

# CITY OF McMINNVILLE

## 2020 - 2021

### PROPOSED BUDGET

BUDGET MESSAGE &  
SUPPLEMENTAL INFORMATION





# 2020-2021 CITY BUDGET

## Members of the Budget Committee

### Mayor & Council Members:

Scott Hill (Mayor)  
Remy Drabkin  
Adam Garvin  
Zack Geary  
Kellie Menke  
Sal Peralta  
Wendy Stassens

### Public Members:

Jerry Hart  
Cherry Haas  
Peter Hofstetter  
John Mead  
Wendy Phoenix  
Alison Seiler  
Vacancy

### City Manager

Jeffrey Towery

### Department Heads

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



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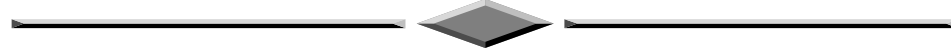


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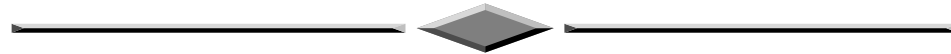
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# **BUDGET MESSAGE**



# City of McMinnville 2020 – 2021 Budget Message

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

## I. INTRODUCTION

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

~ Ryan Dowd

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

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

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

### **Work Force Support**

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

### **Rebuild Core Services**

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

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

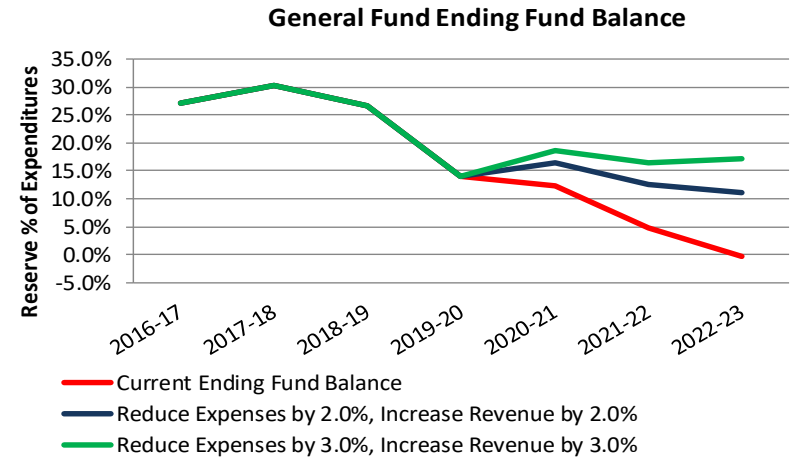
# City of McMinnville 2020 – 2021 Budget Message

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

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

### **Stabilize General Fund Reserves**

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



## **II. BUDGET ASSUMPTIONS**

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

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

## City of McMinnville 2020 – 2021 Budget Message

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

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

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

The City’s permanent property tax rate is \$5.02 per \$1,000 of assessed value and remains the same as the current year and represents the maximum allowed. The debt service rate of \$1.2646 per \$1,000 of assessed value is \$0.025 lower than 2019-20.

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

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

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

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

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

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

# City of McMinnville 2020 – 2021 Budget Message

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

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

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

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

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

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

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

### III. STRATEGIC PLANNING.

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

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

#### Vision

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

#### Mission

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

#### Values

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

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



# City of McMinnville 2020 – 2021 Budget Message

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

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

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

## Strategic Priorities

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



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



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



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



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



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



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



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

## FY19-20 Mac-Town 2032 Status Report

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

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

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

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

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

# City of McMinnville 2020 – 2021 Budget Message

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NEXT STEPS: To be determined.

**City of McMinnville  
2020 – 2021  
Budget Message**

**Status Report Conclusion**

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

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

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

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

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

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

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

**City of McMinnville**  
**2020 – 2021**  
**Budget Message**

**IV. FORMAT OF THE BUDGET**

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

In an effort to make the document more readable, a Financial Overview and analysis of the City’s revenues, expenditures, and reserves is provided. Numerous charts and graphs are included in the analysis. The section entitled “2020 – 2021 Proposed Budget – Fund Definition, Budget Basis” explains the different types of funds, describes the purpose of each of the City’s funds and discloses the total operating expenditures for each fund. Information related to staffing levels and salary schedules is provided in the Personnel Services Overview and a schedule of the City’s outstanding debt is included in the Debt Overview.

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

**V. CONCLUSION**

*Let’s do the next right thing, together.*

~Glennon Doyle

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

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

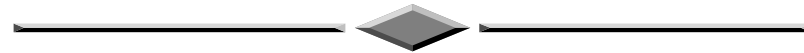
The successful preparation of the proposed 2020 – 2021 Budget illustrated the strength and commitment of the entire team. I want to thank everyone who was a part of this work. Under especially challenging circumstances this year, Finance Director Jennifer Cuellar, Senior Accountant Ronda Gretzon and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

