descrip		Units	Amt/Unit	Total			
				aintenance Contract Services	1	128,000	128,000			
				Maintenance Contract Services	1	80,000	80,000			
			•	ee replacement program	1	150,000	150,000			
				aintenance core services add	1	132,000	132,000			
			Security	Services	1	116,500	116,500			
3,660	2,104	4,000	<b>7800-39</b> Miscellaneou	M & S Equipment - Parks us small equipment for operations and maintena	ince			4,000	0	
1,071	1,539	7,000	7800-42	M & S Equipment - Shop us small equipment and tools for Fleet shop and		laintenance		4,500	0	
			Descript	tion	Units	<u>Amt/Unit</u>	<u>Total</u>			
			Park Ma	aintenance shop equipment	1	2,000	2,000			
				Maintenance shop equipment	1	2,500	2,500			
5,742	5,169	8,326		M & S Computer Charges aterials & supplies costs shared city-wide				13,787	0	
7,504	11,832	13,950	7840-65	M & S Computer Charges - Park Main	ntenance	e		20,750	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Office 3	65 licensing	1	1,450	1,450			
				Pro licensing	1	400	400			
			Hansen	Development	1	5,000	5,000			
			Hansen WWS	maintenance-25% shared with Street, Eng,	1	4,000	4,000			
			ESRI - ´ Street, \	17% shared with (Bldg, Comm Dvlpmnt, Eng, WWS	1	2,500	2,500			
			Replace	ement Mobile Computers 1/2 shared with Street	1	5,500	5,500			
			Hansen	Mobile Devices	3	500	1,500			
			Bluebea	am licensing	1	400	400			
336,135	426,370	945,356		TOTAL MATERIALS A	ND SEI	RVICES		1,020,393	0	
				CAPITAL OUTLAY						
0	0	0	8720	Equipment - Grants				0	0	
535	0	2,232		Capital Outlay Computer Charges pital outlay costs shared city-wide				1,456	0	
0	0	27,500	8750-65	Capital Outlay Computer Charges - P	ark Mai	ntenance		0	0	
0	0	600,500	8800	Building Improvements				0	0	

01 CENEDAL ELIND

Budget Document Report

udget Docume	ent Report			01 - GENERAL FUND						
2022	2023	2024		Department : 19 - PARK MAIN	2025	2025	2025			
ACTUAL	ACTUAL	AMENDED		Section : N/A				PROPOSED	APPROVED	ADOPTEI
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
19,941	0	121,000	8850	Vehicles				156,000	0	0
				es Add Packages: park maintenance capital e eplacement financed by internal borrowing	equipment re	newal and up	ogrades			
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Park Ma	aintenance capital replacement	1	66,000	66,000			
			11' Rota	ary large area mower - replace 2013 unit	1	90,000	90,000			
0	308,034	140,000	8850-15	Vehicles - Grants				0	0	C
0	13,200	709,900	9300-02	Park Improvements - Grants				250,000	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			ARPA I	rrigation Renovations phase 1	1	125,000	125,000			
			ARPA N	Neighborhood Park Renovations Phase 1	1	125,000	125,000			
0	0	0	9300-05	Park Improvements - Play Equipm	ent			15,000	0	C
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Thomps warning	son Park-upgrade ADA ramp with tactile	1	15,000	15,000			
20,476	321,234	1,601,132		TOTAL CAPITAL OUTLAY				422,456	0	0
1,297,281	1,803,908	3,903,863		TOTAL REQUIREMENTS				2,871,953	0	C

# LIBRARY DEPARTMENT



#### **Budget Highlights**

The Mission of the McMinnville Public Library is to:

- Create an intellectually and culturally rich environment where people aspire to enhance and improve their own lives.
- Create connections and partnerships in the community for engagement, education, and success.
- Foster both the imperative and joy of lifelong learning through encouraging literacy, igniting imagination, and ensuring access to diverse ideas.



Library work has changed in the last twenty years, with greater demands that move beyond standard library services. Some of these expanded services are exciting and fulfilling, such as regular home delivery for all, expansion of the Library of Things borrowing collection, and the return of author and speaker events to pre- pandemic levels. Some of these expanded services are more challenging, such as working with people suffering from mental health struggles, monitoring bathroom usage, and managing contrasting expectations from library visitors.

The FY 2024-25 proposed budget reflects the resources needed to provide library core services while being conscientious of fiscal constraints. With the support of the taxpayers, City Council, Library Foundation, Friends of the Library, and more the Library will continue to serve in ways that reflect the needs, interests, and challenges of our community.

#### **Challenges and Opportunities**

#### Challenges

The primary challenges of the Library are space and safety. The lack of space means that work areas are awkward and cramped, creating workflow and focus issues. Public areas are stretched to capacity, with many of the services and programs offered limited by the space available.

Short-term space needs are being addressed through community grants and Library support organizations. In December of 2023 the Library received a \$150,000 grant from Yamhill Community Care Organization (YCCO) to increase the Library of Things borrowing collection. The grant includes the necessary shelving and locking cabinets needed for the items that will be available for borrowing, such as portable power banks, health monitoring kit (blood pressure, heart rate monitor, etc.), jumper cables, steam iron, and more. The upstairs computer and teen areas now house the expanded Library of Things, reimagining the space in a way that would not have been possible but for the YCCO grant.

### General Fund – Library





Movable shelving and shelving with a smaller footprint that will allow for using spaces more efficiently and in different ways is a top priority for Library Foundation fundraising this year. The Library will continue to look for creative ways to use the space available until expansion provides more space for children and families to read and play, and teens and adults to have the space they need for technology, studying, and reading.

The other primary challenge of the McMinnville Public Library is the necessity to serve those in our community that have few other resources available to them. Lack of bathrooms, lack of warm and dry spaces for people to be during the day, lack of places for people to keep their things, all while struggling with mental and physical health issues lead to difficult situations. The Library is a public space that is available to everyone who follows the Patron Code of Conduct. While the Library is a safe place, the unease of witnessing people struggle with psychological instability challenges staff and patrons.



#### **Opportunities**

The strength of the McMinnville Public Library is in its superb staff and supportive community. Library staff are the heart of the Library, working with people from all walks of life to bring them the services and resources they need. Staff manage difficult issues, balancing the need for a safe and comfortable environment with the need for access to resources. The staff also work with creativity to manage the challenge of space needs as our population grows.

The community is another other great strength of the Library, with much support coming from our patrons, volunteers, and dedicated Friends of the Library and Library Foundation members.

#### **Library Core Services**

#### Maintain a safe and comfortable space

Base Level service is enhanced this year.

- Upgrades to the HVAC system improve air quality and sprinkler updates address fire safety.
- Comfort is addressed through creative space management, offering more items to borrow without losing seating and other amenities.
- Add package for a security guard on evenings and weekends and additional security cameras not included in this budget due to lack funding.

#### Offer materials for borrowing

Base Level service is enhanced this year.

- The Yamhill Community Cares Organization (YCCO) grant increases the Library of Things borrowing collection.
- City budget increase (\$8,000) in the library book borrowing collection.
- The standard library book borrowing collection is still funded in part (\$17,000) from the Friends of the Library and Library

#### 2024 – 2025 Proposed Budget --- Budget Summary

Foundation. *Full funding from the City will move this Core Service to Mid Level.* 

#### Offer access to materials from other libraries

Mid Level service is maintained this year.

# Deliver early literacy programming and education for children and caregivers

Mid Level service is enhanced this year.

- Additional story times
- Thinking Money for Kids program



#### Bridge the digital/technological divide

Mid Level service is enhanced this year.

- Wifi hotspots provided for checkout with funds from the Library Foundation of McMinnville.
- Hublet tablets for use in the Library added this year with funds from the Friends of the Library.

## General Fund – Library

#### 2024 – 2025 Proposed Budget --- Budget Summary

#### Inform the public of available resources

Mid Level service is enhanced this year.

• The Library Public Information Committee utilizes a variety of methods to inform our community of the many resources the Library offers beyond books.

#### Plan and strategize for now and the future.

Mid Level service is enhanced this year.

• Changes were made possible through the YCCO grant and Friends and Library Foundation funding.

#### Offer educational, cultural, and community programs.

Mid Level service is enhanced this year.

• Programs offered at the Library have returned to pre-pandemic levels.



#### Mac-Town 2032 Priorities & Library Services

The Library supports the Mac-Town 2032 priorities daily through the services provided to our community. Some specifics reflected in the 2024-25 budget are highlighted below.

#### **City Government Capacity**

• Develop and foster local and regional partnerships

- Direct fiscal benefits from partnerships such as Chemeketa Cooperative Regional Library Service, Yamhill Community Cares Organization, Friends of the Library, Library Foundation, State Library of Oregon, McMinnville Kiwanis
- Gain efficiencies from technology and equipment
  - o Updated print management software
  - Tablet station for patron use in Library

#### **Civic Leadership**

Increase awareness of civic affairs and leadership opportunities

• An informed community is a focus of the Library, which leads to greater civic understanding and involvement.



#### **Community Safety & Resiliency** Build a community culture of safety.

• The Library Behavior Response Committee addresses behavioral issues. This committee has been effective in managing difficult behaviors through informing, encouraging, and enforcing the Library Patron Code of Conduct.

## General Fund – Library

- Library staff regularly communicate about difficult situations and work together to remedy those situations.
- Air quality is addressed with HVAC upgrades.

#### **Economic Prosperity**

Improve systems for economic mobility and inclusion.

• The Yamhill Community Cares Organization grant/partnership offers tools, educational games, and more for people to enhance and improve their lives. Many of these tools are the first step for people to improve economic mobility.



Encourage connections to the local food system

• Seed library, gardening tools, cooking and baking equipment, free spices for expanding cooking options can all support the local food system.

#### **Engagement & Inclusion**

Actively protect people from discrimination and harassment

• The Library is one of the few indoor spaces where all people can spend time *for free*. All people are welcome within the parameters of the Library Patron Code of Conduct.

2024 – 2025 Proposed Budget --- Budget Summary

Cultivate cultural competency and fluency through the community.

• El día de los niños, Dia De Los Muertos, and Sunday Seminars are a few of the many programs the Library hosts to cultivate cultural competency in our community.

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

• 25% of the library staff are of Latin heritage and are bilingual English/Spanish speakers.



Improve access by identifying and removing barriers to participation.

 Library staff are always looking for ways to remove barriers to library access. Home delivery of library materials throughout McMinnville and surrounding areas, Summer Fun activities and the bookmobile outreach to neighborhoods, parks, and apartment complexes, and library cards for those experiencing houselessness are examples of programs that have removed barriers to access.



#### **Growth & Development Character**

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

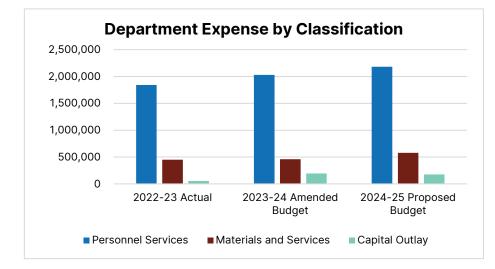
- A formal long-term planning process continues.
- Short-term growth is managed through donations from Friends of the Library and Library Foundation, groups that have supported building improvements not covered by the City budget.

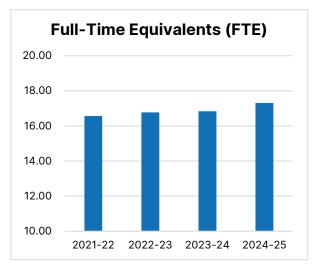


#### General Fund - Library

Department	<b>Cost Summary</b>
------------	---------------------

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	490	480	480	0
Fines and Forfeitures	11,457	5,000	5,000	0
Intergovernmental	361,943	213,789	277,750	63,961
Miscellaneous	57,894	46,600	66,100	19,500
Revenue Total	431,783	265,869	349,330	83,461
Expenses				
Personnel Services	1,842,124	2,028,318	2,180,765	152,447
Materials and Services	451,783	457,846	579,302	121,456
Capital Outlay	53,196	193,134	176,586	(16,548)
Expenses Total	2,347,104	2,679,298	2,936,653	257,355
Unrestricted Resources Required	1,915,320	2,413,429	2,587,323	173,894
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	16.56	16.77	16.84	17.31







## General Fund – Library

# The first public library in **1982**

- **1909** The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.
- **1910** Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.
- **1913** In February 1913, the Carnegie library building is dedicated.



- **1973** McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).
- **1980** McMinnville voters pass a 20-year bond levy (\$1,715,000) to build a library addition.

- **1982** Library addition opens, adding 11,500 square feet.
- **1986** Library installs its first computer automation system.
- **1996** Library undergoes major repairs, renovations, and earthquake retrofit.
- 2000 Children's Bookmobile "hits the road" – funded by the City and Library Foundation.
- 2008 Library2Go downloadable book service offered through Oregon Digital Library Consortium.
- **2012** Library celebrates 100 years serving the community and receives the McMinnville Downtown Association Manager's Award for the festivities.
- 2013 The Oregon Library Passport program extends borrowing privileges to over 130 public libraries.



- **2015** Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.
- 2016 Library completes plaza enhancement and receives the McMinnville Downtown Association Main Street Award for the project.



2017 All CCRLS library materials are "tagged" with Radio Frequency Identification (RFID) to assist in borrowing and inventory processes.

**Historical Highlights** 

#### Historical Highlights

## General Fund – Library

**2018** Library Children's Room remodel funded primarily with grants and donations from Friends of the Library, Kiwanis, Ford Family and Oregon Community Foundations.



**Before Remodel** 



**After Remodel** 



- 2020 Library introduces home delivery in response to the COVID-19 pandemic.
- 2021 Library receives the Downtown Association of Best COVID Pivot Award.
- **2023** Library purchases electric vehicle for home delivery using American Rescue Plan funds



2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
		BODOLI	Program : N/A RESOURCES		BODOLI	
			INTERGOVERNMENTAL			
0	0	0		0	0	(
0	53,196	0	4546 American Rescue Plan	0	0	(
0	0	0	4780 OR State Aid Grant - Library	0	0	(
2,784	3,318	1,770	<b>4780-05 OR State Aid Grant - Library - Odd CY</b> The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55 Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	3,500	0	(
4,682	981	3,500	<b>4780-10 OR State Aid Grant - Library - Even CY</b> The Ready to Read Grant is provided annually the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-56 Books & Materials-State Grant Materials. This grant is run on a calendar year, so is listed in separate accounts for easier tracking.	2,170	0	
3,285	4,715	0	<b>4781-05</b> State Library of Oregon - Library Svcs and Tech Grant Grant for a summer teen internship. Expended through accounts 7000-15 Salaries & Wages - Temporary and 7710 Materials & Supplies - Grants.	2,885	0	(
0	0	0	<b>5015</b> Yamhill Community Care Org Grant will fund the expansion of the Library of Things collection, offering tools and education to community members to increase ability to perform household maintenance, educate children, maintain gardens, mend clothing, and operate technology. Expended through account 7710 Materials & Supplies - Grants and 7000-15 Salaries & Wages - Temporary.	50,000	0	(
193,097	299,733	208,519		219,195	0	(
203,847	361,943	213,789	TOTAL INTERGOVERNMENTAL	277,750	0	C
			CHARGES FOR SERVICES			
480	490	480	<ul> <li>5430 Outside City User Fee</li> <li>\$60 per household per year for full borrowing privileges as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.</li> </ul>	480	0	(
480	490	480	TOTAL CHARGES FOR SERVICES	480	0	(
			FINES AND FORFEITURES			
11,696	11,457	5,000	6160 Fines & Lost Books Charges to library patrons for materials borrowed and not returned.	5,000	0	(

lget Documer	nt Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
11,696	11,457	5,000		TOTAL FINES AND FORFEITURES	5,000	0	(
				MISCELLANEOUS			
0	0	0	6360-19	Grants - Yamhill County Cultural Coalitio	1,500	0	(
1,931	8,020	500	materials, e	eral library donations received from the public and local service groups for books, erials, equipment, and special programs. These funds are expended through account ) Donations-Library.		0	
3	0	0		-05 Donations - Library - Bookmobile ions received from the public and local service groups for bookmobile materials. These are expended through account 8160-05 Donations-Library-Bookmobile Books.		0	
18,754	9,121	15,500	materials fo	<b>Donations - Library - Library Foundation Even CY</b> Foundation raises money to support the bookmobile program, the purchase of r borrowing, and other library programs. These funds are expensed through 60-25 Donations - Library Foundation Even CY and 7000-10 Salaries & Wages - t Time.	20,500	0	
18,279	14,518	8,500	materials fo	<b>Donations - Library - Library Foundation Odd CY</b> Foundation raises money to support the bookmobile program, the purchase of r borrowing, and other library programs. These funds are expensed through 50-30 Donations - Library Foundation Odd CY.	20,000	0	
12,896	18,850	15,000	borrowing.	<b>Donations - Library - Friends of the Library</b> of the Library support library programming and the purchase of materials for These funds are expensed through account 8160-40 Donations - Friends of the 7000-15 Salaries & Wages - Temporary.	15,000	0	
0	0	0	6440-20	Donations - Library - Adult Programs	0	0	
3,055	0	100		<b>Donations - Library - Children's Programs</b> eceived from the public, granting agencies, and local service groups. These funds ed through account 8160-15 Donations - Children's Programs.	100	0	
530	2,422	3,000		<b>Donations - Library - Kiwanis</b> eceived from this local service group. These funds are expended through account nations - Library - Kiwanis.	4,500	0	
4,292	4,963	4,000	access com	Other Income - Library enues including reimbursement for postage charge on inter-library loans, public puter terminal printing fees, public access copy machine copy fees, and us library revenues.	4,000	0	
59,741	57,894	46,600		TOTAL MISCELLANEOUS	66,100	0	
275,765	431,783	265,869		TOTAL RESOURCES	349,330	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
9,642	1,633	0	7000	Salaries & Wages	0	0	0
805,791	990,986	1,014,980	Library Direc Library Man Library Supe Librarian - 3	Salaries & Wages - Regular Full Time ctor - 1.00 FTE ager - 1.00 FTE ervisor - 3.00 FTE .00 FTE cialist - 4.00 FTE	1,102,299	0	C
231,001	182,892	259,760	Library Assis	Salaries & Wages - Regular Part Time .12 FTE cialist - 1.11 FTE stant - 0.83 FTE nnician - 0.85 FTE	283,740	0	C
0	12,139	7,200	7000-15 Librarian - 0 Library Tech	Salaries & Wages - Temporary .02 FTE nnician - 0.38 FTE	18,708	0	C
1,041	2,399	0	7000-20	Salaries & Wages - Overtime	0	0	(
3,209	3,313	3,000	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,100	0	(
3,530	988	0	7300	Fringe Benefits	0	0	(
62,919	72,246	77,739	7300-05	Fringe Benefits - FICA - Social Security	85,116	0	(
14,715	16,896	18,630	7300-06	Fringe Benefits - FICA - Medicare	20,401	0	(
329,238	367,843	419,790	7300-15	Fringe Benefits - PERS - OPSRP - IAP	456,789	0	(
138,874	159,296	191,666	7300-20	Fringe Benefits - Medical Insurance	182,330	0	(
20,000	26,000	25,000	7300-22	Fringe Benefits - VEBA Plan	22,250	0	(
1,138	875	960	7300-25	Fringe Benefits - Life Insurance	900	0	(
3,014	2,733	2,774	7300-30	Fringe Benefits - Long Term Disability	2,850	0	(
893	1,235	1,412	7300-35	Fringe Benefits - Workers' Compensation Insurance	1,551	0	(
312	345	389	7300-37	Fringe Benefits - Workers' Benefit Fund	362	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	4,719	7300-45	Fringe Benefits - Paid Family Leave City Share	1,098	0	(
249	307	299	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	271	0	(
1,625,565	1,842,124	2,028,318		TOTAL PERSONNEL SERVICES	2,180,765	0	(
				MATERIALS AND SERVICES			
542	511	500	7500	Credit Card Fees	500	0	0

#### 01 - GENERAL FUND

	-			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : 21 - LIBRARY Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
		565621	Charges for	Program : N/A credit card payment at circulation desk for lost items and out of area library card			
			fees.	credit card payment at circulation desk for lost items and out of area library card			
1,207	1,553	2,600	7540	Employee Events	2,600	0	(
				d city-wide for employee training, materials, and events.			
6,927	11,057	8,000		<b>Travel &amp; Education</b> in professional organizations, registration and travel to workshops, conferences s.	10,000	0	1
738	2,050	2,250		Volunteer Recognition ground checks for library volunteers, recognition and gifts, including annual opreciation Day program and refreshments.	2,250	0	
2,770	2,267	1,000	7590 Fuel costs fo	<b>Fuel - Vehicle &amp; Equipment</b> or the bookmobile. Mileage reimbursement for the homebound program, and preschools and daycares.	1,000	0	
28,123	27,198	30,000		Utilities	25,000	0	
0	0		7600-04	Utilities - Water	0	0	
18,873	23,557	26,350	7610-05	Insurance - Liability	16,375	0	
12,520	14,268	17,690	7610-10	Insurance - Property	20,477	0	
14,258	14,862	15,000		<b>Telecommunications</b> one service, elevator phone line, public WiFi, bookmobile hotspot, and home phone.	15,000	0	
17,925	48,315	54,000	7650	Janitorial iter patrol, and other supplies.	54,000	0	
677	614	600	7660 General libra	Materials & Supplies ary and staff room supplies.	600	0	
330	626			Materials & Supplies - Postage loan books returned by mail and other library mailing costs.	500	0	
2,441	4,057	3,500		Materials & Supplies - Public Services adult services work group including office supplies, copy paper, toner, and teen and adult computer use.	3,500	0	
3,836	2,620	2,500	7660-30 Brochures, b contact infor	Materials & Supplies - Public Information pookmarks, and other materials to inform public of library services, hours, and mation.	3,500	0	
1,782	1,777	1,500	7660-60	Materials & Supplies - Administration	1,500	0	
2,748	2,791	2,500		Materials & Supplies - Library Circulation Cooperative Regional Library Service (CCRLS) chargebacks for courier service on work group supplies.	2,500	0	
5,911	6,040	6,000		<b>Materials &amp; Supplies - Library Technical Services</b> supplies for books, AV, and Library of Things; book covers, labels, AV cases, and sings containers and supplies. Office supplies for the technical services work	8,000	0	

#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
2,098	2,549	2,500	660-65 Materials & Supplies - Children's Programs upplies for the children's services work group including staff office supplies, craft sup nd other miscellaneous costs for children's programming.	2,500 pplies,	0	C
0	0	0	680-10 Materials & Supplies - Donations - Adult Programs	0	0	C
0	0	0	680-11 Materials & Supplies - Donations - Library Foundation Eventson to 8160-25	en CY 0	0	C
0	0	0	680-12 Materials & Supplies - Donations - Library Foundation Ode loved to 8160-30	<b>d CY</b> 0	0	C
0	0	0	680-15 Materials & Supplies - Donations - Children's Programs loved to 8160-15	0	0	C
0	0	0	680-16 Materials & Supplies - Donations - Friends of the Library loved to 8160-40	0	0	(
0	0	0	710 Materials & Supplies - Grants amhill Community Care Organization grant will fund the expansion of the Library of T ollection, offering tools and education to community members to increase ability to pro ousehold maintenance, educate children, maintain gardens, mend clothing, and oper echnology. Revenue account 5015 Yamhill Community Care Org. CCC grant will support the 2024 Dia de los Muertos Celebration event. Revenue accourd 360-19 Yamhill County Cultural Coalition.	erform rate	0	C
24,262	13,433	18,000	720-08 Repairs & Maintenance - Building Repairs	20,000	0	(
24,742	23,843	28,000	<b>720-10 Repairs &amp; Maintenance - Building Maintenance</b> uilding maintenance including pest control, inspections, gutter cleaning, moss treatm of, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other in cheduled building maintenance.		0	(
1,570	709	600	720-14 Repairs & Maintenance - Vehicles epairs, maintenance, and supplies for the library bookmobile and home delivery veh	1,000 icle.	0	(
2,246	0	0	750 Professional Services	0	0	(
0	4,349	5,100	<b>750-01 Professional Services - Audit &amp; other city-wide prof svc</b> osts shared city-wide for audit, Section 125 plan administrative fees, and other niscellaneous professional service expenses	7,650	0	(
8,992	9,557	10,000	<b>790 Maintenance &amp; Rental Contracts</b> quipment maintenance agreements, leases, software license renewals, storage space ental, postage meter lease, book vendor access and movie license renewals.	10,000 ce	0	(
2,415	5,071	4,000	800 M & S Equipment urniture and equipment.	4,000	0	(
0	0	0	810-05 M & S Equipment - Donations - Library Foundation	0	0	(
76,556	87,131	86,286	840 M & S Computer Charges S. Fund materials & supplies costs shared city-wide	128,680	0	(

2022	2023	2024		01 - GENERAL FUND Department : 21 - LIBRARY				2025	2025	2025
ACTUAL	ACTUAL	AMENDED		Section : N/A				PROPOSED	APPROVED	ADOPTE
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
			Descript	· · · · · · · · · · · · · · · · · · ·	<u>Units</u>	Amt/Unit	Total			
			Replace	ment computers	2	1,800	3,600			
			Replace	ment Mobile computers	4	2,500	10,000			
			All in Or	e computers	4	2,000	8,000			
			•	abel Printers	3	500	1,500			
				Scanner	1	500	500			
			Laserjet		1	1,300	1,300			
				65 licensing	1	7,000	7,000			
				Renewal	1	800	800			
			Hublet F		1	1,000 1,700	1,000 1,700			
14,997	21,966	20,000	8150-05	Books & Materials - Adult Books on-fiction print books for adult borrowing.	6	.,	.,	28,000	0	0
0	0	0	8150-15	Books & Materials - Reference O riptions for public use.	Online Databa	ise		0	0	C
12,204	12,399	12,000	<b>8150-20</b> Books, audio	Books & Materials - Children's B o visuals, and other materials for borrowing		ges 0 - 12.		12,000	0	0
4,426	4,501	4,500	8150-25 Books for bo	Books & Materials - Young Adult rrowing for young adults ages 12 - 17.	t Books			4,500	0	0
6,007	5,708	6,000	8150-30 Large print b	Books & Materials - Large Print I ooks for borrowing for visually impaired ad				6,000	0	0
1,905	1,964	2,000	8150-35 Books and n	Books & Materials - Spanish Lar nedia for borrowing in Spanish.	nguage Mate	rials		2,000	0	0
0	0	0	8150-40	Books & Materials - Bookmobile	•			0	0	0
4,625	4,260	4,500	8150-45 Newspapers	Books & Materials - Periodicals subscriptions for in library reading and mag	gazine subscrip	tions for borr	owing.	4,500	0	0
8,286	8,395	8,500	8150-50	Books & Materials - Audio Visua u-rays for borrowing.			-	8,500	0	0
3,510	5,229	5,500	<b>8150-51</b> Audiobooks	Books & Materials - Audio Visua on CD for borrowing.	Is-CD Books	i		5,500	0	0
0	4,001	3,000	<b>8150-53</b> Downloadab	Books & Materials - Audio & Ebo le audiobooks and ebooks.	ooks			4,000	0	0
3,285	2,413	0	8150-54	Books & Materials - Grants				0	0	0
2,784	3,318	1,770	State Aid Gr	Books & Materials - State Grant -to-Read Grant expenditures funded throu ant-Library Odd CY. Ready to Read Grant per capita basis to all Oregon libraries.	gh revenue acc	ount 4780-0	5 Oregon regon State	3,500	0	0
4,682	981	3,500	State Aid Gr	Books & Materials - State Grant to-Read Grant expenditures funded throu ant-Library Even CY. Ready to Read Gran on a per capita basis to all Oregon librarie	gh revenue acc it provided anni	ount 4780-10		2,170	0	0

#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
320	3,421	2,000	8150-60 Books & Materials - Emerging Collections New trends in public library service emerge regularly to offer unique items for borrowing. This budget is used to purchase such items for library patrons to borrow.	2,000	0	C
1,934	8,020	500	8160 Donations - Library Various library purchases funded through revenue account 6440 Donations-Library.	500	0	(
3	0	0	<b>8160-05 Donations - Library - Bookmobile Books</b> Books and materials for bookmobile funded through revenue account 6440-05 Donations- Library-Bookmobile.	0	0	(
0	0	0	8160-10 Donations - Library - Adult Programs	0	0	(
3,055	0	100	8160-15 Donations - Library - Children's Programs Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25 Donations-Library-Children's Programs.	100	0	(
18,754	9,121	15,500	<b>8160-25 Donations - Library - Library Foundation Even CY</b> Support of the bookmobile program, Summer Fun, and the purchase of materials for borrowing (books, ebooks, and hotspots). Revenue account 6440-10 Donations - Library - Library Foundation Even CY includes funds to reimburse this line.	10,000	0	(
11,517	14,518	8,500	<b>8160-30 Donations - Library - Library Foundation Odd CY</b> Support of the bookmobile program, Summer Fun, and the purchase of materials for borrowing (books, ebooks, and hotspots). Revenue account 6440-11 Donations - Library - Library Foundation Odd CY includes funds to reimburse this line.	20,000	0	(
527	2,422	3,000	<b>8160-35 Donations - Library - Kiwanis</b> Sponsoring the purchase of books for the First Grade Reading Program. Revenue account 6440-35 Donations - Library - Kiwanis.	4,500	0	(
12,896	18,850	15,000	8160-40Donations - Library - Friends of the LibraryThe purchase of materials for borrowing and library programs. Revenue account 6440-15Donations - Library - Friends of the Library includes funds to reimburse this line.	15,000	0	(
391,921	451,783	457,846	TOTAL MATERIALS AND SERVICES	579,302	0	(
			CAPITAL OUTLAY			
7,137	0	23,134	8750 Capital Outlay Computer Charges I.S. Fund capital outlay costs shared city-wide	13,586	0	C
0	0	20,000	8800 Building Improvements	25,000	0	(
			DescriptionUnitsAmt/UnitTotalSprinkler/Riser Deficiency Repairs (sprinkler head replacement)125,00025,000			
0	0	150,000	8800-02 Building Improvements - Grants ARPA Funds: Library HVAC system upgrade to improve air quality	138,000	0	(
0	0	0	8850 Vehicles	0	0	(
0	53,196	0	8850-15 Vehicles - Grants	0	0	(
7,137	53,196	193,134	TOTAL CAPITAL OUTLAY	176,586	0	0

Budget Docum	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>21 - LIBRARY</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,024,623	2,347,104	2,679,298	TOTAL REQUIREMENTS	2,936,653	0	0



## GENERAL FUND NON-DEPARTMENTAL





#### **Budget Highlights**

#### **Revenues**

#### **Property Taxes**

The City's permanent property tax rate is \$5.02 per \$1,000 of assessed value (AV). This budget includes an underlevy of \$1.00, meaning a planned assessment of \$4.02 per \$1,000 of AV. The reason for the underlevy is that FY2024-25 is the second year with the existence of the voter-approved McMinnville Fire District (MFD); these services had previously been included in City of McMinnville budget and had an approximate investment of \$1.50 of the total permanent rate in fire and emergency management services. In FY2023-24, the City budget underlevied this amount. After a community engagement process in the summer and fall of 2023, the Budget Committee asked staff to create this budget adding back 50 cents of the \$1.50 foregone last year.

- The 2024-25 proposed budget projects a 3.85% increase in assessed value (AV) compared to 2023-24. The AV increase in 2023-24 was 5.47% compared to the prior year.
- The City assumes 5% on property taxes levied will not be collected based on Department of Revenue statistics; this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for this figure, property tax revenues are estimated at \$13.55 million for current receipts in fiscal year 2024-25 with an additional \$200,000 budgeted for prior year taxes.
- The year over year budget increase in current property tax is 19.65%, or \$2.2 million. As noted, the primary driver of this increase is bring back one third of the amount underlevied in the prior year, which makes up \$1.7 million of the increase.
- The estimate for prior year property tax has been reduced by \$50,000 due to underlevies; this revenue is volatile generally

#### Payment In Lieu of Tax (PILOT)

 McMinnville Water & Light remits a payment in-lieu of tax (PILOT) as a municipal electric company because it does not pay property tax. The total budgeted in 2024-25 is \$2.55 million, an increase relative the estimated payments for 2023-24 of \$100,000. The estimates for both years include calculations to quantify the impact of a modest customer rebate from the Bonneville Power Authority. In addition, FY2024-25 is the first full year that industrial class power users' long-standing discount has been phased out and all electric customers contribute PILOT at the same 6% level.

#### **Franchise Fees**

- Franchise fee revenue totaling \$977,000 for cable, telephone, natural gas, and waste collection are projected for FY2024-25 and will reflect a 2.3% decrease relative the current year's budget. Revenue trends show declines in cable franchise fees and a decline in natural gas due to a rate decrease of 8% approved by the Public Utility Commission.
- The City's franchise fee on wastewater services has been set at 6% starting in FY2023-24. It is budgeted to contribute \$700,000 for FY2024-25, an increase of \$24,000 relative this year.

#### **Local Revenues**

The City Services Charge began in January 2023 as a central component of McMinnville's work to create a more sustainable revenue structure to fund core city services. Estimates for current year revenue is \$2.24 million and includes assumptions for a 3% increase for the 2025 calendar year after opting not to make a cost of living increase in its first full calendar year of operations in 2024.

 The local 3% tax receipts on recreational marijuana sales have declined from a high in FY2020-21 of over \$300,000 in annual revenue. Overall market conditions in this industry continue to be negatively impacted by oversupply, resulting in lower tax revenue levels state-wide. The FY2024-25 budget is flat at \$200,500 relative updated FY2023-24 anticipated revenues for this year.

#### Intergovernmental

- State Shared Revenues Oregon state shared revenues are a significant source of funding for General Fund operations. The League of Oregon Cities (LOC) projections have most shared revenue categories increasing, though marijuana and cigarette are anticipated to decline in FY2024-25. Many of the shared revenues include a population factor for its disbursement. McMinnville remains the 18th largest city in the state but its share of total Oregon population has declined from 1.14% in 2023 to 1.13% in 2024, which has a negative impact on our receipts.
- The City's allocation of state shared revenue of \$450,000 in FY2024-25 is 3.4% lower than the prior budget. Liquor tax revenue is anticipated to be flat relative the prior year with \$720,000 budgeted for the upcoming fiscal period. Cigarette taxes continue declining and are projected to be \$23,500, down relative the current year's \$24,000 estimate.
- State marijuana tax levels are anticipated to decline 2.17% relative the updated FY2023-24 estimate of \$60,000 to \$58,700. When recreational marijuana became legal in Oregon, projected tax revenues were anticipated to be shared out to McMinnville in the \$200,000 year level; the passage of Measure 110 in November 2020 meant a considerable proportion of these taxes were diverted from the local government share to supporting direct drug addiction support service delivery carried out by other agencies.

 The MFD's intergovernmental revenue is related to its ongoing contribution to pay its proportion of the PERS transitional liability bond, \$112,000 in FY2024-25. The share is 26.41%, the proportion that fire department employee budgeted PERS contributions in FY24 had the ballot measure not been approved. This will continue until that loan matures in FY2027-28.

#### Interest Earnings

- One of the upsides of the higher cost of doing business is the fact that investment earnings are on the rise. In June of 2023, the City diversified \$20 million of its cash holdings, closing a very low interest earning money market account and working with a new commercial bank in town to establish a new money market and 6-month CD contracts. Both of these new instruments are generating higher returns than the Local Government Investment Pool (LGIP), the short-term fund run by the Oregon State Treasury, with no increase in risk.
- The General Fund share of interest earnings budgeted in FY2023-24 was \$327,000. Estimates for the year have been revised upward to \$610,000. The FY2024-25 estimate is \$520,000; the decline is due to anticipation of interest rates coming down in 2025 as well as the spending of one-time committed funds originating from the American Rescue Plan Act (ARPA) allocation of \$7.7 million.

#### **Urban Renewal**

 In 2016-17 the City executed a bank loan for approximately \$2.0 million to fund street improvements for the portion of Alpine Avenue within the urban renewal district. Loan proceeds were receipted into the General Fund and then transferred to the Urban Renewal Fund. Debt Service payments for the bank loan, which will be paid with urban renewal tax increment dollars transferred from the Urban Renewal Debt Service Fund, are included in the 2024-25 Proposed Budget in the amount of \$187,000.

In FY2023-24 the City's General Fund took on a 5-year, interest-only internal loan from the Wastewater Capital Fund in order to purchase an industrial property in the McMinnville urban renewal area. An intergovernmental agreement was signed between the City and the McMinnville Urban Renewal Agency (UR) by which the UR agreed to pay the interest payment. This additional \$216,000 is included in the Transfers in – interfund debt from Urban Renewal line item.

#### **PERS Transition Liability**

In 2016-17 the City also executed a bank loan for approximately \$3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2024-25 Proposed Budget will be paid from general operating funds of the City that have payroll costs that are subject to PERS, as well as the MFD contribution noted earlier in this write up.

#### **Transfers** In

- Reimbursement from other funds for Administration, Finance, Engineering, Community Development, and Parks and Recreation Administration personnel services support and for Engineering Materials and Services bring in \$1.5 million to the General Fund in the FY2024-25 proposed budget.
- Transient Lodging Tax of \$616,000 represents 30% of the net Tax collected and reimbursement of Finance, Planning, and Administration costs to administer the tax.
- The Insurance Services fund makes a transfer to the General Fund for staffing and administering these activities. As part of a planned spend down of excess fund balance, it covered the cost of the Human Resource Manager position in the General Fund from the time that role was created for the City. Because

the excess fund balance has successfully been reduced, starting in FY2024-25, this position will no longer be paid for by that fund.

In FY2024-25 the General Fund continues to lack the financial 0 capacity to pay for the annual capital investments required to maintain its facilities and keep up with prudent vehicle and equipment replacement cycles. As was done last year (after two years of no investment in capital purchases other than grant funded vehicles), interfund loans will be used to finance these costs. A total of \$846,000 from the Wastewater Capital Fund is budgeted. \$224,000 is for two projects authorized in FY2024-25 that have been delayed. The new capital funding is for the top two priorities in capital spending from General Fund departments and includes fire panel and fire suppression improvements in three City buildings, four vehicles, technology needs, sidewalk replacement in front of Nelson House and flooring replacements at the Senior Center. The loans will be repaid over five years starting in FY2025-26 at an interest rate that is set 50 basis points over the current Local Government Investment Pool's rate of return of 5.2%.

#### **Expenditures**

#### **Materials and Services**

• The cost of General Fund unemployment (\$10,000) and billing services costs for the city services charge (\$154,800) are included in the non-departmental portion of the fund's budget.

#### **Transfers Out**

- Transfer out to Wastewater is for the committed dollars from ARPA for the second year of stormwater capacity project costs in the amount of \$264,000.
- Transfer to Information Systems includes the reimbursement for Information Systems and Services (IS) Fund for personnel services support, anticipated to be \$571,000. It also

distributes ARPA funding associated with technology costs in several projects for a total of \$130,000.

 Transfers out to the Wastewater Capital Fund for annual interfund debt payments including Police vehicles and audiovisual investments from FY2019-20 and FY2020-21 and a number of different capital projects and vehicle/equipment replacements anticipated to be brought into service by the end of the current FY2023-24 fiscal year.

#### **Contingency and Ending Fund Balance**

The City's reserve policy enacted in FY2020-21 states that the General Fund should target holding two months operating expense at the end of the year, with a five-year timeline for rebuilding the reserve (by FY2025-26). The City defines reserves in its policy to be the sum of contingency and unappropriated ending fund balance. Incremental progress of 0.25 additional months of reserves have been added in the FY2021-22 to FY2023-24 years. The FY2024-25 proposed budget includes a reserve of \$2.3 million in combined contingency and unappropriated ending fund balance. This figure is equivalent to only 1 month of operating expense, breaking the last few years' advancement of this goal to build back reserve levels.

The City has budgeted \$1,000,000 in contingency funds historically, though contingencies were increased in FY2020-21 due to unknowns associated with the pandemic and again in FY2023-24 given the fire district transition and the possibility that unforeseen costs might arise for that reason. In FY2024-25, a contingency budget of \$1,962,400 is proposed. This amount is based on last year's contingency base of \$1,500,000 plus the approximate value of the Police Department's vacancy savings, should full staffing levels in law enforcement be achieved in the near term. The use of contingency funds in FY2023-24 to pay for onetime costs associated with the fire district transition, to date over \$1.3 million, has indeed been required and is the primary driver of the negative impact on the City's General Fund reserve levels. Rather than make FY2024-25 budget cuts of steady-state core services, the proposed budget contemplates reducing the reserve held for subsequent periods and updating the strategy for rebuilding those reserves over the next few years.

#### **Future Challenges and Opportunities**

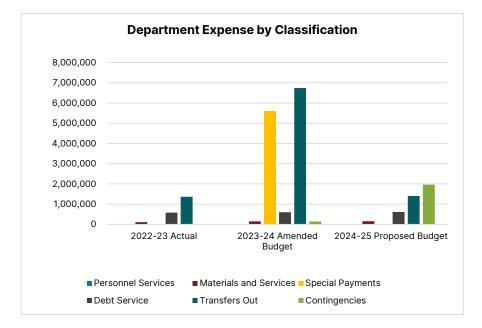
The City's general property tax revenue is directly related to changes in assessed values. Therefore, new construction and a healthy housing market have a significant impact on property tax revenue and the City's ability to fund services to the public. Conversely, should major taxpayers experience significant and/or sustained difficulties, the City's tax base could also contract. McMinnville has been fortunate that it did not see significant change in its property tax base due to the pandemic and related economic impacts.

This year a meaningful addition of 50 cents per \$1,000 of AV in its tax levy is budgeted, an estimated \$1.7 million increase in property tax relative the FY2023-24 underlevy of \$1.50 per \$1,000. Nevertheless, the General Fund continues to run a current year deficit. Adjusted for FY2024-25 programming paid for by prior year deferred revenues, FY2024-25's current year deficit is \$1.7 million (note – it is happenstance that both numbers discussed in this paragraph are \$1.7 million.)

A sustainable General Fund would include the ability to maintain current core services; address deferred maintenance in its facilities; maintain prudent capital replacement cycles; and meet reserve targets requires a funding level that exceeds the current revenue available for FY2024-25. To address acute, unfunded community needs such as houselessness; improve under-performing core service levels; advance MacTown2032 and annual council goals; and support investments in facilities such as a new community recreation-aquatic center and the expanded programming a modern facility would enable exceeds the revenues that levying the full permanent rate would allow. In FY2024-25 that value is approximately \$3.4 million more than the budgeted \$13.6 million in current year property tax projected for this budget.

#### General Fund - Non-Departmental

Department Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Charges for Services	1,104,480	2,203,000	2,240,000	37,000
Intergovernmental	7,865,713	5,755,426	1,369,227	(4,386,199)
Licenses and Permits	4,171,005	4,396,830	4,431,000	34,170
Miscellaneous	851,613	661,172	867,194	206,022
Property Taxes	15,856,876	11,575,000	13,750,000	2,175,000
Transfers In	2,333,844	12,742,300	3,628,031	(9,114,269)
Revenue Total	32,183,532	37,333,728	26,285,452	(11,048,276)
Expenses				
Personnel Services	0	10,080	10,080	0
Materials and Services	111,406	145,800	154,750	8,950
Debt Service	583,069	597,059	611,508	14,449
Special Payments	0	5,609,340	0	(5,609,340)
Transfers Out	1,361,712	6,740,304	1,406,630	(5,333,674)
Other Financing Uses	0	930,615	0	(930,615)
Contingencies	0	143,460	1,962,400	1,818,940
Expenses Total	2,056,187	14,176,658	4,145,368	(10,031,290)
Unrestricted Resources Available	30,127,345	23,157,070	22,140,084	(1,016,986)





#### General Fund – Non-Departmental

#### **Historical Highlights**

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

#### 1990

November 1990 general election, Oregon voters passed Measure 5 limiting non-school property tax rates to \$10.00 per thousand of assessed value.

- **1996** November 1996, Oregon voters passed Measure 47 rolling back assessed values two years and limiting yearly assessed value increases to 3% unless significant improvements made to property.
- **1997** January and February 1997, City Council, Budget Committee, and Department Heads review City provided services and develop a budget reduction plan to address Measure 47/50 which included significant budget cuts and fee increases.