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

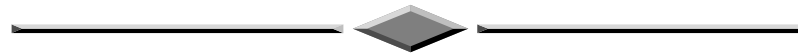
Respectfully submitted,



Jeffrey R. Towery  
Budget Officer  
City Manager

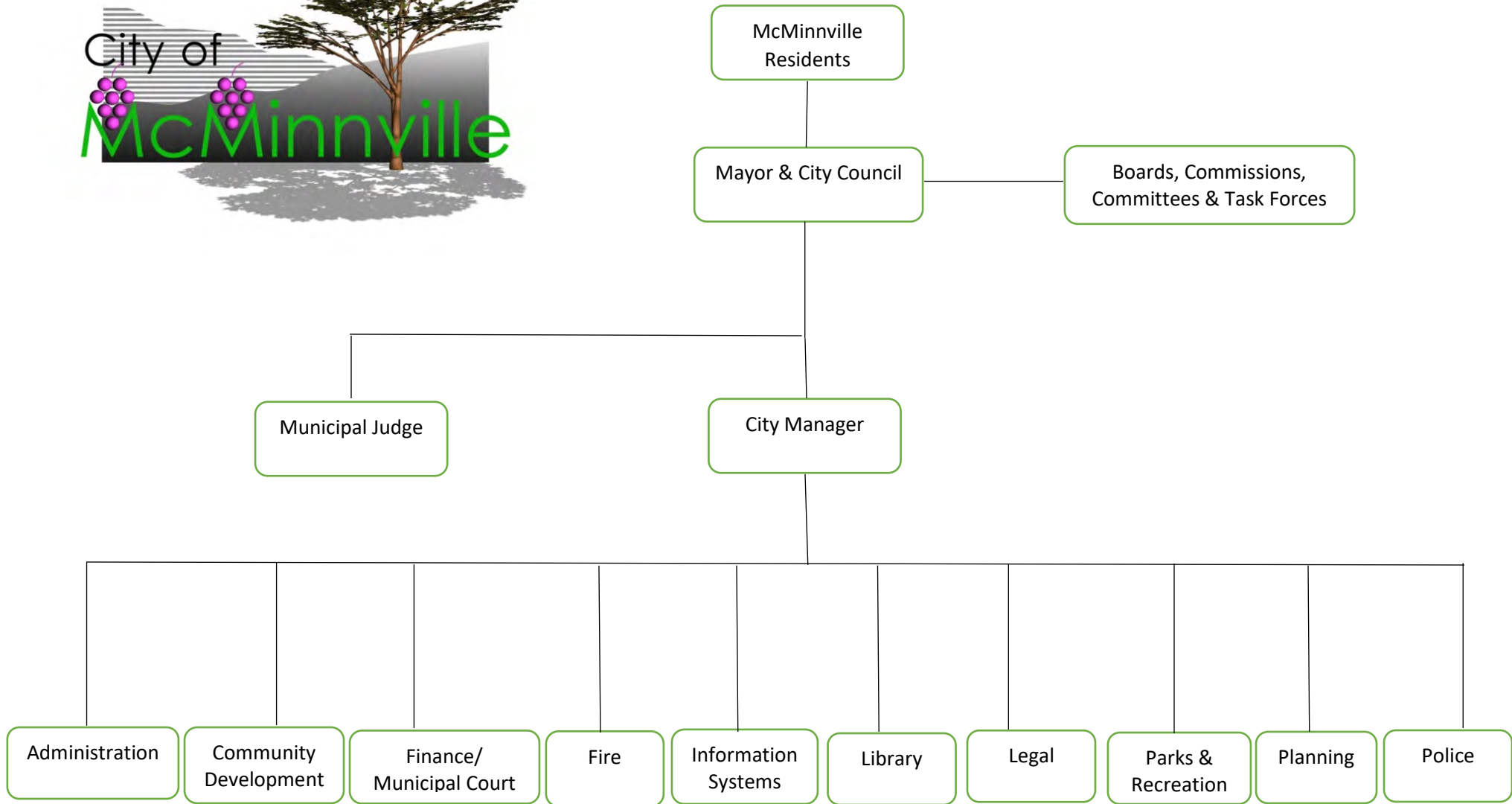


# CITY OVERVIEW



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







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

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## GOALS

## OBJECTIVES



### **CITY GOVERNMENT CAPACITY**

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

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



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

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



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

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



### **ECONOMIC PROSPERITY –**

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

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

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

**Foster opportunity in technology and entrepreneurship.**

**Be a leader in hospitality and place-based tourism.**

**Locate higher job density activities in McMinnville.**

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



### **ENGAGEMENT & INCLUSION –**

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

**Actively protect people from discrimination and harassment.**

**Celebrate diversity of McMinnville.**

**Cultivate cultural competency and fluency throughout the community.**

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

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



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

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

**Educate and build support for innovative and creative solutions.**

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



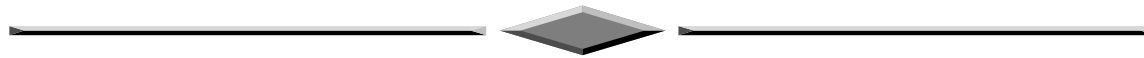
### **HOUSING OPPORTUNITIES**

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

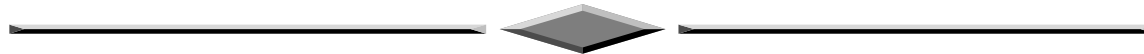
**Collaborate to improve the financial feasibility of diverse housing development Opportunities.**

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

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# **FINANCIAL OVERVIEW**





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

#### Purpose of the Budget

- The budget is the financial plan of the City of McMinnville. It communicates the City Council's goals and priorities to the citizens and it authorizes the City's spending of public dollars. The adoption of an annual budget promotes transparency and accountability for all City operations. The budget document clearly shows how the City has spent its resources for fiscal years 2017-18 and 2018-19, estimates of fiscal year 2019-20 total activities and how it intends to spend taxpayer and ratepayer dollars in fiscal year 2020-21.

#### Preparation of the Budget

- The City's budget has been prepared in accordance with Oregon Revised Statute (ORS) 294.305 through 294.565, also known as Oregon Local Budget Law.
- Historically, the budget process begins in January, when the City Council establishes goals and objectives for the upcoming fiscal year. In January 2019, the City adopted a strategic plan, Mac-Town 2032, which has helped inform the budget preparation.
- From January through March, the City Manager, Department Directors and staff develop a proposed budget that incorporates the Council's direction and represents a financial plan for funding all City programs and services for the fiscal year.

#### Adoption of the Budget

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

#### McMinnville Urban Renewal District

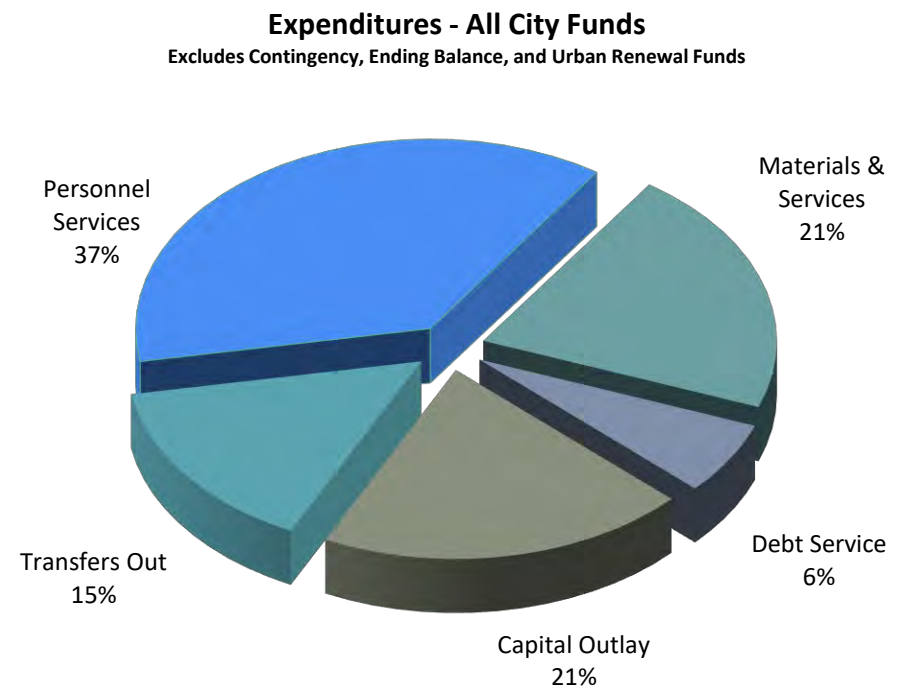
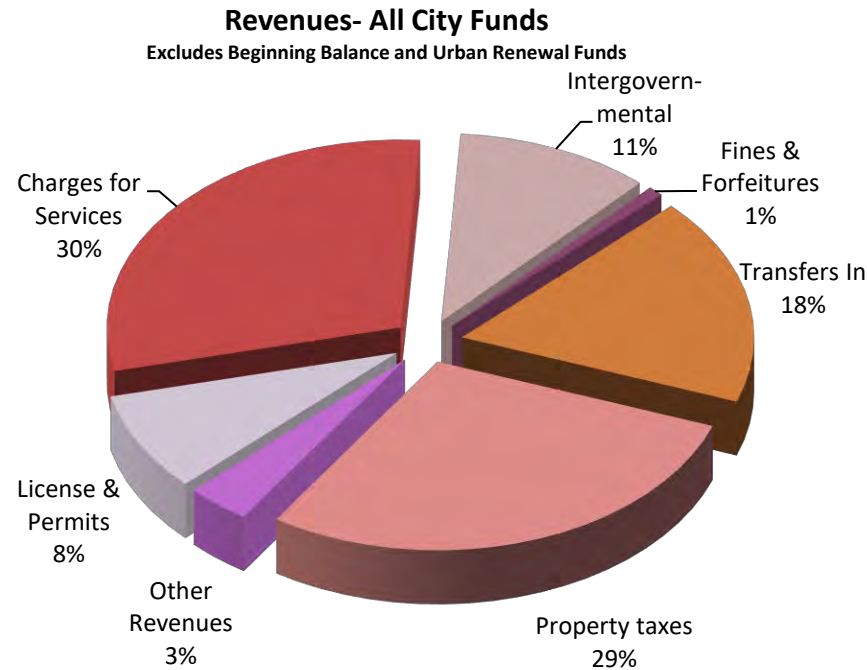
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the District is adopted by the Urban Renewal Agency Board and is not included in the proposed City budget, which is adopted by the City Council.



## All City Funds 2020 – 2021 Proposed Budget

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

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



### **Revenues for All City Funds:**

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

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

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

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

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

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

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

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

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

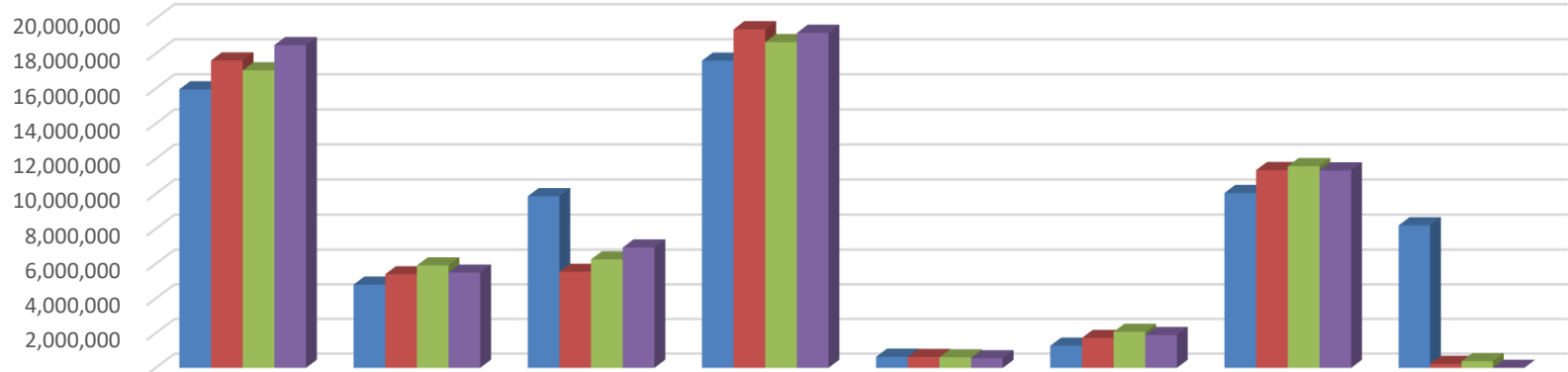
**Materials and Services Expenditures** -- \$15.9 million or 21% of total expenditures, including \$6.2 million for contractual services, utilities, equipment, program expenses, etc. in the General Fund; \$2.4 million for professional services expenditures for Wastewater Capital projects; \$1.3 million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