# **1997** May 1997, Oregon voters passed Measure 50 to "clean up" Measure 47 inconsistencies. Measure 50 established district permanent tax rates.

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

- **2005** Transfers of ~\$328,000 into the General Fund helped purchase the OMI Regional Building for a total of \$1,065,000; Building became the new Community Development Center.
- **2006** Following the Community Choices Project, the 2006 – 2007 Proposed Budget added three police officer positions and one planning position.
- 2006 McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in previous year. Trend is due to extensive conservation initiatives W&L has undertaken over the last several years.
- **2007** Implementation of Logos.net financial system established "non-assigned" revenues in Non-Departmental classification.

- **2008** All operating permanent rate, \$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.
- **2016** Executed a bank loan to refinance the City's PERS transition liability and to fund the Urban Renewal Alpine Avenue project.

Budget Document Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			PROPERTY TAXES			
14,887,368	15,568,266	11,325,000	<b>4100-05 Property Taxes - Current</b> Permanent operating property tax levy is \$5.02 per \$1,000 of assessed value. For FY2024- 25, the City will underlevy for \$4.02 per \$1,000 of assessed value, up from the prior year's underlevy of \$3.52	13,550,000	0	C
201,500	288,610	250,000	<b>4100-10 Property Taxes - Prior</b> Collection of delinquent property taxes due from prior year permanent rate property tax levies. With underlevies, amounts will decline.	200,000	0	(
15,088,868	15,856,876	11,575,000	TOTAL PROPERTY TAXES	13,750,000	0	(
			LICENSES AND PERMITS			
2,118,028	2,336,051	2,475,000	<b>4204</b> W&L Payment in Lieu of Tax McMinnville Water and Light payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users.	2,550,000	0	C
0	0	0	4205-04 Franchise Fees - Water-McMinnville Water & Light	0	0	(
0	0	0	4205-05 Franchise Fees - PILOT McMinnville Water & Light	0	0	(
63,350	8,081	6,000	<b>4205-06</b> Franchise Fees - Miscellaneous-Telecommunications Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.	6,000	0	C
18,603	12,639	6,000	<b>4205-07</b> Franchise Fees - Ziply-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. Anticipate company exiting cable business in FY2024-25.	1,000	0	0
24,511	22,856	21,755	<b>4205-08</b> Franchise Fees - Ziply-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.	22,900	0	C
185,955	178,885	179,000	<b>4205-15</b> 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.	164,000	0	0
432,681	464,378	464,000	<b>4205-20</b> Franchise Fees - Recology Western Oregon Recology franchise fee was increased by 4% in FY2023-24.	478,000	0	C
231,144	280,135	326,000	<b>4205-25</b> Franchise Fees - Northwest Natural NW Natural gas franchise fee is 5%. An 8% rate cut as of Nov 2023 is factored into projections	305,000	0	C
554,491	663,891	676,000	<b>4205-30</b> Franchise Fees - McMinnville Wastewater Services Wastewater Services franchise fee is 6%	700,000	0	C

udget Document Report			01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
278,224	200,517	240,075		200,500	0	
3,259	3,573	3,000	4490 Licenses & Permits - Misc Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.	3,600	0	
3,910,246	4,171,005	4,396,830	TOTAL LICENSES AND PERMITS	4,431,000	0	
			INTERGOVERNMENTAL			
12,026	159,583	0	4545 Federal FEMA Grant	0	0	
261,080	6,494,348	0	<b>4546</b> American Rescue Plan Fully spent out with revenue recovery in FY23. City has opted to use committed fund balance to track spend on originally approved ARPA projects in the coming years.	0	0	
0	0	0	4548 Coronavirus Relief Fund (CRF)	0	0	
28,562	25,270	24,000	<b>4720 OR State Cigarette Taxes</b> State Shared Revenue Cigarette taxes designed to reduce smoking have been successful. The newest taxes imposed on cigarettes and other tobacco products do not include a city share so cities now receive approximately 0.6% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities. These revenues will continue to trend downwards.	23,500	0	
431,704	448,127	466,000	<b>4730</b> OR State Revenue Sharing State Shared Revenue Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis under ORS 221.	450,000	0	
645,536	675,767	721,000	<b>4750 OR State Liquor Taxes</b> State Shared Revenue Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis under ORS 471 and 473.	720,000	0	
52,840	53,964	56,000	<b>4755 OR State Marijuana Taxes</b> State shared revenue - Measure 110 reduced by roughly 74% the statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis. The amount shared by cities under the new formula will not increase with time though per capital share is declining.	58,700	0	
0	0	0	<b>4840 OR Conflagration Reimbursement</b> All Fire related reimbursements will flow to independent McMinnville Fire District as of FY2023-24. The actual amount registered in FY2023-24 is associated with a fire response during FY2022-23 that arrived after that year was closed.	0	0	
-6,918	8,655	5,000	<b>5010-01</b> Yamhill County - Other County Distributions Miscellaneous revenue from Yamhill County sent with property tax distributions	5,000	0	
0	0	4,483,426	5029         McMinnville Fire District           Payment for portion of PERS debt service; continues through FY2027-28           Description         Units         Amt/Unit         Total	112,027	0	
			Description         Onits         Annomit         Total           PERS debt share (due 8/1/24)         1         55,527         55,527           PERS debt share (due 2/1/25)         1         56,500         56,500			
1,424,830	7,865,713	5,755,426	TOTAL INTERGOVERNMENTAL	1,369,227	0	

Budget Docum	ent Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPAR</b> Section : <b>N/A</b> Program : <b>N/A</b>	TMENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				CHARGES FOR SERVICES						
0	1,104,480	2,203,000	Base rate of	<b>City Service Charge</b> \$13/ per month with discounts for low income 6 increase for calendar year 2025.	(90%) and	multifamily (	25%).	2,240,000	0	0
0	1,104,480	2,203,000		TOTAL CHARGES F	OR SER	VICES		2,240,000	0	0
				MISCELLANEOUS						
41,798	321,052	327,000		Interest terest income earned on investments				520,000	0	0
36,139	40,386	35,000	6310-01 Share of inte	Interest - Property taxes erest from delinquent taxes collected at Yamhil	l County			35,000	0	0
30	94,394	0	6600	Other Income				0	0	0
382,293	395,781	299,172	paying debt	Other Income - PERS Transition Lia ed PERS transition liability for lower interest ra service payments on refinancing loan and ope id based on the department's covered payroll.	ate in 2016	. General Fu		312,194	0	0
				uced by Fire/Ambulance portion of PERS expe	ense.					
0	0	0	6610	Collections - EMS				0	0	0
460,260	851,613	661,172		TOTAL MISCEL	LANEO	<u>JS</u>		867,194	0	0
				TRANSFERS IN						
8,001	9,470	9,777	6900-05	Transfers In - Special Assessments				12,282	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	Total			
			support	stration and Finance personnel services	1	12,282	12,282			
518,908	573,797	675,368	6900-07	Transfers In - Transient Lodging Ta	x			660,117	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			I ranste revenue	r 30% of transient lodging taxes collected-net	1	616,107	616,107			
				Finance, & Comm Development personnel s support.	1	44,010	44,010			
0	39,357	89,393	6900-08	Transfers In - Affordable Housing				8,906	0	0
			<u>Descrip</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
0	0	0		& Finance personnel services support.	1	8,906	8,906	0	0	0
0	0	0	6900-10	Transfers In - Telecommunications				0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPARTI</b> Section : <b>N/A</b> Program : <b>N/A</b>	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
1,531	1,718	2,550	6900-15	Transfers In - Emergency Communica	ations			2,397	0	0
			<u>Descrip</u> Finance	tion personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 2,397	<u>Total</u> 2,397			
276,923	337,516	329,113	6900-20	Transfers In - Street				304,030	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
			Street F	und support of Engineering operations.	1	42,405	42,405			
			Enginee support	ring, Admin, & Finance personnel services	1	254,782	254,782			
			Street F	und support of centralized Facility operations.	1	6,843	6,843			
96,427	53,801	60,153	6900-25	Transfers In - Airport				62,260	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services	1	48,672	48,672			
			•	Fund support of Engineering operations.	1	3,456	3,456			
				Fund support of centralized Facility operations	1	10,132	10,132			
114,753	120,219	124,529	6900-45	Transfers In - Transportation				138,261	0	0
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			support.		1	118,370	118,370			
			Transpo operatio	ortation Fund support of Engineering ns.	1	19,891	19,891			
48,906	58,460	62,573	6900-50	Transfers In - Park Development				71,145	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Parks & support.	Rec Admin, Eng & Finance personnel services	1	71,145	71,145			
46,113	52,498	57,700	6900-58	Transfers In - Urban Renewal				61,800	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Commu	nity Development personnel services support	1	61,800	61,800			
21,458	25,371	27,846	6900-70	Transfers In - Building				68,328	0	C
			Descript	tion	Units	Amt/Unit	Total			
			Admin,	Finance, & Engineering personnel services	1	66,081	66,081			
			support. Building	Fund support of centralized Facility	1	2,247	2,247			

#### 01 - GENERAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 99 - NON-DEPAR	TMENTA	L		2025 PROPOSED	2025 APPROVED	2025 ADOPTEI
ACTUAL	ACTUAL	BUDGET		Section : N/A				BUDGET	BUDGET	BUDGET
367,708	436,227		6900-75	Program : N/A Transfers In - Wastewater Services				646,557	0	0
507,700	430,227	001,002					<b>T</b> ( )	0-0,007	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			support		1	546,772	546,772			
			Wastew operatio	ater Services Fund support of Engineering ns.	1	99,785	99,785			
211,100	229,238	268,733	6900-77	Transfers In - Wastewater Capital				250,985	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Enginee support	ering, Admin, & Finance personnel services	1	208,091	208,091			
			Wastew operatio	ater Capital Fund support of Engineering ns.	1	42,894	42,894			
0	0	0	6900-79	Transfers In - Ambulance				0	0	0
186,470	208,884	205,297	6900-85	Transfers In - Insurance Services				82,776	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Adminis support	tration and Finance personnel services	1	82,776	82,776			
187,297	187,288	187,295	6901-59	Transfers In - Interfund Debt - Urba	n Renewa	al Debt Ser	vice	403,052	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Bank lo	an payment - Interest	1	25,626	25,626			
			Bank lo	an payment - Principal	1	161,660	161,660			
			Paymer purchas	t on 2024 Admin/UR NE Gateway property e	1	215,766	215,766			
0	0	10,040,441		Transfers In - Interfund Debt - Wast m, repaid FY2025 to FY2029 at 3.75% interes		apital		855,135	0	0

Budget Docum	ent Report		01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPART</b> Section : <b>N/A</b> Program : N/A	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Description	<u>Units</u>	<u>Amt/Unit</u>	Total			
			City Hall cap improvement (approved for FY24, delayed to FY25)	1	24,000	24,000			
			City Hall fire alarm + annunciator	1	30,000	30,000			
			Nelson House frontage sidewalk replacement	1	60,000	60,000			
			Eng replace 2007 vehicle	1	45,000	45,000			
			Cmty Dev inspections vehicle (has none available currently)	1	25,000	25,000			
			CDC window rot (75% Gen Fund portion)	1	37,500	37,500			
			PD 2017 Veh replacement (keep as spare K9)	1	84,335	84,335			
			PD 2017 veh replacement	1	79,300	79,300			
			Cmty Center fire panel replacement	1	10,000	10,000			
			Senior Center vinyl flooring replace	1	11,700	11,700			
			Senior Center carpet replacement	1	54,700	54,700			
			Park Maint replace 2013 large area mower	1	90,000	90,000			
			Park Maint Thompson Park upgrade ADA ramp	1	15,000	15,000			
			Library fire supresion sprinklers	1	25,000	25,000			
			Info Sys network equip, VM backbone host servers (86% Gen Fund)	1	51,600	51,600			
			PD MDTs for patrol vehs (through Info Srv)	1	12,000	12,000			
			Senior Center bathroom remodel (delayed from FY24)	1	200,000	200,000			
2,085,594	2,333,844	12,742,300	TOTAL TRANSI	FERS IN	<u>1</u>		3,628,031	0	(
22,969,799	32,183,532	37,333,728	TOTAL RESO	URCES			26,285,452	0	(

2022	2023	2024	Department : 99 - NON-DEPARTMENT	TAL 2025	2025	2025
ACTUAL	ACTUAL	AMENDED	Section : N/A	PROPOSED	APPROVED	ADOPTE
		BUDGET	Program : N/A	BUDGET	BUDGET	BUDGE
			REQUIREMENTS			
			PERSONNEL SERVICES			
6,474	0	10,080	00-40 Fringe Benefits - Unemployment	10,080	0	(
6,474	0	10,080	TOTAL PERSONNEL SEF	<u>RVICES</u> 10,080	0	
			MATERIALS AND SERVICES			
0	1,411	0	00 Credit Card Fees are of MWL credit card fees for city services charge	3,750	0	
0	41,715	0	50 Professional Services	65,000	0	
0	0	0	are of MWL software system 50-25 Professional Services - County charges	0	0	
-	-			-	-	
0	68,281	145,800	80-40 Contract Services - Billing ling services to support City Services Charge is new starting Jan	86,000 2023.	0	
0	111,406	145,800	TOTAL MATERIALS AND S	ERVICES 154,750	0	
			SPECIAL PAYMENTS			
0	0	5,609,340	94 Inter-Agency Payment Out	0	0	
0	0	0	96 Grant Pass Through Funds	0	0	
0	0	0	96-05 Grant Pass Through Funds - Coronavirus	Relief Funds 0	0	
0	0	5,609,340	TOTAL SPECIAL PAYM	ENTS 0	0	
			DEBT SERVICE			
316,540	338,820	362,210	<b>17-05 PERS Transition Liability - Principal</b> 2016-17, PERS Transition Liability was refinanced with a 10 yea	386,720 r bank loan.	0	
65,753	56,961	47,554	<b>17-10 PERS Transition Liability - Interest</b> 2016-17, PERS Transition Liability was refinanced with a 10 year	ar bank loan.	0	
152,120	155,230	158,420	40-05 Alpine Avenue-Urban Renewal - Principal yment of principal on debt issued by City in 2016-17 for construc- rtion of Alpine Ave	tion of Urban Renewal	0	
35,177	32,058	28,875	40-10 Alpine Avenue-Urban Renewal - Interest yment of interest on debt issued by City in 2016-17 for construct rtion of Alpine Ave	25,627 ion of Urban Renewal	0	
569,590	583,069	597,059	TOTAL DEBT SERVI	<u>CE</u> 611,508	0	
			OTHER FINANCING USES			
0	0	930,615	85 Elimination of Asset	0	0	
0	0	930,615	TOTAL OTHER FINANCIN	G USES 0	0	

City of McMinnville Budget Document Report

dget Docume	ent Report			01 - GENERAL FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPAR</b> Section : <b>N/A</b> Program : N/A	MENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
				TRANSFERS OUT						
0	0	831,442	9700-08	Transfers Out - Affordable Housing				0	0	
819,282	702,772	572,772		Transfers Out - Emergency Commun : Beginning FY 2025, transfer out to Emergence lice org set: 01-11-040-501.9700-15.			nd was	0	0	1
0	0	0	9700-58	Transfers Out - Urban Renewal				0	0	
0	0	100,000	<b>9700-75</b> ARPA 13th &	Transfers Out - Wastewater Services	;			263,525	0	
470,219	501,315	524,049	9700-80	Transfers Out - Information Systems	i i			700,821	0	
			Descript	lion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				tion Systems personnel services support. Software renewals, licenses, & set-up, firewall	1 1	570,956 129,865	570,956 129,865			
0	0	252,888	9700-99	Transfers Out - Fire District Transition	on			0	0	
157,631	157,625	4,459,153	9701-77	Transfers Out - Interfund Debt - Was	tewater	Capital		442,284	0	
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Paymer	t on 2020 Police vehicles - 3	1	37,312	37,312			
			Paymen	t on 2021 Police vehicles - 3	1	37,699	37,699			
			Paymer	t on 2021 Police audio visual equipment	1	5,716	5,716			
			Paymen	t on 2024 Police hybrid vehicles - 2	1	31,023	31,023			
			Paymen	t on 2024 Police MDT Equip in vehicles	1	11,405	11,405			
			Paymen courts	t on 2024 Comm Ctr Resurfacing playing	1	11,406	11,406			
				t on 2024 Comm Ctr carpet replacement	1	20,987	20,987			
			Paymer	t on 2024 Senior Ctr Exterior lit event sign	1	2,851	2,851			
			Paymer	t on 2024 CDC Secure building entry way	1	10,265	10,265			
			Paymer	t on 2024 CDC replace RTU#1 HVAC	1	5,988	5,988			
			Paymer	t on 2024 Library security system cameras	1	4,562	4,562			
			Paymen Storage	t on 2024 IS shared VM servers, Domain,	1	20,957	20,957			
			Paymer	t on 2024 Asset Management system	1	12,546	12,546			
			Paymer	t on 2024 Park Maint restroom partitions	1	13,801	13,801			
			Paymen purchas	it on 2024 Admin/UR NE Gateway property e	1	215,766	215,766			
,447,132	1,361,712	6,740,304		TOTAL TRANSF		IT		1,406,630	0	

udget Docum	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGET
			<b>CONTINGENCIES</b>			
0	0	143,460	9800 Contingencies	1,962,400	0	0
			DescriptionUnitsAmt/UnitTotalGeneral Contingency11,500,000Police Dept Vacancy Savings Contingency1462,400			
0	0	143,460	TOTAL CONTINGENCIES	1,962,400	0	C
			ENDING FUND BALANCE			
0	647,203	0	9901-01 Designated End FB - General Fd - Grants Balance for Business Resiliency Grant	0	0	(
833,933	883,782	0	<b>9901-07 Designated End FB - General Fd - LOSAP</b> Designated carryover from proposed budget year to sbusequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters.	0	0	(
0	6,494,348	2,803,764	<b>9901-90 Designated End FB - General Fd - Committed</b> Estimate of committed funds remaining at FY25 year's end that represent ARPA revenue replacement to be spent on projects as approved by Council.	2,074,303	0	C
5,690,938	5,105,180	2,491,363	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.	343,620	0	(
6,524,871	13,130,513	5,295,127	TOTAL ENDING FUND BALANCE	2,417,923	0	(
8,548,066	15,186,700	19,471,785	TOTAL REQUIREMENTS	6,563,291	0	0

Budget Docum	ent Report		01 - GENERAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
36,280,771	46,369,330	54,050,574	TOTAL RESOURCES	37,153,892	0	0
36,280,771	46,369,330	54,050,574	TOTAL REQUIREMENTS	37,153,892	0	0

# GRANTS & SPECIAL ASSESSMENT FUND



**Grants & Special Assessments Fund** 

#### 2024 – 2025 Proposed Budget --- Budget Summary

#### **Budget Highlights**

**Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The purpose of the special assessment in the downtown area is to promote business activity by coordinating the efforts of all property owners.

DEID assessments that are collected by the City are passed through to the McMinnville Downtown Association (MDA).

DEID assessments for 2023 through 2025 are based on a rate of \$0.85 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3rd Street. For properties in Zone 2, the rate is \$0.425 per square foot. Zone 2 is primarily the downtown portion of 2nd Street and 4th Street. These rates represent the first rate increase in a decade, 10 cent and 5 cents per square foot in Zone 1 and 2 respectively.

The assessment cycle lasts for three years. City Council reviews the DEID ordinance at the end of the assessment cycle and determines if the DEID will be renewed and whether the rates will be increased. The next assessment will be developed at the end of FY2024-25 for any update in rates or other terms starting in FY2025-26.

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

**Grant Activity** - This fund also is used for federal grants that are not associated with particular City departments. For FY2024-25 no grants are budgeted.

**Opioid Settlement** – The Grants and Special Assessments Fund also reflect the National Opioid Settlement dollars which may be utilized in FY2024-25. Because these revenues are recognized when used for allowable activities, only the annual potential use is included in the Budget. Through March 15, 2024, the City has collected \$312,000 in opioid settlement disbursements.

In FY2024-25 the City also anticipates receiving a \$25,000 private grant that will be matched with the City's opioid settlement funds to support community outreach services in partnership with Yamhill Couty.

#### **Core Services**

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

#### Mac-Town 2032 Strategic Plan

• Economic Prosperity

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

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

#### • Community Safety and Resiliency

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

Funds from the National Opioid Settlements are restricted for use to help members of our community who are impacted by the opioid epidemic.

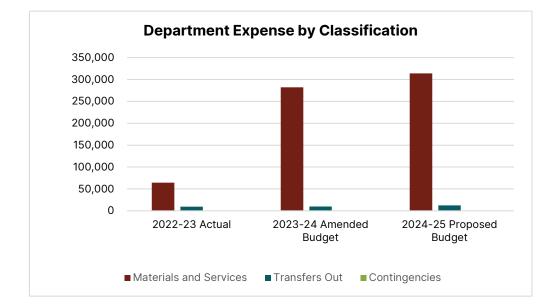
#### **Future Challenges and Opportunities**

The City has faced challenges in getting clear forecasting on the Opioid National Settlement revenues. Disbursements from multiple settlements - each settlement has its own total amount and number of years it will be paid out - make this a complex funding stream to quantify. This information will be essential for staff who are planning and carrying out programming to assure that their efforts make best possible use of this limited duration funding.

#### Grant & Special Assessment Fund

Fund Cost Summary

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	148,758	302,088	152,934	(149,154)
Fines and Forfeitures	0	60,000	250,000	190,000
Miscellaneous	6,123	2,300	35,300	33,000
Special Assessments	64,200	62,000	62,000	0
Revenue Total	219,081	426,388	500,234	73,846
Expenses				
Materials and Services	64,200	282,000	314,000	32,000
Transfers Out	9,470	9,777	12,282	2,505
Contingencies	0	0	0	0
Expenses Total	73,670	291,777	326,282	34,505
Ending Fund Balance	145,411	134,611	173,952	39,341





- **1976** City Council establishes Villard Street Local Improvement District.
- **1986** Cleveland Avenue Local Improvement District -\$77,500.
- **1986** City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district. DEID assessments collected "passed through" to McMinnville Downtown Association (MDA).
- **1987** Michelbook Lane Local Improvement District -\$71,500.
- **1989** DEID 2nd three-year assessment district ~\$33,000.
- **1991** NE Hembree Street Local Improvement District -\$130,000 and NE Newby Street Local Improvement District - \$98,000.
- **1992** DEID 3rd three-year assessment district

- **1993** Pacific Avenue Local Improvement District \$30,000.
- **1995** DEID 4th three-year assessment district
- **1998** Burnette Road Local Improvement District -\$361,500 and DEID – 5th threeyear assessment district.
- **1999** Newby Sidewalk Local Improvement District \$23,000.
- **2013** DEID 10th three-year assessment district.
- 2015 \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.
- **2019** \$500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority.
- 2021 City distributed \$57,000 in Covid-19 relief grants to local businesses.

**2022** City receives \$7.7 million in American Rescue Plan Act federal funding to spend over FY21 to FY24 period.

**2022** City receives \$1.5 million in state funds to support the creation of a Navigation Center to support access to affordable housing (since moved to the Affordable Housing Fund)

2023 City begins receiving national opioid settlement funding that will be spent on programs to support those negatively impacted by this drug crisis

2022	2023	2024		Department : N/A	2025	2025	2025
ACTUAL	ACTUAL	AMENDED BUDGET		Section : N/A	PROPOSED BUDGET	APPROVED BUDGET	ADOPTEI BUDGE
		BODGET		Program : N/A	BODGET	BODGET	BODGL
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	160,000	4005-01	Designated Begin Fd Balance - Grants & Special Assess - Grants cted funds from prior period(s)	0	0	0
133,796	148,758	142,088	4090	Beginning Fund Balance 1 carryover from prior year	152,934	0	0
133,796	148,758	302,088		TOTAL BEGINNING FUND BALANCE	152,934	0	0
				INTERGOVERNMENTAL			
176,417	0	0	4520-19	Community Development Block Grnt - 2019 Housing Rehabilitation	0	0	0
0	0	0	4546	American Rescue Plan	0	0	0
0	0	0	4548-05	Coronavirus Relief Fund (CRF) - Covid-19 Business Assist Fund	0	0	0
0	0	0	4595-05	Business Oregon (Federal) - Covid-19 Business Assist Fund	0	0	0
0	0	0	4776-05	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	0
176,417	0	0		TOTAL INTERGOVERNMENTAL	0	0	0
				FINES AND FORFEITURES			
0	0	60,000		<b>Opioid Settlement</b> o national opioid settlements to be used on addressing the opioid crisis in the	250,000	0	0
0	0	60,000		TOTAL FINES AND FORFEITURES	250,000	0	0
				SPECIAL ASSESSMENTS			
1,091	0	0	6210	Street Assessment	0	0	0
73,818	64,200	62,000	Collections fro	<b>Downtown Economic Assessment</b> m the Downtown Economic Improvement District (DEID) Assessment. Funds bassed through to the McMinnville Downtown Association (MDA) per the DEID ance.	62,000	0	0
			Budget Note: 2022 to July 3	The current three-year DEID Assessment District's duration is from August 1, 1, 2025.			
74,910	64,200	62,000		TOTAL SPECIAL ASSESSMENTS	62,000	0	0
				MISCELLANEOUS			
7,360	5,844	2,000	6310	Interest	10,000	0	0

Budget Docume	nt Report			05 - GRANTS AND SPECIAL ASSESS	MENTS FUND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
14,513	279	300	6310-25 Interest colle	Interest - Assessments ected on past due assessment accounts.	300	0	0
0	0	0	6360-05	Grants - Local	25,000	0	0
21,873	6,123	2,300		TOTAL MISCELLANEOUS	35,300	0	0
406,995	219,081	426,388		TOTAL RESOURCES	500,234	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7595-05	Business Assistance Grant - Covid-19	0	0	0
0	0	220,000		Materials & Supplies - Opioid Settlement to address the opioid crisis in the community	210,000	0	0
0	0	0	7710	Materials & Supplies - Grants	0	0	0
0	0	0	7710-17	Materials & Supplies - Grants - Navigation Center	0	0	0
0	0	0	7750	Professional Services	42,000	0	0
			<u>Descripti</u> Yamhill (	on <u>Units</u> <u>Amt/Unit</u> <u>Total</u> Co. Community Outreach Services Year 2 1 42,000 42,000			
73,818	64,200	62,000		<b>McMinnville Downtown Association</b> to the McMinnville Downtown Association (MDA) of the DEID assessment	62,000	0	0
176,418	0	0	8220-19	Yamhill Co Affordable Housing - 2019 Community Dev Block Grant	0	0	0
250,236	64,200	282,000		TOTAL MATERIALS AND SERVICES	314,000	0	0
				TRANSFERS OUT			
8,001	9,470	9,777	9700-01	Transfers Out - General Fund	12,282	0	0
			Descripti Administ support.	on         Units         Amt/Unit         Total           ration and Finance personnel services         1         12,282         12,282			
8,001	9,470	9,777		TOTAL TRANSFERS OUT	12,282	0	0
				CONTINGENCIES			
0	0	0	9800	Contingencies	0	0	0
0	0	0		TOTAL CONTINGENCIES	0	0	0
				ENDING FUND BALANCE			
0	1,081,365	0	9905-01	Designated Ending Fund Balance - Grants & Special Assess - Grants	0	0	0
148,758	-935,954	134,611	Undesignated	Unappropriated Ending Fd Balance d carryover from proposed budget year to subsequent year, includes the excess renues over (under) expenditures from proposed budget year operations.	173,952	0	0
148,758	145,411	134,611		TOTAL ENDING FUND BALANCE	173,952	0	0
406,995	219,081	426,388		TOTAL REQUIREMENTS	500,234	0	0

City of McMinnville Budget Document Report

dget Docume	nt Report		05 - GRANTS AND SPECIAL ASSESSMENTS FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET			
406,995	219,081	426,388	TOTAL RESOURCES	500,234	0	0			
406,995	219,081	426,388	TOTAL REQUIREMENTS	500,234	0	0			

# **TRANSIENT LODGING TAX FUND**

## **Budget Highlights**

- Cities and counties are permitted by the State of Oregon to charge a transient lodging tax (TLT) for temporary lodging at hotels, motels, bed & breakfasts, and other temporary lodgings.
- Effective August 1, 2017, the transient lodging tax rate was increased to 10% (up from 8%) and, effective January 1, 2018, RV parks and campgrounds were included in the definition of transient lodging tax providers.
- Oregon law requires that at least 70% of revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2023-25 proposed budget includes a transfer of those discretionary funds to the General Fund.
- The FY2024-25 budget assumes a 5% increase over the updated estimate for FY2023-24 revenues for a total of \$2.1 million next year.

## **Core Services**

- Visit McMinnville, a stand-alone, non-profit destination marketing organization, with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2024-25 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long-term vision and connection of our Downtown, Granary, and Alpine districts.

### Mac-Town 2032 Strategic Plan

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

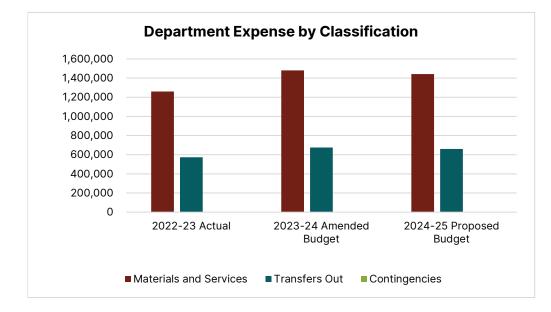
## **Future Challenges and Opportunities**

- McMinnville continues to be well positioned as a destination of choice for day trips and weekend getaways for people living on the I-5 corridor.
- While the city did experience a substantial bounce back in the immediate post-pandemic period, growth in revenues has moderated over the last year.

### Transient Lodging Tax Fund

### Fund Cost Summary

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	400	0	0	0
Licenses and Permits	1,824,641	2,155,000	2,100,403	(54,597)
Miscellaneous	9,767	1,000	2,000	1,000
Revenue Total	1,834,808	2,156,000	2,102,403	(53,597)
Expenses				
Materials and Services	1,260,547	1,480,632	1,442,286	(38,346)
Transfers Out	573,797	675,368	660,117	(15,251)
Contingencies	0	0	0	0
Expenses Total	1,834,344	2,156,000	2,102,403	(53,597)
Ending Fund Balance	464	0	0	0





## **Transient Lodging Tax Fund**

Historical Highlights

- 2013 Transient Lodging Tax Ordinance No. 4974 adopted by City Council assessing an 8% tax on the rent charged by a transient lodging provider.
- **2014** Transient Lodging Tax (TLT) collected by lodging providers beginning in January 2014.
- 2015 City Council directs TLT bylaws be revised to create a stand-alone, non-profit destination marketing organization. Visit McMinnville, to market McMinnville as a tourist destination.
- 2017 Transient Lodging Tax Ordinance No. 5026 adopted by City Council. TLT rate was increased from 8% to 10% effective August 1, 2017. This Ordinance also included RV parks and campgrounds in the definition of transient lodging tax providers effective January 1, 2018.

- **2020** March 2020, Governor's Emergency Order closes restaurants and bars for dine-in patronage as well as museums, theaters and recreation facilities.
- 2023 Actual trends over last calendar year indicate stays and revenue has rebounded to pre-covid levels. Budget will reflect an increase over the prior year and additional revenue associated with an expanding portfolio of accommodation options available in McMinnville.

ent Report		07 - TRANSIENT LODGING TAX FUND			
2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
		RESOURCES			
		BEGINNING FUND BALANCE			
400	0	4090Beginning Fund BalanceEstimated July 1 carryover from prior year	0	0	0
400	0	TOTAL BEGINNING FUND BALANCE	0	0	0
		LICENSES AND PERMITS			
1,824,641	2,155,000	<b>4220</b> Transient Lodging Tax Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax.	2,100,403	0	0
1,824,641	2,155,000	TOTAL LICENSES AND PERMITS	2,100,403	0	0
		MISCELLANEOUS			
2,600	1,000	6310 Interest Interest on past due transient lodging tax payments	2,000	0	0
7,167	0	6600 Other Income Penalties on past due transient lodging tax payments	0	0	0
9,767	1,000	TOTAL MISCELLANEOUS	2,000	0	0
1,834,808	2,156,000	TOTAL RESOURCES	2,102,403	0	0
	ACTUAL 400 400 1,824,641 1,824,641 2,600 7,167 9,767	2023 ACTUAL         2024 AMENDED BUDGET           400         0           400         0           400         0           400         0           400         0           400         0           400         0           400         0           1,824,641         2,155,000           2,600         1,000           7,167         0           9,767         1,000	2023 ACTUAL       2024 AMENDED BUDGET       Department : N/A Section : N/A Program : N/A         RESOURCES         RESOURCES         400       0       4090 Beginning Fund Balance Estimated July 1 carryover from prior year         400       0       TOTAL BEGINNING FUND BALANCE         400       0       TOTAL BEGINNING FUND BALANCE         1,824,641       2,155,000       4220 Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax.         1,824,641       2,155,000       MISCELLANEOUS         2,600       1,000       Gallo Interest Interest on past due transient lodging tax payments         7,167       0       600 Other Income Penalties on past due transient lodging tax payments         9,767       1,000       TOTAL MISCELLANEOUS	2023 ACTUAL2024 AMENDED BUDGET2025 Department : N/A Section : N/A Program : N/A2025 PROPOSED BUDGET40004090 4090 Estimated July 1 carryover from prior year040001000 Carryover from prior year0400010000 Carryover from prior year01,824,6412,155,000 Carryover from prior year2,100,4031,824,6412,155,000 Carryover from prior year2,100,4031,824,6412,155,00010000 for the collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax.2,100,4032,6001,0006310 Interest Interest on past due transient lodging tax payments2,0007,16706600 6600 Penalties on past due transient lodging tax payments09,7671,0001,00010000 Carryover from prior year010000100001000010000 Carryover from prior2,0001,00001,000600 Cother income Penalties on past due transient lodging tax payments09,7671,0001,0001,00010000 Cother income Penalties on past due transient lodging tax payments2,0001,0001,000 </td <td>2023 ACTUAL2024 AMENDED BUDGETDepartment: IVA Department: IVA Section : IVA Program: IVADepartment: IVA PROPOSED BUDGET2025 APPROVED BUDGETRESOURCES40004090 4090 Estimated July 1 carryover from prior year00040004090 Estimated July 1 carryover from prior year0004000TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year004001Total BEGINNING FUND BALANCE Estimated July 1 carryover from prior year0040011000 TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year0040011000 TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year001,824,6412,155,0004220 Transient Lodging Taxs Transient Lodging Taxs Transient Lodging Taxs Transient Lodging Taxs Transient Lodging Taxs Transient Lodging tax payments2,100,40301,824,6412,155,0006310 Interest on past due transient lodging tax payments2,00002,6001,0006310 Interest on past due transient lodging tax payments007,16706600 6600 Penalties on past due transient lodging tax payments009,7671,0001000 Penalties on past due transient lodging tax payments00</td>	2023 ACTUAL2024 AMENDED BUDGETDepartment: IVA Department: IVA Section : IVA Program: IVADepartment: IVA PROPOSED BUDGET2025 APPROVED BUDGETRESOURCES40004090 4090 Estimated July 1 carryover from prior year00040004090 Estimated July 1 carryover from prior year0004000TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year004001Total BEGINNING FUND BALANCE Estimated July 1 carryover from prior year0040011000 TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year0040011000 TOTAL BEGINNING FUND BALANCE Estimated July 1 carryover from prior year001,824,6412,155,0004220 Transient Lodging Taxs Transient Lodging Taxs Transient Lodging Taxs Transient Lodging Taxs Transient Lodging Taxs Transient Lodging tax payments2,100,40301,824,6412,155,0006310 Interest on past due transient lodging tax payments2,00002,6001,0006310 Interest on past due transient lodging tax payments007,16706600 6600 Penalties on past due transient lodging tax payments009,7671,0001000 Penalties on past due transient lodging tax payments00

dget Docume	ent Report			07 - TRANSIENT LODG	NG T	AX FU	ND			
2022	2023	2024		Department : N/A				2025	2025	202
ACTUAL	ACTUAL	AMENDED BUDGET		Section : N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTE BUDGE
		BUDGET		Program : N/A				BODGET	BUDGET	BUDGE
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
966	0	0	7750	Professional Services				0	0	
0	864	2,400	<b>7750-01</b> Costs share miscellaneo	Professional Services - Audit & othe d city-wide for audit, Section 125 plan administr us professional service expenses				4,080	0	(
1,138,092	1,259,683	1,478,232	8017	Tourism Promotion & Programs adging Taxes paid to Visit McMinnville.				1,438,206	0	(
1,139,058	1,260,547	1,480,632		TOTAL MATERIALS A	ND SE	RVICES		1,442,286	0	
				TRANSFERS OUT						
518,908	573,797	675,368	9700-01	Transfers Out - General Fund				660,117	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Transfe revenue	r 30% of transient lodging taxes collected-net	1	616,107	616,107			
				Finance, & Comm Development personnel s support.	1	44,010	44,010			
518,908	573,797	675,368		TOTAL TRANSF	ERS OL	<u>IT</u>		660,117	0	
				ENDING FUND BALANCE						
400	464	0		Unappropriated Ending Fd Balance venue over expenditures that is carried over to . This allows all available dollars to be spent du				0	0	
400	464	0		TOTAL ENDING FUR	ID BAL	ANCE		0	0	
1,658,366	1,834,808	2,156,000		TOTAL REQUIR	EMENT	2		2,102,403	0	

**Budget Document Report** 

## 07 - TRANSIENT LODGING TAX FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,658,366	1,834,808	2,156,000	TOTAL RESOURCES	2,102,403	0	0
1,658,366	1,834,808	2,156,000	TOTAL REQUIREMENTS	2,102,403	0	0

# AFFORDABLE HOUSING FUND

<b>Organization Set – Sections</b>	Organization Set #
Construction Excise Tax	08-25
Grants	08-26



## Affordable Housing Fund

### **Budget Highlights**

The affordable housing fund was established in the fiscal year 2022/23 budget when the City adopted an affordable housing construction excise tax program. This year's fund includes the construction excise tax (CET) revenue accumulated in FY 2022-23 and FY 2023-24 as well as the forecasted revenue for FY 2024-25 for a total CET fund of \$1,299,051, and a \$500,000 Oregon Community Development Block Grant to support a housing rehabilitation program for low and moderate-income households.

The Affordable Housing Fund is divided into two sub-funds, Construction Excise Tax (08-25) and Grants (08-26).

### Affordable Housing Construction Excise Tax (08-25):

The affordable housing CET is enabled by Oregon Senate Bill 1533 passed in 2016. Per state regulations, cities can enact up to 1% construction excise tax on building permits to support an affordable housing fund. On April 26, 2022, the McMinnville City Council adopted Ordinance No. 5112 authorizing the affordable housing CET in McMinnville. The McMinnville CET collects 1% on both residential and commercial/industrial building permits. 4% of the CET collected is transferred to the Building Fund and to the General Fund for administration of the collections (2% to each fund respectively). 15% of the CET collected on residential permits is paid to the Oregon Housing and Community Services per state regulations. The remaining funds are distributed into affordable housing programs and developer incentives.

The affordable housing fund funds 0.75 FTE (Associate Housing Planner) to develop the affordable housing programs and developer incentives funded by the CET revenue and to manage them, and the general fund pays for 0.25 of the same FTE for

### 2024 – 2025 Proposed Budget --- Budget Summary

supporting the housing mandates that have been issued from the state legislature in the past couple of years. The CET Fund cannot support the 0.25 FTE as this work is not isolated to supporting affordable housing.

Interest collected on the CET funds will remain within the CET Affordable Housing Fund (08-25).

#### Affordable Housing Grants (08-26):

The FY2024-25 Affordable Housing Fund includes a \$500,000 Oregon Community Development Block Grant dedicated to support a housing rehabilitation program for low and moderate-income households.

### FY 2023-24 Accomplishments

### Affordable Housing Construction Excise Tax (08-25):

In February 2024, the City hired its first Associate Housing Planner to develop and manage the Construction Excise Tax program. Working with the Affordable Housing Committee and the City Council, this planner will develop and the affordable housing programs and developer incentives that best meet the needs of McMinnville's affordable housing program.

#### Affordable Housing Grants (08-26):

In FY 2023-24, the City of McMinnville managed several large affordable housing grants to support the development of a Navigation Center (AnyDoor Place), and Stratus Village.

## **General Fund – Affordable Housing Fund**

*Navigation Center* – in June, 2021, the City of McMinnville received \$1,500,000 from the State of Oregon to construct a Navigation Center. A Navigation Center is a low-barrier emergency shelter for people experiencing houselessness with on-site supportive services. The City entered into an agreement with the Yamhill Community Action Partnership (YCAP) to build the project on one of their properties and then dedicate the improvement to YCAP for operations. YCAP also received grant funds from the Oregon Housing and Community Services which were granted to the City through a sub-recipient agreement to help with the costs of the construction of the project. In addition, the City of McMinnville received a \$609,500 grant from the Yamhill County Care Organization (YCCO) and the City allocated \$500,000 of ARPA funds to the project.

Grant Funds for the Navigation Center							
Source	Amount						
State of Oregon (DAS)	\$1,500,000						
Oregon Housing and Community Services (through YCAP)	\$500,000						
YCCO	\$609,500						
City of McMinnville (ARPA)	\$500,000						

*Stratus Village* – The Housing Authority of Yamhill County (HAYC) is building a 175-unit affordable housing complex serving households earning 60% or less of area median income. The City of McMinnville leveraged \$300,000 of ARPA funds to help the HAYC be competitive for state funds to build the project.





Concept Drawings of AnyDoor Place (McMinnville's Navigation Center) Provided by FFA Architecture

## **Core Services**

### Mac-Town 2032 Strategic Plan

One of the seven goals of the Mac Town 2032 Strategic Plan is "Housing Opportunities".

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

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

 The new CET affordable housing program will fund several different housing programs and development incentives to promote affordable housing development in McMinnville's neighborhoods.

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

- In 2023/2024, the City conducted and approved a Housing Needs Analysis to support forecasted growth in McMinnville through 2041. The City Council adopted this analysis via Ordinance No. 5112 in February, 2024.
- In 2024/2025, the City will work with a project advisory committee, the Affordable Housing Committee, City Council and community members to develop a Housing Production Strategy that identifies the tools, programs, and regulatory framework that the city needs to develop and deploy to meet the community's housing needs, especially the city's affordable housing needs. This is a new state requirement passed by the 2019 Legislative Session, in HB 2003.

## Future Challenges and Opportunities

- 35% of McMinnville's households make 80% or less of area median income. The City will need to continue to aggressively pursue grants and other funding sources to help offset the costs of housing in order to build more affordable housing in McMinnville.
- The affordable housing construction excise tax funds are dependent upon annual building permit values which fluctuate with the market and land supply leading to sustainability concerns.
- McMinnville's affordable housing needs surpass what the CET affordable housing fund can support. The City will need to continue to think about other funding opportunities and creative methods to encourage affordable housing.
- The ability to build additional affordable housing is dependent upon land availability.
- As the City starts to annex land from the new urban growth boundary into the city limits, building permits which have been constrained due to land availability should start to increase and increase the annual CET revenue to build more affordable housing.
- The City has expressed a desire to work with property owners who want to annex into the city limits on the development of affordable housing as part of their overall housing master plans. The CET affordable housing program will provide a toolbox of incentives and programs to help developers offset the costs associated with affordable housing development.