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

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

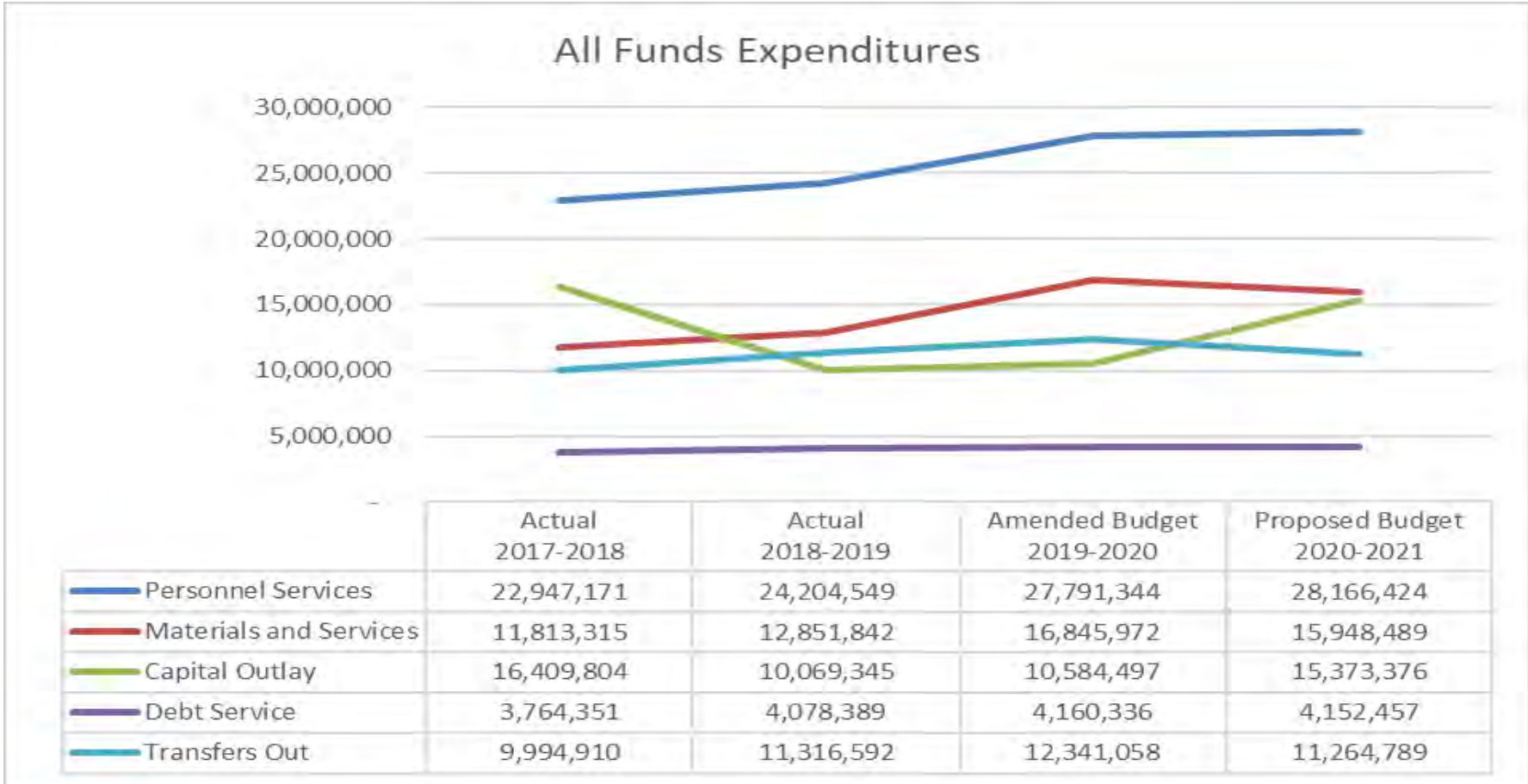
**Transfers Out Expenditures**-- \$11.3 million or 15% of total expenditures (corresponds to Transfers In Revenue). Primarily includes interfund charges for services, transfers for Police, Fire and Ambulance dispatch services, and transfers related to transportation, street maintenance and wastewater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

### All Funds Revenues



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

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



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

### All City Revenues by Fund

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

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



### All City Expenditures by Fund

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

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

## **All Funds – Budget Highlights for 2020 – 21 Proposed Budget**

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

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

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

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

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

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

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

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

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

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

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

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

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

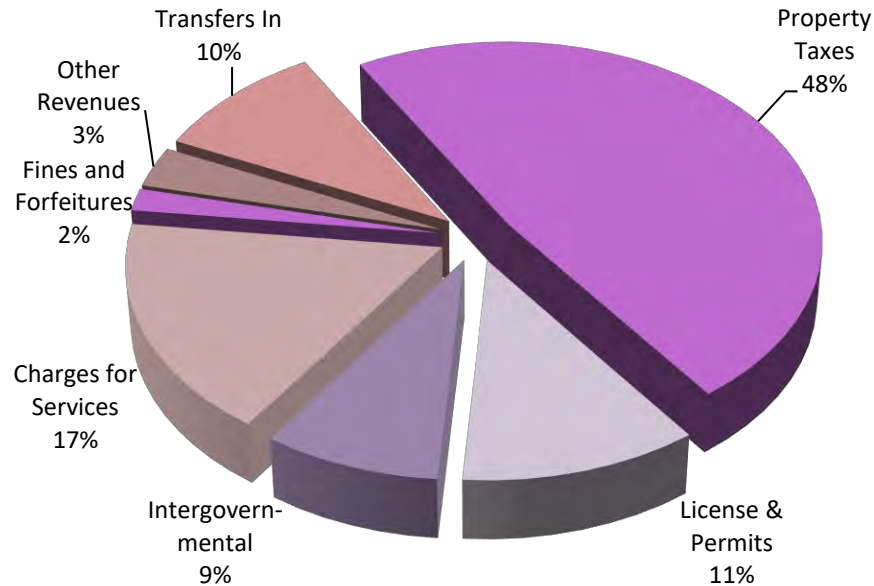
## GENERAL FUND 2020 – 2021 Proposed Budget

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

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

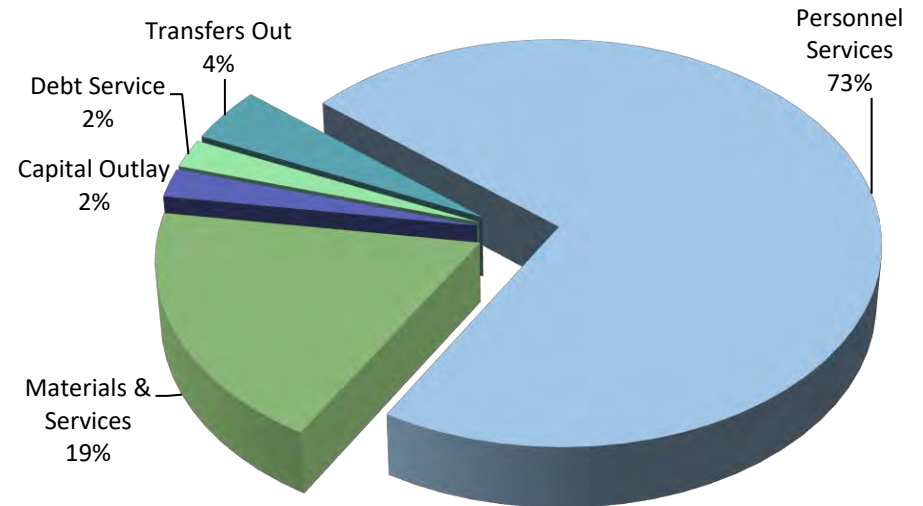
**General Fund Revenues - By Type**

Excludes Beginning Balance



**General Fund Expenditures - By Classification**

Excludes Contingency and Ending Balance



## **General Fund Revenues:**

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

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

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

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

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

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

## **General Fund Expenditures:**

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

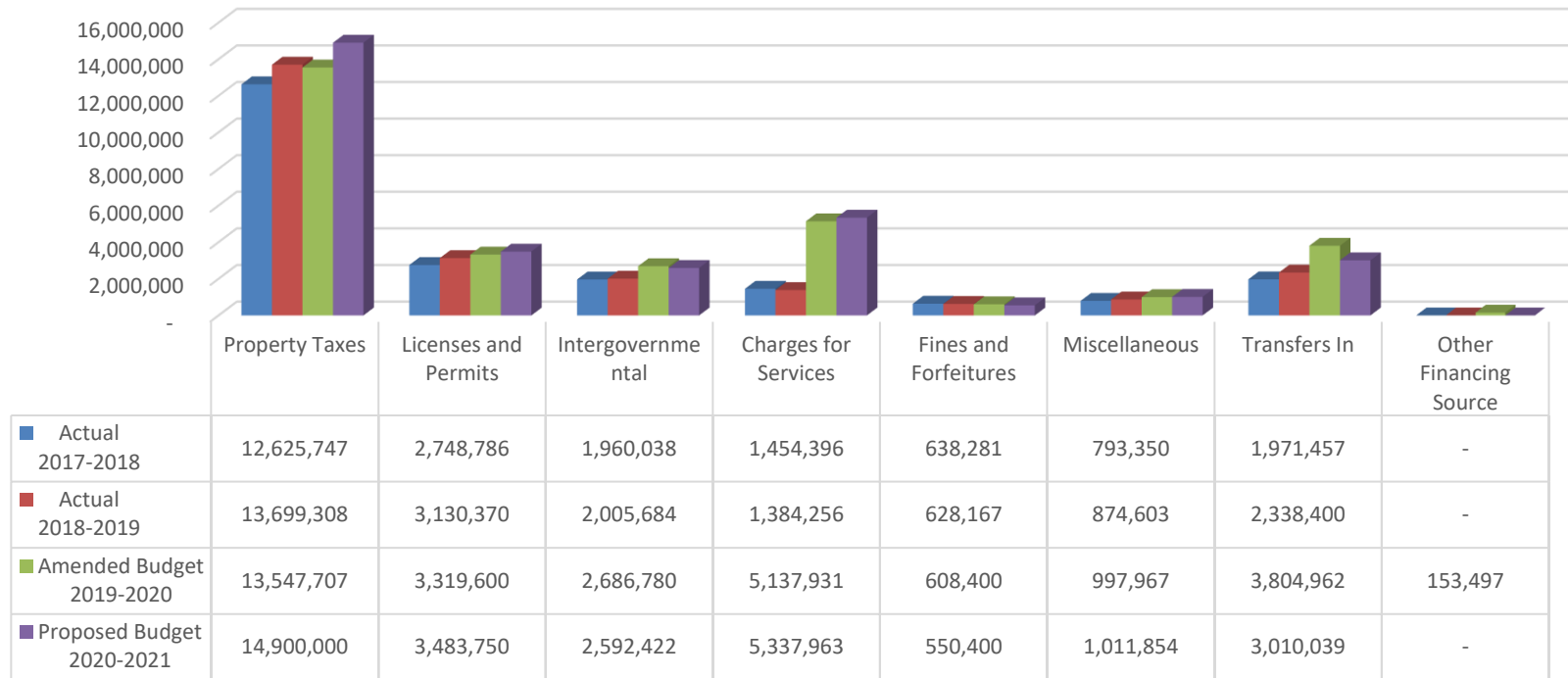
**Materials and Services Expenditures** – \$6.2 million or 19% of General Fund expenditures. Police Department, Municipal Court, and the Fire Department account for 42% of total Materials and Services costs; Parks & Recreation, Park Maintenance, and Library are 32% of total Materials & Services; General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