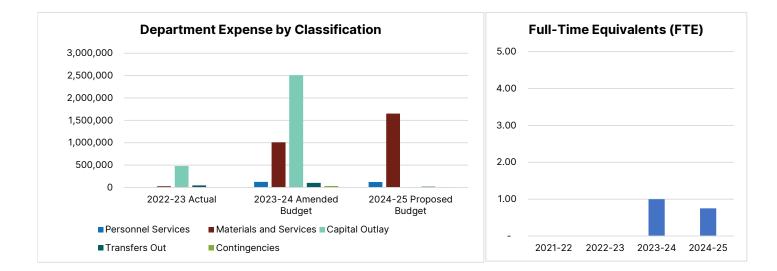




*Concept plans of Stratus Village, a 175 unit affordable housing complex serving households of 60% area median income or less.* 

#### Affordable Housing Fund

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	813	346,934	764,973	418,039
Intergovernmental	515,369	2,094,131	500,000	(1,594,131)
Licenses and Permits	313,956	500,000	450,000	(50,000)
Miscellaneous	34,318	30,000	85,000	55,000
Transfers In	0	831,442	0	(831,442)
Revenue Total	864,455	3,802,507	1,799,973	(2,002,534)
Expenses				
Personnel Services	0	125,766	123,795	(1,971)
Materials and Services	29,280	1,008,322	1,651,012	642,690
Capital Outlay	480,688	2,509,618	182	(2,509,436)
Transfers Out	47,611	104,404	18,000	(86,404)
Contingencies	0	34,000	6,062	(27,938)
Expenses Total	557,579	3,782,110	1,799,051	(1,983,059)
Ending Fund Balance	306,877	20,397	922	(19,475)
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	-	-	1.00	0.75





## Affordable Housing Fund

- **2021** City receives \$1,500,000 state grant to build a Navigation Center as an emergency low barrier shelter with supportive services.
- 2022 City authorizes a Construction Excise Tax for Affordable Housing
- **2023** City adds Affordable Housing Fund to the budget.
- 2024 City hires an Associated Housing Planner to administer the Construction Excise Tax for affordable housing and other city affordable housing programs.
- 2024 City authorizes a Construction Excise Tax for Affordable Housing
- 2024 City receives \$500,000 Community Development Block Grant for Housing Rehabilitation for low and moderate-income households.

dget Docume	nt Report			08 - AFFORDABLE HOUSING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
			<u> </u>	BEGINNING FUND BALANCE			
0	0	0 40	008-01 l	Designated Begin Fd Balance - Affordable Housing - Grants	0	0	(
0	0	0 40	090 I	Beginning Fund Balance	0	0	C
0	0	0		TOTAL BEGINNING FUND BALANCE	0	0	C
			<u> </u>	LICENSES AND PERMITS			
0	0	0 42	208	Construction Excise Tax	0	0	C
0	0	0		TOTAL LICENSES AND PERMITS	0	0	(
			<u> </u>	INTERGOVERNMENTAL			
0	0	0 45	546	American Rescue Plan	0	0	(
0	0	0 47	776-05	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	C
0	0	0		TOTAL INTERGOVERNMENTAL	0	0	(
			<u> </u>	MISCELLANEOUS			
813	0	0 63	310 I	Interest	0	0	(
813	0	0		TOTAL MISCELLANEOUS	0	0	C
813	0	0		TOTAL RESOURCES	0	0	(

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0 7	520	Public Notices & Printing	0	0	0
0	0	0 70	660	Materials & Supplies	0	0	0
0	0	0 7	750	Professional Services	0	0	0
0	0	08	016	Affordable Housing Programs	0	0	0
0	0	0		TOTAL MATERIALS AND SERVICES	0	0	0
				CAPITAL OUTLAY			
0	0	0 88	800	Building Improvements	0	0	0
0	0	0		TOTAL CAPITAL OUTLAY	0	0	0
				TRANSFERS OUT			
0	0	0 <b>9</b> 7	700-01	Transfers Out - General Fund	0	0	0
0	0	0		TOTAL TRANSFERS OUT	0	0	0
				CONTINGENCIES			
0	0	0 98	800	Contingencies	0	0	0
0	0	0		TOTAL CONTINGENCIES	0	0	0
				ENDING FUND BALANCE			
0	0	0 <b>9</b> 9	908-01	Designated Ending Fund Balance - Affordable Housing - Grants	0	0	0
813	0	099	999	Unappropriated Ending Fd Balance	0	0	0
813	0	0		TOTAL ENDING FUND BALANCE	0	0	0
813	0	0		TOTAL REQUIREMENTS	0	0	0

nt Report			08 - AFFORDABLE HOUSING FUND			
2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>25 - CONSTRUCTION EXCISE TAX</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
0	346,934	<b>4090</b> Estimated Ju	Beginning Fund Balance Ily 1 undesignated carryover from the prior year.	764,051	0	(
0	346,934		TOTAL BEGINNING FUND BALANCE	764,051	0	0
			LICENSES AND PERMITS			
0	500,000	4208	Construction Excise Tax	0	0	(
287,226	0	4208-05	Construction Excise Tax - Residential	350,000	0	0
26,730	0	4208-10	Construction Excise Tax - Commercial	100,000	0	C
313,956	500,000		TOTAL LICENSES AND PERMITS	450,000	0	C
			MISCELLANEOUS			
34,318	30,000	6310	Interest	85,000	0	C
34,318	30,000		TOTAL MISCELLANEOUS	85,000	0	C
			TRANSFERS IN			
0	31,442	6900-01	Transfers In - General Fund	0	0	C
0	31,442		TOTAL TRANSFERS IN	0	0	(
348,274	908,376		TOTAL RESOURCES	1,299,051	0	0
	ACTUAL 0 0 287,226 26,730 313,956 34,318 34,318 0 0 0	2023 ACTUAL         2024 AMENDED BUDGET           0         346,934           0         346,934           0         346,934           0         346,934           0         346,934           0         346,934           0         500,000           287,226         0           26,730         0           313,956         500,000           34,318         30,000           34,318         30,000           0         31,442           0         31,442	2023 ACTUAL         2024 AMENDED BUDGET           0         346,934         4090 Estimated Ju           0         346,934         4090 Estimated Ju           0         346,934         4090 Estimated Ju           0         500,000         4208           287,226         0         4208-05           26,730         0         4208-10           313,956         500,000         6310           34,318         30,000         6310           0         31,442         6900-01           0         31,442         6900-01	2023 ACTUAL       2024 AMENDED BUDGET       Department : 25 - CONSTRUCTION EXCISE TAX Section : N/A Program : N/A         0       346,934       4090 A090       Beginning Fund Balance Estimated July 1 undesignated carryover from the prior year.         0       346,934       4090 Estimated July 1 undesignated carryover from the prior year.         0       346,934       Construction Excise Tax         0       346,934       Construction Excise Tax         0       500,000       4208       Construction Excise Tax         287,226       0       4208-05       Construction Excise Tax         287,226       0       4208-10       Construction Excise Tax - Residential         26,730       0       4208-10       Construction Excise Tax - Commercial         313,956       500,000       6310       Interest         34,318       30,000       6310       Interest         0       31,442       6900-01       Transfers In - General Fund         0       31,442       6900-01       Transfers In - General Fund         0       31,442       TOTAL TRANSFERS IN         0       31,442       TOTAL TRANSFERS IN	Note of the colspan="2">Note of the colspan="2" (Colspan="2") (C	Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colsp

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>25 - CONSTRUCTION EXCISE TAX</b> Section : <b>N/A</b> Program : N/A			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE	
				REQUIREI	<b>MENTS</b>					
				PERSONNEL SERVICES						
0	0	71,785	7000-05 Associate Pl	Salaries & Wages - Regular Full Tin anner - Housing - 0.75 FTE	ne			72,849	0	0
0	0	0	7000-20	Salaries & Wages - Overtime				1,598	0	0
0	0	4,343	7300-05	Fringe Benefits - FICA - Social Sec	urity			4,505	0	0
0	0	1,041	7300-06	Fringe Benefits - FICA - Medicare				1,079	0	0
0	0	21,729	7300-15	Fringe Benefits - PERS - OPSRP -	AP			22,633	0	0
0	0	22,438	7300-20	Fringe Benefits - Medical Insuranc	e			17,546	0	0
0	0	3,000	7300-22	Fringe Benefits - VEBA Plan				2,250	0	0
0	0	60	7300-25	Fringe Benefits - Life Insurance				45	0	0
0	0	172	7300-30	Fringe Benefits - Long Term Disab	lity			174	0	0
0	0	912	7300-35	Fringe Benefits - Workers' Compensation Insurance				1,042	0	0
0	0	23	7300-37	Fringe Benefits - Workers' Benefit Fund				16	0	0
0	0	263	7300-45	Fringe Benefits - Paid Family Leav	Fringe Benefits - Paid Family Leave City Share				0	0
0	0	125,766		TOTAL PERSONN	EL SERV	ICES		123,795	0	0
				MATERIALS AND SERVICES						
0	0	2,500	7520	Public Notices & Printing				2,500	0	0
0	0	200	7540	Employee Events				200	0	0
0	0	0		d city-wide for employee training, materials, a	nd events.			69	0	0
0	0		7610-05	Insurance - Liability					-	0
0	0	2,500		Materials & Supplies				2,500	0	0
0	0	27,000		Professional Services				50,400	0	0
0	0	0		Professional Services - Audit & oth d city-wide for audit, Section 125 plan administ s professional service expenses			;	1,620	0	0
0	0	0	<b>7840</b> I.S. Fund ma	M & S Computer Charges terials & supplies costs shared city-wide				1,723	0	0
0	0	6,000	7840-68	M & S Computer Charges - Afforda	ble Housi	ng		0	0	0
0	0	312,122	8016	Affordable Housing Programs				477,600	0	0
			<u>Descrip</u> 24 Rollo 25 Proje	ver	<u>Units</u> 1	<u>Amt/Unit</u> 312,000 165,600	<u>Total</u> 312,000 165,600			

City of McMinnville Budget Document Report

**Budget Document Report** 

## **08 - AFFORDABLE HOUSING FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>25 - CONSTR</b> Section : <b>N/A</b> Program : N/A	UCTION EXC	ISE TAX		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	29,080	0	8018 Residential	Construction Excise Tax expense CET - OR Housing Fund (15% Residential				50,400	0	0
0	0	358,000	8226	Developer Incentives				564,000	0	0
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			24 Roll	over	1	348,000	348,000			
			25 Proj	ections	1	216,000	216,000			
0	29,080	708,322		TOTAL MATERIA	S AND SE	RVICES		1,151,012	0	0
				CAPITAL OUTLAY						
0	0	0		Capital Outlay Computer Charge apital outlay costs shared city-wide	es			182	0	0
0	0	0		TOTAL CAPI	TAL OUTLA	<u>Y</u>		182	0	0
				TRANSFERS OUT						
0	4,876	4,989	9700-01	Transfers Out - General Fund				8,906	0	0
			Descrip	<u>otion</u>	<u>Units</u>	Amt/Unit	Total			
			Admin	& Finance Support Services Transfer	1	8,906	8,906			
0	8,254	15,011	9700-70	Transfers Out - Building				9,094	0	0
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Building	g personnel services support	1	9,094	9,094			
0	13,130	20,000		TOTAL TRA	NSFERS OL	<u>TI</u>		18,000	0	0
				<b>CONTINGENCIES</b>						
0	0	34,000	9800	Contingencies				6,062	0	0
0	0	34,000		TOTAL CON	TINGENCIE	<u>S</u>		6,062	0	0
				ENDING FUND BALANCE						
0	306,064	20,397	9999	Unappropriated Ending Fd Bala	nce			0	0	0
0	306,064	20,397		TOTAL ENDING FUND BALANCE			0	0	0	
0	348,274	908,485		TOTAL REG		-		1,299,051	0	0

get Docume	nt Report			08 - AFFORDABLE HOUSING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : 26 - GRANTS	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
ACTUAL	ACTUAL	BUDGET		Section : N/A Program : N/A	BUDGET	BUDGET	BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
0	813	0	4008-01	Designated Begin Fd Balance - Affordable Housing - Grants	922	0	(
0	813	0		TOTAL BEGINNING FUND BALANCE	922	0	C
				INTERGOVERNMENTAL			
0	0	0	<b>4520</b> McMinnville H	Community Development Block Grnt Housing Rehabilitation Program	500,000	0	(
0	0	0	4546	American Rescue Plan	0	0	(
0	34,894	1,465,106	4776-05	OR Dept of Administrative Svcs - Navigation Center Grant	0	0	(
0	480,475	19,525	4779-05	YCAP - Navigation Center Grant	0	0	(
0	0	609,500	5015	Yamhill Community Care Org	0	0	C
0	515,369	2,094,131		TOTAL INTERGOVERNMENTAL	500,000	0	(
				TRANSFERS IN			
0	0	800,000	6900-01	Transfers In - General Fund	0	0	(
0	0	800,000		TOTAL TRANSFERS IN	0	0	(
0	516,182	2,894,131		TOTAL RESOURCES	500,922	0	(

get Docume	nt Report			08 - AFFORDABLE HOU	JSING	6 FUND	)			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : <b>26 - GRANTS</b> Section : <b>N/A</b>				2025 PROPOSED	2025 APPROVED	2025 ADOPTE
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGE
				REQUIREM	ENTS					
				MATERIALS AND SERVICES						
0	0	0	7520	Public Notices & Printing				0	0	(
0	0	0	7660	Materials & Supplies				0	0	(
0	200	300,000	7750	Professional Services				500,000	0	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			CDBG I	housing rehab grant FY25 and FY26	1	500,000	500,000			
0	0	0	8016	Affordable Housing Programs				0	0	
0	200	300,000		TOTAL MATERIALS A	ND SEF	RVICES		500,000	0	
				CAPITAL OUTLAY						
0	480,688	2,509,618	<b>8800</b> Building imp	Building Improvements provements for the navigation center				0	0	
0	480,688	2,509,618		TOTAL CAPITAL	OUTLA	<u>Y</u>		0	0	
				TRANSFERS OUT						
0	34,481	84,404	9700-01	Transfers Out - General Fund				0	0	
0	34,481	84,404		TOTAL TRANSF	ERS OL	<u>IT</u>		0	0	
				ENDING FUND BALANCE						
0	813	0	9908-01	Designated Ending Fund Balance - A	Affordabl	e Housing	- Grants	922	0	
0	813	0		TOTAL ENDING FUND BALANCE			922	0		
0	516,182	2,894,022		TOTAL REQUIREMENTS		500,922	0			

lget Docume	nt Report		08 - AFFORDABLE HOUSING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
813	864,455	3,802,507	TOTAL RESOURCES	1,799,973	0	0
813	864,455	3,802,507	TOTAL REQUIREMENTS	1,799,973	0	0

# **TELECOMMUNICATIONS FUND**

## **Budget Highlights**

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Ziply Fiber (formerly Frontier Communications) and Comcast Cable. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are passed through to McMinnville Community Media (MCM).
- The City also receives a Public Education and Government (PEG) subscriber fee from Ziply Fiber and Comcast Cable. The PEG fee is \$1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes.

### **Core Services**

- McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.
- MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.
- MCM is also responsible for ensuring the public's access to community access channels, equipment, facilities, and media literacy training, on an equitable basis.

## **Future Challenges and Opportunities**

 Cable franchise fee levels vary between the two cable operators in the McMinnville local market. Comcast has been in the range of \$195,000 to \$225,000 in revenues for franchise and PEG fees combined over the last ten years. Ziply Fiber showed a range of \$34,000 to \$41,000 from 2015 through 2020 but has reported a steady decline in cable revenues since FY2020-21 with FY2024 projected to be less than \$7,000.

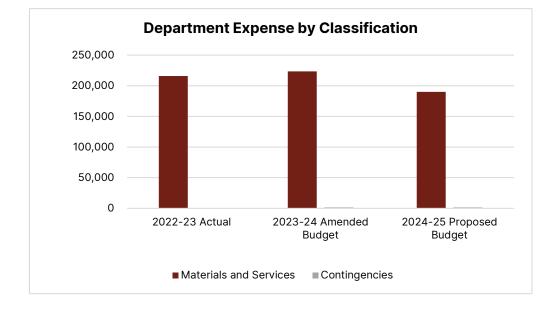
- The FY2024-25 budget includes a flat estimate for Comcast (\$189,100) relative FY2023-24 and a 84% decline for Ziply (\$1,100) combined PEG and the allocation of franchise fees passed on to MCM.
- Both operators are on contract extensions and the contract renewal process is underway at this time.
- Ziply, through the renewal process, has let the City know that it anticipates being out of the cable business by the end of 2025. with the expectation of having updated contracts in place by the beginning of FY2023-24.
- Comcast's renewal process is continuing into its second year though the City is hopeful in having a new franchise in place by the time FY2024-25 starts. The projections for the proposed budget are based on current trends and franchise terms and conditions.

### Mac-Town 2032 Strategic Plan

- The City's financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan goals:
  - Engagement and Inclusion Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. The City's contribution of telecommunications franchise fee revenue to MCM promotes diversity in community access, assuring that programming serves underserved populations and reflects a broad range of community interests.

### Fund Cost Summary

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,958	2,008	2,105	97
Licenses and Permits	215,926	223,500	190,150	(33,350)
Miscellaneous	47	50	100	50
Revenue Total	217,931	225,558	192,355	(33,203)
Expenses				
Materials and Services	215,926	223,500	190,150	(33,350)
Contingencies	0	1,500	1,500	0
Expenses Total	215,926	225,000	191,650	(33,350)
Ending Fund Balance	2,005	558	705	147





- **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.

2022	2023	2024		Department : N/A	2025	2025	2025
ACTUAL	ACTUAL	AMENDED		Section : N/A		APPROVED	ADOPTED
		BUDGET		Program : N/A		BUDGET	BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,955	1,958	2,008	<b>4090</b> Estimated Ju	Beginning Fund Balance ly 1 carryover from the prior year	2,105	0	0
1,955	1,958	2,008		TOTAL BEGINNING FUND BALANCE	2,105	0	0
				LICENSES AND PERMITS			
15,220	10,341	5,000	Cable franch Telecommun distributed to	<b>205-07</b> Franchise Fees - Ziply-Cable able franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and elecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is stributed to McMinnville Community Media (MCM) for management of local public access nannel. Anticipate company exiting cable business in FY2024-25.		0	0
152,145	146,360	147,000	Cable franch Telecommun	<b>205-15</b> Franchise Fees - Comcast Communications-Cable able franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and elecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is istributed to McMinnville Community Media (MCM) for management of local public access		0	0
4,564	2,435	1,500	expenditures	<b>Subscriber Fees - PEG - Ziply-Cable</b> n subscriber fee received from Ziply Fiber for public access channel capital s; passed through to McMinnville Community Media (MCM). Anticipate company business in FY2024-25.	250	0	0
72,600	56,790	70,000	2013-2023 F	<b>275-15</b> Subscriber Fees - PEG - Comcast-Cable 013-2023 Franchise is for \$1 per month subscriber fee received from Comcast for public ccess channel capital expenditures; passed through to McMinnville Community Media		0	0
244,529	215,926	223,500		TOTAL LICENSES AND PERMITS	190,150	0	0
				MISCELLANEOUS			
3	47	50	6310	Interest	100	0	0
3	47	50		TOTAL MISCELLANEOUS	100	0	0
246,487	217,931	225,558		TOTAL RESOURCES	192,355	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A		2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
152,145	146,360	147,000	8170-05 Comcast cal managemen	<b>170-05 McMinnville Community Media - Comcast Franchise Fees-Cable</b> somcast cable franchise fee passed through to McMinnville Community Media (MCM) for nanagement of local public access channel.		0	0
15,220	10,341	5,000		<b>McMinnville Community Media - Ziply Franchise Fee-Cable</b> ranchise fee passed through to McMinnville Community Media (MCM) for at of local public access channel.	800	0	0
			Note: Estim	ating decrease due to company's possible reduction of services.			
72,600	56,790	70,000		<b>T70-15</b> McMinnville Community Media - PEG Access Support-Comcast ity pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber e collected by Comcast. Fee is required to be spent on cable access channel capital		0	0
4,564	2,435	1,500	8170-17 City pass thr fee collected equipment.	<b>McMinnville Community Media - PEG Access Support-Ziply</b> rough to McMinnville Community Media (MCM) of the \$1 per month subscriber by Ziply. Fee is required to be spent on cable access channel capital	250	0	0
			Note: Estim	ating decrease due to company's possible reduction of services.			
244,529	215,926	223,500		TOTAL MATERIALS AND SERVICES	190,150	0	0
				TRANSFERS OUT			
0	0	0	9700-01	Transfers Out - General Fund	0	0	0
0	0	0		TOTAL TRANSFERS OUT	0	0	0
				<u>CONTINGENCIES</u>			
0	0	1,500	9800	Contingencies	1,500	0	0
0	0	1,500		TOTAL CONTINGENCIES	1,500	0	0
				ENDING FUND BALANCE			
1,958	2,005	558	Undesignate	<b>Unappropriated Ending Fd Balance</b> Jndesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.		0	0
1,958	2,005	558		TOTAL ENDING FUND BALANCE	705	0	0
			TOTAL REQUIREMENTS				

udget Docume	ent Report		10 - TELECOMMUNICATIONS FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
246,487	217,931	225,558	TOTAL RESOURCES	192,355	0	0
246,487	217,931	225,558	TOTAL REQUIREMENTS	192,355	0	0

# **EMERGENCY COMMUNICATIONS FUND**

____



**Emergency Communications Fund** 

2024 – 2025 Proposed Budget --- Budget Summary

### **Budget Highlights**

- Ziply Telephone Franchise Fee The City's telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- Transfers From Other Funds Transfers from the General Fund equal \$594,179, reflecting an assumed 3% increase in the City's contribution to Yamhill Communications Agency (YCOM) for dispatch services.

The transfer amount includes \$37,173 from the General Fund to make debt service payments on emergency communications equipment acquired from Motorola in 2018-19. This transfer will occur for seven years, until the debt is paid off.

- McMinnville Public Safety Radio System Provides public safety radio infrastructure for police and fire, and emergency interoperability with public works, the McMinnville School District and Linfield College. The City is collecting system user fees from McMinnville School District and Linfield, which partially pays for equipment maintenance agreements and equipment repairs. The McMinnville Fire District will be paying its share for the system directly.
- **Emergency Operations Center (EOC)** The EOC is based in the Police Department facility and is used for major disasters.

### **Core Services**

 City of McMinnville's membership contribution to YCOM is based on a formula that distributes YCOM actual costs proportionally according to use to all jurisdictions within its service area.

### Mac-Town 2032 Strategic Plan

The City's paying for the cost of dispatch services and maintenance of emergency communications equipment is particularly relevant to one of the Strategic Plan goals:

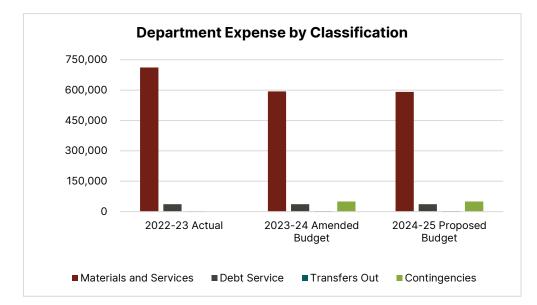
Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Emergency communications equipment acquired in 2018-19 and partially funded with reserves from this fund will support exceptional police services provided to the community.

### **Future Challenges and Opportunities**

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

### Emergency Communications Fund Fund Cost Summarv

r und Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	152,468	142,534	145,633	3,099
Charges for Services	15,480	15,480	24,750	9,270
Intergovernmental	8,000	8,000	8,000	0
Licenses and Permits	23,234	24,800	21,800	(3,000)
Miscellaneous	3,150	2,600	7,000	4,400
Transfers In	702,772	572,772	594,197	21,425
Revenue Total	905,104	766,186	801,380	35,194
Expenses				
Materials and Services	711,984	593,676	591,358	(2,318)
Debt Service	37,172	37,172	37,173	1
Transfers Out	1,718	2,550	2,397	(153)
Contingencies	0	50,000	50,000	0
Expenses Total	750,874	683,398	680,928	(2,470)
Ending Fund Balance	154,231	82,788	120,452	37,664





## **Emergency Communications Fund**

- **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).

Fiscal Year	YCOM City Contribution
2012 – 2013	666,500
2013 – 2014	684,900
2014 – 2015	721,600
2015 – 2016	742,300
2016 - 2017	770,900
2017 - 2018	793,200
2018 - 2019	814,400
2019 - 2020	855,400
2020 - 2021	860,681
2021 - 2022	782,110
2022 - 2023	665,600

2006 YCOM Policy Board votes to change the YCOM 190 intergovernmental 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.

# **Emergency Communications Fund**

- **2008** YCOM prepares to move into the City of McMinnville's new Public Safety Building.
- **2012** McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.
- **2018** The City receives information that the current subscriber units (mobile and portables) are no longer serviceable. The City looks to update the Police Department's mobile radios and portables.
- **2019** Emergency Communication system upgrade switches analog system to digital P25 radio system, allowing interoperability with other jurisdictions.
- **2023** Fire District approved by voters; City transitions to 911 services focused on police response needs.

dget Docume	nt Report		15 - EM	ERGENCY COMMUNICATIONS FUR	ND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Se	ment : N/A ection : N/A gram : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
			BEGINNIN	G FUND BALANCE			
110,934	152,468	142,534	<b>Beginning F</b> Estimated July 1 carryover fro	und Balance m the prior year	145,633	0	(
110,934	152,468	142,534		TOTAL BEGINNING FUND BALANCE	145,633	0	(
			LICENSES	AND PERMITS			
47,627	6,090	3,600	elephone franchise fee is 7% mergency Communications I	ees - Miscellaneous-Telecommunications and is allocated to General Fund Non-Departmental (4%) and Fund (3%). 3% allocated to Emergency Communications Fund " emergency communications system.	4,500	0	C
18,409	17,144	21,200	elephone franchise fee is 7%	ees - Ziply-Telephone and is allocated to General Fund Non-Departmental (4%) and Fund (3%). 3% allocated to Emergency Communications Fund " emergency communications system.	17,300	0	(
66,037	23,234	24,800		TOTAL LICENSES AND PERMITS	21,800	0	(
			INTERGOV	ERNMENTAL			
7,500	8,000	8,000		nmunications Agency - Radio System reserve held by Yamhill County	8,000	0	(
7,500	8,000	8,000		TOTAL INTERGOVERNMENTAL	8,000	0	(
			<b>CHARGES</b>	FOR SERVICES			
15,480	15,480	15,480	<b>325</b> System Acc ees charged for access to Ci		24,750	0	C
15,480	15,480	15,480		TOTAL CHARGES FOR SERVICES	24,750	0	(
			MISCELLA	NEOUS			
452	3,150	2,600	310 Interest		7,000	0	(
452	3,150	2,600		TOTAL MISCELLANEOUS	7,000	0	(
			TRANSFER	RS IN			
819,282	702,772	572,772	900-01 Transfers In	- General Fund	594,197	0	(

**Budget Document Report** 

# **15 - EMERGENCY COMMUNICATIONS FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			Description	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			General Fund support for Emergency comm equipment debt payment	1	37,173	37,173			
			General Fund Police support for YCOM dispatching services	1	557,024	557,024			
819,282	702,772	572,772	TOTAL TRANS	FERS IN	<u>1</u>		594,197	0	0
1,019,684	905,104	766,186	TOTAL RESO	URCES			801,380	0	0

iger Docume	nt Report			<b>15 - EMERGENCY COMMUNICATIONS FU</b>	ND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDG
				REQUIREMENTS			
				MATERIALS AND SERVICES			
1,318	1,367	11,300	7720-06	Repairs & Maintenance - Equipment	11,300	0	
45,086	44,081	45,476	7750	Professional Services	36,888	0	
				tionUnitsAmt/UnitTotalugust contract cost radio maintenance23,7897,578ber thru June contract cost radio maintenance102,93129,310			
0	936	1,300		Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	2,370	0	
0	0	0	7800	M & S Equipment	0	0	
782,110	665,600	535,600	<b>8180-05</b> City's suppo Communica	<b>YCOM - Other Governmental Services</b> rt for dispatching emergency communication services provided by Yamhill tions Agency (YCOM).	540,800	0	
828,514	711,984	593,676		TOTAL MATERIALS AND SERVICES	591,358	0	
				CAPITAL OUTLAY			
0	0	0	8710	Equipment	0	0	
0	0	0		TOTAL CAPITAL OUTLAY	0	0	
				DEBT SERVICE			
30,333	31,592	32,903	used to purc	<b>Equipment-Lease Purchase - Principal</b> yment for lease authorized in 2019-20. Payment due on September 15th. Lease thase new mobile and portable radios for the Police Department, as well as D's primary radio channel from analog to digital and encrypt the frequency.	34,269	0	
6,839	5,580	4,269	9520-10 Interest pay	Equipment-Lease Purchase - Interest ment on lease due September 15th.	2,904	0	
37,172	37,172	37,172		TOTAL DEBT SERVICE	37,173	0	
				TRANSFERS OUT			
1,531	1,718	2,550	9700-01	Transfers Out - General Fund	2,397	0	
			<u>Descrip</u> Finance	tionUnitsAmt/UnitTotalpersonnel services support.12,3972,397			
1,531	1,718	2,550		TOTAL TRANSFERS OUT	2,397	0	
1,001							
1,001				<u>CONTINGENCIES</u>			

City of McMinnville Budget Document Report

udget Docume	nt Report		15 - EMERGENCY COMMUNICATIONS FU	IND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	AMENDED Section : N/A		AMENDED Section : N/A		NENDED Section : N/A PROPOSEI		2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	50,000	TOTAL CONTINGENCIES	50,000	0	0				
			ENDING FUND BALANCE							
152,468	154,231	82,788	<b>9999</b> Unappropriated Ending Fd Balance Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations	120,452	0	0				
152,468	154,231	82,788	TOTAL ENDING FUND BALANCE	120,452	0	0				
1,019,684	905,105	766,186	TOTAL REQUIREMENTS	801,380	0	0				

Budget Docume	ent Report		15 - EMERGENCY COMMUNICATION	S FUND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,019,684	905,104	766,186	TOTAL RESOURCES	801,380	0	0
1,019,684	905,104	766,186	TOTAL REQUIREMENTS	801,380	0	0





#### 2024 – 2025 Proposed Budget --- Budget Summary

### **Budget Highlights**

- State gas tax revenues continue to show a flattening trend as per recent ODOT projections. This flattening trend is in the face of increasing inflationary pressures on the expenditure side.
- As with every budget cycle, staff will be carefully monitoring ongoing revenues, and will adjust spending as the situation requires. Therefore, some of the highlights discussed below will be revenue dependent, i.e., if revenues are down, these expenditures will be reduced or not implemented. This approach is consistent with the Government Capacity priority in the City's recent Strategic Plan, with a focus on strengthening the City's ability to prioritize and deliver municipal services with discipline and focus.



Bud Martino, UW II installing pavement markings on Wallace Road

 The FY2024-25 budget proposal continues to fund seasonal labor to address increased maintenance requirements related to stormwater quality facilities as well as to continue to expand the Operations Division's maintenance efforts throughout the transportation system. However, the recruitment environment remains difficult, and the Division anticipates continued difficulty in filling some of these positions.

- The FY2024-25 proposal continues efforts to upgrade the Division's fleet and equipment. The proposal includes funding to replace a 1994 five-yard sanding unit used for snow and ice response efforts.
- The FY2024-25 proposal continues funding for a vehicle/fleet equipment reserve to better position the Division to replace fleet assets on a programmed basis.
- The resources programmed for additional labor and equipment replacement are consistent with the division's commitment to the Strategic Plan value of stewardship and represent an effort to be responsible caretakers of our shared public assets and resources.
- The proposed budget includes an enhanced localized pavement repair work plan, focusing on pavement repairs on collectors. Additionally, as with past practice, funds have been transferred to the Transportation Fund to support preventative maintenance projects (slurry seal) funded through the Transportation Fund.
- The budget proposal continues to allocate funding to maintain traffic signage and pavement markings throughout the community. Several years ago, staff implemented a rotating "driver feedback sign" program that places these radar units at strategic locations along roadways with reported speeding problems. These signs remind motorists of the speed limit and in some cases can be useful in modifying driver behavior.
- Staff utilizes condition rating systems for sign retroreflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting

replacements, as well continuing work on a program to upgrade residential street signage to the new federal standards. Staff will continue a program to install shared lane markings as per the adopted Transportation System Plan in various locations around the community as well.

- Maintenance of storm water facilities continues to have no direct funding source and repairs are made on a reactive basis only. The budget proposal continues to carry a placeholder for culvert repair/replacement. Alpine Avenue, Hill Road and Old Sheridan are all roadways that have had storm water quality facilities installed in recent years. These include storm planters, infiltration swales, and detention ponds. These facilities need to be cared for on a proactive schedule in order to maintain their effectiveness, which is a requirement of the environmental permits for these projects.
- The budget continues funding for street lighting. In 2015, the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which include LED lighting fixtures as standard. LED upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. All new street lighting associated with development utilizes LED fixtures as well.

## **Core Services**

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's on-going efforts to identify and focus on

core services. The Street Maintenance staff's primary mission is maintaining the City's transportation system. This includes approximately 119 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, alleys, and storm water conveyance, detention and treatment facilities. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

#### **Pavement Maintenance**

Street Crew Training Session

- Preservation projects include pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repair activities include partial and full depth localized repairs, skin patches, pothole filling and temporary cold mix repairs in inclement weather. This work is conducted with both in-house and

contract forces. This work is done in response to pavement failures, as well as in advance of planned repair or preventive maintenance work.

 Crack sealing remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and typically applies approximately 15,000 pounds of material each year on candidate streets. This program is highly dependent on the use of seasonal staffing.



#### **Pedestrian Facilities**

- The City utilizes the Public Right of Way Accessibility Guidelines (PROWAG) as a standard in the right of way.
- Curb, gutter and sidewalk repairs: In the downtown area, sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install PROWAG compliant curb ramps at street intersections where needed.
- City staff install and maintains accessible parking spaces adjacent to private residences upon an approved request.
- City staff install and maintain on-street ADA parking spaces in the downtown core.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.



Rapid Rectangular Flashing Beacon crossing installed by Street crew

#### **Storm Water**

- Residential street sweeping by contract on a six-week schedule; arterials/bike lanes monthly; weekly downtown street sweeping by contract
- Catch basin cleaning with the Wastewater Collections crews
- Storm water quality facility maintenance.
- Residential curb side leaf collection by City crews, with approximately four pickups per year

#### Vehicle/Equipment Maintenance

 City-owned vehicles and equipment are maintained and repaired through a work order system, with most of the work being performed by City staff. The Operations Division maintains 68 vehicles and 170 various pieces of equipment at the Riverside Drive facility.

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

 City-owned areas are maintained on scheduled basis with a combination of City personnel and contract labor. *Nick Hubbard - UW II (2 yrs) spreading bark mulch in Hill Road planters* 

The pandemic resulted in the elimination of the City's contract with Yamhill County to provide inmate crews for City projects. These crews historically provided litter removal services along the street network in key locations. In 2023 the Division implemented a new "Adopt A Road" program to create opportunities for community volunteers to help with litter removal in the right of way. Funds to support that program are included in this budget request.



#### **Community Event support**

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



*Jeff York, UW II (9yrs) at Public Works Touch a Truck event* 

### **Traffic Operations**

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request for other City departments and for major City infrastructure projects.
- Staff maintains a rotational driver feedback signage program along problematic corridors in the transportation system
- Traffic signals are maintained by the Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition-based approach.
- Roadway striping is performed with an IGA with Marion County. Due to supply chain issues this work has become significantly more expensive.
- Curb painting is performed on a three-year cycle, with school zones and downtown areas painted annually. This program

has been impacted by both supply chain issues in getting material and in recruitment issues with seasonal labor.

 Staff reviews various traffic signage and parking requests and provides recommendations to Engineering.

#### Street Trees

- This program supports the Community Development Department's administration of the street tree ordinance which is a key element in the City's "Tree City USA" designation. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering's sidewalk permit program.
- Staff waters and prunes City owned trees. Major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Storm damaged trees in the right of way are removed and debris cleaned up. This work is done with both staff and contract forces.
   Sean Garrison, Sr. UW



 This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority's objective to "provide exceptional police,



municipal court, fire, emergency medical services (EMS), utility services and public works". Activities are typically related to inclement weather, accidents, and hazardous materials spill responses. Tasks include anti-icing/deicing, sanding, plowing, catch basin clearing, spill clean-up, closing flooded streets, sanitary sewer/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

# **Future Challenges and Opportunities**

#### **Maintenance Planning**

- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities and utilize data to optimize street maintenance efforts.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Plan for and fund storm water facility maintenance programs: these types of facilities will require a more proactive, planned maintenance effort as compared to existing facilities.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community."

#### **Storm Water Management**

As noted above there currently is no direct funding source 0 for storm water related work. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. Thus, there is no funding for system improvements or to address deficiencies within the system. The newly constructed storm water planters for Alpine Avenue, Hill Road and Old Sheridan Road have resulted in an increased workload for the Division. In 2021, the City was notified that the Oregon DEQ has issued a mercury TMDL (total maximum daily load) limit for the Willamette River. Public Works staff (Engineering, Wastewater Services and Operations) are working to implement the TMDL plan. As the regulatory requirements unfold, the City is working on developing a dedicated funding source for this work.

### **Strategies to Address Camping Impacts**

Camping and 0 behaviors related continue to draw on staff resources and related contractor costs to address impacts of these activities. Staff and resources are diverted on а demand basis to address these impacts.



Marsh Lane prior to a scheduled clean up

0

- Strategies will continue to include identifying opportunities to reduce costs and impacts through improved facility design features and evolving operational practices to give staff the resources and training to help address these issues.
- Increased resources have been programmed in the FY24-25 proposed budget to address this demand.

#### **Fleet/Equipment Asset Renewal**

- The Street Maintenance Division's powered rolling stock includes 28 units with an estimated replacement value of \$2.25 million.
- Over the past two budget cycles, staff have used COVID relief funds from ODOT to update fleet and equipment assets. However, this is a one-time revenue source. In FY23-24, a reserve funding strategy was implemented. Developing a funding strategy that allocates resources to update fleet and equipment assets regularly in a sustainable manner will continue to be a priority.
- Staff will continue to use a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).
- The use of repurposed units, as well as the acquisition of surplus units from other agencies (e.g. McMinnville Water and Light) has proven to be a useful strategy for the Street Fund. Over the past several years the Division has purchased and re-purposed units from other City departments as well as McMinnville Water and Light. This is good public fleet practice and provides a value to the public in that units that are no longer useful in one role can be repurposed to

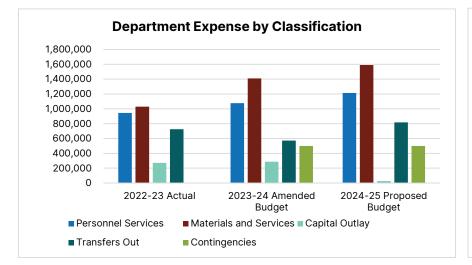
another. As fleets age, the challenge is to regularly assess reliability, repair costs and functionality for various fleet units, including those used in emergency operations, and assess the most effective manner to fund their replacement.

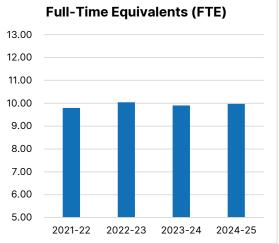
#### • Accessibility

- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per accessibility requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work to identify pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

#### Street Fund

Fund Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
- Revenue				
Beginning Fund Balance	2,224,397	2,030,792	2,283,798	253,006
Intergovernmental	2,931,657	2,942,590	2,757,197	(185,393)
Licenses and Permits	39	50	50	0
Miscellaneous	68,935	53,000	110,000	57,000
Transfers In	6,473	7,225	0	(7,225)
Revenue Total	5,231,501	5,033,657	5,151,045	117,388
Expenses				
Personnel Services	944,662	1,076,788	1,213,015	136,227
Materials and Services	1,028,144	1,409,396	1,590,421	181,025
Capital Outlay	271,282	287,232	26,456	(260,776)
Transfers Out	724,210	571,846	817,347	245,501
Contingencies	0	500,000	500,000	0
Expenses Total	2,968,298	3,845,262	4,147,239	301,977
Ending Fund Balance	2,263,203	1,188,395	1,003,806	(184,589)
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	9.79	10.04	9.90	9.97







# Street (State Gas Tax) Fund

- **1962** Street Department has a 1950 pickup, 1949 dump truck, John Deere mower, and operates with 4 FTE's.
- **1976** Downtown core area tree planting completed.
- **1986** Crack Sealing Program begins on city streets to prolong street life.
- **1987** Public Works Superintendent assumes managerial responsibility over streets and sewer operations.
- **1990** Leaf Pickup Program starts to help keep storm drains clear during winter rainy periods.
- **1990** City maintains 64 miles of paved streets.
- **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.

- **1997** Public Works Superintendent assumes managerial responsibility over parks maintenance.
- **1997** City of McMinnville awarded "Tree CityUSA".
- **2003** Retrofitted 19 Americans with Disability Act (ADA) approved wheelchair ramps in school zones.
- **2004** Street Department maintains 97 miles of streets.
- **2005** Street Department maintains 100 miles of streets.
- 2005 200 new street signs were installed.
- 2006 Street, Parks Maintenance, and Wastewater Collection Crews responded to 20 high water and 58 MPH windrelated calls due to December 14th storm event.
- **2007** Computerized maintenance management program implemented, including a work order system and an asset management system.

- **2007** Decorative antique street lights installed along 3rd Street, with new watering systems; cooperative effort between MDA, MW&L and the Street Division.
- 2007 City awarded "Tree City USA" designation for the 10th consecutive year.
- **2008** Public Works crews responded to a 40-year snow & ice event in December.
- **2008** First slurry seal project on city streets to prolong street life.
- 2009 Completed regulatory sign updates from newly implemented annual nighttime retro reflectivity ratings. Conducted second annual rating on 1,450 regulatory signs as mandated by the Federal Highway Administration.
- 2010 In 20th year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.

# Street (State Gas Tax) Fund

- **2010** Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.
- **2010** Implemented the use of liquid deicer on streets as a tool during snow and ice events.
- **2011** City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2nd to Wallace Road.
- 2011 8th Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.
- 2012 2nd & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches.
- **2012** Pedestrian crossing at 15th & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.

- 2012 2nd & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks
- 2013 Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles.
- 2014 Public Works crews in partnership with local contractors responded to a major February snowstorm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.
- **2015** Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period.

- **2016** As part of succession
  - planning, Senior Utility Worker position implemented.
- 2017 City awarded "Tree City USA" designation for the 20th consecutive year.
- **2019** Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.
- **2019** Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.
- 2020 Implemented a Driver Feedback program with the purchase of two Radar Driver Feedback Signs. These signs are pole mounted and will be rotated throughout the City in corridors that have been identified as having excessive speed concerns or complaints.