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

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

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

## General Funds Revenues



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

General Fund Expenditures - By Department

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

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

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

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

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

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

**General Fund Expenditures by Department:**

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

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

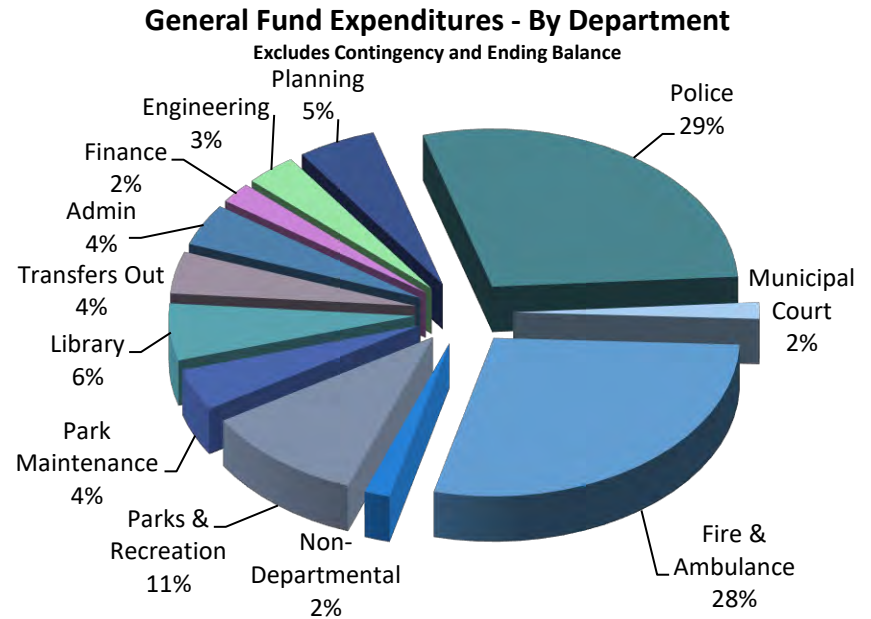
\$4.9 million or 14% of General Fund expenditures are for general government services (Administration, Finance, Engineering, and Planning).

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

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

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

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



**Economic Trends and the General Fund Reserve:**

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



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

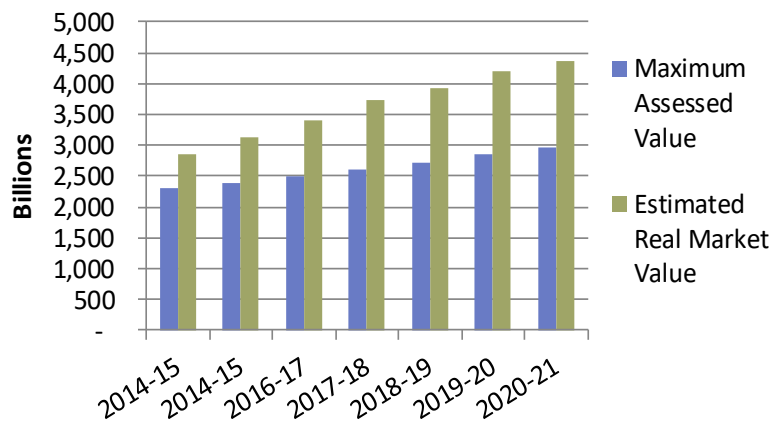
The Measure 50 limitation has created significant revenue challenges for the City. Inflation, particularly for primary City expenses such as employee salaries and pension costs, have regularly exceeded the 3 percent rate of growth limit.

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

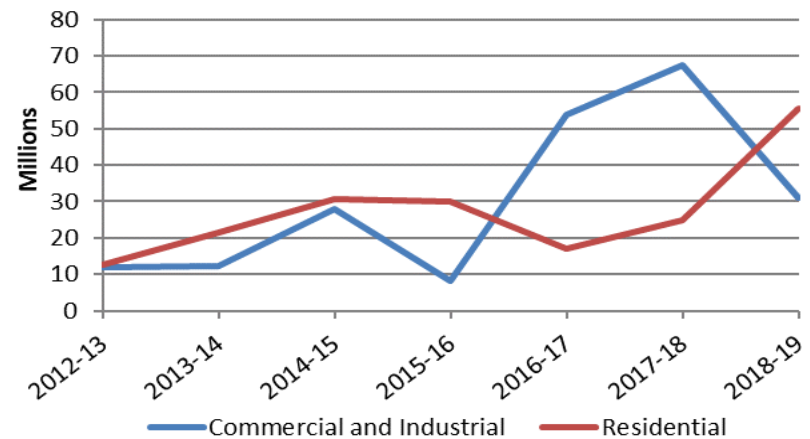
The graph in the column on the left shows historical trends for the City’s assessed value (AV) and real market value (RMV) from 2014-15 through 2020-21. Numbers for 2014-15 through 2019-20 are actual numbers obtained from the Yamhill County Assessor; numbers for 2020-21 are estimated. The graph illustrates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