- 2021 City crews responded to a major ice storm event, resulting in damage to hundreds of trees citywide, and a multi-day snow/ice response.
- 2022 City awarded "Tree City USA" designation for the 25th consecutive year.
- 2023 Implemented an Adopt-A Roadway anti-litter campaign intended to build civic pride in a litter free McMinnville. It allows citizens and businesses to work in partnership with the City by "adopting" a segment of roadway and agreeing to keep it clean.

udget Docume	ent Report			20 - STREET FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
1,779,174	2,224,397	2,030,792		Beginning Fund Balance ly 1 undesignated carryover from prior year	2,253,798	0	0
0	0	0		<b>Designated Begin Fund Balance-Capital Replacement Reserve</b> Beginning Fund Balance reserve for future vehicle and equipment acquisition.	30,000	0	0
1,779,174	2,224,397	2,030,792		TOTAL BEGINNING FUND BALANCE	2,283,798	0	0
				LICENSES AND PERMITS			
27	39	50	4300	Bicycle Fees	50	0	0
27	39	50		TOTAL LICENSES AND PERMITS	50	0	0
				INTERGOVERNMENTAL			
49	1,346	0	4545	Federal FEMA Grant	0	0	0
9,859	0	0	4546	American Rescue Plan	0	0	0
0	0	0	4548	Coronavirus Relief Fund (CRF)	0	0	0
0	226,263	277,590	4590-30	ODOT Federal Grants - Hwy Infrastruct Prog(HIP-CRRSAA)	32,197	0	0
2,755,403	2,704,049	2,665,000	State highwa	<b>OR State Gas Taxes</b> y revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to br capita basis.	2,725,000	0	0
2,765,311	2,931,657	2,942,590		TOTAL INTERGOVERNMENTAL	2,757,197	0	0
				MISCELLANEOUS			
9,187	51,282	43,000	6310	Interest	100,000	0	0
7,454	17,653	10,000	6600	Other Income	10,000	0	0
16,641	68,935	53,000		TOTAL MISCELLANEOUS	110,000	0	0
				TRANSFERS IN			
6,016	6,473	7,225	6900-85	Transfers In - Insurance Services	0	0	0
6,016	6,473	7,225		TOTAL TRANSFERS IN	0	0	0
4,567,169	5,231,501	5,033,657		TOTAL RESOURCES	5,151,045	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				Program : N/A <b>REQUIREMENTS</b>			
				PERSONNEL SERVICES			
1,099	4,112	0	7000	Salaries & Wages	0	0	(
486,260	506,153	555,712	Maintenance Maintenance Wastewater Mechanic - O Senior Utility Senior Utility Utility Worke Utility Worke	Salaries & Wages - Regular Full Time e & Operations - Supervisor - Street - 0.95 FTE e & Operations - Supervisor - Park Maint - 0.05 FTE svcs Supervisor-Conveyance - 0.10 FTE Ops & Maint - 0.45 FTE y Worker - 1.00 FTE y Worker - WWS - 0.10 FTE er II - 4.00 FTE er II - 4.00 FTE er II - WWS - 0.40 FTE ht Support Specialist - Senior - 0.50 FTE	626,675	0	
32,790	48,995	77,250	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Streets - 1.92 FTE	82,000	0	
6,441	12,347	11,000	7000-20	Salaries & Wages - Overtime	12,000	0	
5	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	
-174	1,731	0	7300	Fringe Benefits	0	0	
31,441	33,947	38,960	7300-05	Fringe Benefits - FICA - Social Security	43,599	0	(
7,353	7,939	9,337	7300-06	Fringe Benefits - FICA - Medicare	10,448	0	(
151,117	149,501	191,538	7300-15	Fringe Benefits - PERS - OPSRP - IAP	215,501	0	
122,725	131,723	139,476	7300-20	Fringe Benefits - Medical Insurance	162,216	0	
18,600	21,700	17,750	7300-22	Fringe Benefits - VEBA Plan	20,000	0	
607	456	477	7300-25	Fringe Benefits - Life Insurance	483	0	
1,793	1,282	1,311	7300-30	Fringe Benefits - Long Term Disability	1,460	0	
40,730	24,599	27,436	7300-35	Fringe Benefits - Workers' Compensation Insurance	33,872	0	
163	177	225	7300-37	Fringe Benefits - Workers' Benefit Fund	207	0	
-1,078	0	3,990	7300-40	Fringe Benefits - Unemployment	3,990	0	
0	0	2,326	7300-45	Fringe Benefits - Paid Family Leave City Share	564	0	
899,871	944,662	1,076,788		TOTAL PERSONNEL SERVICES	1,213,015	0	
				MATERIALS AND SERVICES			
1,078	2,378	2,500	7530	Training	2,850	0	
585	690	1,200		Employee Events d city-wide for employee training, materials, and events.	1,600	0	(

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
2,376	2,708	8,500	7550	Travel & Education	7,900	0	0
25,586	32,658	40,000	7590	Fuel - Vehicle & Equipment	35,000	0	0
14,399	9,113	13,500	7600	Utilities	13,500	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
64,907	76,481	84,320	7610-05	Insurance - Liability	30,909	0	0
9,893	12,665	15,700	7610-10	Insurance - Property	19,885	0	0
7,550	17,555	11,000		<b>Telecommunications</b> ding for redundant communications capability-cell phones and radio system	11,000	0	0
2,448	2,515	2,900	7650	Janitorial	2,900	0	0
18,394	23,977	18,000	7660	Materials & Supplies	20,000	0	0
35,784	38,697	85,000		Repairs & Maintenance d supplies for street maintenance activities	95,000	0	0
0	0	0	7720-05	Repairs & Maintenance - Inventory-InterDept Projects	0	0	0
43,597	20,051	25,000	7720-06	Repairs & Maintenance - Equipment	30,000	0	0
0	0	0	7720-07	Repairs & Maintenance - Inventory-Equipment	0	0	0
2,676	3,104	7,500	7720-10 Street Maint	Repairs & Maintenance - Building Maintenance enance Section's shared cost of Public Works Shop buildings and grounds e.	4,500	0	0
0	0	0	7720-14	Repairs & Maintenance - Vehicles	0	0	0
15,888	4,677	7,500	7720-28 Materials an right-of-way.	<b>Repairs &amp; Maintenance - Right of Way</b> d supplies for maintenance of right-of-way and landscape areas within city street	7,500	0	0
17,950	54,444	50,000	7720-30 Repair and o	Repairs & Maintenance - Sidewalks construction of city sidewalks and wheelchair ramps.	50,000	0	0
2,232	9,054	10,000	7720-32 Oregon Dep owned traffic	<b>Repairs &amp; Maintenance - Traffic Signal</b> partment of Transportation (ODOT) contract for traffic signal maintenance of City- c signals.	10,000	0	0
5,284	3,907	100,000	<b>7720-35</b> Repair of the	Repairs & Maintenance - Storm Drains e storm drainage system within the public right-of-way.	100,000	0	0
2,519	168	27,000	7750	Professional Services	27,000	0	0
				tionUnitsAmt/UnitTotalent Ratings Services112,00012,000aneous Professional Services115,00015,000			
0	3,841	5,000		<b>Professional Services - Audit &amp; other city-wide prof svc</b> d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	12,990	0	0
					699,950		

get Document Report				20 - STREET FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPT BUDG
				Program : N/A			a tain in a			
			mowing, stre	ract services with private companies and other bet repair, landscape, maintenance, snow remo	agencies val, etc.	or sweeping	, striping,			
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Downto	wn Street Sweeping	1	39,000	39,000			
			Citywide	e Street Sweeping	1	272,700	272,700			
			Striping		1	50,000	50,000			
			Backflo	w Testing	1	1,250	1,250			
			Graffiti I	Removal	1	4,000	4,000			
			Homele	ss Camp Cleanup	1	25,000	25,000			
			Emerge	ncy Sweeping	1	3,000	3,000			
			Litter Pa	atrol	1	5,000	5,000			
			Paveme	ent Repairs	1	300,000	300,000			
19,095	5,489	5,000		M & S Equipment us small equipment for operations and maintena	ance			5,000	0	
1,071	1,539	1,500	7800-42	M & S Equipment - Shop us small equipment and tools for shop operation		ntenance		1,500	0	
7,018	9,599	8,326	7840	M & S Computer Charges aterials & supplies costs shared city-wide				13,787	0	
9,277	15,125	13,450	7840-75	M & S Computer Charges - Street				23,750	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Comput	er replacements 50% shared with Street	1	5,500	5,500			
			Office 3	65 licensing	1	1,450	1,450			
			Hansen	Development	1	5,000	5,000			
			Hansen WWS	renewal 25% - shared with Eng, Park Maint,	1	4,000	4,000			
			Adobe I	Pro licensing	1	400	400			
				newal 17% - shared with Bldg, v,ENG,ParkMaint,WWS	1	2,500	2,500			
			Street S	Saver software	1	4,500	4,500			
			Bluebea	am licensing	1	400	400			
35,197	30,313	25,000		Signs g materials and supplies, along with replaceme	nt of dowr	town parking	a signage.	33,900	0	
282,962	293,659	300,000	8200 McMinnville	Street & Parking Lot Lighting Water & Light Department charges for electrica and cost of material for maintenance of street lig	l service, i			300,000	0	
2,128	21,540	30,000	The street tr trees in the o	Street Tree Program ee program includes activities related to plantin downtown core. It also includes work on right o orm damage, including clean-up, pruning, and r	f way trees			30,000	0	
954,363	1,028,144	1,409,396		TOTAL MATERIALS A		VICES		1,590,421	0	

dget Docum	-			20 - STREET FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	20 ADOPT BUDO
0	271,282	257,500	8710	Equipment				25,000	0	
	,	·	Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	·		
			Sandin 94-2)	g Unit for 5 yard Dump Truck (Replace Sander		25,000	25,000			
654	0	2,232		Capital Outlay Computer Charges apital outlay costs shared city-wide				1,456	0	
0	0	27,500	8750-75	Capital Outlay Computer Charges -	Street			0	0	
654	271,282	287,232		TOTAL CAPITA	L OUTL/	<u>\Y</u>		26,456	0	
				TRANSFERS OUT						
276,923	337,516	329,113	9700-01	Transfers Out - General Fund				304,030	0	
			<u>Descrip</u> Street I	<u>otion</u> Fund support of Engineering operations.	<u>Units</u> 1	<u>Amt/Unit</u> 42,405	<u>Total</u> 42,405			
			Engine suppor	ering, Admin, & Finance personnel services	1	254,782	254,782			
				 Fund support of centralized Facility operations.	1	6,843	6,843			
200,000	375,000	230,000	9700-45	Transfers Out - Transportation				500,000	0	
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Gas ta: expens	k revenues used to fund Transportation Fund es.	1	500,000	500,000			
10,960	11,694	12,733	9700-80	Transfers Out - Information System	S			13,317	0	
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Informa	ation Systems personnel services support.	1	13,317	13,317			
487,883	724,210	571,846		TOTAL TRANS	FERS OL	<u>JT</u>		817,347	0	
				<b>CONTINGENCIES</b>						
0	0	500,000	9800	Contingencies				500,000	0	
0	0	500,000		TOTAL CONTIN	IGENCIE	<u>:S</u>		500,000	0	
				ENDING FUND BALANCE						
0	0	30,000		Designated Ending Fund Balance-( ending fund balance reserve for future vehicle				60,000	0	
2,224,397	2,263,203	1,158,395	Undesignat	Unappropriated Ending Fd Balance ed carryover from proposed budget year to sub evenues over (under) expenditures from propo	sequent ye			943,806	0	
2,224,397	2,263,203	1,188,395		TOTAL ENDING FU	-			1,003,806	0	

City of McMinnville Budget Document Report

Budget Docum	get Document Report		20 - STREET FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,567,169	5,231,501	5,033,657	TOTAL REQUIREMENTS	5,151,045	0	0

Budget Document Report			20 - STREET FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,567,169	5,231,501	5,033,657	TOTAL RESOURCES	5,151,045	0	0
4,567,169	5,231,501	5,033,657	TOTAL REQUIREMENTS	5,151,045	0	0

# AIRPORT MAINTENANCE FUND

Airport Layout Map



## **Budget Highlights**

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a modular building office.
- The FY2024-25 budget includes both increased revenues and building maintenance commitments outlined in the long-term lease with the Oregon State Police.
- The FY2024-25 budget includes the FAA funded update to the Airport Master Plan (previously called the Airport Layout Plan). This is a multi-year project that began during the 2023-24 budget cycle. The City match of 10% of the cost will be covered in part by a separate State grant.
- The FY2024-25 budget includes the FAA funded Fence and Wind Cone project. This is a design and construction project to upgrade the fence on the north side of the airport.
- These projects will help meet the Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.

#### **Core Services**

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a "Category II Urban General Aviation Airport" in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including business jets and helicopters), and other general aviation activities.

#### 2024 – 2025 Proposed Budget --- Budget Summary

- The adopted 2004 Airport Layout Plan (ALP) is scheduled to be updated in 2024 with an Airport Master Plan and Layout Plan. The new plans will identify improvements necessary to maintain a safe and efficient airport.
- The "Minimum Standards for Commercial Aeronautical Activities" for the airport provide guidance and standards for current and future commercial activities and leases at the airport. These "Standards" were updated in 2022 and will be reviewed in the fall of 2024.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite 0 services at MMV that support corporate and general aviation activities, including fixed-wing and rotary-wing fliaht instruction: aircraft and avionics maintenance: aircraft storage; private business flights; corporate flights; and personal flying.



*There are 128 based aircraft at the McMinnville Municipal Airport.* 

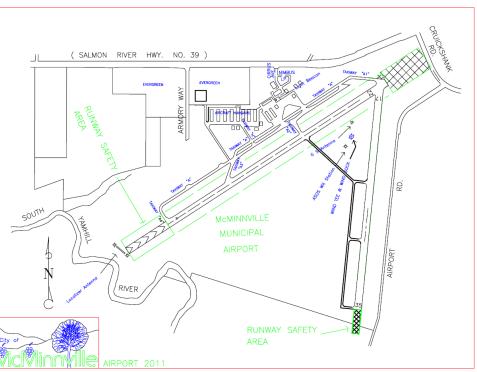
 Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the FBO building; the Oregon State Police building; former Comcast building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

## **Future Challenges and Opportunities**

- City owned buildings and facilities (including hangars, maintenance hangars, and hangar taxiways) are in need of repair and replacement. These projects are not eligible 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 is currently self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; the successful procurement of a Connect Oregon V grant in 2014 which funded the City's required 10% match for the runway 4-22 project; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grant.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- An 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 the recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility and is currently operating out of a temporary facility.

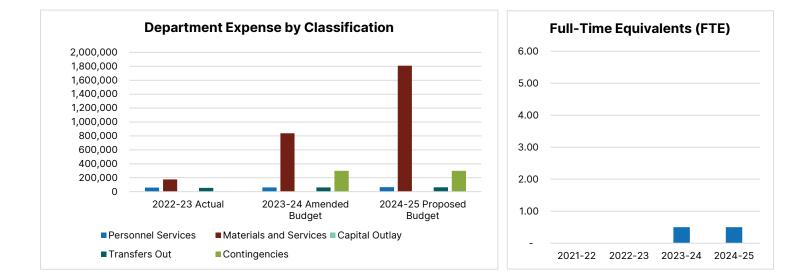






#### Airport Fund

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	617,242	779,786	915,142	135,356
Charges for Services	390,346	448,000	414,000	(34,000)
Intergovernmental	54,795	370,000	1,257,500	887,500
Miscellaneous	43,971	32,800	58,000	25,200
Revenue Total	1,106,355	1,630,586	2,644,642	1,014,056
Expenses				
Personnel Services	58,119	61,435	64,837	3,402
Materials and Services	175,067	837,654	1,808,218	970,564
Capital Outlay	0	406	243	(163)
Transfers Out	53,801	60,153	62,260	2,107
Contingencies	0	300,000	300,000	0
Expenses Total	286,987	1,259,648	2,235,558	975,910
Ending Fund Balance	819,368	370,938	409,084	38,146
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	-	-	0.50	0.50





# **Airport Maintenance Fund**

- **1942** McMinnville Municipal Airport constructed as national defense project for World War II. The airport property is acquired (fee title) by the City in 1942 and the federal government constructs the airport and airfield facilities.
- **1957** East Hangar is constructed.
- **1973** Airport Layout Plan (ALP) and Master Plan is written.
- **1982** Voters pass 6-year bond levy to construct Automated Flight Service Building -\$700,000.
- **1987** Annual \$60,000 Transfer to Debt Service Fund eliminated.
- **1992** Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.
- **1999** New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.

- 2001 Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA –
- **2003** Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.

AIP Grant funded.

- 2004 Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.
- 2005 Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off aboveground fuel tanks, and completed major runway lighting repairs.
- 2006 FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.
- **2006** City and Evergreen Aviation reach agreement on partnership for major airport improvements.

- Historical Highlights
- **2007** Environmental and design work begin for major airport improvements.
- **2008** City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.
- **2008** New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.
- **2009** Remodel of the former FAA Flight Service Station for the Oregon State Police is completed. OSP occupies 90% of the building on a long term lease.
- **2010** Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.
- 2014 City successfully applies for a Connect Oregon V Grant for the City's 10% share of matching funds for an almost \$8M Runway re-construction project.
- 2016 Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.

# **Airport Maintenance Fund**

- 2017 Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
- 2018 Primary Runway 4/22 reconstructed at a cost of \$8.4M – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP). 10% Matching funds paid by Connect Oregon V Grant.
- **2019** The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the RAF Red Arrows.
- **2021** Completed construction of the Apron and Taxiway Rehabilitation Project with FAA Grant funding.
- **2022** Restripe on runway 17-35 and taxiways completed.
- **2022** Hired Airport Administrator.
- **2022** The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the Thunderbirds.

- **2023** The Oregon International Airshow hosts a successful three-day airshow at MMV, featuring the Blue Angels.
- **2023** Comcast building reverted to Airport ownership and available for lease.



2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
552,840	617,242	779,786		Beginning Fund Balance Ily 1 carryover from prior year	915,142	0	0
552,840	617,242	779,786		TOTAL BEGINNING FUND BALANCE	915,142	0	0
				INTERGOVERNMENTAL			
1,326,403	2,634	355,000	FY25: FAA (	<b>FAA Grant</b> Grant (90% FAA,10% Airport Fund) BIL Grant (90% FAA, 10% Airport Fund)	1,237,500	0	0
29,218	0	0	4580-20	FAA Grant - CARES Act Airport Grant	0	0	0
23,000	0	0	4580-21	FAA Grant - CRRSA-Coronavirus Response & Rel	0	0	0
6,839	52,161	0	4580-22	FAA Grant - Airport Rescue Grant	0	0	0
0	0	0	4775-10	ODOT State Grants - Connect Oregon	0	0	0
0	0	15,000		OR Aviation Department Grant on Airport Relief (COAR) Program grant	20,000	0	0
1,385,460	54,795	370,000		TOTAL INTERGOVERNMENTAL	1,257,500	0	0
				CHARGES FOR SERVICES			
68,271	77,710	80,040	5400-05	Property Rentals - Crop Share & USDA	82,500	0	0
71,977	68,392	69,000	5400-10	Property Rentals - Land Leases	71,500	0	0
169,475	167,528	164,910	5400-15	Property Rentals - OSP Building	169,000	0	0
0	0	56,000	5400-17 Newly acquir	Property Rentals - 4025 Nimbus Loop red property.	12,000	0	0
9,026	10,263	10,350	5400-20	Property Rentals - Fixed Base Operator Lease	11,000	0	0
72,220	66,454	67,700	5400-25	Property Rentals - City Hangar	68,000	0	0
390,969	390,346	448,000		TOTAL CHARGES FOR SERVICES	414,000	0	0
				MISCELLANEOUS			
2,061	16,649	12,000	6310	Interest	38,000	0	0
0	4,800	0	6600	Other Income	0	0	0
10,000	11,850	10,800	6600-22	Other Income - Airshow	10,000	0	0
10,775	10,672	10,000	6600-40	Other Income - Fuel Flowage Fees	10,000	0	0
22,836	43,971	32,800		TOTAL MISCELLANEOUS	58,000	0	0

City of McMinnville Budget Document Report

**Budget Document Report 25 - AIRPORT MAINTENANCE FUND** Department : N/A 2025 2022 2023 2024 2025 2025 AMENDED BUDGET ADOPTED BUDGET ACTUAL ACTUAL PROPOSED APPROVED Section : N/A BUDGET BUDGET Program : N/A 2,352,105 1,106,355 1,630,586 2,644,642 0 0 TOTAL RESOURCES

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
538	469	0	7000	Salaries & Wages	0	0	0
0	53,149	56,771	7000-10 Airport Admi	Salaries & Wages - Regular Part Time histrator - 0.50 FTE	60,124	0	0
41	40	0	7300	Fringe Benefits	0	0	0
0	3,295	3,435	7300-05	Fringe Benefits - FICA - Social Security	3,637	0	0
0	771	823	7300-06	Fringe Benefits - FICA - Medicare	872	0	0
0	60	60	7300-25	Fringe Benefits - Life Insurance	60	0	0
0	139	138	7300-30	Fringe Benefits - Long Term Disability	144	0	0
0	195	0	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	0	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	208	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
579	58,119	61,435		TOTAL PERSONNEL SERVICES	64,837	0	0
				MATERIALS AND SERVICES			
0	928	0	7515	City Services Charge expense	3,580	0	0
0	0	100	<b>7540</b> Costs shared	Employee Events I city-wide for employee training, materials, and events.	100	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
8,269	8,610	9,040	7610-05	Insurance - Liability	11,015	0	0
11,395	14,107	17,490	7610-10	Insurance - Property	20,085	0	0
2,931	2,404	5,000	7660 Airport restro	Materials & Supplies pom, janitorial and office supplies, miscellaneous permits.	5,000	0	0
0	1,061	0	7720	Repairs & Maintenance	5,000	0	0
24,665	33,682	30,000	7720-40	Repairs & Maintenance - Runway/Taxiway	31,000	0	0
12,157	12,147	22,690	7740-05	Rental Property Repair & Maint - Building	18,827	0	0
			,	ionUnitsAmt/Unitinsurance premium13,327neous Repairs, Maintenance, Landscape115,500	<u>Total</u> 3,327 15,500		

**Budget Document Report** 

# 25 - AIRPORT MAINTENANCE FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2028 ADOPTE BUDGE
70,366	30,960	166,120	7740-10	Rental Property Repair & Maint - OSF	)			171,750	0	
			Includes ca HVAC unit	arryover projects from FY 2024 which includes: C s	arpeting,	Interior Paint	ing, 2			
			Descr	ption	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Liabili	y insurance premium	1	788	788			
			Prope	rty insurance premium	1	5,962	5,962			
			Carpe	t Replacement (Carry Over)	1	80,000	80,000			
			Interio	r Repainting (Carry Over)	1	40,000	40,000			
				ator, Maintenance, Upgrades1	1	15,000	15,000			
			HVAC	rooftop units #3 & #5 Repair and/or Replace	2	15,000	30,000			
6,642	0	10,200	7740-15	Rental Property Repair & Maint - Fue	Tanks			28,000	0	
			Descr	ption	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Jet-A	Fuel Tank Cleaning, Filters, and Plumbing Repair	1	17,500	17,500			
			Fuel F	arm Annual Maintenance & Supplies	1	10,500	10,500			
0	0	53,300	<b>7740-20</b> New renta	Rental Property Repair & Maint - 402	5 Nimbu	is Loop		11,013	0	
			Descr		<u>Units</u>	Amt/Unit	Total			
				y insurance premium	1	300	300			
				rty insurance premium	1	5,713	5,713			
			•	ng Maintenance	1	5,000	5,000			
56,998	62,430	101,000		Professional Services		-,	-,	103,000	0	
			Descr	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				acted Airport Management	1	38,000	38,000			
				act Hangar Management & Airport Maintenance	1	29,000	29,000			
				laneous Professional Services	1	11,000	11,000			
				t Engineering Consultant	1	25,000	25,000			
0	2,105	6,000	<b>7750-01</b> Costs shar	Professional Services - Audit & other ed city-wide for audit, Section 125 plan administra ous professional service expenses		de prof svo		750	0	
0	0	395,000	<b>7750-04</b> These are	Professional Services - Grants FAA, ODA, and BIL Grant funded projects. Grants	s cover 90	0-95% of cost	s.	1,375,000	0	
			Descr	ption	Units	Amt/Unit	Total			
			Airpor	t Master Plan (project continuation)	1	250,000	250,000			
			Runwa	ay 17-35 & Taxiway A - Lighting Environ &	1	300,000	300,000			
			Desig	t Fencing & Windcone Design & Construction	1	625,000	625,000			
			•	Apron Pavement Rehab Environmental & Design	1	200,000	200,000			
	-	-			-		200,000	2	<u> </u>	
156,987	0	0	7770-53	Professional Services - Projects - Ap	ron Reh	abilitation		0	0	

**Budget Document Report** 

# **25 - AIRPORT MAINTENANCE FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Section : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
0	0	1,514	Program : N/A	•			2,298	0	0
0	0	1,014	I.S. Fund materials & supplies costs shared ci				2,230	0	0
0	0	200	7840-77 M & S Computer Charges	s - Airport			800	0	0
			Description	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Office 365 licensing	1	600	600			
44.500	0.000	20,000	Adobe Licensing	1	200	200	24.000	0	0
14,539	6,632	20,000	8215 Airport Lighting Runway, beacon, street, and parking area ligh	ting maintenance and p	ower costs.		21,000	0	0
364,949	175,067	837,654	TOTAL MA	<b>TERIALS AND SEP</b>	RVICES		1,808,218	0	0
			CAPITAL OUTLAY						
0	0	406	8750 Capital Outlay Computer I.S. Fund capital outlay costs shared city-wide				243	0	0
0	0	0	8920 Land Improvements				0	0	0
1,272,907	0	0	8920-11 Land Improvements - FA	A - Apron Rehab Co	nstruction		0	0	0
1,272,907	0	406	TOTA	_ CAPITAL OUTLA	<u>Y</u>		243	0	0
			TRANSFERS OUT						
96,427	53,801	60,153	9700-01 Transfers Out - General F	Fund			62,260	0	0
			Description	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Airport Fund support of Engineering oper		3,456	3,456			
			Engineering, Admin, & Finance personne support.	i services 1	48,672	48,672			
			Airport Fund support of centralized Facilit	y operations. 1	10,132	10,132			
96,427	53,801	60,153	ΤΟΤΑ	L TRANSFERS OL	IT		62,260	0	0
			<b>CONTINGENCIES</b>						
0	0	300,000	9800 Contingencies				300,000	0	0
0	0	300,000	<u>TOTA</u>	L CONTINGENCIE	<u>S</u>		300,000	0	0
			ENDING FUND BALAN	<u>CE</u>					
617,242	819,368	370,938	9999 Unappropriated Ending F Undesignated carryover from proposed budge (deficit) of revenues over (under) expenditures	et year to subsequent ye	ar, includes t year operatic	he excess	409,084	0	0
				400.004	0	0			
617,242	819,368	370,938	<u>TOTAL EN</u>	IDING FUND BAL	ANCE		409,084	0	0

**Budget Document Report 25 - AIRPORT MAINTENANCE FUND** Department : N/A 2022 2023 2024 2025 2025 2025 ACTUAL ACTUAL AMENDED PROPOSED APPROVED ADOPTED Section : N/A BUDGET BUDGET BUDGET BUDGET Program : N/A 2,352,105 1,106,355 1,630,586 2,644,642 0 0 TOTAL RESOURCES 0 0 2,352,104 1,106,355 1,630,586 2,644,642 TOTAL REQUIREMENTS

# **TRANSPORTATION FUND**



## **Budget Highlights**

- The FY2024-25 proposed budget includes \$315,000 for the application of slurry seal to various City streets. Slurry seal is a relatively low-cost preservation tool that extends the life of local streets 7-10 years.
- The FY2024-25 proposed budget includes \$500,000 to begin the update of the City's Transportation System Plan.
- The FY2024-25 proposed budget includes \$450,000 for a new traffic signal at the Baker Creek Road and Michelbook Lane intersection. Impending commercial/multi-family development near the Baker Creek Road/Hill Road intersection will most likely trigger the need for this signal.
- Also included in the FY2024-25 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg–Dundee bypass project. The City will use a portion of the allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment.
- Given the changes in the last budget cycle in ODOT's Surface Transportation Block Grant Fund Exchange program, the City drew down the remaining balance in the program and placed those funds in reserve for future preservation work. For FY 2024-25 approximately \$235,000 of this revenue source will be available for preservation work. The proposal is to place these funds in reserve as well.

### **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**

### Newberg/Dundee By-Pass Local Funding

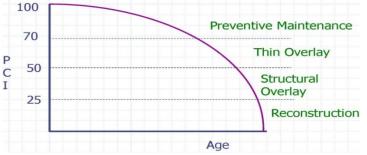
 Principal and interest payments will be approximately \$201,000 per year over the life of the loan, which was recently extended to accommodate Phase 2 work on the bypass project. Payments began in 2017. This obligation impacts available funding for local pavement preservation projects.

#### Surface Transportation Block Fund Grant-Fund Exchange

 Given the financial constraints in their O & M budget. ODOT has revamped this program to address declining state highway funds. HB 2101 authorized ODOT to use \$35 million of HB 2017 resources each year to "allocate" to eligible cities and counties, with no exchange rate applied. The revised formula yields about 20% less annual revenue to the City. Additionally, this funding source is also used to fund the annual Newberg Dundee bypass loan agreement.

### **Pavement Management**

 Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a



"Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. The cost of preventative maintenance to keep streets



in "Fair" or better condition is typically in the \$2 per square yard range, preservation costs to addressed pavement conditions below that threshold are in \$40/square yard range. Costs to reconstruct failed streets are in the \$84-\$100 per square yard range. Streets that are in "good" condition have a PCI of 70 or greater.

- In FY 2023-24, the City updated its pavement conditions rating, as well as to update preservation and rehabilitation costs. The City's current overall system PCI stands at 75. At this point, about 66% of the City's network meets that "good" condition threshold. However, it is important to note that the PCI for collectors and arterials is below that threshold at 66 and 69 respectively. To maintain the current PCI level system wide will require an annual investment of approximately \$2.2 million dollars. Prior to the 2014 Transportation Bond measure, resource availability limited the City's annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment negatively impact that amount. The 2014 Transportation Bond provided an infusion of approximately \$5.3 million dollars, which was largely devoted to improving pavement conditions on residential streets.
- Over time, without additional preservation resources, pavement conditions will fall below the preventive maintenance threshold, leading to increased preservation and reconstruction costs. As noted above the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue (south of 8th Street) and 2nd Street (west of Adams), as well as other collectors/arterials, will need pavement preservation work in the very near future. However recent gas tax revenue projections show that income source flattening in the face of inflationary cost increases. Without increasing the annual investment in the pavement network, pavement conditions will continue to decline. As a note,

#### 2024 – 2025 Proposed Budget --- Budget Summary

House Bill 2017 requires that all cities report pavement conditions to ODOT every two years in order to receive funding. The City completes and submits this report every odd year. A summary of current network conditions is below:

#### **NETWORK BY CONDITON**

Condition	PC Range	% of Network
Good	70-100	66.2%
Fair	50-70	21.8%
Poor	25-50	11.1%
Very Poor	0-25	1.0%

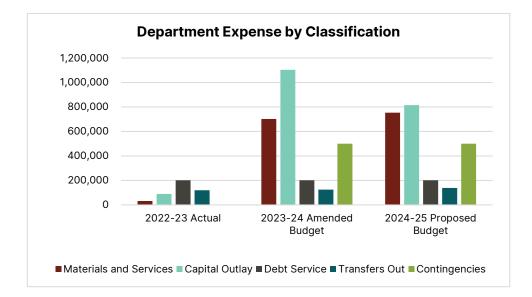
#### **Capital Funding-Transportation Plan Update**

 Develop an implementation and funding plan to address the transportation capital needs identified in the updated Transportation System Plan (TSP). The TSP update is planned to begin in Fiscal Year 2024.



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

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
-	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	3,480,963	4,053,996	6,003,615	1,949,619
Charges for Services	430,500	300,000	600,000	300,000
Intergovernmental	201,248	1,028,145	526,720	(501,425)
Miscellaneous	82,453	70,000	215,000	145,000
Other Financing Source	0	0	0	0
Transfers In	375,000	230,000	500,000	270,000
Revenue Total	4,570,164	5,682,141	7,845,335	2,163,194
Expenses				
Materials and Services	31,998	701,900	752,920	51,020
Capital Outlay	89,006	1,103,000	815,000	(288,000)
Debt Service	201,248	201,249	201,249	0
Transfers Out	120,219	124,529	138,261	13,732
Contingencies	0	500,000	500,000	0
Expenses Total	442,471	2,630,678	2,407,430	(223,248)
Ending Fund Balance	4,127,693	3,051,463	5,437,905	2,386,442





- **1856** The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1st Street / Evans Street / 5th Street.
- **1900** In the early 1900's, many of the downtown area streets constructed.
- **1950** Approximately 15 miles of City streets --mostly from the downtown area north to 15th Street - both east and west of Adams / Baker Streets.
- **1970** Approximately 40 miles of City streets ----Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area.
- **1975** Voters pass 5-year roadway serial levy \$120,000 per year.

- **1980** Voters pass 3-year street and traffic signal serial levy \$140,000 per year.
- **1983** Voters pass 3-year street and traffic signal serial levy \$140,000 per year.
- **1986** Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals \$105,000 per year.
- **1990** Approximately 64 miles of City streets --development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area.
- **1994** City adopts "Transportation Master Plan."

- **1995** May 1995, voters failed 10-year transportation debt service bond levy by 5 votes -\$5,995,000.
- **1995** City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.
- **1995** Transportation Fund implemented to account for SDCs and street capital projects.
- **1996** McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects -\$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes.

- **1997** West 2nd Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.
- **1997** Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W bond project.
- **1999** In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.
- **2000** Pedestrian improvements along Fellows Street west of 99W are installed - bond project.
- 2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

- 2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.
- **2009** Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.
- **2010** City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.
- **2010** In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

- 2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.
- 2014 The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.
- 2017 The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed \$1.2-million of work to sidewalks and crosswalks in many areas of the community, including:
  - Adding sidewalk along Ford Street south of 1st Street.
  - Upgrades to the Fellows Street / Agee Street crossing;

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



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



**2018** TI

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



2019

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



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



2021

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



**2023** The City's first Rapid Rectangular Flashing Beacon pedestrian crossing is installed at the intersection NW Baker Creek Road and Meadows Drive.



dget Docume	ent Report			45 - TRANSPORTATION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTI BUDG
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	3,194,933	4045-05	Designated Begin FB-Transport Fd - Transportation SDC	4,224,038	0	
0	0	0	4045-15	Designated Begin FB-Transport Fd - Bond Proceeds	0	0	
0	0	0	4045-20	Designated Begin FB-Transport Fd - ODOT Fund Exchange Reserve	1,349,259	0	
2,930,746	3,480,963	859,063		Beginning Fund Balance Ily 1 undesignated carryover from prior year	430,318	0	
2,930,746	3,480,963	4,053,996		TOTAL BEGINNING FUND BALANCE	6,003,615	0	
				INTERGOVERNMENTAL			
0	0	90,720		OR Department of Transportation to School grant for school related pedestrian improvements	90,720	0	(
201,248	201,248	937,425	The City rece	<b>OR Federal Exchange - TEA 21</b> eives its Federal Surface Transportation Program (STP) allocation on an annual lly in January of each year.	436,000	0	
201,248	201,248	1,028,145		TOTAL INTERGOVERNMENTAL	526,720	0	
				CHARGES FOR SERVICES			
678,011	430,500	300,000	Transportatio Oregon Revi	System Development Charges on system development charges (SDC) received from new development. ised Statutes require transportation SDCs be used to fund projects that increase insportation system capacity.	600,000	0	
678,011	430,500	300,000	_	TOTAL CHARGES FOR SERVICES	600,000	0	
				MISCELLANEOUS			
13,126	82,453	70,000	6310	Interest	215,000	0	
0	0	0	6310-30	Interest - Bond	0	0	
0	0	0	6600	Other Income	0	0	
13,126	82,453	70,000		TOTAL MISCELLANEOUS	215,000	0	
				TRANSFERS IN			
200,000	375,000	230,000	6900-20	Transfers In - Street	500,000	0	
			Descript	tion <u>Units Amt/Unit</u> <u>Total</u>			
			Gas tax expense	revenues used to fund Transportation Fund 1 500,000 500,000 es.			
200,000	375,000	230,000		TOTAL TRANSFERS IN	500,000	0	

City of McMinnville Budget Document Report

**Budget Document Report** 

### **45 - TRANSPORTATION FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,023,131	4,570,164	5,682,141	TOTAL RESOURCES	7,845,335	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				REQUIREMENTS			
				MATERIALS AND SERVICES			
30,142	13,427	186,900	7750	Professional Services	131,900	0	0
				UnitsAmt/UnitTotalarkway Committee Support118,500ervices-Safe Routes To School Grant projects1113,400			
0	3,528	5,000		Professional Services - Audit & other city-wide prof svc city-wide for audit, Section 125 plan administrative fees, and other s professional service expenses	1,020	0	0
0	0	0	7750-57	Professional Services - Financing Administration	0	0	0
0	0	450,000	7760-10 Transportation	Professional Svcs - Plan/Study - Transportation System Plan	500,000	0	0
20,300	0	60,000	7770-20	Professional Services - Projects - Baker Cr Rd & Michelbook signal	70,000	0	0
0	0	0	7770-65	Professional Services - Projects - Curb Ramp Replacement	0	0	0
0	15,043	0	7770-67	Professional Services - Projects - Street Resurfacing	50,000	0	0
0	0	0	7770-74	Professional Services - Projects - Old Sheridan Road	0	0	0
50,442	31,998	701,900		TOTAL MATERIALS AND SERVICES	752,920	0	0
				CAPITAL OUTLAY			
0	0	450,000	9000-20 Installation of	Traffic Signals - Baker Cr Rd & Michelbook new traffic signal.	450,000	0	0
175,725	1,060	308,000	<b>9020-05</b> Slurry seal ap	Street Resurfacing - Seal Coating plication on various City streets.	315,000	0	0
0	0	200,000	<b>9020-10</b> Pavement ove	Street Resurfacing - Contract Overlays erlay of various City streets, primarily using fund exchange resources.	0	0	0
0	87,946	0	9020-20 Street repair a	Street Resurfacing - Bond Measure and repaving projects	0	0	0
0	0	0	9030-08	Street Improvements - Hill Road North	0	0	0
0	0	0	9030-09	Street Improvements - Old Sheridan Road	0	0	0
0	0	145,000	9030-12	Street Improvements - Pedestrian & Safety	50,000	0	0
0	0	0	9150-05	Developer Reimbursement - Storm Drainage	0	0	0
175,725	89,006	1,103,000		TOTAL CAPITAL OUTLAY	815,000	0	0

Budget Docum	ent Report			45 - TRANSPORTATION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				DEBT SERVICE			
146,097	146,097	146,093		ODOT Loan - Newberg/Dundee Bypass - Principal ODOT loan for Phases I and II of the Newberg/Dundee bypass project	155,862	0	0
55,151	55,151	55,156		ODOT Loan - Newberg/Dundee Bypass - Interest nent for City's loan balance	45,387	0	0
201,248	201,248	201,249		TOTAL DEBT SERVICE	201,249	0	0
				TRANSFERS OUT			
114,753	120,219	124,529	9700-01	Transfers Out - General Fund	138,261	0	0
			Descript	ion <u>Units</u> Amt/Unit <u>Total</u>			
			Transpo operatio	rtation Fund support of Engineering 1 19,891 19,891 ns.			
			Enginee support.	ring, Admin, & Finance personnel services 1 118,370 118,370			
114,753	120,219	124,529		TOTAL TRANSFERS OUT	138,261	0	0
				CONTINGENCIES			
0	0	500,000		Contingencies dollars are considered to be SDC funds.	500,000	0	0
0	0	500,000		TOTAL CONTINGENCIES	500,000	0	0
				ENDING FUND BALANCE			
0	0	2,361,988	9945-05	Designated End FB - Transport Fd - Transportation SDC	3,630,308	0	0
0	0	0	9945-15	Designated End FB - Transport Fd - Bond Proceeds	0	0	0
0	0	536,176	9945-20	Designated End FB - Transport Fd - ODOT Fund Exchange Reserve	1,632,330	0	0
				nge balance for future projects			
3,480,963	4,127,693	153,299	Undesignate	<b>Unappropriated Ending Fd Balance</b> d carryover from proposed budget year to subsequent year, includes the excess venues over (under) expenditures from proposed budget year operations.	175,267	0	0
3,480,963	4,127,693	3,051,463		TOTAL ENDING FUND BALANCE	5,437,905	0	0
4,023,131	4,570,164	5,682,141		TOTAL REQUIREMENTS	7,845,335	0	0

Budget Docum	ent Report		45 - TRANSPORTATION FUND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET		
4,023,131	4,570,164	5,682,141	TOTAL RESOURCES	7,845,335	0	0		
4,023,131	4,570,164	5,682,141	TOTAL REQUIREMENTS	7,845,335	0	0		

# PARK DEVELOPMENT FUND



## **Budget Highlights**

- A draft of the updated Parks, Recreation and Open Space Master Plan update was published in early 2024 and is slated to be adopted over the summer. This is one of the most exciting times for the future of our parks as we plan for the next 20 years. Working with our community to identify needs, goals and strategies builds trust, develops community and strengthens our ability to provide this important service. City priorities such as equity and inclusion are being built in to design a road map for the next 20 years of park development, programming and maintenance to create a modern park system based on sufficient funding and grounded in equity. The project web page @mcminnvilleparksplan.com contains a draft of the final plan, slated to adoption summer of 2024.
- A comprehensive update to the city's parks system development charge methodology was present to City Council and will continue through the adoption process along with the presentation of the updated parks master plan.
- The upcoming capital bond for parks, recreation and library facilities tentatively scheduled to be on the ballot in 2025 may contain funding for updates to the park system as described in the updated plan. Additional polling and public outreach will occur over the summer of 2024 to determine the scope of the funding.

### **Future Challenges and Opportunities**

 The condition of our current parks continues to be an issue for our community. They are not being maintained to the level that our community expects. While efforts are underway to rebuild that trust and demonstrate the city's responsible management of capital facilities, it will take time to build the capacity back up and make a visible difference in our parks.



A trail connecting the city would enhance the need of community and cohesion.

Please create more dog friendly areas. Not just dog parks, but off leash sections of current parks or nature areas that are open to dogs on leash.

A safe place to live, grow, learn, and work are the most important things.

I think we should spend our money maintaining what we have to a higher level and not add any additional parks. Make the ones we have better and safer and people will connect to them. Having many that are only maintained to a medium level is less valuable. I have lived in McMinnville my whole life, there has always been a lack of entertainment for youth here. Some much needed updates I think would be a great asset for our children, to be able to have a fun safe place to be with friends and family.

> l love our park system. It's time to "fine tune" it for the next generation.

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

### 2024-2025 Proposed Budget --- Budget Summary

In addition to the capital project list and the maintenance standards proposed in the updated plan, additional management objectives include creating a parks and rec advisory committee, developing equitable and inclusive place naming practices for future facilities, as well as expand volunteer programs.



### Mac-Town 2032 Strategic Plan in Park Development

 Continuing on the path of ensuring there are barrier free parks and recreational amenities for people of all abilities should be at the forefront of future park development (Engagement and Inclusion). Leading with diversity, equity and inclusion in all of our plans is not only best management practices but reflects our values as a city. The City's Diversity, Equity and Inclusion Advisory Committed played the role of project advisory committee for the plan update, ensuring that the community voice was lifted and strengthened through their leadership.

0

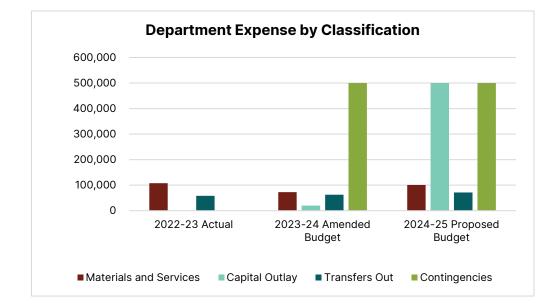
 Open spaces and natural areas contribute significantly to economic prosperity and quality of life. As cities grow, it is essential to provide open space amenities in walking distance to housing. A successful plan for open space will look at networks, connectors, natural areas, active and passive recreation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



#### 2024-2025 Proposed Budget --- Budget Summary



Fund Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	2,049,951	2,250,690	2,629,409	378,719
Charges for Services	370,802	400,000	500,000	100,000
Miscellaneous	47,114	40,000	110,000	70,000
Revenue Total	2,467,866	2,690,690	3,239,409	548,719
Expenses				
Materials and Services	107,703	72,580	100,530	27,950
Capital Outlay	0	20,000	500,000	480,000
Transfers Out	58,460	62,573	71,145	8,572
Contingencies	0	500,000	500,000	0
Expenses Total	166,163	655,153	1,171,675	516,522
Ending Fund Balance	2,301,702	2,035,537	2,067,734	32,197





- 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 1/2 acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.
- **1909** More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.
- **1917** City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.

- **1927** Construction of the Soper
  - Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today's tennis courts are located) and water rights.
- **1960** Wortman Park acquisition completed Wortman/ Koch family donations.
- **1968** Quarry Park Site on West Second Street acquired from State of Oregon.
- **1977** Airport Park completed.
- **1979** Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water & Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.
- **1979** Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.

- **1983** McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light "trades" the McDaniel property for Cityowned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.
- **1985** From 1985 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.
- **1988** From 1988 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.
- **1991** City Council adopts a park system development charge (SDC) of \$300 per residential unit.
- **1993** Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.

**1996** Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.



- **1996** Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.
- **1998** City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.

- **1999** Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.
- **1999** *Parks, Recreation, and Open Space Master Plan* adopted by City Council
- **1999** SW Community Park property purchased.
- 2000 In November, McMinnville voters pass \$9.5 million 20year general obligation park system improvement bond issue.
- 2001 SW Community Park planning and design process begins -park bond project.
- **2002** Thompson Park construction project begins in south McMinnville.
- 2002 Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.
- 2002 Bend-O-River mini-park in east McMinnville constructed.

- **2003** Thompson Park construction complete; park opens in June.
- **2003** Marsh Lane Extension and Dancer Park Expansion Project substantially complete.
- **2003** Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.
- 2004 City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds.
- 2004 Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.
- 2004 In November 2004, worldclass 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** P
  - 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 offstreet 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** "C
  - "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.

- 2014 The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville.
- **2015** Neighborhood park planning workshops for the NW Neighborhood park (later named the Jay Pearson Neighborhood Park) were initiated in January. The resulting park master plan will be finalized in April or May.
- **2019** The Jay Pearson Neighborhood Park is constructed. This is McMinnville's first barrier free park and is the future of all parks.



**2022** The City kicks off an update to the 1999 Parks, Recreation and Open Space Master Plan

dget Docume	ent Report			50 - PARK DEVELOPMENT FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGI
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	4050-05	Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds	0	0	(
16,000	16,000	16,000		<b>Designated Begin FB-Park Dev Fd - Heather Hollow</b> over donation from the Heather Glen Homeowners Association for future to the Heather Hollow Neighborhood Park.	16,000	0	
1,675,276	2,033,951	2,234,690		Beginning Fund Balance uly 1 undesignated carryover from prior year	2,613,409	0	
			balance. Th have been a	e: SDC accounting discloses a negative system development charge (SDC) fund his negative balance indicates that qualifying park improvement projects could all or partially funded by SDCs, but were instead funded by park improvement eds since adequate SDCs were not available. This will continue to be the case for ole future.			
1,691,276	2,049,951	2,250,690		TOTAL BEGINNING FUND BALANCE	2,629,409	0	
				INTERGOVERNMENTAL			
0	0	0	4546	American Rescue Plan	0	0	
0	0	0	4770-27	OR State Park & Recreation Grant - NW Neighborhood Park	0	0	
0	0	0		TOTAL INTERGOVERNMENTAL	0	0	
				CHARGES FOR SERVICES			
401,250	370,802	400,000	An overhaul completed ir	<b>System Development Charges</b> of the Park system development charges (SDC) is underway and should be in the near future. Pending the new methodology and fees, this budgeted amount mall increase that will likely need adjustment depending on timing of the adopting	500,000	0	
401,250	370,802	400,000		TOTAL CHARGES FOR SERVICES	500,000	0	
				MISCELLANEOUS			
7,725	47,114	40,000		Interest ned on SDC, grant, intergovernmental, etc balances	110,000	0	
0	0	0	6310-30	Interest - Bond	0	0	
0	0	0	6360-16	Grants - The Collins Foundation	0	0	
0	0	0	6360-18	Grants - Ford Family Foundation	0	0	
0	0	0	6450	Donations - Park Development	0	0	
0	0	٥	6450-21	Donations - Park Development - NW Neighborhood Park	0	0	

**Budget Document Report 50 - PARK DEVELOPMENT FUND** Department : N/A 2022 2023 2024 2025 2025 2025 ACTUAL ACTUAL AMENDED PROPOSED APPROVED ADOPTED Section : N/A BUDGET BUDGET BUDGET BUDGET Program : N/A 0 0 0 0 0 6600 Other Income 0 7,725 47,114 40,000 TOTAL MISCELLANEOUS 110,000 0 0 2,100,252 2,467,866 2,690,690 3,239,409 0 0 TOTAL RESOURCES

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7680	Materials & Supplies - Donations	0	0	(
1,206	0	0	7750	Professional Services	0	0	(
0	648	600	7750-01 Costs shared miscellaneou	Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other is professional service expenses	530	0	
0	0	0	7750-57	Professional Services - Financing Administration	0	0	(
189	107,055	70,000	<b>7760-50</b> Parks, Recre	Professional Svcs - Plan/Study - Parks & Rec Open Space Plan ation and Open Space Plan Update	100,000	0	(
0	0	0	7770-27	Professional Services - Projects - NW Neighborhood Park	0	0	(
0	0	0	7840	M & S Computer Charges	0	0	(
0	0	1,980	7840-63	M & S Computer Charges - Park Development	0	0	(
1,395	107,703	72,580		TOTAL MATERIALS AND SERVICES	100,530	0	
				CAPITAL OUTLAY			
0	0	0	8725-05	Equipment - Donations - NW Park Playground	0	0	(
0	0	0		<b>Park Construction</b> d park development either as grant match or to provide partnership opportunities n the Parks Master Plan that qualify for SDC funding.	500,000	0	(
0	0	20,000	9250-25	Park Construction - NW Neighborhood Park	0	0	(
0	0	0	9300-02	Park Improvements - Grants	0	0	(
0	0	0	9300-25	Park Improvements - Heather Hollow City Park	0	0	(
0	0	20,000		TOTAL CAPITAL OUTLAY	500,000	0	
				TRANSFERS OUT			
48,906	58,460	62,573	9700-01	Transfers Out - General Fund	71,145	0	(
			<u>Descript</u> Parks & support.	ion <u>Units Amt/Unit Total</u> Rec Admin, Eng & Finance personnel services 1 71,145 71,145			
48,906	58,460	62,573		TOTAL TRANSFERS OUT	71,145	0	
				CONTINGENCIES			
0	0	500,000	9800	Contingencies	500,000	0	1
0	0	500,000		TOTAL CONTINGENCIES	500,000	0	(

City of McMinnville Budget Document Report

Budget Docume	ent Report			50 - PARK DEVELOPMENT FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				ENDING FUND BALANCE			
0	0	0	9950-05	Designated End FB - Park Dev Fd - Park Development Bond Proceeds	0	0	0
0	16,000	16,000	9950-25	Designated End FB - Park Dev Fd - Heather Hollow	16,000	0	0
2,049,951	2,285,702	2,019,537		<b>99 Unappropriated Ending Fd Balance</b> funds remaining at June 30 are budgeted as contingency instead of ending fund balance, ich allows those funds to be spent. Funding for the PROS Plan Update comes from this		0	0
2,049,951	2,301,702	2,035,537		TOTAL ENDING FUND BALANCE	2,067,734	0	0
2,100,252	2,467,865	2,690,690		TOTAL REQUIREMENTS	3,239,409	0	0

**Budget Document Report** 

### **50 - PARK DEVELOPMENT FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,100,252	2,467,866	2,690,690	TOTAL RESOURCES	3,239,409	0	0
2,100,252	2,467,866	2,690,690	TOTAL REQUIREMENTS	3,239,409	0	0



 $\rightarrow$ 



### **Budget Highlights**

### **Debt Service – Current Property Taxes**

- In FY2024-25, the City will levy \$3,023,580 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$0.8365 per \$1,000 of assessed property value. This tax rate is down 10.6% from last year's estimated rate of \$0.9631 per \$1,000.
- Debt service expenses decreased \$10,000 year over year for the three bonds and interest earnings are slightly higher than anticipated for FY2023-24; these two effects combined with a larger assessed value anticipated next year create the estimated tax rate decline.
- When calculating the tax levy for debt service, the City takes into account that approximately 5% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- 2015 Transportation Bonds In April 2015 the City issued \$16,085,000 in GO bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- 2015 Refunding Bonds In April 2015 the City issued \$7,235,000 in GO refunding bonds; the proceeds of the bonds paid off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The Refunding bonds are 10-year bonds and will be fully paid in 2025.
- 2018 Transportation Bonds In February 2018, the City issued \$7,915,000 in GO bonds for completion of transportation projects. This issuance was the second series

of the \$24 million in GO bonds approved by the voters in 2014. These are 15-year bonds and will be fully paid in 2033.

### Ending Fund Balance (EFB)

 Ending Fund Balance is used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

## **Future Challenges and Opportunities**

- Major capital projects, building repairs, and equipment related to general services provided by the City can be funded with either general operating revenues or by the issuance of debt.
- In Oregon, property taxes are used to pay debt service on general obligation bonds when these bonds are approved by the voters and these property taxes are exempt from property tax limitations.

#### Mac-Town 2032 Strategic Plan

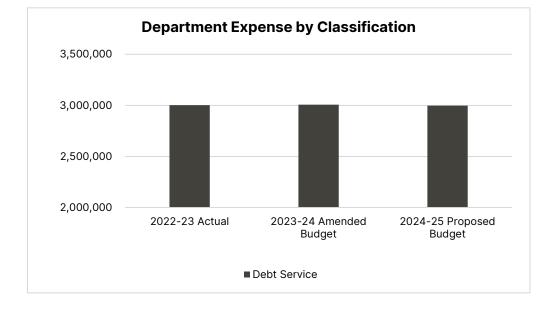
- Modern, functional facilities and equipment are particularly relevant to two of the Strategic Plan goals:
  - City Government Capacity Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus

Community Safety & Resilience – Proactively plan for and responsively maintain a safe and resilient community

 Facilities and equipment are critical components in delivering services to citizens and maintaining a safe community. In the future, issuing general obligation bonded debt will continue to be a useful tool for funding major capital projects and providing resources for updating and/or replacement of major City assets.

### Fund Cost Summary

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	463,399	314,250	304,575	(9,675)
Intergovernmental	1,958	0	0	0
Miscellaneous	17,587	13,000	22,975	9,975
Property Taxes	2,832,781	3,009,200	2,944,600	(64,600)
Transfers In	0	0	0	0
Revenue Total	3,315,725	3,336,450	3,272,150	(64,300)
Expenses				
Debt Service	3,002,150	3,007,500	2,997,900	(9,600)
Expenses Total	3,002,150	3,007,500	2,997,900	(9,600)
Ending Fund Balance	313,575	328,950	274,250	(54,700)





# **Debt Service Fund**

- **1969** Voters approve \$710,000 sixyear sewage disposal general obligation bond issue.
- **1975** City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard.
- **1978** March 1978, voters approve fiveyear \$190,000 armory purchase general obligation bond issue.
- **1978** November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.
- **1980** February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.
- **1982** May 1982, voters approve a seven-year property tax serial levy to construct airport office building.
- **1982** August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.

- **1984** Voters approve 20-year \$1,885,000 swimming pool renovation bond.
- **1986** September 1986, voters approve 20-year \$1,995,000 fire station construction bond.
- **1989** Advance refunding bonds issued to refund library and swimming pool renovation bond issues.
- **1995** Voters fail to pass 10-year transportation general obligation bond issue by 5 votes \$5,995,000.
- **1996** Bonds issued for advance refunding of 1989 bonds.
- **1996** Voters approve 10-year \$7,415,000 bond issue for transportation system improvements.
- **1997** Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.
- 2002 November 2002, voters approve 20-year \$9,500,000 park system improvement bond.

- **2006** Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds
- sold November 2006.2011 2001 Park System Improvement Bonds refunded with issuance of

2011 GO Refunding Bonds.

- **2012** Projects in Public Safety Facilities Construction Fund completed.
- 2014 November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements
- **2015** Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds
- **2015** First series of GO bonds approved in 2014 are issued
- 2016 Second series of GO bonds approved in 2014 are issued
- **2021** Park System Improvement bonds retired, reducing the 2022 property tax millage rate for city bond measures by over one quarter.

dget Docume	ent Report			60 - DEBT SERVICE FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				RESOURCES			
				BEGINNING FUND BALANCE			
0	0	0	4060-27	Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	C
0	0	0	4060-32	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	(
0	0	0	4060-33	Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	(
0	0	0	4060-35	Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	(
0	0	0	4060-36	Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	C
1,296,097	463,399	314,250		Beginning Fund Balance uly 1 undesignated carryover from prior year	304,575	0	(
1,296,097	463,399	314,250		TOTAL BEGINNING FUND BALANCE	304,575	0	
				PROPERTY TAXES			
2,739,163	2,760,710	2,944,200	\$3,023,580 (\$143,980)	Property Taxes - Current 2024-25 debt service property tax levy Less uncollected taxes - 5% 2024-2025 Current property taxes	2,879,600	0	C
			Debt Service to \$0.8789 in	e property tax rate estimated at \$0.8329 per \$1,000 of assessed value compared n 2023-24			
51,507	72,070	65,000	4100-10 Collections of	Property Taxes - Prior of delinquent property taxes from prior year Debt Service Fund property tax levies.	65,000	0	(
2,790,670	2,832,781	3,009,200		TOTAL PROPERTY TAXES	2,944,600	0	
				INTERGOVERNMENTAL			
-1,273	1,958	0	5010-01	Yamhill County - Other County Distributions	0	0	
-1,273	1,958	0		TOTAL INTERGOVERNMENTAL	0	0	
				MISCELLANEOUS			
3,567	7,510	6,000	6310	Interest	15,000	0	
9,238	10,077	7,000	6310-01	Interest - Property taxes	7,975	0	
12,805	17,587	13,000		TOTAL MISCELLANEOUS	22,975	0	
4,098,299	3,315,725	3,336,450		TOTAL RESOURCES	3,272,150	0	(

City of McMinnville Budget Document Report

	ent Report			60 - DEBT SERVICE FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDG
				REQUIREMENTS			
				MATERIALS AND SERVICES			
0	0	0	7750-25	Professional Services - County charges	0	0	
0	0	0		TOTAL MATERIALS AND SERVICES	0	0	
				DEBT SERVICE			
650,000	680,000	720,000	9462-05 2015 Public \$	2015 Public Safety Bldg Refunding Bond - Principal - Feb 1 Safety Building Bond Refunding principal payment due February 1, 2025	755,000	0	
110,625	94,375	77,375	9462-10 2015 Public \$	<b>2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b> Safety Building Bond Refunding interest payment due February 1, 2025	59,375	0	
110,625	94,375	77,375	9462-15 2015 Public \$	2015 Public Safety Bldg Refunding Bond - Interest - Aug 1 Safety Building Bond Refunding principal payment due August 1, 2024	59,375	0	
980,000	1,025,000	1,080,000		2015 Transportation Bond - Principal - Feb 1 ortation Bond principal payment due February 1, 2025	1,130,000	0	
240,875	216,375	190,750	<b>9475-10</b> 2015 Transp	2015 Transportation Bond - Interest - Feb 1 ortation Bond interest payment due February 1, 2025	163,750	0	
240,875	216,375	190,750	<b>9475-15</b> 2015 Transp	2015 Transportation Bond - Interest - Aug 1 ortation Bond interest payment due August 1, 2024	163,750	0	
465,000	480,000	490,000	<b>9476-05</b> 2018 Transp	2018 Transportation Bond - Principal - Feb 1 ortation Bond principal payment due February 1, 2025	505,000	0	
104,800	97,825	90,625	<b>9476-10</b> 2018 Transp	2018 Transportation Bond - Interest - Feb 1 ortation Bond interest payment due February 1, 2025	80,825	0	
104,800	97,825	90,625	<b>9476-15</b> 2018 Transp	2018 Transportation Bond - Interest - Aug 1 ortation Bond interest payment due August 1, 2024	80,825	0	
615,000	0	0	9485-05	2011 Park Bond Refunding - Principal - Aug 1	0	0	
0	0	0	9485-10	2011 Park Bond Refunding - Interest - Feb 1	0	0	
12,300	0	0	9485-15	2011 Park Bond Refunding - Interest - Aug 1	0	0	
3,634,900	3,002,150	3,007,500		TOTAL DEBT SERVICE	2,997,900	0	
				ENDING FUND BALANCE			
0	0	0	9960-27	Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1	0	0	
0	0	0	9960-32	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug	0	0	
0	0	0	9960-33	Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug	0	0	
0	0	0	9960-35	Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1	0	0	

City of McMinnville Budget Document Report

udget Docum	ent Report			60 - DEBT SERVICE FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N</b> /A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGE1
0	0	0	9960-36	Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1	0	0	0
463,399	313,575	328,950	Undesignate	Jndesignated carryover to July 1 from proposed budget year to subsequent year, includes he excess (deficit) of revenues over (under) expenditures from proposed budget year		0	0
463,399	313,575	328,950		TOTAL ENDING FUND BALANCE	274,250	0	0
4,098,299	3,315,725	3,336,450		TOTAL REQUIREMENTS	3,272,150	0	0

Budget Docum	ent Report		60 - DEBT SERVICE FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
4,098,299	3,315,725	3,336,450	TOTAL RESOURCES	3,272,150	0	0
4,098,299	3,315,725	3,336,450	TOTAL REQUIREMENTS	3,272,150	0	0



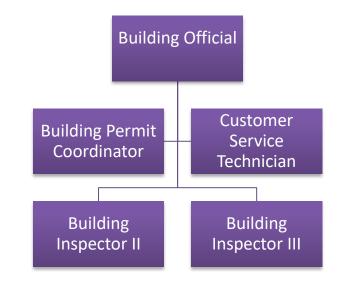
# **BUILDING FUND**





### **Budget Highlights**

- In 2017-18, management of the Building Division moved from the Community Development Department (now the Public Works Department) to the Planning Department (now the Community Development Department) as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement.
- In 2018-2019, the Building Division successfully transitioned to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software improved customer service efficiencies at the permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 budget also reflected a staff restructuring in the Planning and Building divisions to provide greater efficiencies and customer service by restructuring the two full-time permit technicians to one full-time development customer service technician that serves the permit counter and one full-time building permit coordinator that focuses on plan review and permit efficiencies to ensure timely customer service.
- In 2020-21 the Building division transitioned to an electronic plan review software program allowing developers to submit their plans electronically and provide efficiencies internally in terms of review and routing of the permits.
- The 2024-25 budget is a status quo budget, anticipating a reduction in building permit activity due to developable land constraints within the City of McMinnville. Staff will continue to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



Organizational structure of the Building Division

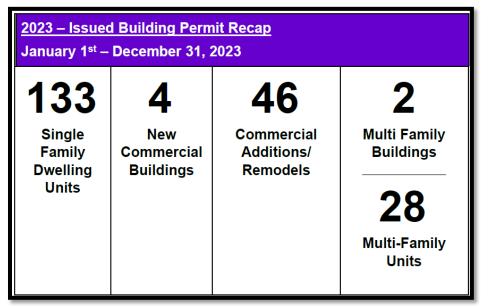
# **Summary of Core Services**

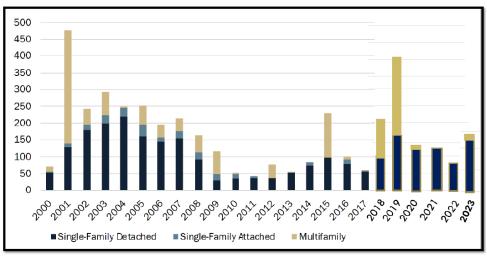
### **Building Division**

- Host 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 required building inspections in the field at various job sites during the construction process of the projects to ensure compliance with building regulations.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

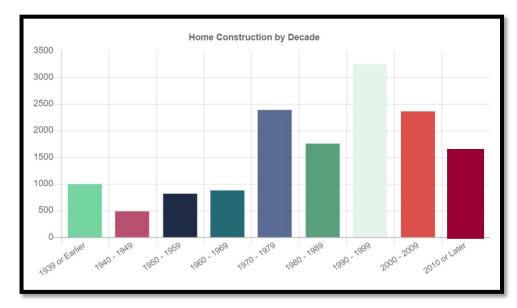
### **2023 Accomplishments**

Residential Construction: The 2023 construction season in McMinnville saw a continued dip in housing construction due to limited land supply, with a focus on subdivision build-out on the western edge of the city limits. 133 single dwelling unit permits were issued as well as two multi units permits (28 apartment units) for a total of 161 dwelling unit permits. This is up over 2021 (143 units) and 2022 (88 units) but still well under the targeted goal of 233 new housing permits needed annually to maintain a housing supply that is not disproportionate to demand and would contribute to stabilizing housing prices. This represents a continued trend of underperforming new housing developments in McMinnville for the past fifteen years, leading to a housing deficit of approximately 1000 housing units. This deficit has resulted in a gentrification trend displacing lower and middle-income households from the residential housing market in McMinnville.





Housing Permits Issued, 2000 – 2023



Housing Permits by Decade

# **Building Fund**



#### Cottage Cluster Development – 8 Cottages

*Commercial Construction:* There were four new commercial buildings built in 2023, including a new fast-food facility, a new industrial warehouse and office building, a new bank building, and a new covered playground structure.

*Electronic Plan Review and Building Permit Issuance:* With the advent of the COVID pandemic, the Building Division relied on electronic submittals for 90% of its business. The Building Division was able to do this due to a new software e-permitting and electronic plan review system that was installed in 2018/19, and subsequent training and electronic equipment for staff. The electronic plan review and building permit issuance created many efficiencies the Building Division has carried forward with a goal of 100% electronic submittals.

## **Future Challenges and Opportunities**

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.



Robert Reygers and Randy Rathert, Building Inspectors

### <u>Mac-Town 2032 Strategic Plan -</u> <u>Building Division Focus</u>

In early 2019, the City Council adopted Mac-Town 2032, a strategic plan that will guide the City for the next decade or so. The Building Division supports this strategic plan by ensuring decisions that we make are made with the strategic plan principles, values, and strategies in mind. For fiscal year 2023-24 the Building Division will support the Plan in the following manner:

#### Values – Stewardship, Equity, Courage, and Accountability:

 The Building Division incorporates the strategic plan's value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, leading the Development Services program into electronic plan review for future sustainability, and holding ourselves accountable by establishing a Development Services Advisory Council in 2025.

# *City Government Capacity* – *develop and foster local and regional partnerships:*

• Strategically participate in local and regional partnerships.

The Building Division partners with Yamhill County Building Division to provide electrical plan review, permitting and inspection services thereby consolidating the need for specialized inspection services.

# *City Government Capacity* – *gain efficiencies from technology and equipment investments:*

• Identify and improve service delivery through process improvement training and technology upgrades.

In 2019, the Building Division updated its Accela permitting software to allow for e-permitting and better coordination of permit plan reviews, inspections, and completions. In 2020,

the Building Division incorporated Bluebeam electronic plan review software into its customer service program to move towards an electronic plan review platform just in time for the onset of COVID shutdowns. This transition allowed the Building team to maintain 100% program delivery during COVID shutdowns. Both softwares are free from the State of Oregon Building Codes Division.

# *City Government Capacity* – *identify and focus on the city's core services:*

• Identify the true costs of services.

In 2019, the Building Division conducted a comprehensive fee study to update its fee schedule to operate with full cost recovery and manage a reserve to sustain the program. The Building Division continually evaluates its fee schedule to ensure that it is achieving the right balance of fees and program delivery for the division's customers.

# *Community Safety and Resiliency – build a community culture of safety:*

• Revise local dangerous building ordinance.

In 2020, the Building Division partnered with the Fire Department and the Code Compliance team to update Chapter 15 of the McMinnville Municipal Code – the dangerous building ordinance.

# **Building Fund**



Construction of the new Navigation Center (Low Barrier Emergency Shelter)

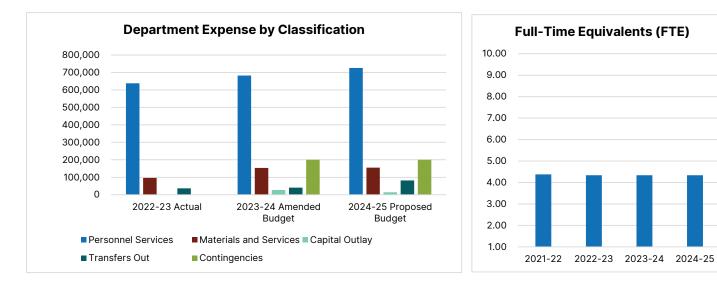




Housing Construction

#### **Building Fund**

Fund Cost Summary				
		2023-24 Amended	2024-25 Proposed	
-	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	1,924,710	1,795,781	2,025,096	229,315
Intergovernmental	2,152	0	0	0
Licenses and Permits	848,756	627,000	627,000	0
Miscellaneous	47,184	38,500	97,500	59,000
Transfers In	11,490	20,018	9,094	(10,924)
Revenue Total	2,834,292	2,481,299	2,758,690	277,391
Expenses				
Personnel Services	638,165	682,196	725,831	43,635
Materials and Services	96,374	153,235	154,948	1,713
Capital Outlay	0	26,692	13,934	(12,758)
Transfers Out	37,065	40,579	81,645	41,066
Contingencies	0	200,000	200,000	0
Expenses Total	771,604	1,102,702	1,176,358	73,656
Ending Fund Balance	2,062,688	1,378,597	1,582,332	203,735
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.38	4.34	4.34	4.34





- **1969** State of Oregon adopts 1968 edition of National Electrical Code.
- **1970s** Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.
- **1988** City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.
- **1991** Building Division Advisory Board created from various stakeholders in the building community.
- **1994** Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.
- **1995** Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.

**1997** Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.

- **1997** Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development center.
- **2000** Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.
- 2002 City Council increases building permit fees increasing revenues to self-supporting level in Building Division.
- 2005 Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%.
- **2006** An additional inspector position filled.

Historical Highlights

- **2007** Division moved to new Community Development Center.
- **2009** Downturn in construction industry, eliminated one inspector position upon staff retirement.
- **2010** Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.
- **2012** General Fund transfer of \$50,000 to support Building Division activities.
- 2012 Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support of one Permit Technician was also eliminated making General Fund support unnecessary.
- **2012** Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.

# **Building Fund**

2018 Restructured staffing added 1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.

- **2019** Transitioned to a new e-permitting software program.
- **2020** Transitioned to a new electronic plan review software program.

udget Docume	ent Report		70 - BUILDING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
1,659,704	1,924,710	1,795,781	4090Beginning Fund BalanceEstimated July 1 carryover from prior year	2,025,096	0	0
1,659,704	1,924,710	1,795,781	TOTAL BEGINNING FUND BALANCE	2,025,096	0	0
			LICENSES AND PERMITS			
660,253	589,608	410,000	<b>4400-05</b> Building Fees - Building Permit Fees Building plan review and permit fees; fire and life safety plan review fees.	410,000	0	0
207,564	169,380	135,000	4400-10 Building Fees - Mechanical Permit Fees Mechanical plan review and permit fees.	135,000	0	0
86,543	88,084	80,000	<b>4400-15</b> Building Fees - Plumbing Permit Fees Plumbing plan review and permit fees.	80,000	0	0
1,217	1,520	1,500	<b>4400-20</b> Building Fees - Mobile Home Permit Fees Manufactured home setup permit fees including mobile home park plan review and permit fees.	1,500	0	0
1	164	500	<b>4400-25</b> Building Fees - Miscellaneous Permit Fees Miscellaneous Building Division charges including re-inspection fees.	500	0	0
0	0	0	4400-30 Building Fees - Local Option Permit Fees	0	0	0
955,578	848,756	627,000	TOTAL LICENSES AND PERMITS	627,000	0	0
			INTERGOVERNMENTAL			
54	2,152	0	4545 Federal FEMA Grant	0	0	0
99	0	0	4546 American Rescue Plan	0	0	0
0	0	0	4548 Coronavirus Relief Fund (CRF)	0	0	0
153	2,152	0	TOTAL INTERGOVERNMENTAL	0	0	0
			MISCELLANEOUS			
7,358	42,362	36,000	6310 Interest	95,000	0	0
4,418	4,822	2,500	<b>6600-97 Other Income - Building</b> Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction.	2,500	0	0
11,777	47,184	38,500	TOTAL MISCELLANEOUS	97,500	0	0

Budget Docum	ent Report			70 - BUILDING FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				TRANSFERS IN						
0	8,254	15,011	6900-08	Transfers In - Affordable Housing				9,094	0	0
			<u>Descrip</u>	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Building	personnel services support	1	9,094	9,094			
3,008	3,236	5,007	6900-85	Transfers In - Insurance Services				0	0	0
3,008	11,490	20,018		TOTAL TRANSFERS IN		9,094	0	0		
2,630,220	2,834,292	2,481,299		TOTAL RESOURCES		2,758,690	0	0		

2022 ACTUAL	2023 ACTUAL	2024 AMENDED		Department : N/A Section : N/A	2025 PROPOSED	2025 APPROVED	2025 ADOPTE
				Program : N/A	BUDGET	BUDGET	BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,897	504	0	7000	Salaries & Wages	0	0	(
256,701	297,051	314,989	Combination Combination Developmen	Salaries & Wages - Regular Full Time Development Director - 0.25 FTE Inspector - Senior - 1.00 FTE Inspector - 1.00 FTE Int Review Specialist - 1.00 FTE Int Review Specialist - 1.00 FTE Int Customer Service Technician - Combined Depts - 0.34 FTE	340,011	0	
4,805	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	
97,715	101,185	108,592	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Building Official - 0.75 FTE	112,694	0	
343	4,454	5,000	7000-20	Salaries & Wages - Overtime	5,000	0	
0	420	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	
854	277	0	7300	Fringe Benefits	0	0	
21,823	24,560	25,930	7300-05	Fringe Benefits - FICA - Social Security	27,692	0	
5,104	5,744	6,216	7300-06	Fringe Benefits - FICA - Medicare	6,637	0	(
116,517	129,544	141,961	7300-15	Fringe Benefits - PERS - OPSRP - IAP	152,363	0	(
57,844	61,445	62,604	7300-20	Fringe Benefits - Medical Insurance	65,010	0	
8,090	8,090	8,090	7300-22	Fringe Benefits - VEBA Plan	8,090	0	
267	216	215	7300-25	Fringe Benefits - Life Insurance	215	0	
972	739	733	7300-30	Fringe Benefits - Long Term Disability	780	0	
5,233	3,849	4,320	7300-35	Fringe Benefits - Workers' Compensation Insurance	5,001	0	
81	87	100	7300-37	Fringe Benefits - Workers' Benefit Fund	91	0	
134	0	1,890	7300-40	Fringe Benefits - Unemployment	1,890	0	
0	0	1,556	7300-45	Fringe Benefits - Paid Family Leave City Share	357	0	
578,379	638,165	682,196		TOTAL PERSONNEL SERVICES	725,831	0	
				MATERIALS AND SERVICES			
24,167	30,120	17,000	7500	Credit Card Fees	27,500	0	(
0	0	0	7515	City Services Charge expense	0	0	
140	0	500		Public Notices & Printing bection/correction notices and various building inspection job cards, as well as b inform contractors of code changes, departmental policies, and other relevant	500	0	

City of McMinnville Budget Document Report

				70 - BUILDING FUND		2025	
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
264	366		7540	Program : N/A	1,000	0	0
264	300	600		<b>Employee Events</b> d city-wide for employee training, materials, and events.	1,000	0	0
2,788	2,167	9,500		Travel & Education	6,000	0	C
,	, -		Training sen	ninars and classes to maintain staff certifications; attendance at the Accela mit program) annual conference.	,		
1,437	1,884	2,000	7590	Fuel - Vehicle & Equipment	1,500	0	C
2,612	2,949	3,300	<b>7600</b> Division's sh	<b>Utilities</b> ion's share of Community Development Center's electricity expense, ~25%.		0	C
0	0	0	7600-04	Utilities - Water	0	0	0
5,218	6,233	6,940	7610-05	Insurance - Liability	6,788	0	0
1,889	2,145	2,660	7610-10	Insurance - Property	1,370	0	0
8,055	8,404	9,000	7620	Telecommunications	9,000	0	0
10,643	3,130	3,800	<b>7650</b> Division's sh ~25%.	Janitorial are of Community Development Center janitorial service and supplies cost,	2,650	0	C
6,345	3,550	9,000	<b>7660</b> Code books	Materials & Supplies and related material regarding structural, mechanical, plumbing, and fire codes; es; postage; uniforms and safety equipment.	9,000	0	C
15	54	1,000	7720 Repairs and	Repairs & Maintenance maintenance of vehicles and office equipment.	1,000	0	C
1,284	1,886	7,600	<b>7720-08</b> Division's sh	Repairs & Maintenance - Building Repairs are of Community Development Center's repairs and improvements, ~25%.	1,500	0	(
1,692	2,137	2,900	service, alar	<b>Repairs &amp; Maintenance - Building Maintenance</b> hare of routine building maintenance costs including pest control, garbage m and lighting repair and maintenance, gutter cleaning and roof preventative e, and carpet cleaning, ~25%.	3,700	0	C
782	0	0	7750	Professional Services	0	0	(
0	1,906	1,900		Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	2,500	0	C
4,283	15,977	35,000		Professional Services - Contract Inspections pection services for large commercial projects and to augment staff building when needed.	35,000	0	(
383	0	20,000	7750-36 Contract pla	Professional Services - Contract Plan Review n reviews and engineering services on commercial projects.	20,000	0	(
1,692	2,103	3,500	1190-20	Maintenance & Rental Contracts - Community Development Center	4,000	0	(
				are of Community Development Center HVAC services; alarm monitoring; naintenance; and copier leases, ~25%.			
0	0	0	7800	M & S Equipment	0	0	

Idget Documer	nt Report			70 - BUILDING FUND						
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
8,179	9,230	10,975		M & S Computer Charges aterials & supplies costs shared city-wide				13,580	0	0
12,084	2,134	6,060	7840-80	M & S Computer Charges - Building				4,760	0	0
			Descrip	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Office 3	65 licensing	1	1,060	1,060			
			ESRI-1	7% shared with Street, Park, WWS, Eng, ComDev	1	2,500	2,500			
				Peripherals	1	1,000	1,000			
			Adobe I	Licensing	1	200	200			
93,950	96,374	153,235		TOTAL MATERIALS A	ND SE	RVICES		154,948	0	0
				CAPITAL OUTLAY						
762	0	2,942		Capital Outlay Computer Charges pital outlay costs shared city-wide				1,434	0	C
0	0	0	8750-80	Capital Outlay Computer Charges - B	uilding			0	0	C
0	0	23,750		Building Improvements hare of Community Development Center's buildin	g improv	ements, ~25%	, ).	12,500	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Repair	wood rot around CDC windows	1	12,500	12,500			
0	0	0	8850	Vehicles				0	0	(
762	0	26,692		TOTAL CAPITAL	OUTL	<u>Y</u>		13,934	0	C
				TRANSFERS OUT						
21,458	25,371	27,846	9700-01	Transfers Out - General Fund				68,328	0	C
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Admin, support	Finance, & Engineering personnel services	1	66,081	66,081			
				Fund support of centralized Facility operations	1	2,247	2,247			
10,960	11,694	12,733	9700-80	Transfers Out - Information Systems				13,317	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				tion Systems personnel services support.	1	13,317	13,317			
32,418	37,065	40,579		TOTAL TRANSFE	ERS OL	IT		81,645	0	0
				<b>CONTINGENCIES</b>						
	•	200,000	9800	Contingencies				200,000	0	0
0	0	200,000	3000	Contingencies				200,000	0	-

udget Docum	ent Report		70 - BUILDING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
1,924,710	2,062,688	1,378,597	ENDING FUND BALANCE         9999       Unappropriated Ending Fd Balance         Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year	1,582,332	BUDGET	0
1,924,710	2,062,688	1,378,597	operations. Target reserve = 24 months operating expenses. TOTAL ENDING FUND BALANCE	1,582,332	0	0
2,630,220	2,834,292	2,481,299	TOTAL REQUIREMENTS	2,758,690	0	0

Budget Docum	ent Report		70 - BUILDING FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET 0	2025 ADOPTED BUDGET
2,630,220	2,834,292	2,481,299	TOTAL RESOURCES	ESOURCES 2,758,690		0
2,630,220	2,834,292	2,481,299	TOTAL REQUIREMENTS	2,758,690	0	0

# WASTEWATER SERVICES

<b>Organization Set – Departments</b>	Organization Set #
<ul> <li>Administration</li> </ul>	75-01
• Plant	75-72
<ul> <li>Environmental Services</li> </ul>	75-74
<ul> <li>Conveyance Systems</li> </ul>	75-78
<ul> <li>Non-Departmental</li> </ul>	75-99



### **Budget Highlights**

• We have started construction of our Solids Capacity Improvement Project #2019-10. This project is expected to be completed in the spring of 2025.



- The FY2024-25 proposed budget continues the City's commitment to meet or exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 29th year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
  - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
  - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.

 Per the approved 2017 Wastewater Services Financial Plan, the FY2024-25 proposed budget includes a \$6,076,520 Transfer out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation, and replacement of aging sewer lines.

## **Core Services**

#### **Administration**

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

#### Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollutant Discharge Elimination System (NPDES) permit requirements and protect the environment.
- Perform predictive, preventive, and corrective maintenance required to keep equipment operational and extend the useful life of the WRF and pump station equipment.
- Provide 24-hour per day alarm monitoring and response for the WRF and pump stations.
- Land application of exceptional quality biosolids.

#### **Environmental Services**

- Provide the public and local industries information and education on pretreatment programs and goals.
- Issue permits to industrial dischargers, and perform required sampling and monitoring.

- Provide protection for the sewer system and WRF to prevent illicit discharges and harmful wastes that impact the treatment processes, environment or may be harmful to employees working in the collection system.
- Perform required laboratory analysis per the NPDES permit.



The laboratory staff, **Ashleigh Barth-Aasen**, Lab Tech (left) and **Rebecca Haney**, Senior Lab Tech, perform more than 6,000 analyses annually, testing for ammonia, phosphorous, E. Coli and many other parameters to ensure compliance with the City's NPDES permit.

- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

#### **Conveyance Systems**

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair the stormwater system as a cooperative effort with the Operations Division to remove pollutants before they are discharged to the streams and rivers.

### 2024 – 2025 Proposed Budget --- Budget Summary

- Coordinate sewer rehabilitation and replacement projects.
- Reduce inflow and infiltration (I&I) through rehabiliation of manholes.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

### Future Challenges and Opportunities

#### **Administration**

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Replace existing Programmable Logic Controllers (PLC-5) with Control Logix processers.

#### **Plant / Pump Stations**

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.

 Increased focus on preventive maintenance and corrosion abatement on the aging WRF equipment and processes.



Wastewater Services mechanics guide a shaft as a crane lowers it into place on the oxidation ditch.

#### **Environmental Services**

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.
- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the EPA quality assurance program by continuing to score 100% on all test parameters.
- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs and providing tours and career fair participation at local high schools.

# Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of

• Continue to place markers identifying stormwater catch basins that drain to river.

commercial kitchen grease intercepters.

#### **Conveyance Systems**

- Prioritization of conveyance system video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.
- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.



*Conveyance Systems crew cleans a sanitary storm line using one of the City's vacuum trucks.* 

- Plan for stormwater system management in cooperation with Engineering, Operations and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.

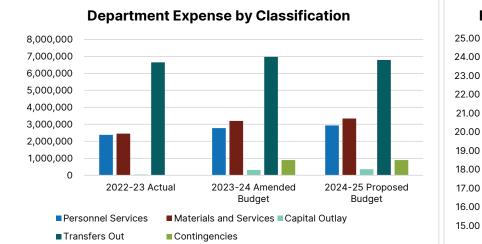
### 2024 – 2025 Proposed Budget --- Budget Summary

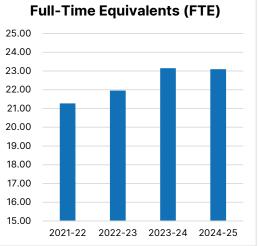
• Continue to develop in-house sewer rehabilitation capabilities through lining projects.

#### **Storm Water Management**

A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. The US EPA has finalized the Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. McMinnville submitted their Mercury TMDL plan to DEQ, and it was approved. Our first annual report to DEQ for the Mercury TMDL was submitted and approved by DEQ. Future years will have more requirements of our staff to create new ordinances to help manage our stormwater system.

Fund Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	4,155,179	3,318,571	2,570,771	(747,800)
Charges for Services	11,109,522	11,126,371	11,727,607	601,236
Intergovernmental	3,741	0	0	0
Miscellaneous	73,692	50,000	101,000	51,000
Transfers In	16,182	118,052	263,525	145,473
Revenue Total	15,358,316	14,612,994	14,662,903	49,909
Expenses				
Personnel Services	2,383,299	2,777,658	2,939,656	161,998
Materials and Services	2,453,844	3,205,524	3,342,066	136,542
Capital Outlay	46,895	316,023	360,095	44,072
Transfers Out	6,651,088	6,975,099	6,791,347	(183,752)
Contingencies	0	900,000	900,000	0
Expenses Total	11,535,127	14,174,304	14,333,164	158,860
Ending Fund Balance	3,823,190	438,690	329,739	(108,951)
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	21.27	21.96	23.15	23.10







- **1900** First organized effort for a municipal sewage collection system was made early in the 1900's.
- **1915** The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- **1950** In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- **1953** McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953.



The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.

- **1956** The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- **1964** First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- **1971** Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.

- **1989** Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.
- **1991** Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991* Facilities Plan. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- **1992** A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.

**1993** City breaks ground on constructing the new Water Reclamation Facility (WRF).



- **1993** Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.
- 1994
- City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

- **1995** First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.
- **1996** The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



- **1996** Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.
- **1997** Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

- **1997** City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.
- **1998** WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.
- **1998** City purchases first TV inspection unit to inspect underground pipes.
- **1999** The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.
- **1999** WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.



- **1999** City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.
- **2000** Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- **2001** A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.
- **2003** A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.
- **2005** A new pump station added in the Autumn Ridge Development.

- **2005** An equipment storage building is completed for sewer maintenance equipment and the Conveyance System Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.
- **2006** Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.
- **2006** Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.
- **2006** PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.

**Historical Highlights** 

- **2008** DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.
- **2008** PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.



- **2008** Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.
- 2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

- 2011 Modifications to the WRF processes allow for increased hydraulic capacity. Dave Gehring is selected as the PNCWA Oregon Operator of the Year.
- 2012 Downtown area I&I project completed, which included separation of combined sanitary and storm lines. Pump project was completed at Cozine pump station, which will increase efficiency and reduce energy usage during the summer. Received Requests for Proposals for WRF expansion and CH2M Hill was selected to design the project.
- 2013
- Miller Addition sanitary sewer rehabilitation project completed to reduce I & I. Updated control system and data collection software to improve reliability and efficiency. WRF expansion process began with CH2M Hill preliminary design.

2014 Ground breaking commenced in July of 2014 for the expansion of the secondary treatment process at the Water Reclamation Facility (WRF). When completed, the WRF will be able to better manage flow during wet weather conditions and to increase capacity to accommodate future population growth, while continuing to produce high quality effluent and Class A biosolids that benefit the

environment.



2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approval by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.

2015 Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



2015

Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.



- 2016 The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects."
- 2017
- Completion of the 3 Mile Lane #3 Pump Station.

Cook School sewer rehabilitation project completion. Oregon DEQ performed an audit on the Pretreatment Program.

Design and engineering for UV and tertiary projects.

Converted monthly discharge monitoring report to electronic submission as required by new US EPA standard.

2018 Completed design and started construction of the Tertiary / UV upgrade project.

> Started work on NW 12th Street sewer rehabilitation project.

2019 Completed construction of the Tertiary / UV upgrade project.

Started Design for the Biosolids solids handling expansion.

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

- **Historical Highlights**
- 2022 Completed the design work for the Solids Treatment Capacity Improvement Project. This project will help increase our solids processing capacity and improve the quality and odor of our biosolids. Construction will start in the spring or summer of 2023.
- 2024 Construction of our Solids Treatment Capacity Improvement Project is underway and is expected to be completed in the spring of 2025.