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

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



**City of McMinnville Construction Valuation**



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

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

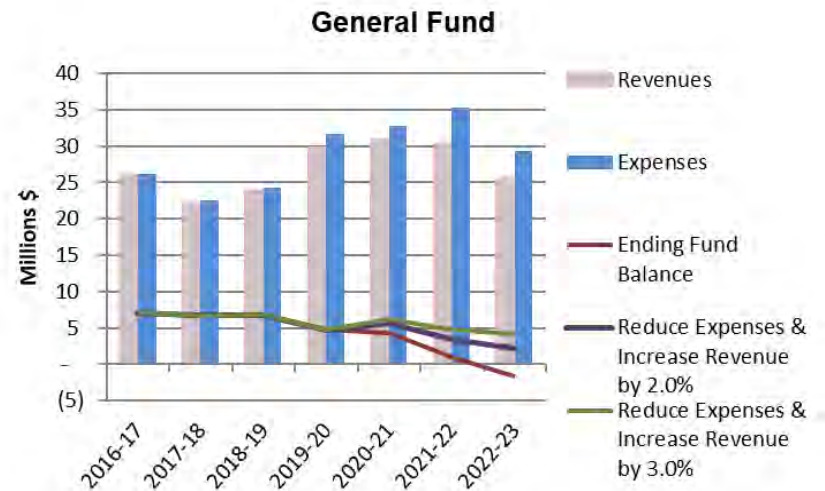
**General Fund Reserve** – An adequate reserve, or fund balance, is critical to provide sufficient cash flow, lessen the impact of revenue shortfalls or unanticipated expenditures, and to serve as a source of funding during economic downturns.

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

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

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

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



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

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

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

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



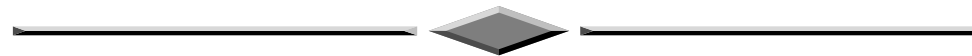
## FY2020-21 Budget Mid-Year Review List

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

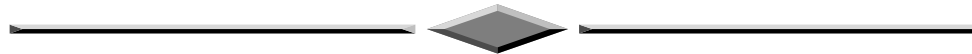
| Items   | Amount  |
|---|---------|
| Affordable Housing projects   | 301,700 |
| Assistant City Manager  | 205,000 |
| NEOGOV Module, performance management   | 9,000   |
| Planner, funded by Business Licenses  | 125,000 |
| Planning Add package: Associate Planner   | 99,000  |
| Planning Add package: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

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

| Items   |
|---|
| Furlough program                      Job-share program |
| Freeze open positions                                   |



# FUND DEFINITIONS



- Budget Organization Chart



# Fund Definitions

## - Budget Basis

2020-2021 Proposed Budget

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

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

Following are descriptions of the City's thirteen governmental funds; one enterprise fund; and two internal service funds.

### Governmental Funds: General Fund

#### General Fund

The General Fund is the City's primary operating fund. Principal sources of revenue are property taxes from the general property tax levy, licenses and permits (primarily franchise fees), and intergovernmental shared revenues. Expenditures are accounted for by Department, including City administration, finance, engineering, planning, police, municipal court, fire, parks and recreation, parks maintenance, and library services. Of note,

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

### Governmental Funds: Special Revenue Funds

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

#### Special Assessment Fund

This fund accounts for downtown economic improvement district (DEID) assessments, which are collected by the City and turned over to the McMinnville Downtown Association.

#### Telecommunications Fund

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

#### Transient Lodging Tax Fund

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

## Fund Definitions – Budget Basis

### 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.

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

### Public Safety Facilities Construction Fund

This fund was used to account for the \$13.1 million Public Safety & Courtroom/Civic Building bond proceeds received in 2006 and used for construction of the Public Safety Building and the Civic Hall. Both buildings were completed in 2009-10. Because there is no remaining arbitrage liability related to the bond proceeds, approximately \$3,000 in remaining bond proceeds were transferred to the Debt Service Fund in 2017-18.

### Transportation Fund

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

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

### Park Development Fund

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

## Governmental Funds: Capital Projects Funds

## Fund Definitions – Budget Basis

### Wastewater Capital Fund

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

### **Governmental Funds: Debt Service Fund**

#### Debt Service Fund

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

### **Business Type Activities: Enterprise Funds**

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

#### Wastewater Services Fund

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

#### Ambulance Fund

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

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

#### Building Fund

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

### **Internal Service Funds**

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

#### Information Systems and Services Fund (IS)

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

#### Insurance Services Fund

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



## **Fund Definitions – Budget Basis**

**Budget Organization Chart:** The chart on the following page separates the components of the “Operating Budget” from “Other Requirements.” The total “Operating Budget” (\$64.2 million) includes Personnel Services, Materials and Services, Capital Outlay, and Debt Service expenditures. “Other Requirements” include Transfers Out to other funds, Contingencies, and Ending Fund Balances (\$53.0 million). Total “Operating Budget” and “Other Requirements” in the 2020-21 proposed budget are \$117.2 million.