489

ent Report		75 - WASTEWATER SER	VICES FUND			
2023 ACTUAL	AMENDED	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGET
		RESOURCI	ES			
		BEGINNING FUND BALANCE				
0	0	on-cash Designated Beginning Fund Balance for estimated		0	0	0
4,155,179	3,318,571			2,570,771	0	0
4,155,179	3,318,571	TOTAL BEGINNING FU	ND BALANCE	2,570,771	0	0
4,155,179	3,318,571	TOTAL RESOU	RCES	2,570,771	0	0
	2023 ACTUAL 0 4,155,179 4,155,179	2023 ACTUAL         2024 AMENDED BUDGET           0         0         40           4,155,179         3,318,571         40           4,155,179         3,318,571         40	2023 ACTUAL       2024 AMENDED BUDGET       Department : N/A Section : N/A Program : N/A         0       0       4075-05 Von-cash Designated Begin FB-WW Svc Fd - Se Non-cash Designated Beginning Fund Balance for estimated balance at July 1         4,155,179       3,318,571       4090 Beginning Fund Balance Estimated July 1 undesignated carryover from prior year         4,155,179       3,318,571       TOTAL BEGINNING FU	2023 ACTUAL2024 AMENDED BUDGETDepartment : N/A Section : N/A Program : N/ARESOURCESBEGINNING FUND BALANCE004075-05 4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 14,155,1793,318,5714090 Estimated July 1 undesignated carryover from prior year4,155,1793,318,571TOTAL BEGINNING FUND BALANCE	2023 ACTUAL2024 AMENDED BUDGETDepartment : N/A Section : N/A Program : N/A2025 PROPOSED BUDGET004075-05 A075-05 Designated Begin FB-WW Svc Fd - Sewer A/R Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable balance at July 104,155,1793,318,5714090 Estimated July 1 undesignated carryover from prior year2,570,7714,155,1793,318,571TOTAL BEGINNING FUND BALANCE Designated Carryover from prior year2,570,771	2023 ACTUAL2024 AMENDED BUDGETDepartment : N/A Section : N/A Program : N/A2025 PROPOSED BUDGET2025 APPROVED BUDGETRESOURCES004075-05 



2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>N/A</b> Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
407	1,790	0	7000	Salaries & Wages	0	0	0
167,695	178,928	191,621	Managemer	Salaries & Wages - Regular Full Time Services Manager - 1.00 FTE It Support Specialist - 1.00 FTE Operations & Maintenance - 0.10 FTE	208,498	0	0
0	35,875	74,614	7000-10 Project Engi	Salaries & Wages - Regular Part Time neer - 0.75 FTE	78,451	0	0
111	160	302	7000-20	Salaries & Wages - Overtime	399	0	0
205	734	0	7300	Fringe Benefits	0	0	0
10,140	13,076	16,125	7300-05	Fringe Benefits - FICA - Social Security	17,385	0	0
2,371	3,058	3,865	7300-06	Fringe Benefits - FICA - Medicare	4,167	0	0
60,144	74,990	93,278	7300-15	Fringe Benefits - PERS - OPSRP - IAP	101,050	0	0
32,560	33,636	34,273	7300-20	Fringe Benefits - Medical Insurance	35,594	0	0
4,200	4,200	4,200	7300-22	Fringe Benefits - VEBA Plan	4,000	0	0
168	166	186	7300-25	Fringe Benefits - Life Insurance	186	0	0
571	521	552	7300-30	Fringe Benefits - Long Term Disability	586	0	0
4,767	3,164	4,080	7300-35	Fringe Benefits - Workers' Compensation Insurance	4,492	0	0
41	49	65	7300-37	Fringe Benefits - Workers' Benefit Fund	60	0	0
324	0	3,990	7300-40	Fringe Benefits - Unemployment	3,990	0	0
0	0	978	7300-45	Fringe Benefits - Paid Family Leave City Share	224	0	0
283,704	350,345	428,129		TOTAL PERSONNEL SERVICES	459,082	0	0
				MATERIALS AND SERVICES			
1,140	866	1,500		<b>Training</b> ings, training films, posters, and handouts, etc.	1,500	0	0
1,694	1,814	3,000		<b>Employee Events</b> d city-wide for employee training, materials, and events.	3,600	0	0

**Budget Document Report** 

## 75 - WASTEWATER SERVICES FUND

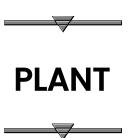
2022 2023 ACTUAL ACTUAL		2024 AMENDED	Department : 01 - ADMINISTRATION Section : N/A					2025 PROPOSED	2025 APPROVED	2025 ADOPTED
		BUDGET		Program : N/A				BUDGET	BUDGET	BUDGET
15,563	10,799	17,000	Membershi Environmer approved e	Travel & Education ps and registrations to professional organizant transference; and rein ducation programs and travel expenses inco- employee state certification.	or	17,000	0	(		
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Certific	ation/LME license renewal and exam	1	13,000	13,000			
			Trainin	g and conferences	1	3,000	3,000			
			Profess	sional membership	1	1,000	1,000			
71,587	85,264	94,300	7610-05	Insurance - Liability				149,789	0	
85,591	100,799	124,990	7610-10	Insurance - Property				141,127	0	
24,334	25,263	29,000	Telephone	<b>Telecommunications</b> and fax usage, pagers, and Verizon commu is costs for fiber connection to Water Reclar			mputer	29,000	0	
12,969	15,348	16,000		Janitorial nistration and Headworks building janitorial	charges.			16,500	0	
			Descrip	otion	<u>Units</u>	<u>Amt/Unit</u>	Total			
				ial Service Contract	1	15,400	15,400			
			Janitor	ial Supplies	1	1,100	1,100			
29,736	29,223	30,000	Department	Materials & Supplies t costs for employee protective clothing, saf ies, garbage service, advertisement, printin				30,000	0	
5,368	5,210	10,100	7740-05	Rental Property Repair & Maint -	Building			15,000	0	
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
			Liability	/ insurance premium	1	238	238			
			Proper	ty insurance premium	1	1,103	1,103			
			Misc. n	naintenance, repair, etc.	1	9,659	9,659			
			Proper	ty Taxes	1	4,000	4,000			
35,309	4,424	45,000	Engineering	<b>Professional Services</b> g, professional services and membership du MDL), permitting, plans development, etc.	ies: Total Max	imum Daily L	oad	45,000	0	
			<u>Descrip</u>	<u>otion</u>	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Enviror	nmental Legal Assistance	1	9,700	9,700			
			Miscell	aneous wastewater facility consulting fee	1	28,000	28,000			
			Northw	est Biosolids Association Dues	1	650	650			
			Rental	Agreement	1	1,500	1,500			
					1	5,150	5,150			

**Budget Document Report** 

## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>01 - ADMINISTR</b> Section : <b>N/A</b> Program : N/A		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGE		
0	7,026	17,900		Professional Services - Audit & ot ed city-wide for audit, Section 125 plan admini bus professional service expenses			;	15,770	0	
0	0	0	7750-04	Professional Services - Grants				0	0	
0	80,613	0		Professional Services - Stormwate Services for Mercury TMDL/Stormwater oved to 75-78-325	r			0	0	
41,129	45,525	68,700		Maintenance & Rental Contracts r Services contracts for maintenance and insp s.	ections of va	arious facility s	systems	60,000	0	
			Descri	otion	<u>Units</u>	Amt/Unit	Total			
			Elevato	or Maintenance Contract	1	2,600	2,600			
			Fire Ala	arm System Inspection Contract	1	2,400	2,400			
			Landso	cape Contract	1	50,000	50,000			
			Fire Ex	tingisher & Backflow Preventer Certification	1	5,000	5,000			
25,519	31,013	31,789		M & S Computer Charges aterials & supplies costs shared city-wide				48,255	0	
33,276	42,150	45,150	7840-85	M & S Computer Charges - WWS				57,800	0	
			Descrip	otion	<u>Units</u>	Amt/Unit	Total			
				enewal-17% shared with EN, treet,ComDev,BU	1	2,500	2,500			
			Hanse	n renewal-25% shared with Park,Street,Eng	1	4,000	4,000			
			Hanse	n Development	1	5,000	5,000			
			Adobe	Pro renewals	1	400	400			
			Office	365 licensing	1	6,000	6,000			
			CUES	software maintenance	1	3,000	3,000			
				point maintenance	1	350	350			
			Swift C	omply FOG maintenance	1	2,800	2,800			
			Win 91	1 software	1	800	800			
			Hach V	VIMS software	1	3,100	3,100			
				erware software	1	5,500	5,500			
				ell control software	1	6,500	6,500			
				MP2 Main Mgmt Software	1	2,800	2,800			
				am renewals	7	250	1,750			
			New M		1	500	500			
				p Replacements	6	1,800	10,800			
			Laptop	for equipment programming	1	2,000	2,000			
0	0	0	8229	Customers Helping Customers ma	tching fun	nds		0	0	
58,346	54,576	60,000	0000	Permit & Basin Council Fees				62,000	0	

lget Docume	nt Report			75 - WASTEWATER S	ERVICI	ES FUN	D		UDGET BUDGET	
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>01 - ADMINISTRATION</b> Section : <b>N/A</b> Program : <b>N/A</b>					PROPOSED APPROVED	2025 ADOPTED BUDGET	
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			DEQ N	PDES Permit	1	37,000	37,000			
			Federal	USGS Monitoring Site Fee (S. Yamhill)	1	18,900	18,900			
			DEQ C	ertification Program	1	2,000	2,000			
			DEQ St	ormwater Program Fee	1	3,000	3,000			
			Oregon	Hazarous Substance Fee	1	400	400			
			Electric	al Permit Inspection	1	700	700			
441,561	539,911	594,429		TOTAL MATERIALS	AND SE	RVICES		692,341	0	
				CAPITAL OUTLAY						
2,379	0	8,523	<b>8750</b> I.S. Fund ca	Capital Outlay Computer Charges pital outlay costs shared city-wide				5,095	0	
0	0	27,500	8750-85	Capital Outlay Computer Charges	- Wastewa	ter Service	s	0	0	
0	0	0	8800	Building Improvements				0	0	
0	0	80,000	<b>8850</b> Replacemer	Vehicles at of one vehicle.				40,000	0	
2,379	0	116,023		TOTAL CAPIT	AL OUTL/	<u> </u>		45,095	0	
727,644	890,256	1,138,581		TOTAL REQU	IREMENT	S		1,196,518	0	



2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEL BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,087	-502	0	7000	Salaries & Wages	0	0	0
574,722	553,086	611,800	Wastewater Wastewater Wastewater Plant Mecha	Salaries & Wages - Regular Full Time - Operations - 1.00 FTE - Operator - Senior - 1.00 FTE - Operator II - 2.00 FTE - Operator I - 2.00 FTE anic - Senior - 1.00 FTE anic - 2.00 FTE	656,030	0	0
4,276	50,809	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
8,907	19,267	18,077	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.50 FTE	20,092	0	0
12,450	20,701	22,997	7000-20	Salaries & Wages - Overtime	24,000	0	0
379	238	0	7300	Fringe Benefits	0	0	0
35,848	38,115	39,500	7300-05	Fringe Benefits - FICA - Social Security	42,356	0	0
8,384	8,914	9,466	7300-06	Fringe Benefits - FICA - Medicare	10,150	0	0
175,416	172,222	198,711	7300-15	Fringe Benefits - PERS - OPSRP - IAP	213,817	0	0
142,262	149,889	149,082	7300-20	Fringe Benefits - Medical Insurance	161,180	0	0
22,000	25,500	20,000	7300-22	Fringe Benefits - VEBA Plan	21,000	0	0
697	593	540	7300-25	Fringe Benefits - Life Insurance	540	0	0
2,084	1,507	1,381	7300-30	Fringe Benefits - Long Term Disability	1,540	0	0
22,976	14,937	15,016	7300-35	Fringe Benefits - Workers' Compensation Insurance	16,243	0	0
182	200	217	7300-37	Fringe Benefits - Workers' Benefit Fund	200	0	0
0	0	2,317	7300-45	Fringe Benefits - Paid Family Leave City Share	547	0	0
1,011,670	1,055,473	1,089,104		TOTAL PERSONNEL SERVICES	1,167,695	0	0
				MATERIALS AND SERVICES			
0	1,300	2,670	7515	City Services Charge expense	2,700	0	0
0	0	0	7550	Travel & Education	0	0	0
4,187	4,256	8,000		Fuel - Vehicle & Equipment esel - vehicles, rolling stock and generators.	6,000	0	0
389,832	395,966	420,000		Utilities natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and ons.	420,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>72 - PLANT</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
0	0	0	7600-04	Utilities - Water				0	0	C
0	0	0	7660	Materials & Supplies				0	0	0
126,825	118,881	140,000		Chemicals nicals used at the Water Reclamation Fac	cility.			160,000	0	C
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Aluminu	m Compounds	1	96,000	96,000			
			Polymer	S	1	26,000	26,000			
			Sodium	Hypochlorite	1	11,000	11,000			
			Alkalinit	y Products	1	21,000	21,000			
			Miscella	neous Plant Chemicals	1	6,000	6,000			
32,320	36,666	40,000		Repairs & Maintenance - Suppli ated to the Water Reclamation Facility and				40,000	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
			Pump P	arts and Accessories	1	2,000	2,000			
				pe-Barkdust, irrigation etc.	1	4,000	4,000			
					1	1 5,000 5,000				
				s for Equipment Rehabilitation	1	5,000	5,000			
					1	5,000	5,000			
			•	rs, Belts, Seals, Filters, etc.	1	11,000	11,000			
					1	4,500	4,500			
					1	2,000	2,000			
				al Componets	1	1,500	1,500		0	
132,235	142,181	420,000	7720-06 Repairs and and process	Repairs & Maintenance - Equipi replacement of existing Water Reclamations.	on Facility and p			240,000	0	(
			-		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
	Alkalinity Produc Miscellaneous Pl 20 36,666 40,000 <b>7720-04 Repa</b> Supplies related to th <u>Description</u> Pump Parts and Landscape-Barka Lubricants Materials for Equ Operations Lab S Fasteners, Belts, Grit/Garbage Ser Tools Electrical Compo 35 142,181 420,000 <b>7720-06 Repa</b> Repairs and replacen and processes. <u>Description</u> Instrumentation a Rental Equipmer Building and Stru Electrical System HVAC Systems Mechanical Equi Landscape and I		1	10,000	10,000					
					1	3,000	3,000			
			-	and Structure Repairs	1	15,000	15,000			
				5	1	10,000	10,000			
				-	1	9,000	9,000			
				ical Equipment Repairs	1	120,000	120,000			
					1	4,000	4,000			
				al Systems	1	4,000	4,000			
				Systems	1	20,000	20,000			
			UV Lam	ps	1	20,000	20,000			
			Biofilter	Media	1	25,000	25,000			
3,316	4,439	5,000	7720-14 Water Recla	Repairs & Maintenance - Vehicle mation Facility vehicle and forklift repairs		e maintenan	ce.	5,000	0	C

dget Docume	ent Report			75 - WASTEWATE	R SERVICE	ES FUN	D			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>72 - PLAN</b> Section : N/A Program : N/A	Т			2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Descri	ption	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Wear i	tems Batteries, Tires, etc.	1	1,500	1,500			
				inical Repairs	1	2,500	2,500			
			Prever	ntative Maintenance	1	1,000	1,000			
221	-11	0	7750	<b>Professional Services</b>				0	0	
0	135	300		Professional Services - Audi ed city-wide for Audit, Section 125 plan ous professional service expenses				0	0	(
131,120	233,076	220,000		Contract Services - Biosolid ontract hauling from the Water Reclama associated costs.		es minor road	l dust	224,000	0	
			Descri	<u>ption</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Haulin	g and Application	1	220,000	220,000			
			Site M	anagement	1	4,000	4,000			
1,500	1,057	5,000	<b>7800</b> Equipment	M & S Equipment necessary for plant and pump station of	perations and main	tenance.		5,000	0	
821,556	937,945	1,260,970		TOTAL MATER	RIALS AND SEI	RVICES		1,102,700	0	
				CAPITAL OUTLAY						
0	46,895	0	8710	Equipment				0	0	(
0	0	0	8800 CCIS-012.0	Building Improvements 04 Return Sludge Pump Station				100,000	0	(
			Descri	ption	<u>Units</u>	Amt/Unit	<u>Total</u>			
			Buildir	ig 50 New Roof	1	100,000	100,000			
0	0	0	8850	Vehicles				0	0	
0	46,895	0		TOTAL C	APITAL OUTLA	<u>Y</u>		100,000	0	
1,833,226	2,040,314	2,350,074		TOTAL F	REQUIREMENT	S		2,370,395	0	C

## 75 - WASTEWATER SERVICES FUND



2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>74 - ENVIRONMENTAL SERVICES</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
1,014	78	0	7000	Salaries & Wages	0	0	0
228,065	280,572	364,832	Environmen Environmen Laboratory 1	Salaries & Wages - Regular Full Time Environmental Services - 1.00 FTE tal Compliance Specialist - Senior - 1.00 FTE tal Compliance Specialist - 1.00 FTE Fechnician - Senior - 1.00 FTE Fechnician - 1.00 FTE	386,983	0	0
26,507	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
604	6,764	15,104	<b>7000-15</b> Extra Help -	Salaries & Wages - Temporary Wastewater Services - 0.35 FTE	13,910	0	0
17	0	504	7000-20	Salaries & Wages - Overtime	501	0	0
0	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
166	150	0	7300	Fringe Benefits	0	0	0
15,335	17,276	23,017	7300-05	Fringe Benefits - FICA - Social Security	24,284	0	0
3,586	4,040	5,517	7300-06	Fringe Benefits - FICA - Medicare	5,820	0	0
69,395	87,623	118,379	7300-15	Fringe Benefits - PERS - OPSRP - IAP	125,857	0	0
54,467	62,050	86,498	7300-20	Fringe Benefits - Medical Insurance	84,360	0	0
8,000	10,000	12,000	7300-22	Fringe Benefits - VEBA Plan	11,000	0	0
320	240	300	7300-25	Fringe Benefits - Life Insurance	300	0	0
917	701	850	7300-30	Fringe Benefits - Long Term Disability	906	0	0
9,928	6,969	8,751	7300-35	Fringe Benefits - Workers' Compensation Insurance	9,314	0	0
75	83	123	7300-37	Fringe Benefits - Workers' Benefit Fund	112	0	0
0	0	1,397	7300-45	Fringe Benefits - Paid Family Leave City Share	313	0	0
418,397	476,546	637,272		TOTAL PERSONNEL SERVICES	663,660	0	0
				MATERIALS AND SERVICES			
25,514	28,991	30,000	Materials an <u>Descrip</u> Permit I	Materials & Supplies         d supplies to support permit, pretreatment, and laboratory work and activities.         tion       Units       Amt/Unit       Total         Lab Materials & Supplies       1       26,000       26,000         tment Training and Outreach Supplies       1       4,000       4,000	30,000	0	0

## 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>74 - ENVIRONMEI</b> Section : <b>N/A</b> Program : <b>N/A</b>	ITAL SE	RVICES		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
10,949	11,069	10,000	7750	Professional Services				10,000	0	0
			Descripti	on	<u>Units</u>	Amt/Unit	Total			
			Lab Instr	rumentation Calibration and Fume Hood Cert.	1	2,300	2,300			
			DI Water	System	1	4,000	4,000			
			Pretreatr	nent Assistance	1	3,700	3,700			
0	45	100		Professional Services - Audit & othe city-wide for Audit, Section 125 plan administ s professional service expenses				0	0	0
50,110	53,351	70,000		Contract Services - Lab ratory services necessary for permit and indust or quality sampling of South Yamhill River.	rial compli	ance which in	cludes	70,000	0	0
1,622	0	5,000	<b>7800</b> Laboratory in	M & S Equipment strumentation or sampling monitoring equipme	nt			0	0	0
88,195	93,455	115,100		TOTAL MATERIALS A	ND SEF	RVICES		110,000	0	0
				CAPITAL OUTLAY						
0	0	0		Equipment quipment replacement on	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	15,000	0	0
			3-Door L	aboratory Refrigerator	1	15,000	15,000			
0	0	0		TOTAL CAPITAL	OUTLA	<u>Y</u>		15,000	0	0
506,591	570,001	752,372		TOTAL REQUIR	FMFNT	S		788,660	0	0



# **CONVEYANCE SYSTEMS**

Organization Set – Sections

- Sanitary
- Storm

Organization Set #

75-78-320 78-78-325

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>320 - SANITARY</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGE1
				REQUIREMENTS			
				PERSONNEL SERVICES			
-1,455	1,389	0	7000	Salaries & Wages	0	0	0
285,554	301,694	371,520	Senior Utility	Salaries & Wages - Regular Full Time Conveyance - 0.90 FTE / Worker - 0.90 FTE er II - 3.60 FTE	381,295	0	0
390	3,790	4,997	7000-20	Salaries & Wages - Overtime	6,001	0	0
45	0	0	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
-698	1,258	0	7300	Fringe Benefits	0	0	0
17,495	18,544	22,780	7300-05	Fringe Benefits - FICA - Social Security	23,434	0	0
4,092	4,337	5,460	7300-06	Fringe Benefits - FICA - Medicare	5,617	0	0
78,807	85,978	119,673	7300-15	Fringe Benefits - PERS - OPSRP - IAP	124,128	0	0
33,364	57,437	70,822	7300-20	Fringe Benefits - Medical Insurance	79,168	0	0
7,200	12,600	9,300	7300-22	Fringe Benefits - VEBA Plan	9,900	0	0
368	306	330	7300-25	Fringe Benefits - Life Insurance	324	0	0
1,020	798	872	7300-30	Fringe Benefits - Long Term Disability	902	0	0
16,665	12,709	15,905	7300-35	Fringe Benefits - Workers' Compensation Insurance	18,035	0	0
89	94	128	7300-37	Fringe Benefits - Workers' Benefit Fund	114	0	0
0	0	1,366	7300-45	Fringe Benefits - Paid Family Leave City Share	301	0	0
442,935	500,935	623,153		TOTAL PERSONNEL SERVICES	649,219	0	0
				MATERIALS AND SERVICES			
21,193	22,488	32,000	7590	Fuel - Vehicle & Equipment	30,000	0	0
1,036	1,097	1,200		Utilities s associated with Conveyance building.	1,500	0	0
0	0	0	7600-04	Utilities - Water	0	0	0
6,252	6,837	20,000		<b>Repairs &amp; Maintenance - Supplies</b> maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, camera seals, and root cutter blades, etc.	20,000	0	0
12,336	19,895	20,000	7720-06 Includes rou	<b>Repairs &amp; Maintenance - Equipment</b> tine repairs of the cameras, monitors, computers, generator, transporters, and anical devices not associated with vehicle repairs.	20,000	0	0

### 75 - WASTEWATER SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>320 - SANITARY</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
32,152	37,245	40,000		<b>Repairs &amp; Maintenance - Vehicles</b> tine repairs for VacCon, TV van, conveyance service truck, and rental s when equipment is out of service.	40,000	0	0
11,778	12,472	30,000		<b>Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b> airs and maintenance of sewer mainlines, laterals, and manholes; including: pipe ng, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals.	50,000	0	0
30	0	10,000		<b>Professional Services</b> nd engineering services related to sanitary sewer systems including infiltration & sment, design, planning and other related services.	15,000	0	0
0	20	100		Professional Services - Audit & other city-wide prof svc d city-wide for Audit, Section 125 plan administrative fees, and other us professional service expenses	0	0	0
1,380	4,937	5,000	<b>7800</b> Conveyance	M & S Equipment System maintenance equipment.	5,000	0	0
86,158	104,992	158,300		TOTAL MATERIALS AND SERVICES	181,500	0	0
				CAPITAL OUTLAY			
0	0	0	8710	Equipment	0	0	0
0	0	0	8850	Vehicles	0	0	0
0	0	100,000		Sanitary Sewer Replacements - Mainline/Lateral repair and replacement of sewer system mainlines and manholes.	100,000	0	0
0	0	100,000		TOTAL CAPITAL OUTLAY	100,000	0	0
529,093	605,927	881,453		TOTAL REQUIREMENTS	930,719	0	0

udget Docume	nt Report		75 - WASTEWATER SERVICES FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>78 - CONVEYANCE SYSTEMS</b> Section : <b>325 - STORM</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
			RESOURCES			
			INTERGOVERNMENTAL			
0	293	0 <b>4546</b>	American Rescue Plan	0	0	0
0	293	0	TOTAL INTERGOVERNMENTAL	0	0	0
0	293	0	TOTAL RESOURCES	0	0	0

Budget Docume	nt Report			75 - WASTEWATER SEF	RVICI	ES FUN	ID			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>78 - CONVEYANCI</b> Section : <b>325 - STORM</b> Program : N/A	E SYSTI	EMS		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREME	NTS					
				MATERIALS AND SERVICES						
0	293	233,525	7750-43	Professional Services - Stormwater				363,525	0	0
				<u>tion</u> Design work on 13th and Galloway Storm lines [,] TMDL/ Stormwater Utility Work	<u>Units</u> 1 1	<u>Amt/Unit</u> 263,525 100,000	<u>Total</u> 263,525 100,000			
0	293	233,525		TOTAL MATERIALS A	ND SE	RVICES		363,525	0	0
				CAPITAL OUTLAY						
0	0	100,000		Sanitary Sewer Replacements - Storr ne repairs that are not in the street right of way.	n Line F	Repairs		100,000	0	0
0	0	100,000		TOTAL CAPITAL	OUTL/	<u>\Y</u>		100,000	0	0
0	293	333,525		TOTAL REQUIR	EMENT	S		463,525	0	0



# **NON-DEPARTMENTAL**



udget Docum	ent Report		75 - WASTEWATER SERVICES FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			INTERGOVERNMENTAL			
1,409	3,448	0	4545 Federal FEMA Grant	0	0	(
22,485	0	0	4546 American Rescue Plan	0	0	(
0	0	0	4548 Coronavirus Relief Fund (CRF)	0	0	(
23,894	3,448	0	TOTAL INTERGOVERNMENTAL	0	0	(
			CHARGES FOR SERVICES			
13,541	14,250	13,200	5400-40 Property Rentals - House Riverside Drive house rental income.	14,400	0	(
13,129	13,171	13,171	5400-45Property Rentals - FarmFarm land lease on Water Reclamation Facility property.	13,207	0	
10,726,556	10,984,651	11,000,000	5520Sewer User ChargesMonthly sewer charges based on water consumption and discharge loading.	11,600,000	0	(
79,454	97,450	100,000	5530 Septage Fees Dumping fees collected from haulers for septic tank and portable toilet waste.	100,000	0	(
10,832,680	11,109,522	11,126,371	TOTAL CHARGES FOR SERVICES	11,727,607	0	(
			MISCELLANEOUS			
10,459	54,453	49,000	6310 Interest	100,000	0	(
2,503	6,940	1,000	6600 Other Income	1,000	0	(
2,961	12,299	0	6600-05 Other Income - Workers' Comp Reimbursement	0	0	(
15,923	73,692	50,000	TOTAL MISCELLANEOUS	101,000	0	(
			TRANSFERS IN			
0	0	100,000	6900-01 Transfers In - General Fund ARPA 13th & Galloway storm line work	263,525	0	(
15,039	16,182	18,052	6900-85 Transfers In - Insurance Services	0	0	(
15,039	16,182	118,052	TOTAL TRANSFERS IN	263,525	0	
10,887,535	11,202,844	11,294,423	TOTAL RESOURCES	12,092,132	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPAR</b> Section : <b>N/A</b> Program : <b>N/A</b>	TMENTA	L		2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGE1
				REQUIREM	IENTS					
				MATERIALS AND SERVICES						
19,810	18,558	16,200		Credit Card Fees processing fees from McMinnville Water & Ligh	it (W&L).			22,000	0	0
39,566	42,818	54,000		Professional Services ges from W&L: software charges, mail processi	ng fees, ar	nd collection	fees.	70,000	0	0
0	33,145	77,000	7780-40 McMinnville manageme	Contract Services - Billing Water & Light new customer service charges, nt fees.	accountan	t costs, and		80,000	0	0
554,491	663,891	676,000	-	Franchise Fee expense r utility will pay a 6% franchise fee.				700,000	0	0
19,920	18,835	20,000	8229	Customers Helping Customers mat	ching fur	nds		20,000	0	0
633,787	777,247	843,200		TOTAL MATERIALS	AND SE	RVICES		892,000	0	0
				TRANSFERS OUT						
367,708	436,227	601,532	9700-01	Transfers Out - General Fund				646,557	0	0
			Descri	otion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			operati		1	99,785	99,785			
			Engine	ering, Admin, & Finance personnel services t.	1	530,070	530,070			
			Admin	personnel services support - Storm Water	1	16,702	16,702			
6,013,408	6,154,866	6,308,224	Transfer to	Transfers Out - Wastewater Capital Wastewater Capital Fund for wastewater syster r System (WWS) Financial Plan.	m capital ir	nprovement	s per the	6,076,520	0	0
			Descri		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Ratepa	yer contribution for FY25	1	6,076,520	6,076,520			
55,851	59,995	65,343	9700-80	Transfers Out - Information System	S			68,270	0	0
			<u>Descri</u>		<u>Units</u>	Amt/Unit	<u>Total</u>			
			Informa	ation Systems personnel services support.	1	68,270	68,270			
6,436,967	6,651,088	6,975,099		TOTAL TRANS	ERS OL	<u> 1                                   </u>		6,791,347	0	C
				CONTINGENCIES				000.000	0	
0	0	900,000	9800	Contingencies				900,000	0	0
0	0	900,000		TOTAL CONTIN	IGENCIE	<u> </u>		900,000	0	0

ent Report		-	75 - WASTEWATER SERVICES FUND			
2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPARTMENTAL</b> Section : N/A Program : N/A		2025 APPROVED BUDGET	2025 ADOPTED BUDGET
		<u> </u>	ENDING FUND BALANCE			
0	0	Non-cash Desig	nated Ending Fund Balance for estimated Sewer Accounts Receivable	0	0	0
3,823,190	438,690	Undesignated ca	arryover for July 1 from proposed budget year to subsequent year, includes	329,739	0	0
3,823,190	438,690		TOTAL ENDING FUND BALANCE	329,739	0	0
11,251,525	9,156,989		TOTAL REQUIREMENTS	8,913,086	0	0
	ACTUAL 0 3,823,190 3,823,190	2023 ACTUAL         2024 AMENDED BUDGET           0         0           3,823,190         438,690           3,823,190         438,690	2023 ACTUAL2024 AMENDED BUDGET009975-05 Non-cash Desig balance at June3,823,190438,6909999 Undesignated c the excess (defi operations3,823,190438,690	2023 ACTUAL       2024 AMENDED BUDGET       Department : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A         0       0       9975-05       Designated End FB - WW Svc Fd - Sewer A/R Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30         3,823,190       438,690       9999       Unappropriated Ending Fd Balance Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budge year operations         3,823,190       438,690       TOTAL ENDING FUND BALANCE	2023 ACTUAL ACTUAL2024 AMENDED BUDGETDepartment : 99 - NON-DEPARTMENTAL Section : N/A Program : N/A2025 PROPOSED BUDGET009975-05 9975-05 Non-cash Designated End FB - WW Svc Fd - Sewer A/R Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 3003,823,190438,6909999 9999 Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budge year operations329,7393,823,190438,690TOTAL ENDING FUND BALANCE329,739	2023 ACTUAL2024 AMENDED BUDGETDepartment : 99 - NON-DEPARTMENTAL 

#### **75 - WASTEWATER SERVICES FUND**

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
14,822,487	15,358,316	14,612,994	TOTAL RESOURCES	14,662,903	0	0
14,822,487	15,358,316	14,612,994	TOTAL REQUIREMENTS	14,662,903	0	0

# WASTEWATER CAPITAL FUND



#### **Budget Highlights**

- Based on the latest review of our Wastewater financial plan by Galardi Rothstein Group, we will need to increase sewer rates by 2.5 percent plus 1% for the increased Billing fee for a total of 3.5% for the 2024-2025 fiscal year.
- \$ 11,000,000 Construction of the Solids Treatment Capacity Improvements project.
- \$1,200,000 Design work for Public Works Facilities Planning.
- \$3,000,000 Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$ 700,000 Planned major equipment replacement projects, including Front end loader and compactor, Cozine Pump Station Large Pump replacement, and a new Maintenance Crane truck.
- \$ 600,000 Water Reclamation Facility & Conveyance Master Plan updates
- \$ 6,076,520 Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.
- \$ 846,164 Interfund borrowing to the General Fund in support to a variety of capital projects with a 5-year payback plan which will return a premium on the Wastewater Capital Fund's interest earned on cash balances held in the local government investment pool (LGIP). See the Debt section of the Financial Overview for more details.

#### **Core Services**

 Capital improvement planning and construction for the City's wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.

• Continue projects to reduce the infiltration and inflow of ground water and rain into the City's sanitary collection system.

### **Future Challenges and Opportunities**

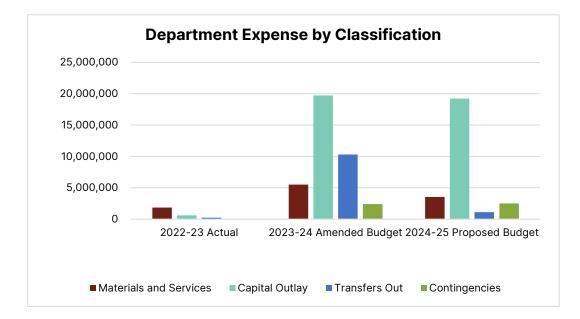
- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Review and upgrading the Master Plans for the Water Reclamation Facility, Conveyance System, and Storm System as it relates to the new Urban Growth Boundary Expansion.



*The City continues to invest in upgrades to the public sanitary sewer system in 2024-25 by addressing solids capacity issues with upgrades to our solids handling processes.* 

Fund Cost Summary

		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Beginning Fund Balance	40,002,405	42,942,665	33,227,278	(9,715,387)
Charges for Services	707,069	600,000	700,000	100,000
Intergovernmental	0	76,902	76,902	0
Miscellaneous	941,881	762,500	1,113,500	351,000
Transfers In	6,312,491	10,767,377	6,518,804	(4,248,573)
Revenue Total	47,963,846	55,149,444	41,636,484	(13,512,960)
Expenses				
Materials and Services	1,849,993	5,503,300	3,531,190	(1,972,110)
Capital Outlay	595,107	19,725,000	19,215,000	(510,000)
Transfers Out	229,238	10,309,174	1,106,120	(9,203,054)
Contingencies	0	2,400,000	2,500,000	100,000
Expenses Total	2,674,338	37,937,474	26,352,310	(11,585,164)
Ending Fund Balance	45,289,508	17,211,970	15,284,174	(1,927,796)





- **1969** Voters approve \$710,000 six-year sewage disposal general obligation bond issue.
- **1987** Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.
- **1992** April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for preincurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance.
- **1992** August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management

program.

- **1993** December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.
- 1994 January 1994, City Council passes Resolution 1994 -01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves.
- **1994** February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.

#### **Historical Highlights**

- **1995** New Water Reclamation Facility and Raw Sewage Pump Station complete.
- **1996** Major repair and replacement of Cozine Trunk Line and Pump Station complete.
- 2000 July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.
- **2000** Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.
- 2001 Evans Street Sewer Reconstruction Project complete.
- 2002 High School Basin Sewer Reconstruction Project complete.
- **2003** Three Mile Lane Pump Station #1 Replacement Project complete.

- 2004 February 2004, \$23,6980,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000.
- 2004 May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.
- **2005** Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.
- 2006 The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.
- **2007** The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.

- 2009 DEQ approves the WRF Facilities Plan.
- **2009** The Elm Street Sewer Rehabilitation Project was completed.
- **2010** The Saylor's Addition and High School Basin Sewer Rehabilitation projects were completed.
- 2012 The Downtown Basin Sewer Rehabilitation project was completed.
- **2013** Design work begins for the expansion of the WRF
- **2016** Construction of the WRF Expansion is completed.



The final project cost of ~\$13-million was ~ \$2.5million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. The City was



- awarded a "2016 Project of the Year" award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.
- **2020** The 12th Street Sanitary Sewer Rehabilitation Project was completed.
- **2020** Design Work begins for the Biosolids Storage and Grit System Expansion Project.
- 2021 Emergency Stand-by Generators are installed at the Water Reclamation Facility and Raw Sewage Pump Station.



2022

Completed the design work for the Solids Treatment Capacity Improvement Project, which will help increase our solids processing capacity and improve the quality and odor of our biosolids.

2024 Construction of our Solids Treatment Capacity Improvement Project which is scheduled to be completed in late spring of 2025. Design work on the Chandlers Addition I&I Project is complete and going out to bid for construction.

udget Docum	ent Report		77 - WASTEWATER CAPITAL FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			RESOURCES			
			BEGINNING FUND BALANCE			
2,531,000	2,226,800	1,878,600	4077-99 Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve	1,506,300	0	0
33,663,306	37,775,605	41,064,065	4090Beginning Fund BalanceEstimated July 1 undesignated carryover from prior year	31,720,978	0	0
36,194,306	40,002,405	42,942,665	TOTAL BEGINNING FUND BALANCE	33,227,278	0	0
			INTERGOVERNMENTAL			
0	0	76,902	5080-05         Inter-Agency Loan Repayment - Principal           Repayment McMinnville Fire Dist for defibrillators, Hybrid SUV and air compressor         Description           Description         Units         Amt/Unit	76,902	0	0
			Eight Defibrillators (due Oct 2024)         1         53,247         53,247           Hybrid SUV and air compressor (due Jun 2025)         1         23,655         23,655			
0	0	0	5080-10 Inter-Agency Loan Repayment - Interest	0	0	0
0	0	76,902	TOTAL INTERGOVERNMENTAL	76,902	0	0
			CHARGES FOR SERVICES			
765,242	707,069	600,000	<b>5500</b> 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.	700,000	0	0
765,242	707,069	600,000	TOTAL CHARGES FOR SERVICES	700,000	0	0
			MISCELLANEOUS			
156,165	930,831	750,000	6310 Interest	1,100,000	0	0
0	0	2,500	6500-05 Private Sewer Lateral - Loan Repayment Payments on "loans" City has made to property owners to enable the property owner to repair a defective private sewer lateral.	2,500	0	0
11,150	11,050	10,000	<b>6500-10</b> Private Sewer Lateral - Penalty Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.	11,000	0	C
			Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.			
0	0	0	6600 Other Income	0	0	0
167,315	941,881	762,500	TOTAL MISCELLANEOUS	1,113,500	0	0

udget Docum	-			77 - WASTEWATER CA	PITA		)			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				TRANSFERS IN						
6,013,408	6,154,866	6,308,224	Transfer fror	Transfers In - Wastewater Services n the Wastwater Services Fund for capital imp /S) Financial Plan.	provements	s per the Was	stewater	6,076,520	0	0
			Descript		Units	Amt/Unit	<u>Total</u>			
				/er contribution for FY25	1	6,076,520	6,076,520			
157,631	157,625	4,459,153	6901-01	Transfers In - Interfund Debt - Gene	eral Fund			442,284	0	C
			Descrip	tion	Units	Amt/Unit	Total			
				t on 2021 Police vehicles -3	1	37,699	37,699			
				t on 2021 Police audio visual equipment	1	5,716	5,716			
			,	at on 2020 Police vehicles - 3	1	37,312	37,312			
			Paymer	t on 2024 Library security system cameras	1	4,562	4,562			
			Paymer purchas	t on 2024 Admin/UR NE Gateway property e	1	215,766	215,766			
			Paymer	t on 2024 CDC replace RTY#1 HVAC	1	5,988	5,988			
			Paymer	t on 2024 CDC Secure building entry way	1	10,265	10,265			
			Paymer	t on 2024 Comm Ctr carpet replacement	1	20,987	20,987			
			Paymer courts	t on 2024 Comm Ctr Resurfacing playing	1	11,406	11,406			
			Paymer Storage	t on 2024 IS shared VM server, Domain,	1	20,957	20,957			
			Paymer	t on 2024 Park Maint restroom partitions	1	13,801	13,801			
			Paymer	t on 2024 Police hybrid vehicles - 2	1	31,023	31,023			
			Paymer	t on 2024 Police MDT Equip in vehicles	1	11,405	11,405			
			Paymer	t on 2024 Senior Ctr Exterior lit event sign	1	2,851	2,851			
			Paymer	t on 2024 Asset Management system	1	12,546	12,546			
6,171,039	6,312,491	10,767,377		TOTAL TRANS	SFERS I	<u>N</u>		6,518,804	0	C
43,297,903	47,963,846	55,149,444		TOTAL RESO	OURCES	;		41,636,484	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				R	EQUIREMENTS					
				MATERIALS AND SER	VICES					
10,297	0	20,000	7750	<b>Professional Services</b>				20,000	0	0
0	14,832	5,800		Professional Services - A d city-wide for audit, Section 125 us professional service expenses	plan administrative fees,		C	7,690	0	0
0	252,432	2,050,000	7770-05	Professional Services - P and WRF Master Plan Update.		n Update		600,000	0	0
0	0	0	7770-40	Professional Services - P	Projects - Grit Syster	n Expansi	on	0	0	0
633,108	1,101,847	2,000,000	7770-41	Professional Services - F improv	-		pacity	1,200,000	0	0
0	0	0		services for the Solids Treatment				0	0	0
0	0		7770-44 7770-49	Professional Services - P	-			0	0	0
11,880	0	,		Professional Services - P	-	-		-	· ·	-
1,935	80,818	350,000	7770-57 Engineering Reduction P	Professional Services - P services for the design and contra projects.				500,000	0	0
1,045	400,065	1,021,500	7770-59	Professional Services - P Addition/Upgrade ices for Admin building project	Projects - Admin Bui	lding		1,200,000	0	0
2,565	0	3,500	8230 Private Sew	Private Sewer Lateral Repair Incentive Progra er Lateral Repair Incentive Progra vithin 90 days of Notice of Defect.		er private la	teral repair	2,500	0	0
0	0	2,500	8240-10 "Loans" the	Private Sewer Lateral Loa City has made to property owners vate sewer lateral.			air a	1,000	0	0
660,830	1,849,993	5,503,300	· · ·		TERIALS AND SEF	RVICES		3,531,190	0	0
				CAPITAL OUTLAY						
476,140	232,274	1,660,000		Equipment jor equipment replacement at the	WRF and/or system pur	np stations.		700,000	0	0
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	Total			
				nd Loader	1	200,000	200,000			
			Shop Ti	Large Pump #6 ruck	1	200,000 300,000	200,000 300,000			
0	0	0	8900	Land Acquisition rchase of land West of current Wa	stewater Treatment Fac			4,000,000	0	0
1,947,428	361,364	2,000,000	9120-25	Sewer Construction - I&I bilitation and reconstruction at vari	<b>Reduction Projects</b>	-	Iress inflow	2,500,000	0	0

City of McMinnville Budget Document Report

## 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEL BUDGET
0	0	0	9120-40	Sewer Construction - Grit System	Expansior			0	0	0
0	0	14,000,000		Sewer Construction - Solids Treat on the Solids Capacity Improvement Project		city Impro	v	11,000,000	0	0
0	0	0	9120-44	Sewer Construction - Filtration Sy	stem Expa	nsion		0	0	0
0	1,468	50,000	9120-49	Sewer Construction - 3 Mile Ln Br	dge Force	Main		0	0	0
0	0	2,000,000		Sewer Construction - Admin Build funds to address the main administration bu				1,000,000	0	0
0	0	15,000		Developer Reimbursement - Sanit ent to commercial and subdivision develope by over what the developer requires which be s of the city.	rs for sewer		cted with	15,000	0	0
2,423,568	595,107	19,725,000		TOTAL CAPIT	AL OUTLA	<u>NY</u>		19,215,000	0	0
				TRANSFERS OUT						
211,100	229,238	268,733	9700-01	Transfers Out - General Fund				250,985	0	0
			Descrip	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Wastew operatio	ater Capital Fund support of Engineering ns.	1	42,894	42,894			
			Enginee support	ring, Admin, & Finance personnel services	1	208,091	208,091			

### 77 - WASTEWATER CAPITAL FUND

2022	2023	2024		Department : N/A				2025	2025	2025
ACTUAL	ACTUAL	AMENDED BUDGET		Section : N/A				PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
				Program : N/A						
0	0	10,040,441	9701-01	Transfers Out - Interfund Debt - Ger				855,135	0	0
			See details in repaid in equa	general fund, non departmental 01-99-6901- al payments FY25 until FY29.	77. FY24 lo	oans at 4.25%	6 to be			
			<u>Description</u>	on	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			City Hall delayed t	cap improvement (approved for FY24, o FY25)	1	24,000	24,000			
			City Hall	fire alarm + annunciator	1	30,000	30,000			
			Nelson H	ouse frontage sidewalk replacement	1	60,000	60,000			
			Eng repla	ace 2007 vehicle	1	45,000	45,000			
			Cmty Dev currently)	v inspections vehicle (has none available	1	25,000	25,000			
			CDC win	dow rot (75% Gen Fund portion)	1	37,500	37,500			
				Veh replacement (keep as spare K9)	1	84,335	84,335			
			PD 2017	veh replacement	1	79,300	79,300			
			Cmty Cer	nter fire panel replacement	1	10,000	10,000			
			Senior Ce	enter vinyl flooring replace	1	11,700	11,700			
			Senior Ce	enter carpet replacement	1	54,700	54,700			
			Park Mai	nt replace 2013 large area mower	1	90,000	90,000			
			Park Mai	nt Thompson Park upgrade ADA ramp	1	15,000	15,000			
			Library fir	e supresion sprinklers	1	25,000	25,000			
			Info Sys i (70% Gei	network equip, VM backbone host servers n Fund)	1	51,600	51,600			
			PD MDTs	s for patrol vehs (through Info Srv)	1	12,000	12,000			
			Senior Ce	enter bathroom remodel (delay from FY24)	1	200,000	200,000			
211,100	229,238	10,309,174		TOTAL TRANSF	ERS OL	<u>JT</u>		1,106,120	0	0
				<b>CONTINGENCIES</b>						
0	0	2,400,000	Increase due	<b>Contingencies</b> to large Solids Treatment Capacity Improven any unexpected expenditures.	ent project	getting starte	ed, in order	2,500,000	0	0
0	0	2,400,000		TOTAL CONTIN	GENCIE	<u>:S</u>		2,500,000	0	0
				ENDING FUND BALANCE						
2,226,800	1,878,600	1,506,300	9977-99	Designated End FB - WW Cap Fd - F	ERS Ref	inancing R	eserve	1,108,800	0	0
37,775,605	43,410,908	15,705,670		Unappropriated Ending Fd Balance I carryover for July 1 from proposed budget ye eficit) of revenues over (under) expenditures				14,175,374	0	0
40,002,405	45,289,508	17,211,970		TOTAL ENDING FU	ND BAL	ANCE		15,284,174	0	0
43,297,903	47,963,846	55,149,444						41,636,484	0	0

City of McMinnville Budget Document Report

4/12/2024

### 77 - WASTEWATER CAPITAL FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
43,297,903	47,963,846	55,149,444	TOTAL RESOURCES	41,636,484	0	0
43,297,903	47,963,846	55,149,444	TOTAL REQUIREMENTS	41,636,484	0	0

# **INFORMATION SYSTEMS & SERVICES FUND**

Budgeted Computer Equipment – By Department



**Information Systems & Services Fund** 

### **Budget Highlights**

- The 2024-25 proposed budget does not include any changes in personnel. Efforts will continue to focus on supporting a mobile workforce, efficiently matching resources with services, servicing infrastructure equipment maintenance needs, and balancing employee resources with critical needs.
- Considering the increasing complexity of organizational software needs, increased cybersecurity initiatives, information security requirements, mobile deployments and audio/visual support, it is very likely that the Information Services department will need to expand either in terms of additional FTE or Professional Services investment.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.
- Information Systems will also continue to strengthen our data and network security position, using computer security awareness training, phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.

#### New Programs, Projects, or Equipment:

- Complete the upgrade of the Police Department's fleet of incar mobile data terminals and transition to a new in-car video vendor and camera package.
- Extend the Public Works/Engineering/Wastewater core software package (Infor/Hansen) with custom report development and expanding work order processing with mobile technology.
- Internal IS projects for FY2024-25 include scheduled replacements of core virtual infrastructure servers, upgrading

2024 – 2025 Proposed Budget --- Budget Summary

more network components to 10GB, and expanding email services to include every City employee.

- Assist several departments with software migrations, installations and upgrades including upgrades to the Police Records Management system, supporting potential biennial budget solutions and reporting, and supporting emergency preparedness efforts.
- Continued extension into cloud based and hosted processing in both departmental applications and services as well as infrastructure and authentication. Following industry trends as cloud based software continues to grow along with service security and reliability.
- Continue initiative for redundancy and continuity of operations for our computer systems. Ensure proper backup standards are followed and implement strategies to combat phishing ransomware type attacks, while working with departments on contingency planning and practicing restoration and recovery efforts in different scenarios.
- Move towards policy based guidance in all areas of service develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

#### **Core Services**

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

#### **Future Challenges and Opportunities**

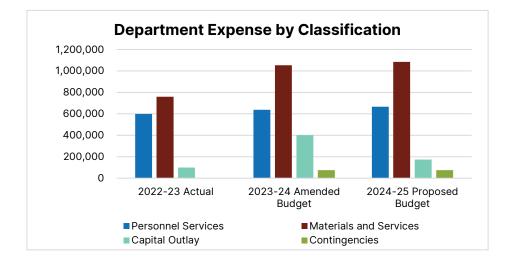
- Partner with City Departments to provide internal and external services support – look toward improved budget forecasting and reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Explore new AI technologies for potential City use while establishing a policy based framework for use and solution deployment.
- Explore ways to unify fragmented technology solutions across the City, including physical building security systems and surveillance camera systems.
- Continue to mobilize our workforce and support City employees in every scenario – working from home, on-site, or a variety of hybrid situations.
- Continue deployment of Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.

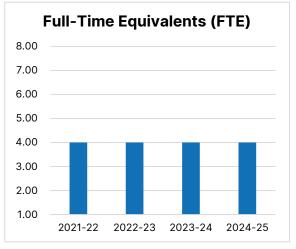
#### 2024 – 2025 Proposed Budget --- Budget Summary

- Embrace and extend remote work tools wherever possible throughout the City – training, collaboration, mobile work and service delivery.
- Continue to assist the McMinnville Fire District with technology transfer and continuity of service maintenance.
- 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.

#### Information Systems & Svcs Fund

	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	207,307	174,379	207,864	33,485
Charges for Services	751,331	1,032,258	1,128,452	96,194
Intergovernmental	108,504	444,178	0	(444,178)
Miscellaneous	4,530	3,500	9,000	5,500
Transfers In	584,698	614,858	795,725	180,867
Revenue Total	1,656,370	2,269,173	2,141,041	(128,132)
Expenses				
Personnel Services	598,656	637,684	666,911	29,227
Materials and Services	759,615	1,053,160	1,084,313	31,153
Capital Outlay	99,572	401,500	174,000	(227,500)
Contingencies	0	75,000	75,000	0
Expenses Total	1,457,842	2,167,344	2,000,224	(167,120)
Ending Fund Balance	198,528	101,829	140,817	38,988
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	4.00	4.00	4.00	4.00







## **Information Systems & Services Fund**

- **1993** City's first Information Systems Manager hired.
- **1995** Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.
- **1995** First system administrative specialist hired to help with expanding City IS needs.
- **1996** City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!
- **1998** City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.
- 2001 McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.
- 2002 IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide.

- **2003** Partnership formed with
  - Yamhill County for management of IS services; City director position eliminated.
- **2004** Physical location of IS Department moved from Fire Station to Community Center.
- 2005 Completed move of all City telephones back onto City-County telephone system.
- 2006 Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state.
- 2006 Completion of new computer equipment room with backup generator in Community Center.
- **2006** Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.

#### **Historical Highlights**

- **2006** Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.
- 2007 Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.
- **2008** Supported the project of moving all communications for the City to the new Public Safety Building.
- **2009** Began implementation of redundant server strategy for "hot" site backup of City applications.
- 2010 Began utilizing virtual server technology and moved to Storage Area Network devices.
- **2011** Development of an IS strategic plan.

## **Information Systems & Services Fund**

- **2011** Fully implemented electronic ticketing software for Police Department.
- **2012** Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building.
- **2013** Implemented a fully electronic agenda system for the conducting of City Council meetings.
- 2014 Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.
- **2015** Hired a full-time IS Director.
- **2016** Implemented 'next-gen' network firewall technology for increased security and network performance.
- 2016 Completed overhaul of City's website.
- **2016** Replaced City's network storage array to handle increased data storage demand, especially video.

- **2018** 90% of all City computers upgraded to Windows 10.
- 2019 Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voiceover-IP) system.
- 2020 Moved the City to a mobile workforce where over 80% of city employees were able to work remotely using rapidly deployed mobile meeting tools, work-fromhome hardware setups and VPN connectivity from anywhere.
- **2020** Upgraded the City to Microsoft Office 365.
- **2022** Physical location of IS Department moved from Community Center to the Police Department.
- 2023 Updated website to include new technology and City branding, continued adding hybrid meeting technology to City meeting rooms.

- 2024 Upgraded City's Hansen Asset/Workorder system, replaced fleet of PD data terminals, supported move to PD BWCs, replaced City Firewall and replaced main network storage array.
- 2024 Supported technology involved in creation and transition of new McMinnville Fire District.
- **2024** Implemented multi-factor authentication for all employees to strengthen cybersecurity posture.

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> <u>Total</u>
Administration, City Manager	Mailchimp software	480	
01-01-002	Adobe Pro Renewals	1,700	
	Docking Station	400	
	Office 365 licensing	1,100	
	_		3,680
Administration, City Council			
01-01-005	Replacement Computer	1,800	
	Leased Copier (shared with Municipal Court, Planning)	500	
	Office 365 licensing	2,000	
	—		4,300
Administration, Legal	Office 365 licensing	600	
01-01-008			600
Administration, Human Resources	Adobe Pro Renewals (2)	400	
01-01-012	Office 365 licensing	600	
			1,00
Finance	Replacement mobile computer (1)	3,000	
01-03-013	Adobe Pro Renewals (5)	1,000	
	Office 365 licensing	3,000	
	Printer maintenance - Lexmark	300	
	Debtbook software renewal	5,000	
			12,30
Engineering	ESRI Software - 17 %	2,500	
01-05	Hansen Software - 25 %	4,000	
	Hansen Development - 25%	5,000	
	AutoCAD - 66%	3,000	
	Plotter maintenance	1,200	
	Adobe Licenses	600	
	Bluebeam Licensing	1,600	
	Replacement mobile computers (2)	7,500	
	Office 365 licensing	3,000	
			28,40
Community Development Admin	Adobe Pro Renewals	200	
		300	

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Departmen</u> Total
Community Development Current	ESRI Software - 12.5 %	<u>پع</u> 1,250	10(0)
01-07-025	Adobe Indesign	400	
01 07 023	Adobe licensing	400 600	
	Bluebeam licensing	900	
	Leased Copier (shared with Municipal Court, Admin)	500	
	AutoCAD Maintenance	750	
	Office 365 licensing	600	
			5,0
Community Development Long Range	ESRI Software - 12.5 %	1,250	
01-07-028	AutoCAD Maintenance	750	
	Adobe Pro Renewals	400	
	Office 365 licensing	600	
	Bluebeam licensing	600	
	-		3,6
Community Development Code Enforcement	Office 365 licensing	600	
01-07-031	Adobe Pro licensing	800	
	_	_	1,4
Community Development Economic Dvlpmt	Adobe Pro Renewals	200	
01-07-035	Office 365 licensing	300	
		_	5
Police	New mobile computers for Corporals, Evidence	17,500	
01-11-040	Replacement computers (12)	18,700	
	New monitors (2)	500	
	Printer Replacements (2)	2,400	
	Toughbook + Zebra printer	7,000	
	Office 365 licensing	15,500	
	MDT Repair	2,000	
	InTime Software	5,000	
	Guardian Tracking Software	5,000	
	OnQ Maintenance	16,000	
	Netmotion Maint - 50%, shared with Fire Dept, AMB	3,800	
	CS Maintenance	29,000	
	Power DMS software	5,000	
	Adobe licensing	400	

532

Fund - Department	Computer Equipment	<u>\$s</u>	<u>Department</u> Total
Municipal Court	Caselle Utils/Integration	<u>ىپە</u> 5,000	<u>10(a)</u>
01-13-060	E-ticketing Maintenance	5,000 5,700	
	Caselle Maintenance	7,800	
	Polycom Replacement	2,500	
	Leased Copier (shared with Admin, Planning)	500	
	Adobe Pro license	200	
	Jason - possible laptop replacement	2,500	
	Office 365 licensing	1,700	
			25,900
Park & Rec Administration	WhenToWork Renewal	600	
01-017-001	Activenet Renewal	1,440	
	Office 365 licensing	300	
		-	2,340
Park & Rec Aquatic Center	Replacement computers (2)	4,550	
01-17-087	New Monitors	1,000	
	Printer Maintenance	1,000	
	ActiveNet Peripherals	1,500	
	Activenet Renewal	1,440	
	Office 365 licensing	1,600	
	_		11,090
Park & Rec Community Center	Activenet Renewal	1,440	
01-17-090	Office 365 licensing	1,600	
	Adobe Licensing	200	
	-	-	3,240
Park & Rec Recreational Sports	Adobe Pro Renewal	400	
01-17-096	New Mobile Computer	3,650	
	Office 365 licensing	600	
	Activenet Renewal	1,440	
		-	6,090
Park & Rec, Senior Center	Replacement Computer (1)	1,800	
01-17-099	Activenet Peripherals	1,000	
	Office 365 licensing	900	
	Activenet Renewal	1,440	
		-	5,140

Fund - Department	Computer Equipment	<b>\$</b> 0	<u>Department</u> Total
Park Maintenance	<u>Computer Equipment</u> ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Street,WWS	<u>\$s</u> 2,500	10101
01-19	Hansen SW Maintenance- 25%, shared w/Street, Eng, WWS		
01-19	Hansen Sw Maintenance- 25%, shared w/street, Eng, WWS Hansen Development - 25%	4,000 5,000	
	Desktop replacements (3) - 50%, shared with Street	5,500	
	Adobe Pro licensing	400	
	Office 365 licensing (5.5)	1,450	
	Hansen Mobiles	1,400	
	Bluebeam Licensing	400	
		400	20,75
ibrary	Office 365 licensing (21)	7,000	
01-21	Replacement Computers (2)		
01-21		3,600	
	Replacement Mobile Computer (4)	10,000	
	All in Ones (4)	8,000 800	
	LPTOne Renewal		
	PC Reservation Renewal	1,000	
	Hublet Renewal	1,700	
	New spline label printers (3)	1,500	
	New Barcode scanner	500	
	New Laserjet printer	1,300	35,40
			00,40
Street	Street Saver software	4,500	
20	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Park Maint,WWS	2,500	
	Desktop replacement (3) - 50%, shared with Park Maint	5,500	
	Adobe Pro licensing (2)	400	
	Hansen SW Maintenance - 25%, shared w/Eng,Park Maint,WWS	4,000	
	Hansen Development - 25%	5,000	
	Office 365 licensing	1,450	
	Bluebeam Licensing	400	~~ ~
		-	23,75
Airport	Adobe Pro Renewals	200	
25	Office 365 licensing	600	
		-	80
Building	Adobe licensing	200	
70	Office 365 licensing (4)	1,060	
	ESRI SW - 17%, shared w/Street,Comm Dvlpmt,Eng,Park Maint,WWS	2,500	
	Accela Peripherals	1,000	
	· -		4,76

			Department
Fund - Department	Computer Equipment	<u>\$s</u>	<u>Total</u>
Wastewater Services	Dept Specific software	24,500	
75-01	Hansen SW Maintenance - 25%, shared w/Eng, Park Maint, Street	4,000	
	ESRI SW - 17%, shared w/Bldg,Comm Dvlpmt,Eng,Park Maint,Street	2,500	
	Hansen Development	5,000	
	Cradlepoint Maintenance	350	
	Adobe Pro Renewals	400	
	Office 365 licensing	6,000	
	Replacement Computers (6)	10,800	
	Bluebeam Licensing	1,750	
	New Monitors (2)	500	
	Programming Laptop	2,000	
	_	_	57,80
ARPA (not distributed)	CitizenLab Software renewal	12,900	
7794-97	FAMS Software renewal	6,365	
	NeoGov licensing	14,000	
	Firewall maintenance renewal	41,000	
	ARPA biz process: est 1 year SBITA cost	5,000	
	ARPA budget app: 1 time setup cost	15,000	
	ARPA budget app: est 1 year SBITA cost	35,000	
	Emergency Manager software costs	600	
		_	129,86
		—	516,00

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				RESOURCES			
				BEGINNING FUND BALANCE			
15,075	15,075	15,075	<b>4080-15</b> July 1 carryc	Designated Begin FB-Info Sys Fd - Financial System Reserve over from prior year reserved for future City financial system software ots	15,075	0	0
150,431	192,232	159,304	4090	Beginning Fund Balance uly 1 undesignated carryover from prior year	192,789	0	0
165,506	207,307	174,379		TOTAL BEGINNING FUND BALANCE	207,864	0	0
				INTERGOVERNMENTAL			
76,815	108,504	0	4546	American Rescue Plan	0	0	0
0	0	0	4548	Coronavirus Relief Fund (CRF)	0	0	0
0	0	444,178	5029	McMinnville Fire District	0	0	0
76,815	108,504	444,178		TOTAL INTERGOVERNMENTAL	0	0	0
				CHARGES FOR SERVICES			
584,292	642,080	837,711		Charges for Equipment & Services - General Fund epartments are charged for equipment & services provided by the IS Fund. s are also charged a pro-rated portion of City-shared network costs.	953,289	0	0
0	0	6,000	6000-08	Charges for Equipment & Services - Affordable Housing	1,905	0	0
16,949	24,724	51,508	6000-20	Charges for Equipment & Services - Street Fund	38,993	0	0
0	0	2,120	6000-25	Charges for Equipment & Services - Airport	3,341	0	0
0	0	1,980	6000-50	Charges for Equipment & Services - Park Development	0	0	0
21,025	11,364	19,977	6000-70	Charges for Equipment & Services - Building Fund	19,774	0	0
61,174	73,163	112,962	6000-75	Charges for Equipment & Services - Wastewater Services Fund	111,150	0	0
0	0	0	6000-79	Charges for Equipment & Services - Ambulance Fund	0	0	0
683,440	751,331	1,032,258		TOTAL CHARGES FOR SERVICES	1,128,452	0	0
				MISCELLANEOUS			
787	4,435	3,500	6310	Interest	9,000	0	0
0	96	0	6600	Other Income	0	0	0
787	4,530	3,500		TOTAL MISCELLANEOUS	9,000	0	0

dget Docume	ent Report			80 - INFORMATION SY	STEM	S & SE	RVICES	S FUND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
470,219	501,315	524,049	6900-01	Transfers In - General Fund				700,821	0	0
				tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 570,956	<u>Total</u> 570,956			
			ARPA - firewall	Software renewals, licensing, set-up costs,	1	129,865	129,865			
10,960	11,694	12,733	6900-20	Transfers In - Street				13,317	0	0
			<u>Descrip</u> Informa	tion tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 13,317	<u>Total</u> 13,317			
10,960	11,694	12,733	6900-70	Transfers In - Building				13,317	0	0
			<u>Descrip</u> Informa	tion tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 13,317	<u>Total</u> 13,317			
55,851	59,995	65,343	6900-75	Transfers In - Wastewater Services				68,270	0	0
			<u>Descrip</u> Informa	tion tion Systems personnel services support.	<u>Units</u> 1	<u>Amt/Unit</u> 68,270	<u>Total</u> 68,270			
547,990	584,698	614,858		TOTAL TRANS	FERS IN	<u>1</u>		795,725	0	0
,474,539	1,656,370	2,269,173		TOTAL RESC	OURCES			2,141,041	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGE1
				REQUIREMENTS			
				PERSONNEL SERVICES			
2,549	-114	0	7000	Salaries & Wages	0	0	0
345,843	383,362	406,031	Information	Salaries & Wages - Regular Full Time Systems Director - 1.00 FTE Services Administrator - 1.00 FTE Services Specialist - 2.00 FTE	427,162	0	0
166	4,588	0	7000-15	Salaries & Wages - Temporary	0	0	0
1,191	5,450	8,000		Salaries & Wages - Overtime I maintenance scheduled after working hours and occasional extra work required activity periods.	7,000	0	0
2,400	2,400	2,400	7000-37	Salaries & Wages - Medical Opt Out Incentive	2,400	0	0
795	250	0	7300	Fringe Benefits	0	0	0
21,130	23,980	25,194	7300-05	Fringe Benefits - FICA - Social Security	26,412	0	0
4,942	5,608	6,039	7300-06	Fringe Benefits - FICA - Medicare	6,330	0	0
101,511	112,728	126,055	7300-15	Fringe Benefits - PERS - OPSRP - IAP	132,716	0	0
50,128	51,728	52,682	7300-20	Fringe Benefits - Medical Insurance	54,700	0	0
7,000	7,000	7,000	7300-22	Fringe Benefits - VEBA Plan	7,000	0	0
320	240	240	7300-25	Fringe Benefits - Life Insurance	240	0	0
1,280	954	942	7300-30	Fringe Benefits - Long Term Disability	996	0	0
298	399	458	7300-35	Fringe Benefits - Workers' Compensation Insurance	481	0	0
76	82	92	7300-37	Fringe Benefits - Workers' Benefit Fund	84	0	0
268	0	1,050	7300-40	Fringe Benefits - Unemployment	1,050	0	0
0	0	1,501	7300-45	Fringe Benefits - Paid Family Leave City Share	340	0	0
539,896	598,656	637,684		TOTAL PERSONNEL SERVICES	666,911	0	0
				MATERIALS AND SERVICES			
290	342	600	<b>7540</b> Costs share	<b>Employee Events</b> d city-wide for employee training, materials, and events.	700	0	0
3,331	2,104	5,000		<b>Travel &amp; Education</b> aining, network training, desktop training, and application development training, vel and meal expenses to seminars and conferences.	12,000	0	0
			<u>Descrip</u>	tion Units Amt/Unit Total ee Training & Education 4 3,000 12,000			

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
136	0	300	7590 Fuel and rep	Fuel - Vehicle & Equipment air expense for IS Department vehicle				300	0	0
4,172	4,924	5,510	7610-05	Insurance - Liability				4,112	0	0
437	618	770	7610-10	Insurance - Property				216	0	0
13,560	12,211	11,000		<b>Telecommunications</b> Services Department telephones, cell phone	s, and mode	m lines.		11,000	0	0
5,483	5,006	6,000	General offic computer su	Materials & Supplies e supplies, postage, shipping, professional pplies, and training materials; including purc us training materials.	subscriptions hased trainin	and dues, exp ng videos and	pendable	6,000	0	0
204	907	1,000	7720	Repairs & Maintenance				2,000	0	0
			Descrip	ion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Furnitur	e and Expenses - office area	1	2,000	2,000			
0	59	2,000	7720-06 Equipment r	Repairs & Maintenance - Equipme epairs and software upgrades not covered b		ce contracts.		2,000	0	0
			Descrip		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				naintenance kits for in house repairs and non-warranty equipment repairs	1 1	500 1,500	500 1,500			
54	0	0	7720-14	Repairs & Maintenance - Vehicles	i			0	0	0
12,904	19,003	151,500	7750	Professional Services				51,500	0	0
			Civic Bu	<u>ion</u> ion, network, design & support services ilding A/V maintenance services	<u>Units</u> 1 1 1	<u>Amt/Unit</u> 40,000 1,500 10,000	<u>Total</u> 40,000 1,500 10,000			
0	2,495	1,900		Professional Services - Audit & ot d city-wide for audit, Section 125 plan admin us professional service expenses				4,480	0	0
0	0	0	7770-03	Professional Services - Projects -	ERP			0	0	0
34,750	42,404	35,000	7792	Hardware Maintenance & Rental C	Contracts			25,000	0	0
7,731	0	11,000	7792-20	Hardware Maintenance & Rental C	Contracts -	Police		0	0	0
0	0	0	7792-30	Hardware Maintenance & Rental C	Contracts -	Fire		0	0	0
0	0	0	7792-95	Hardware Maintenance & Rental C	Contracts -	Ambulance		0	0	0
261,209	305,003	300,000	7794	Software Maintenance & Rental C	ontracts			420,000	0	0
0	1,251	2,750	7794-02	Software Maintenance & Rental C Office	ontracts - (	City Manage	r's	3,280	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
			Descript	lion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adobe F	Renewals	1	1,700	1,700			
				65 licensing	1	1,100	1,100			
			Mailchir	np software	1	480	480			
0	0	1,850	7794-03	Software Maintenance & Rental Cont	tracts - 0	City Council		2,500	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Office 3	65 licensing	1	2,000	2,000			
			Shared Ct)	Civic Hall Copier (shared with Planning, Muni	1	500	500			
6,500	5,000	8,250	7794-05	Software Maintenance & Rental Cont	tracts - A	Accounting		9,000	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
				65 licensing	1	3,000	3,000			
			Adobe F	Pro renewals	5	200	1,000			
			Debtboo	ok Software Renewal	1	5,000	5,000			
0	0	530	7794-08	Software Maintenance & Rental Cont	tracts - I	egal		600	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
			Office 3	65 licensing	1	600	600			
7,869	8,928	12,800	7794-10	Software Maintenance & Rental Cont	tracts - I	Engineering		19,700	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
				65 licensing	1	3,000	3,000			
			Bluebea	im licensing	1	1,600	1,600			
			Adobe l	censes	1	600	600			
				Development	1	5,000	5,000			
			Hansen WWS	renewal-25%, shared with Street, Park Maint,	1	4,000	4,000			
			Dvlpmn		1	3,000	3,000			
			ESRI-17 Street, \	7% shared with Bldg, Comm Dvlpmnt, Eng, WWS	1	2,500	2,500			
0	10,027	930	7794-12	Software Maintenance & Rental Cont	tracts - I	luman Reso	urces	1,000	0	0
			Descript	lion	<u>Units</u>	Amt/Unit	Total			
			Office 3	65 licensing	1	600	600			
			Adobe F	Pro renewals	2	200	400			
0	0	460	7794-14	Software Maintenance & Rental Cont Econ Development	tracts - (	Community I	Dev	500	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
				65 licensing	1	300	300			
			Adobe F	Pro renewal	1	200	200			

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2029 ADOPTE BUDGE
0	0	0	7794-15 Software Maintenance & Rental Contracts - Community Development				0	0		
0	0	460	7794-16	Software Maintenance & Rental Cont Administration	racts - (	Community	Dev	500	0	0
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adobe F	Pro renewal	1	200	200			
			Office 3	65 licensing	1	300	300			
1,626	2,025	3,130	7794-17	Software Maintenance & Rental Cont Current	racts - (	Community	Dev	5,000	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			ESRI-12	2.5% shared with Eng, Bldg, Street, WWS	1	1,250	1,250			
			Adobe I	nDesign	1	400	400			
			AutoCA	D maintenance	1	750	750			
			Office 3	65 licensing	1	600	600			
			Muni Co		1	500	500			
			Bluebea	am Licenses	3	300	900			
				Pro Licensing	3	200	600			
1,626	1,631	2,730	7794-18	Software Maintenance & Rental Cont Long Range	racts - (	Community	Dev	3,600	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			ESRI So & WWS	oftware - 12.5% shared with Eng, Bldg, Street,	1	1,250	1,250			
			AutoCA	D Maintenance	1	750	750			
				Pro renewal	1	400	400			
			Office 3	65 licensing	1	600	600			
			Bluebea	am Licensing	2	300	600			
395	0	530	7794-19	Software Maintenance & Rental Cont Code Compliance	racts - (	Community	Dev	1,400	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Office 3	65 licensing	1	600	600			
				Licensing	1	800	800			

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
49,722	58,249	83,000	7794-20	Software Maintenance & Rental Con	tracts - I	Police		79,700	0	0
10,122	00,210	00,000	Descript			<u>Amt/Unit</u>	Total	,	C C	·
					<u>Units</u>	<u>Ami/Omi</u> 5,000	<u>Total</u> 5,000			
				MS software	1					
				Square maintenance	•	29,000	29,000			
				on 50% shared with MFD	1	3,800 5,000	3,800 5,000			
				n Tracking software 65 licensing	1	5,000 15,500	5,000 15,500			
			InTime r	-	1	5,000	5,000			
				intenance	1	5,000 16,000	16,000			
				icensing	1	400	400			
10 770		40.050		5	-			~~~~~	0	
10,776	11,205	18,950	7794-25	Software Maintenance & Rental Con		Municipal C	ourt	20,900	0	C
			Descript		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Shared Planning	Civic Hall Copier (shared with City Council & ))	1	500	500			
			Adobe F	Pro licensing	1	200	200			
			Office 3	65 licensing	1	1,700	1,700			
				Maintenance	1	7,800	7,800			
			E-ticketi	ng maintenance	1	5,700	5,700			
			Caselle	Utils/Integration	1	5,000	5,000			
32,523	39,202	38,800 7	7794-30	Software Maintenance & Rental Con	tracts - I	Fire		0	0	(
1,200	1,440	2,300	7794-35	Software Maintenance & Rental Con Administration	tracts - I	Parks & Rec	;	2,340	0	C
			Descript	ion	<u>Units</u>	Amt/Unit	Total			
				Work renewal	1	600	600			
				et renewal	1	1,440	1,440			
				65 licensing	1	300	300			
1,200	1,440	2.760 7	7794-40	Software Maintenance & Rental Con	tracts -	Aquatic Cen	nter	3,040	0	C
.,	.,	_,	Descript		<u>Units</u>	Amt/Unit	Total	-,	-	
				et Renewal	<u>01113</u>	1,440				
				65 licensing	1	1,440	1,440 1,600			
1,200	1,440	2,760 7	7794-45	Software Maintenance & Rental Con	tracts - (	•	Center	3,240	0	(
			Descript	ion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Activene	et renewal	1	1,440	1,440			
			Office 3	65 licensing	1	1,600	1,600			
			Adobe L	icensing	1	200	200			
	0		7794-50	Software Maintenance & Rental Con				0	0	(

### 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2028 ADOPTE BUDGE
1,200	1,440	1,700	7794-55	Software Maintenance & Rental Con	tracts - I	Recreationa	I Sports	2,440	0	(
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Adobe F	Pro renewal	1	400	400			
			Office 3	65 licensing	1	600	600			
			Activene	et renewal	1	1,440	1,440			
1,200	1,440	1,970	7794-60	Software Maintenance & Rental Con	tracts - S	Senior Center	er	2,340	0	
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Office 3	65 licensing	1	900	900			
			Activene	et renewal	1	1,440	1,440			
0	0	330	7794-63	Software Maintenance & Rental Con	tracts - I	Park Develo	pment	0	0	
5,607	5,907	8,350	7794-65	Software Maintenance & Rental Con	tracts - I	Park Mainte	nance	13,750	0	
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
			Office 3	65 licensing	1	1,450	1,450			
			Adobe F	Pro licensing	1	400	400			
			Hansen	Development	1	5,000	5,000			
			Hansen WWS	maintenance-25% shared with Street, Eng,	1	4,000	4,000			
			Street, V		1	2,500	2,500			
			Bluebea	am licensing	1	400	400			
0	0	2,500	7794-68	Software Maintenance & Rental Con	tracts - /	Affordable H	lousing	0	0	
0	0	6,000	7794-70	Software Maintenance & Rental Con	tracts - I	Library		10,500	0	
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Office 3	65 licensing	1	7,000	7,000			
			LPTOne	e Renewal	1	800	800			
			PC Res	ervation Renewal	1	1,000	1,000			
			Hublet F	Renewal	1	1,700	1,700			
9,106	10,407	12,850	7794-75	Software Maintenance & Rental Con	tracts - \$	Streets		18,250	0	
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Office 3	65 licensing	1	1,450	1,450			
			Hansen	Development	1	5,000	5,000			
			Hansen WWS	renewal 25% - shared with Eng, Park Maint,	1	4,000	4,000			
			Adobe F	Pro licensing	1	400	400			
			ComDev	newal 17% - shared with Bldg, v,Eng,ParkMaint,WWS	1	2,500	2,500			
				aver Software	1	4,500	4,500			
			Bluebea	am licensing	1	400	400			

City of McMinnville Budget Document Report

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	0	200	7794-77	Software Maintenance & Rental Co	ntracts - A	Airport		800	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Office 3	65 licensing	1	600	600			
			Adobe L	Licensing	1	200	200			
2,124	2,134	3,560	7794-80	Software Maintenance & Rental Co	ntracts - E	Building		3,760	0	0
			Descript	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Office 3	65 licensing	1	1,060	1,060			
				oftware - 17% shared with Street,Park /WS,Eng,ComDev	1	2,500	2,500			
				Licensing	1	200	200			
27,104	28,091	36,550	7794-85	Software Maintenance & Rental Co	ntracts - V	Vastewater	Services	44,500	0	0
	,	·	Descript		<u>Units</u>	<u>Amt/Unit</u>	Total			
			· · ·	newal-17% shared with	1					
			-	rkMaint,Street,ComDev,Bldg	-	2,500	2,500			
				renewal-25% shared with Park,Street,Eng	1	4,000	4,000			
				Development	1	5,000	5,000			
				Pro renewals	1	400	400			
			Office 3	65 licensing	1	6,000	6,000			
				oftware maintenance	1	3,000	3,000			
				oint maintenance	1	350	350			
				omply FOG maintenance	1	2,800	2,800			
			Win 911	Software	1	800	800			
			Hach W	'IMS software	1	3,100	3,100			
			Wonder	ware software	1	5,500	5,500			
			Rockwe	Il control software	1	6,500	6,500			
			WWS-M	IP2 Main Mgmt Software	1	2,800	2,800			
			Bluebea	am renewals	7	250	1,750			
30,528	19,605	45,100	7794-95	Software Maintenance & Rental Co	ntracts - A	Ambulance		0	0	0
0	8,276	30,680	7794-97	Software Maintenance & Rental Co	ntracts - A	ARPA		129,865	0	0
			Descript	tion	<u>Units</u>	Amt/Unit	Total			
			FAMS S	Software renewal	1	6,365	6,365			
			CitizenL	ab Software renewal	1	12,900	12,900			
			NeoGov	/ licensing	1	14,000	14,000			
			Firewall	maintenance renewal	1	41,000	41,000			
			ARPA b	iz process: est 1 year SBITA cost	1	5,000	5,000			
				udget app: 1 time setup cost	1	15,000	15,000			
				udget app: est 1 year SBITA cost	1	35,000	35,000			
				ncy Manager software costs	1	600	600			
			-							

City of McMinnville Budget Document Report

2022 CTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
17,339	19,412	15,000	7800-18	M & S Equipment - Hardware				17,000	0	(
			NAS Re Network	tion placements placement Storage Switch replacements ent Replacements	<u>Units</u> 1 3 1	<u>Amt/Unit</u> 3,000 3,000 2,500 3,500	<u>Total</u> 3,000 3,000 7,500 3,500			
0	0	0	7800-21	M & S Equipment - Software				0	0	(
0	0	0	7800-24	M & S Equipment - Inventory				0	0	C
0	0	0	7840	M & S Computer Charges				0	0	(
0	2,689	750	7840-02	M & S Computer Charges - Cit	ty Manager's O	ffice		400	0	C
			<u>Descrip</u> Docking		<u>Units</u> 1	<u>Amt/Unit</u> 400	<u>Total</u> 400			
2,749	2,789	2,950	7840-03	M & S Computer Charges - Cit	ty Council			1,800	0	(
			<u>Descrip</u> Replace	tion ement Computer	<u>Units</u> 1	<u>Amt/Unit</u> 1,800	<u>Total</u> 1,800			
6,375	4,671	1,300	7840-05	M & S Computer Charges - Ac	counting			3,300	0	(
				<u>tion</u> naintenance - Lexmark ement mobile computer	<u>Units</u> 1 1	<u>Amt/Unit</u> 300 3,000	<u>Total</u> 300 3,000			
0	2,429	0	7840-08	M & S Computer Charges - Le	gal			0	0	(
7,488	4,268	7,700	7840-10	M & S Computer Charges - En	gineering			8,700	0	(
			•	<u>tion</u> ement Mobile computers naintenance	<u>Units</u> 2 1	<u>Amt/Unit</u> 3,750 1,200	<u>Total</u> 7,500 1,200			
0	4,008	3,500	7840-12	M & S Computer Charges - Hu	ıman Resource	S		0	0	(
0	3,824	0	7840-14	M & S Computer Charges - Co	ommunity Dev I	Econ Develo	opment	0	0	(
0	0	0	7840-15	M & S Computer Charges - Co	ommunity Deve	lopment		0	0	(
0	0	0	7840-16	M & S Computer Charges - Co	ommunity Dev	Administrati	on	0	0	(
5,941	7,578	6,250	7840-17	M & S Computer Charges - Co	ommunity Dev	Current		0	0	(
0	5,227	3,000	7840-18	M & S Computer Charges - Co	ommunity Dev I	Long Range		0	0	(
0	0	6,000	7840-19	M & S Computer Charges - Co	ommunity Dev	Code Comp	liance	0	0	C
12,329	25,207	50,400	7840-20	M & S Computer Charges - Po	lice			48,100	0	C
0	0	6,000	7840-19	M & S Computer Charges - Co	ommunity Dev (			0	0	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2028 ADOPTE BUDGE
			<u>Descrip</u>	tion	<u>Units</u>	Amt/Unit	<u>Total</u>			
			New Mo	bile Computers	5	3,500	17,500			
			Replace	ement Desktop Computers	11	1,700	18,700			
			New Mo		1	500	500			
				Replacements	2	1,200	2,400			
			MDT Re	ook + Zebra Printer	1	7,000 2,000	7,000			
270	E 404	1 500				2,000	2,000	5,000	0	
379	5,431	1,500	7840-25	M & S Computer Charge	- 			5,000	0	
			<u>Descrip</u>		<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
				n Replacement	1	2,500	2,500			
		04 500		Computer replacement	1	2,500	2,500			
12,611	7,766	21,500	7840-30	M & S Computer Charge	es - Fire			0	0	
534	0	0	7840-35	M & S Computer Charge	es - Parks & Rec Adn	ninistration		0	0	
3,430	901	3,000	7840-40	M & S Computer Charge	es - Aquatic Center			8,050	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			Replace	ement Computer	1	1,800	1,800			
			New Mo	bile Computer	1	2,750	2,750			
				maintenance	1	1,000	1,000			
			New Mo		1	1,000	1,000			
				et peripherals	1	1,500	1,500			
3,466	3,584	1,000	7840-45	M & S Computer Charge	es - Community Cent	er		0	0	
0	0	0	7840-50	M & S Computer Charge	es - Kids on the Bloc	k		0	0	
0	0	0	7840-55	M & S Computer Charge	es - Recreational Spo	orts		3,650	0	(
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			New Mo	bile Computer	1	3,650	3,650			
397	5,016	2,500	7840-60	M & S Computer Charge	es - Senior Center			2,800	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
				ement computer		1,800	1,800			
				et peripherals	1	1,000	1,000			
0	0	1,650	7840-63	M & S Computer Charge	es - Park Developmei	nt		0	0	
1,897	5,925	5,600	7840-65	M & S Computer Charge	es - Park Maintenanc	е		7,000	0	
			Descrip			Amt/Unit	Total			
				ement Mobile Computers 1/2 sha		5,500	5,500			
				Mobile Devices	3	500	1,500			
0	0	3,500	7840-68	M & S Computer Charge	es - Affordable Housi			0	0	
11,716	9,492		7840-70	M & S Computer Charge		-		24,900	0	
, 0		nt Report						- 1,000	v	

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A				2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Replace	ment computers	2	1,800	3,600			
			•	ment Mobile computers	4	2,500	10,000			
				ne computers abel Printers	4 3	2,000 500	8,000 1,500			
				e Scanner	1	500	500			
			Laserjet		1	1,300	1,300			
171	4,718	600	7840-75	M & S Computer Charges - Street				5,500	0	
			Descrip	lion	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>			
			Comput	er replacements 50% shared with Street	1	5,500	5,500			
0	0	0	7840-77	M & S Computer Charges - Airpor	t			0	0	(
9,961	0	2,500	7840-80	M & S Computer Charges - Buildir	ng			1,000	0	(
			Descrip	tion	<u>Units</u>	<u>Amt/Unit</u>	Total			
			Accela	peripherals	1	1,000	1,000			
6,173	14,059	8,600	7840-85	M & S Computer Charges - WWS				13,300	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			New Mo		1	500	500			
			•	Replacements	6	1,800	10,800			
0	0			or equipment programming	1	2,000	2,000	0	0	
0	0		7840-90	M & S Computer Charges - Sewer		ice		0	0	
2,455	0		7840-95	M & S Computer Charges - Ambul	ance			0	0	
0	0	0	7840-97	M & S Computer Charges - ARPA				0	0	
5,872	5,353	8,000	8280	Data Communications				8,000	0	
649,764	759,615	1,053,160		TOTAL MATERIALS	AND SE	RVICES		1,084,313	0	
				CAPITAL OUTLAY						
33,677	0	0	8730-05	Equipment - Computers - Hardwar	е			0	0	
0	0	0	8730-10	Equipment - Computers - Software	9			0	0	
0	0	120,000	8750	Capital Outlay Computer Charges				60,000	0	
			Descrip	tion	<u>Units</u>	Amt/Unit	Total			
			•	t Replacement	1	20,000	20,000			
				Switches	1	30,000	30,000			
			Wifi Upg	grade	1	10,000	10,000			
0	0	27,500	8750-10	Capital Outlay Computer Charges	- Engineer	rina		0	0	

#### 80 - INFORMATION SYSTEMS & SERVICES FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
0	0	0	8750-14	Capital Outlay Computer Charges - Community Dev Econ Development	0	0	0
0	0	0	8750-15	Capital Outlay Computer Charges - Community Development	0	0	0
0	0	0	8750-16	Capital Outlay Computer Charges - Community Dev Administration	0	0	0
0	0	0	8750-17	Capital Outlay Computer Charges - Community Dev Current	0	0	0
0	0	0	8750-18	Capital Outlay Computer Charges - Community Dev Long Range	0	0	0
0	0	0	8750-19	Capital Outlay Computer Charges - Community Dev Code Enforcement	0	0	0
0	0	92,000	8750-20	Capital Outlay Computer Charges - Police	114,000	0	0
			<u>Descrip</u> RMS Up MDT Co				
0	0	12,000	8750-30	Capital Outlay Computer Charges - Fire	0	0	0
0	0	14,000	8750-35	Capital Outlay Computer Charges - Parks & Rec Administration	0	0	0
0	0	27,500	8750-65	Capital Outlay Computer Charges - Park Maintenance	0	0	0
0	0	27,500	8750-75	Capital Outlay Computer Charges - Street	0	0	0
0	0	0	8750-77	Capital Outlay Computer Charges - Airport	0	0	0
0	0	0	8750-80	Capital Outlay Computer Charges - Building	0	0	0
0	0	27,500	8750-85	Capital Outlay Computer Charges - Wastewater Services	0	0	0
0	0	10,000	8750-95	Capital Outlay Computer Charges - Ambulance	0	0	0
43,895	99,572	43,500	8750-97	Capital Outlay Computer Charges - ARPA Projects	0	0	0
0	0	0	8750-98	Capital Outlay Computer Charges - ERP	0	0	0
77,572	99,572	401,500		TOTAL CAPITAL OUTLAY	174,000	0	0
				CONTINGENCIES			
0	0	75,000	9800	Contingencies	75,000	0	0
0	0	75,000		TOTAL CONTINGENCIES	75,000	0	0
				ENDING FUND BALANCE			
15,075	15,075	15,075	9980-15	Designated End FB - Info Sys Fd - Financial System Reserve	15,075	0	0
192,232	183,453	86,754	Undesignate	Unappropriated Ending Fd Balance d carryover from proposed budget year to subsequent year, includes the excess venues over (under) expenditures from proposed budget year operations	125,742	0	0

City of McMinnville Budget Document Report

Budget Docum	ent Report		80 - INFORMATION SYSTEMS & SERVICES FUND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET		
207,307	198,528	101,829	TOTAL ENDING FUND BALANCE	140,817	0	0		
1,474,539	1,656,370	2,269,173	TOTAL REQUIREMENTS	2,141,041	0	0		

Budget Docum	ent Report		80 - INFORMATION SYSTEMS & SERVICES FUND					
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET		
1,474,539	1,656,370	2,269,173	TOTAL RESOURCES	2,141,041	0	0		
1,474,539	1,656,370	2,269,173	TOTAL REQUIREMENTS	2,141,041	0	0		

# **INSURANCE SERVICES FUND**



#### **Budget Highlights**

- Charges For Services As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers' compensation premiums and claims. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers' compensation costs charged to Departments are based on wages and types of work performed by their employees.
- FY2023-24 represented an unusual year due to the transition of the fire services to their independent taxing district established by the voters in May 2023. A clear understanding of the City's new insurance spend will not be fully known until the FY2024-25 renewal process is complete later this spring and the workers compensation audit for FY2023-24 is complete, likely sometime in the spring of 2025.
- Other Income City County Insurance Services (CIS) CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS; the city receives this credit because it purchases property and liability insurance as well as most of the work force's health insurance.
- Property & Liability Insurance A budget increase of 10% has been applied to the general liability premium and 20% on property coverage compared to 2023-24 premiums. The City's risk is limited to the deductible for property claims, which

depends on the type of property that has been damaged. The deductible for liability claims is \$50,000.

#### • Workers' Compensation Insurance:

- FY2023-24 workers compensation insurance is projected to be 10% higher than last year.
- City of McMinnville experience modifier for 2023-24 was 99%, higher than .83% rating for the prior year. An experience modifier rating of 1 is considered average; less than one is better than average claims history. The modifier is based on not only the dollar amount of the City's workers comp claims, but also on the number of workers comp claims. A smaller modifier results in smaller premiums.

**Insurance Services Fund Reserve** In FY2024-25, the City discontinued funding the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department as it had since FY2018-19. This choice is due to fund's reserve reaching a prudent level after six years of funding this support services resource of just under 3 months' worth of operating expense. By removing this support, the General Fund effectively has an increase of .75 position's cost (the balance of HR time is allocated to other departments with personnel.

**Mac-Town 2032 Strategic Plan** This fund serves all departments and helps reduce the City's risk profile is relevant to the Strategic Plan goal:

City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus. The reserve accumulated in this fund is more than sufficient to cover the City's property, liability, and workers compensation claim risks.

# **Insurance Services Fund**

#### **Core Services**

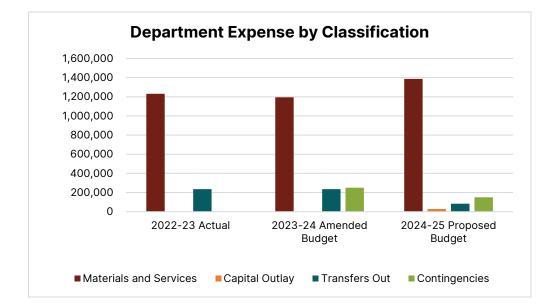
- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
  - General liability insurance
  - Automobile liability, collision, and comprehensive insurance
  - Property, equipment, and excess crime insurance
  - Earthquake and boiler insurance
  - Employee workers' compensation insurance
  - Cyber liability insurance
- The entirety of the airport policy is charged to the Airport Maintenance fund.

#### **Future Challenges and Opportunities**

- The City will continue to work with CIS, SAIF and our insurance broker to review risk management practices with the goal of limiting exposure related to general liability, workers compensation and cyber liability claims.
- Cyber liability insurance costs are rising significantly. The Information Services department is developing programming and utilizing best practices in the field to help the city mitigate its risk in this area.
- Funding for HR services are absorbed into the General Fund, partially offset by allocations to other funds with personnel costs.

#### Insurance Services Fund

Fund Cost Summary				
	2022-23 Actual	2023-24 Amended Budget	2024-25 Proposed Budget	Budget Variance
Revenue				
Beginning Fund Balance	829,517	628,429	467,698	(160,731)
Charges for Services	1,264,804	1,249,739	1,252,714	2,975
Miscellaneous	78,736	95,500	114,000	18,500
Revenue Total	2,173,057	1,973,668	1,834,412	(139,256)
Expenses				
Materials and Services	1,231,727	1,194,320	1,385,945	191,625
Capital Outlay	0	0	30,000	30,000
Transfers Out	234,775	235,581	82,776	(152,805)
Contingencies	0	250,000	150,000	(100,000)
Expenses Total	1,466,502	1,679,901	1,648,721	(31,180)
Ending Fund Balance	706,555	293,767	185,691	(108,076)





# Insurance Services Fund

- **1985** City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS).
- **1986** City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.
- **1989** City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.
- **1991** Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.
- **1995** Insurance Services Fund surplus funds Community Center seismic retrofit.
- **1995** Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.

- **1997** City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.
- 2000 Fire union members first begin medical insurance cost sharing – 10% of premium.
- 2001 City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS.
- 2003 Police union members first begin medical insurance cost sharing – 5% of premium.
- 2006 City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.
- 2009 Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.

- **Historical Highlights**
- **2012** Insurance Services Fund surplus allocated to operating departments.
- **2015** Insurance Services Fund surplus allocated to operating departments.
- 2018 Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration (until 2024)
- **2018** Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.
- **2019** Insurance Services Fund surplus allocated to operating departments.
- 2022 Workers compensation coverage provider change to SAIF after CIS withdraws this line of service.
- **2024** Voter approval of the fire district measure means transition with insurance coverage policies.

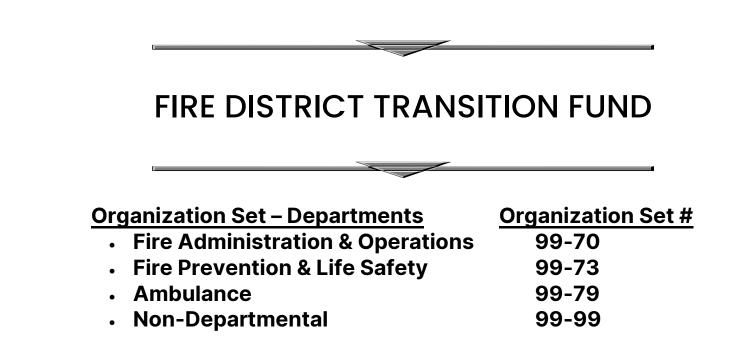
dget Docume	ent Report		85 - INSURANCE SERVICE	S FUND		
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
			RESOURCES			
			<b>BEGINNING FUND BALANCE</b>			
966,780	829,517	628,429	90 Beginning Fund Balance timated July 1 undesignated carryover from prior year	467,698	0	0
966,780	829,517	628,429	TOTAL BEGINNING FUND	BALANCE 467,698	0	0
			CHARGES FOR SERVICES			
449,152	537,912	514,780	<b>50-05 Insurance - Liability</b> tal charges to the operating departments and funds for pro-rata surance premiums: general liability, automobile liability, and em verage.	a share of the liability ployee excess crime	0	0
276,447	311,877	329,640	<b>50-10 Insurance - Property</b> tal charges to the operating departments and funds for pro-rate surance premiums: property, automobile, mobile equipment, ea achinery.	379,430 a share of the property Irthquake, and boiler and	0	0
476,833	415,015	405,319	70 Workers' Compensation Insurance larges to payroll operating departments and funds for worker's verage.	321,163 compensation insurance	0	0
1,202,433	1,264,804	1,249,739	TOTAL CHARGES FOR S	SERVICES 1,252,714	0	0
			MISCELLANEOUS			
2,130	8,159	7,500	10 Interest	9,000	0	0
13,082	28,218	25,000	10-05 Insurance Loss Reimbursement - Proper	ty 25,000	0	0
3,074	0	5,000	10-10 Insurance Loss Reimbursement - Parks	5,000	0	0
7,158	3,429	15,000	10-15 Insurance Loss Reimbursement - Autom	obile 20,000	0	0
0	0	0	00 Other Income cludes annual SAIF dividend	25,000	0	0
33,831	38,929	43,000	00-15 Other Income - City County Insurance Se evenue from CIS multi-line credit	ervices 30,000	0	0
59,275	78,736	95,500	TOTAL MISCELLANI	EOUS 114,000	0	0
2,228,488	2,173,057	1,973,668	TOTAL RESOURC	ES 1,834,412	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : N/A Section : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGE1
				Program : N/A REQUIREMENTS			
				MATERIALS AND SERVICES			
1,284	0	0	7750	Professional Services	0	0	0
0	1,519	1,300		Professional Services - Audit & other city-wide prof svc d city-wide for audit, Section 125 plan administrative fees, and other us professional service expenses	3,900	0	0
709,724	837,609	844,420	<b>8300</b> Insurance pr	<b>Property &amp; Liability Ins Premium</b> emiums for the following coverages: general liability, automobile, property, e equipment, earthquake, employee crime coverage, and boiler and machinery.	961,551	0	0
0	0	0	8330-18	Liability Aggregate Deductible - 2017 - 2018	0	0	0
41,729	0	0	8330-19	Liability Aggregate Deductible - 2018 - 2019	0	0	0
0	0	0	8330-20	Liability Aggregate Deductible - 2019 - 2020	0	0	0
3,877	2,525	0	8330-21	Liability Aggregate Deductible - 2020 - 2021	0	0	C
30,470	-1,996	6,000	8330-22	Liability Aggregate Deductible - 2021 - 2022	0	0	C
0	8,166	6,500	<b>8330-23</b> Total Liabilit	Liability Aggregate Deductible - 2022 - 2023 y deductible is \$50,000 for the year	0	0	C
0	0	50,000	8330-24 Total Liabilit	Liability Aggregate Deductible - 2023 - 2024 y deductible is \$50,000 for the year	50,000	0	C
0	339,497	240,100	8350	Workers' Compensation	320,494	0	C
0	0	0	<b>8350-16</b> No open clai	Workers' Compensation - 2015 - 2016 Retro Closed ms for this year	0	0	C
0	0	0	8350-17 No open wo	Workers' Compensation - 2016 - 2017 Retro Closed rkers' compensation claims for this plan year	0	0	C
0	0	0	8350-18 No open wo	Workers' Compensation - 2017 - 2018 Retro Closed rkers' compensation claims for this plan year	0	0	C
0	0	0	8350-19 No open wo	Workers' Compensation - 2018 - 2019 Retro rkers' compensation claims for this plan year	0	0	C
1,443	2,655	2,000	8350-20 Open worke	Workers' Compensation - 2019 - 2020 Retro rs' compensation claims for this plan year.	0	0	C
74,477	1,859			Workers' Compensation - 2020 - 2021 Retro rs' compensation claims for this plan year.	0	0	(
314,892	0	0	8350-22	Workers' Compensation - 2021 - 2022	0	0	C
0	0		8350-23	Workers' Compensation - 2022 - 2023	0	0	0
150	30,741	25,000	<b>8370-05</b> The City's pr	Property & Auto Damage Claims - Property Loss & Damage operty insurance carries a \$1,000 deductible.	25,000	0	C
3,924	0	5,000	8370-10	Property & Auto Damage Claims - Park Loss & Damage	5,000	0	C

City of McMinnville Budget Document Report

udget Docume	ent Report		<b>85 - INSURANCE SERVICES FUND</b>			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2029 ADOPTE BUDGE
6,468	9,151	10,000	<b>370-15</b> Property & Auto Damage Claims - Automobile Damage he City's automobile insurance carries a \$500 collision deductible and a \$250 omprehensive deductible.	20,000	0	
1,188,438	1,231,727	1,194,320	TOTAL MATERIALS AND SERVICES	1,385,945	0	(
			CAPITAL OUTLAY			
0	0	0	850-10 Vehicles - Replacement	30,000	0	(
0	0	0	TOTAL CAPITAL OUTLAY	30,000	0	
			TRANSFERS OUT			
186,470	208,884	205,297	700-01 Transfers Out - General Fund	82,776	0	
			Description Units Amt/Unit	<u>Total</u>		
			Administration and Finance personnel services 1 82,776 support.	82,776		
6,016	6,473	7,225	700-20 Transfers Out - Street	0	0	(
3,008	3,236	5,007	700-70 Transfers Out - Building	0	0	(
15,039	16,182	18,052	700-75 Transfers Out - Wastewater Services	0	0	
210,533	234,775	235,581	TOTAL TRANSFERS OUT	82,776	0	(
			<u>CONTINGENCIES</u>			
0	0	250,000	800 Contingencies	150,000	0	(
0	0	250,000	TOTAL CONTINGENCIES	150,000	0	
			ENDING FUND BALANCE			
829,517	706,555	293,767	999 Unappropriated Ending Fd Balance Indesignated carryover from proposed budget year to subsequent year, includes deficit) of revenues over (under) expenditures from proposed budget year operat		0	
829,517	706,555	293,767	TOTAL ENDING FUND BALANCE	185,691	0	
2,228,488	2,173,057	1,973,668	TOTAL REQUIREMENTS	1,834,412	0	

Budget Docum	ent Report		85 - INSURANCE SERVICES FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>N/A</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
2,228,488	2,173,057	1,973,668	TOTAL RESOURCES	1,834,412	0	0
2,228,488	2,173,057	1,973,668	TOTAL REQUIREMENTS	1,834,412	0	0



May 2023 voter approval of creation for a new fire district.

2022 Actual & 2023 Actual for the McMinnville Fire Department can be found in the General Fund (organization sets: 01-15-070, 01-15-073, & 01-15-079).

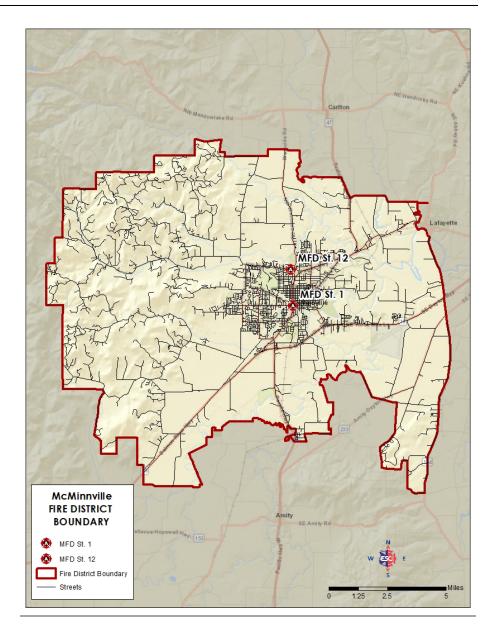
#### **Budget Highlights**

**Support the new McMinnville Fire District (MFD)** -- Voters in the City of McMinnville and parts of Yamhill County approved a ballot measure consolidating efforts for a new fire district to provide fire and emergency services that reach staffing and response goals on critical incidents and is sustainable into the future.

 While the MFD is operationally independent, revenues that are associated with ambulance transports which took place under the City of McMinnville's license will continue to be remitted to the City. An estimate of \$4 million for those payments in, with an offsetting special payment out to the MFD, is included in the FY2024-25 proposed budget.

#### **Core Services**

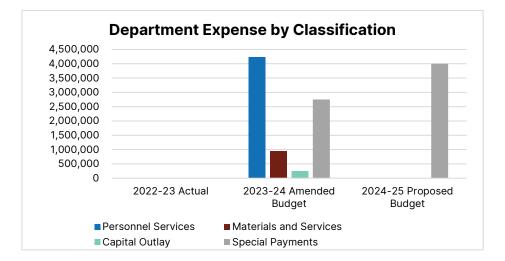
Continuing to support critical fire and emergency medical services by performing the administrative support function of collecting revenues and passing them through to the MFD serves the MacTown 2032 strategic objectives of City Government Capacity and Community Safety and Resiliency.

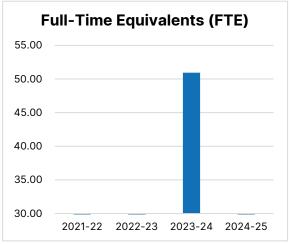


#### Fire District Transition

Fund Cost Summary

		2023-24 Amended	2024-25 Proposed	
	2022-23 Actual	Budget	Budget	Budget Variance
Revenue				
Charges for Services	0	3,024,000	3,000,000	(24,000)
Intergovernmental	0	4,896,542	1,000,000	(3,896,542)
Licenses and Permits	0	4,250	0	(4,250)
Miscellaneous	0	3,333	0	(3,333)
Transfers In	0	252,888	0	(252,888)
Revenue Total	0	8,181,013	4,000,000	(4,181,013)
Expenses				
Personnel Services	0	4,239,045	0	(4,239,045)
Materials and Services	0	939,080	0	(939,080)
Capital Outlay	0	252,888	0	(252,888)
Special Payments	0	2,750,000	4,000,000	1,250,000
Expenses Total	0	8,181,013	4,000,000	(4,181,013)
Ending Fund Balance	0	0	0	0
	Adopted	Adopted	Adopted	Proposed
	2021-22	2022-23	2023-24	2024-25
Full-Time Equivalents (FTE)	-	-	50.94	-





lget Documer	nt Report			99 - FIRE DISTRICT TRANSITION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/</b> A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	202 ADOPTE BUDGE
				RESOURCES			
				LICENSES AND PERMITS			
0	0	4,250	4490	Licenses & Permits - Misc	0	0	
0	0	4,250		TOTAL LICENSES AND PERMITS	0	0	
				INTERGOVERNMENTAL			
0	0	0	4555	Ground Emergency Medical Transport (GEMT) Reimbursement	0	0	
0	0	0	4840-05	OR Conflagration Reimbursement - Personnel	0	0	
0	0	0	4840-10	OR Conflagration Reimbursement - Equipment	0	0	
0	0	0		TOTAL INTERGOVERNMENTAL	0	0	
				CHARGES FOR SERVICES			
0	0	6,000	5340	Fire Department Service Fees	0	0	
0	0	0	5400	Property Rentals	0	0	
0	0	6,000		TOTAL CHARGES FOR SERVICES	0	0	
				MISCELLANEOUS			
0	0	0	6410	Donations - Fire	0	0	
0	0	0	6600	Other Income	0	0	
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	
0	0	0	6600-22	Other Income - Airshow	0	0	
0	0	0		TOTAL MISCELLANEOUS	0	0	
0	0	10,250		TOTAL RESOURCES	0	0	

	nt Report			99 - FIRE DISTRICT TRANSITION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTE BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	(
0	0	808,210	7000-05	Salaries & Wages - Regular Full Time	0	0	(
0	0	15,600	7000-15	Salaries & Wages - Temporary	0	0	(
0	0	15,000	7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	(
0	0	111,985	7000-20	Salaries & Wages - Overtime	0	0	(
0	0	645	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	(
0	0	0	7300	Fringe Benefits	0	0	(
0	0	56,925	7300-05	Fringe Benefits - FICA - Social Security	0	0	(
0	0	13,642	7300-06	Fringe Benefits - FICA - Medicare	0	0	(
0	0	321,134	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	(
0	0	135,841	7300-20	Fringe Benefits - Medical Insurance	0	0	(
0	0	31,459	7300-22	Fringe Benefits - VEBA Plan	0	0	(
0	0	568	7300-25	Fringe Benefits - Life Insurance	0	0	(
0	0	1,730	7300-30	Fringe Benefits - Long Term Disability	0	0	(
0	0	33,940	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	(
0	0	278	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	(
0	0	0	7300-40	Fringe Benefits - Unemployment	0	0	(
0	0	2,405	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	(
0	0	132	7400-05	Fringe Benefits - Volunteers - Life Insurance	0	0	(
0	0	14,018	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	(
0	0	30,000	7400-15	Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current	0	0	(
0	0	7,500	7400-25	Fringe Benefits - Volunteers - Volunteer Accident Insurance	0	0	(
0	0	1,601,012		TOTAL PERSONNEL SERVICES	0	0	(
				MATERIALS AND SERVICES			
0	0	2,075	7515	City Services Charge expense	0	0	
0	0	2,400	7540	Employee Events	0	0	(
0	0	14,250	7550	Travel & Education	0	0	(

City of McMinnville Budget Document Report

### 99 - FIRE DISTRICT TRANSITION FUND

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	19,000	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	14,225	7600	Utilities	0	0	0
0	0	37,890	7610-05	Insurance - Liability	0	0	0
0	0	37,730	7610-10	Insurance - Property	0	0	0
0	0	12,500	7620	Telecommunications	0	0	0
0	0	8,000	7630-05	Uniforms - Employee	0	0	0
0	0	35,000	7630-15	Uniforms - Protective Clothing	0	0	0
0	0	6,000	7650	Janitorial	0	0	0
0	0	19,500	7660	Materials & Supplies	0	0	0
0	0	500	7700	Hazardous Materials	0	0	0
0	0	1,250	7720	Repairs & Maintenance	0	0	0
0	0	2,500	7720-06	Repairs & Maintenance - Equipment	0	0	0
0	0	28,000	7720-08	Repairs & Maintenance - Building Repairs	0	0	0
0	0	30,000	7720-14	Repairs & Maintenance - Vehicles	0	0	0
0	0	5,000	7720-16	Repairs & Maintenance - Radio & Pagers	0	0	0
0	0	3,000	7720-22	Repairs & Maintenance - Breathing Apparatus	0	0	0
0	0	27,320	7750	Professional Services	0	0	0
0	0	6,800	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	20,775	7790	Maintenance & Rental Contracts	0	0	0
0	0	6,000	7800	M & S Equipment	0	0	0
0	0	2,500	7800-09	M & S Equipment - Radios	0	0	0
0	0	2,500	7800-30	M & S Equipment - Breathing Apparatus	0	0	0
0	0	37,500	8090	Hydrant Rental & Maintenance	0	0	0
0	0	7,500	8110	Hoses, Nozzles, & Adapters	0	0	0
0	0	7,000	8120	Hose & Ladder Testing	0	0	0
0	0	29,330	8180-05	YCOM - Other Governmental Services	0	0	0
0	0	426,045		TOTAL MATERIALS AND SERVICES	0	0	0
0	0	2,027,057		TOTAL REQUIREMENTS	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>73 - FIRE PREVENTION &amp; LIFE SAFETY</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	116,021	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-15	Salaries & Wages - Temporary	0	0	0
0	0	0	7000-17	Salaries & Wages - Volunteer Reimbursement	0	0	0
0	0	4,997	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	7,321	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	1,754	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	42,191	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	21,840	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	5,250	7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	0	66	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	0	272	7300-30	Fringe Benefits - Long Term Disability	0	0	0
0	0	4,792	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	22	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	340	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	200	7400-10	Fringe Benefits - Volunteers - Workers' Compensation Insurance	0	0	0
0	0	205,066		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
0	0	4,500	7550	Travel & Education	0	0	0
0	0	500	7750	Professional Services	0	0	0
0	0	100	7750-01	Professional Services - Audit & other city-wide prof svc	0	0	0
0	0	4,000	8080	Fire Prevention Education	0	0	0
0	0	9,100		TOTAL MATERIALS AND SERVICES	0	0	0
0	0	214,166		TOTAL REQUIREMENTS	0	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>79 - AMBULANCE</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEE BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	0	4546	American Rescue Plan	0	0	0
0	0	1,000,000	4555	Ground Emergency Medical Transport (GEMT) Reimbursement	1,000,000	0	0
0	0	0	4555-05	Ground Emergency Medical Transport (GEMT) Reimbursement - Coordinated Care Org (CCO)	0	0	0
0	0	0	4840-05	OR Conflagration Reimbursement - Personnel	0	0	0
0	0	0	4840-10	OR Conflagration Reimbursement - Equipment	0	0	0
0	0	1,000,000		TOTAL INTERGOVERNMENTAL	1,000,000	0	0
				CHARGES FOR SERVICES			
0	0	2,950,000	5700	Transport Fees	3,000,000	0	0
0	0	68,000	5710	FireMed Fees	0	0	0
0	0	3,018,000		TOTAL CHARGES FOR SERVICES	3,000,000	0	0
				MISCELLANEOUS			
0	0	0	6460	Donations - Ambulance	0	0	0
0	0	0	6600	Other Income	0	0	0
0	0	0	6600-05	Other Income - Workers' Comp Reimbursement	0	0	0
0	0	0	6600-22	Other Income - Airshow	0	0	0
0	0	3,333	6610	Collections - EMS	0	0	0
0	0	3,333		TOTAL MISCELLANEOUS	0	0	0
0	0	4,021,333		TOTAL RESOURCES	4,000,000	0	0

2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>79 - AMBULANCE</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTEI BUDGE
				REQUIREMENTS			
				PERSONNEL SERVICES			
0	0	0	7000	Salaries & Wages	0	0	0
0	0	1,279,278	7000-05	Salaries & Wages - Regular Full Time	0	0	0
0	0	0	7000-10	Salaries & Wages - Regular Part Time	0	0	0
0	0	207,518	7000-20	Salaries & Wages - Overtime	0	0	0
0	0	855	7000-37	Salaries & Wages - Medical Opt Out Incentive	0	0	0
0	0	0	7300	Fringe Benefits	0	0	0
0	0	88,829	7300-05	Fringe Benefits - FICA - Social Security	0	0	0
0	0	21,289	7300-06	Fringe Benefits - FICA - Medicare	0	0	0
0	0	515,558	7300-15	Fringe Benefits - PERS - OPSRP - IAP	0	0	0
0	0	209,973	7300-20	Fringe Benefits - Medical Insurance	0	0	0
0	0	45,050	7300-22	Fringe Benefits - VEBA Plan	0	0	0
0	0	928	7300-25	Fringe Benefits - Life Insurance	0	0	0
0	0	2,708	7300-30	Fringe Benefits - Long Term Disability	0	0	0
0	0	56,831	7300-35	Fringe Benefits - Workers' Compensation Insurance	0	0	0
0	0	413	7300-37	Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	3,737	7300-45	Fringe Benefits - Paid Family Leave City Share	0	0	0
0	0	2,432,967		TOTAL PERSONNEL SERVICES	0	0	0
				MATERIALS AND SERVICES			
0	0	0	7500	Credit Card Fees	0	0	0
0	0	700	7515	City Services Charge expense	0	0	0
0	0	4,300	7540	Employee Events	0	0	0
0	0	15,000	7550	Travel & Education	0	0	0
0	0	37,500	7590	Fuel - Vehicle & Equipment	0	0	0
0	0	4,800	7600	Utilities	0	0	0
0	0	43,580	7610-05	Insurance - Liability	0	0	0
0	0	19,350	7610-10	Insurance - Property	0	0	0
0	0	13,500	7620	Telecommunications	0	0	0

City of McMinnville Budget Document Report

### 99 - FIRE DISTRICT TRANSITION FUND

2025 ADOPTED BUDGET	2025 APPROVED BUDGET	2025 PROPOSED BUDGET	Department : <b>79 - AMBULANCE</b> Section : <b>N/A</b> Program : N/A		2024 AMENDED BUDGET	2023 ACTUAL	2022 ACTUAL
0	0	0	Uniforms - Employee	7630-05	15,000	0	0
0	0	0	Laundry	7640	250	0	0
0	0	0	Janitorial	7650	2,000	0	0
0	0	0	Materials & Supplies	7660	18,000	0	0
0	0	0	Materials & Supplies - Postage	7660-15	0	0	0
0	0	0	Materials & Supplies - Medical Equipment & Supplies	7660-45	68,500	0	0
0	0	0	Materials & Supplies - Oxygen	7660-55	750	0	0
0	0	0	Repairs & Maintenance - Equipment	7720-06	2,500	0	0
0	0	0	Repairs & Maintenance - Building Repairs	7720-08	9,000	0	0
0	0	0	Repairs & Maintenance - Vehicles	7720-14	30,000	0	0
0	0	0	Repairs & Maintenance - Radio & Pagers	7720-16	4,500	0	0
0	0	0	Rental Property	7735	13,000	0	0
0	0	0	Professional Services	7750	122,370	0	0
0	0	0	Professional Services - Audit & other city-wide prof svc	7750-01	12,000	0	0
0	0	0	Maintenance & Rental Contracts	7790	5,365	0	0
0	0	0	M & S Equipment	7800	7,000	0	0
0	0	0	M & S Equipment - Radios	7800-09	500	0	0
0	0	0	YCOM - Other Governmental Services	8180-05	54,470	0	0
0	0	0	TOTAL MATERIALS AND SERVICES		503,935	0	0
			CAPITAL OUTLAY				
0	0	0	Vehicles - Grants	8850-15	252,888	0	0
0	0	0	TOTAL CAPITAL OUTLAY		252,888	0	0
0	0	0	TOTAL REQUIREMENTS		3,189,790	0	0

Budget Documer	nt Report			99 - FIRE DISTRICT TRANSITION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET		Department : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
				RESOURCES			
				INTERGOVERNMENTAL			
0	0	3,896,542	5029	McMinnville Fire District	0	0	0
0	0	3,896,542		TOTAL INTERGOVERNMENTAL	0	0	0
				TRANSFERS IN			
0	0	252,888	6900-01	Transfers In - General Fund	0	0	0
0	0	252,888		TOTAL TRANSFERS IN	0	0	0
0	0	4,149,430		TOTAL RESOURCES	0	0	0

FIRE DISTRICT TRANSITION FUNI	J		
epartment : <b>99 - NON-DEPARTMENTAL</b> Section : <b>N/A</b> Program : N/A	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
REQUIREMENTS			
AL PAYMENTS			
gency Payment Out	4,000,000	0	0
TOTAL SPECIAL PAYMENTS	4,000,000	0	0
TOTAL REQUIREMENTS	4,000,000	0	0
	AL PAYMENTS gency Payment Out TOTAL SPECIAL PAYMENTS	AL PAYMENTS gency Payment Out 4,000,000 TOTAL SPECIAL PAYMENTS 4,000,000	AL PAYMENTS         gency Payment Out       4,000,000       0         TOTAL SPECIAL PAYMENTS       4,000,000       0

lget Docume	nt Report		99 - FIRE DISTRICT TRANSITION FUND			
2022 ACTUAL	2023 ACTUAL	2024 AMENDED BUDGET	Department : <b>70 - FIRE ADMINISTRATION &amp; OPERATIONS</b> Section : <b>N/A</b> Program : <b>N/A</b>	2025 PROPOSED BUDGET	2025 APPROVED BUDGET	2025 ADOPTED BUDGET
0	0	8,181,013	TOTAL RESOURCES	4,000,000	0	0
0	0	8,181,013	TOTAL REQUIREMENTS	4,000,000	0	0





City of McMinnville

# Glossary

Accrual basis of accounting – Method of accounting recognizing revenues when earned and expenses when incurred without regard to cash flow timing. [ORS 294.311(1)].

**Adopted budget** – Financial plan itemizing all resources and the use thereof adopted by the governing body. (ORS 294.456). Typically done in McMinnville in last Council meeting of June.

**Ad valorem tax** – Tax based on the assessed valuation of property. Property taxes are an ad valorem tax.

**Allocation** – The methodology with which funds pay for their share of support services including legal, human resources, financial services, payroll, and engineering services.

**American Rescue Plan Act (ARPA)** – Federal grant award program signed into law in March 2021, guaranteeing direct relief to cities, towns and villages in the United States. McMinnville received \$7.7 million, with funds required to be obligated by December 2024 and fully spent by December 2026. McMinnville closed grant in June 2023 utilizing the Revenue Recovery option for jurisdictions that received less than \$10 million. Projects recommended by Budget Committee and approved by Council will continue to be carried out utilizing committed funds equal to the amount not spent on designated projects on June 30, 2023. **Appropriation** – Authorization to spend a specific amount of money for a specific purpose during a budget period. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body. [ORS 294.311(3)].

**Approved budget** – The budget approved by the budget committee. The data from the approved budget is published in the Financial Summary in the local newspaper before the budget hearing. (ORS 294.406).

**Assessed valuation (AV)** – the taxable assessed value applied to real estate or other property by the county assessor or the state as a basis for levying taxes. This amount is multiplied by the tax rate to determine the total amount of property taxes to be imposed. It is the lesser of the property's maximum assessed value or real market value.

**Assessment date** – The date the real market value of property is set – January 1.

**Asset** – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**Assigned beginning balance** – the category established by GASB 54 to mean funds which are assigned for specific use by the governing body of the organization.



### Glossary

**Audit** – The annual review and appraisal of an entity's accounts and fiscal affairs conducted by an accountant under contract, or the Secretary of State, in accordance with Oregon budget law. (ORS 297.425).

**Audit report** – A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders, and regulations.

**Basis of accounting** – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

**Beginning net working capital** – Net resources less expenditures carried over to the following fiscal year and available for appropriation.

**Bond** – A written promise to pay a specified sum of money (face value or principal amount) at a specified date or dates in the future [maturity date(s)], together with periodic interest at a specified rate.

**Budget** – A written report showing the local government's comprehensive financial plan. It must include a balanced statement of actual resource and expenditures during each of the last two years, or budget period, and estimated revenues and expenditures for the current and upcoming year or budget period. [ORS 294.311(4)].

**Budget Committee** – Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government. (ORS 294.414).

**Budget message** – A written explanation of the budget and the local government's financial priorities. It is prepared and presented by the budget officer. (ORS 294.403).

**Budget Officer** – Person appointed by the governing body to assemble budget material and information and to prepare or supervise the preparation of the proposed budget. (ORS 294.331).

**Budget transfers** – Resources moved from one fund to finance activities in another fund. They are shown as "transfers out" in the originating fund and "transfers in" in the receiving fund.

**Capital budget** – A plan of proposed capital outlays and the means of financing them.



# <u>Glossary</u>

**Capital outlay** – An expenditure category encompassing all material and property expenditures of \$10,000 or greater, with an expected useful life exceeding one year. This includes, but is not limited to, expenses incurred in the purchase of land; the purchase, improvement, or repair of city facilities; or the acquisition or replacement of city equipment.

**Capital improvement plan** – An annual, updated plan of capital expenditures covering one or more budget periods for public facilities and infrastructure (buildings, streets, etc.) with estimated costs, sources of funding and timing of work.

**Capital project** – Those activities resulting in the acquisition or improvement of major capital items such as land, buildings, and city facilities.

**Capital fund** – A fund established to account for dedicated funds for a specific future capital expenditure.

**Cash basis** – System of accounting under which revenues are accounted for when received in cash and expenses are accounted for when paid. [ORS 294.311(7)].

Code – A systematic collection of laws and regulations.

**Contingency** – An expenditure classification for those resources reserved to fulfill unforeseen demands and expenditures.

**Contractual services** –A formal agreement or contract entered into with another party for services. Services obtained in this category usually include repairs, professional fees or services.

**Committed beginning balance** – the category established by GASB 54 to mean funds which are committed for specific use by the governing body of the organization. McMinnville has committed funds associated with the ARPA grant so that Council-approved projects continue to progress.

**Community Development Department** – the city department that includes public works, engineering, airport and wastewater services.

**Community Development Block Grants (CDBG)** – Federal program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic

opportunities, principally for low- and moderate-income persons. Within federal agency Housing and Urban Development (HUD). Glossary





#### Community Emergency Response Team (CERT) -

Educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT operations are based with Yamhill County.

**Cost of Living Adjustment (CoLA)** – an escalator used to increase costs by an established metric to adjust for inflation. The City uses a CoLA for annual salary and wage scale increase as well as with certain fees and contracts.

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**Debt service** – Payment of interest and principal on an obligation resulting from the issuance of debt.

**Debt service fund** – A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**Depreciation** – The allocation of the cost of a capital asset over the estimated service life of the asset.

**Diversity, Equity and Inclusion (DEI)** – work related to diversity, equity, and inclusion, aligned with the City's strategic plan, Mactown 2032, to achieve culturally responsive service delivery, programming, and communication strategies.

**Employee benefits** – Social security; medicare; PERS retirement; group health, dental and life insurance; workers' compensation; section 125 plans; unemployment; and health savings plan.

**Enterprise funds** – Funds established to account for activities financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

**Expenditure** – A liability incurred for personnel, materials & services, debt service, capital outlay, or other requirements during a budgetary period.

**Expense** – Outflow or other use of assets or incurrence of liabilities (or combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing, major or central operations.



**Fiscal year (FY)** – A 12-month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operation. The City's fiscal year is July 1st through June 30th.

**Full faith and credit obligations (FFCO)** – debt backed by the full faith, credit of the government, including the general fund.

**Full time equivalent (FTE)** – One FTE is the equivalent of one employee who works 40 hours per week on average. A .50 FTE equals one employee who averages 20 hours per week of work. Two people working 20 hours per week equal one FTE.

**Fund** – A fund is a fiscal and accounting entity with a selfbalancing set of accounts, recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund balance** – The balance remaining in a fund after expenditures have been subtracted from resources.

**Fund Exchange** – Program run by the Oregon Department of Transportation that provides local agencies a flexible funding option for delivering transportation improvements without being constrained by federal requirements; qualified local agencies exchange their Federal Surface Transportation Block Grant federal apportionment for State Highway Fund dollars.

**Fund type** – One of eleven fund types in general categories including general fund, special revenue, debt service, capital projects, permanent funds, enterprise, internal service, pension trust, investment trust, private purpose trust, and agency funds. [GAAFR 26/27]. Descriptions of all the City's funds and respective fund types are found in the Financial Overview section of the budget document.

**General Fund** – A fund established for the purpose of accounting for all financial resources and liabilities of the governmental entity except those required to be accounted for in other funds by special regulation, restrictions, or limitations.

**General obligation (GO) bonds** – A bond backed by the full faith, credit, and taxing power of the government. GO bonds must be approved by the voters.



### <u>Glossary</u>

# Glossary

#### Generally accepted accounting principles (GAAP) -

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines or general application, but also detailed practices and procedures.

**Governmental accounting** – The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governments.

**Governing body** – County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit.

Grants – Contributions or gifts of cash or other assets.

**Indirect service** – Allocated costs of general administrative departments that are required to manage the city and provide support to all funds.

**Infrastructure** – Facilities on which the continuance and growth of a community depend, such as roads, bridges, and drainage system.

**Interfund Ioan** – Loans made from one fund to another (ORS 294.468). The City has used interfund borrowing to fund capital needs at a lower interest rate and transactional cost of borrowing.

**Internal service funds** – Funds established to account for any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. (ORS 294.343). The City has two that provide Information Services and Insurance Services to the organization.

**Kids on the Block (KOB)** – An after-school enrichment program formerly managed by the City Parks and Recreation Department. The last budgeted expenses for the program were in FY2021-22.

**Length of Service Awards Program (LOSAP)** – LOSAP is the City's retirement benefit plan for volunteer firefighters and is included in the General Fund's budgeted beginning balance but is excluded from the calculation of the City's operating reserve level. This asset was transferred to the new McMinnville Fire District in FY2023-24.

**Levy** – The amount of ad valorem tax certified by a local government for the support of governmental activities.

**Lien –** A legal right or claim on someone's property to secure a debt that the property owner owes to another person or entity.

**Liabilities** – Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future.

**Local option tax** – Taxing authority (voter-approved by a double majority, except in even numbered years) that is in addition to taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless designated for a capital project, in which case they are limited to the useful life of the project or 10 years, whichever is less.

**MacTown 2032** – City's strategic plan which articulates its *vision* – a collaborative and caring city inspiring an exceptional quality of life, *mission* – delivering high-quality services in collaboration with partners for a prosperous, safe and livable community, and *values* – stewardship, equity, courage and accountability. The plan, issued in January 2019 after an interactive process that included over 100 community members, local organizations and 1,000 survey takers, lays out community defined strategic priorities that will ground the work of the City for the next 15 or more years.

**Materials and services** – An expenditure category encompassing non-capital, non-personnel expenditures. These include expenses for travel and training, operational and program needs, and contracted services.

**Maximum assessed value (MAV)** – The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of three percent per year on existing property. The three percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

**McMinnville Fire District (MFD)** – Created by a voterapproved ballot measure in May 2023 that began on July 1, 2023, as an independent taxing district. The City's expenditure on fire and emergency management services transferred to the MFD in FY2023-24.

**Modified accrual basis of accounting** – A basis of accounting where revenues are recognized when they are both measurable and available and expenditures are recognized at a time when liability is incurred pursuant to appropriation authority.

**Non-spendable beginning balance** – the category established by GASB 54 to mean funds which are unable to be spent in the fiscal year; City of McMinnville nonspendable items are pre-paid expenses.



# Glossary

**Operating budget** – That portion of an annual budget that applies to non-capital projects, non-capital outlays, transfers, contingency and unappropriated ending fund balance. The combined categories of personnel services and materials and services can be combined to provide the operating budget.

**Ordinance** – A formal legislative enactment by the governing body. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the jurisdiction.

**Oregon revised statues (ORS)** – The set of laws established by a vote of the people or the Oregon State legislature.

**Other Income** – Income that comes from sources and activities not part of a business's core activity or main focus.

**Part time plus employees** – Employees that work 20 hours or more a week, compensated on an hourly basis, with a limited rage of fringe benefits.

**Personnel services** – An expenditure classification encompassing all expenditures relating to employees. This includes union and non-union labor costs, employee benefits, and payroll tax expenses. **Permanent tax rate** – The maximum rate of ad valorem property taxes that a local government can impose exclusive of other voter approved levies. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. The City's permanent rate is \$5.02 per \$1,000 taxable assessed value.

**Professional Services –** A service requiring specialized knowledge and skill usually of a mental or intellectual nature and usually requiring a license, certificate, or registration.

**Program** – A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the governmental entity is responsible (sub-unit or categories or functional areas).

**Program budget** – A method of budgeting whereby resources are allocated to the functions or activities rather than to specific items of cost. Services are broken down into identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives.

**Public Art –** Art that is visually and physically accessible to the public; installed in both indoor and outdoor spaces.



### Glossary

Glossary

**Public Employee Retirement System (PERS)** – State government, public schools, community colleges, and many local governments (cities, counties, and special districts) participate in PERS. Approximately 900 public employers, covering about 95 percent of all public employees in Oregon. The City contributes the employer rate (changes each biennia) and the employee's rate (the 6% pick up).

**Publication** – Public notice given by publication in a newspaper of general circulation within the boundaries of the local government.

**Real market value (RMV)** – The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

**Reserve** – The City of McMinnville calculates its reserve as the sum of contingencies and unappropriated, unrestricted ending fund balance. The City Reserve Policy states that all funds (with a few specified exceptions) must budget to achieve an ending fund balance of two month's worth of operating expenses (Personnel Services and Materials and Services). The General Fund has a five-year plan to rebuild its reserve to this target level (by FY2025-26).

**Resolution** – A formal order of a governing body; of lower legal status than an ordinance.

**Resources** – Total amounts available for appropriation including estimated revenues, transfers in and beginning net working capital.

**Restricted beginning balance** – the category established by GASB 54 to mean funds which are committed for specific use by contract, law or grant agreement.

**Revenue** – Receipts for the fiscal year including transfers and excluding beginning net working capital. The major categories of revenue include taxes, intergovernmental revenues, grants, charges for services, interest and rents, fines and forfeitures, other revenues and transfers in.

**Revised budget** – A budget which includes all changes made to the original adopted budget as a result of budget adjustments and the supplemental budget process.

**Special revenue funds** – Funds used to account for receipts from revenue sources that are legally restricted or otherwise designated for special projects.

**Supplemental budget** – A financial plan prepared to meet unexpected needs or to spend resources not anticipated when the original budget was adopted. It cannot be used to authorize a tax.



**System development charge (SDC)** – A fee paid at the time new development permits are issued which is restricted to pay for the impact of the development, redevelopment or intensification of use of the city's infrastructure. The fee is intended to recover a fair share of the costs of existing and planned infrastructure that provide capacity to serve new city growth.

**Tax levy** – The total amount eligible to be raised by general property taxes.

**Tax rate** – The amount of tax levied for each \$1,000 of assessed valuation. The tax rate is multiplied by the assessed valuation to determine the tax imposed.

**Transfers** – Legally authorized interfund transfers of resources from one fund to another fund.

**Transient Lodging Tax (TLT)** – a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging. ORS 320.300(4). The City's tax rate is 10% of rental income. The law requires a minimum of 70% of revenues to be spent on tourism. Visit McMinnville (VM), a non-profit marketing organization with the sole purpose of marketing McMinnville as a tourist destination, receives 70% of the TLT collected and the remaining 30% is transferred to the General Fund.

**Unappropriated ending fund balance** – A classification for those resource amounts not appropriated for any purpose and reserved for ensuing fiscal years. This may include specific reserves for buildings or equipment or may be generally reserved funds for no specific purpose.

**Urban Renewal District** – a district is activated when the city or county governing body declares by ordinance that a blighted area exists in the city or county and there is a need for an urban renewal agency (URA) to function in the area. The City of McMinnville Urban Renewal Agency is an example of a URA.

**User fees** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Voluntary Employees Beneficiary Association plan

**(VEBA)** – An employer-sponsored trust used to help employees pay for qualified medical expenses. All benefits eligible employees have a VEBA plan as part of their benefit package.



### Glossary