## **Urban Renewal Funds**

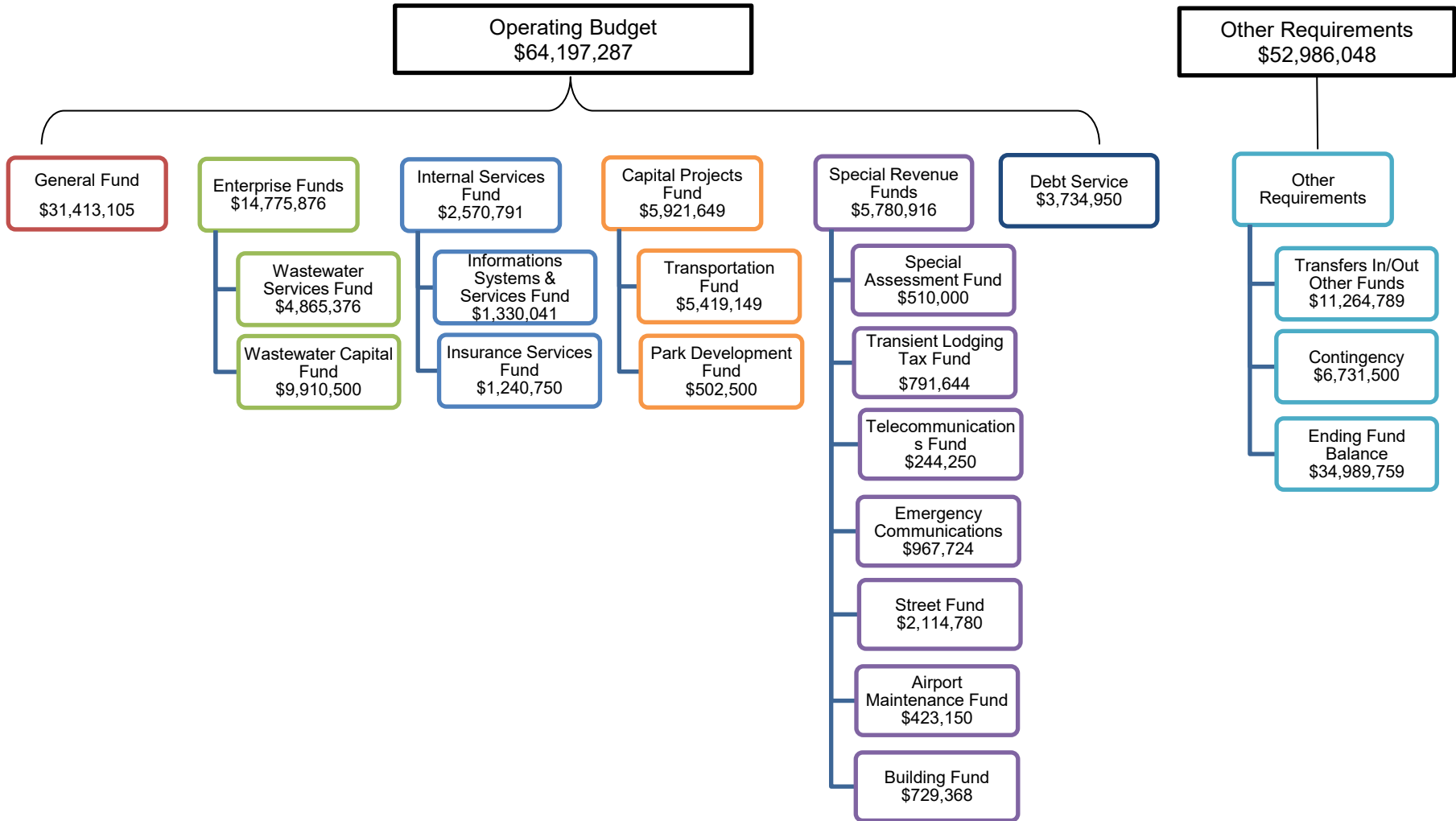
For budgeting purposes, the McMinnville Urban Renewal District is treated as an entity separate from the City. The annual budget for the Urban Renewal District is adopted by the McMinnville Urban Renewal Agency Board. Therefore, the Urban Renewal Fund and Urban Renewal Debt Service Fund are not included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

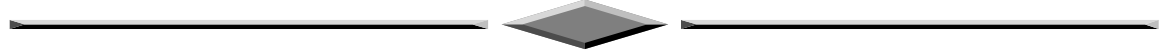


# Budget Organization Chart

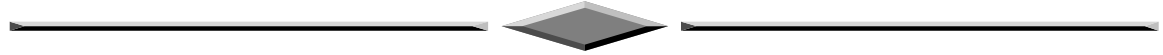
2020 - 2021 Proposed Budget

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





# DEBT OVERVIEW





## Debt Overview

2020-2021 Proposed Budget

### Debt Outstanding

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

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

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

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

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

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

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

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

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



## Statement of Bonds and Loans Outstanding 2020-2021 Proposed Budget

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



# **PERSONNEL SERVICES SUPPLEMENTAL INFORMATION**



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



# Personnel Services Overview

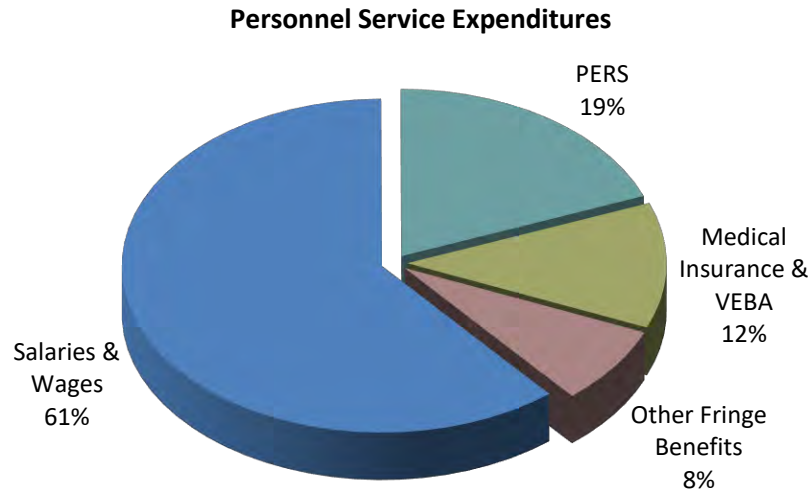
2020–2021 Proposed Budget

## Introduction

City of McMinnville personnel services expenditures account for 37% of the City’s total 2020-21 proposed budget expenditures and include salaries and wages and fringe benefits for all City employees. In the 2020-21 proposed budget, total personnel services cost for all funds is \$28.2 million.

The chart below illustrates the composition of personnel services expenditures.

## Personnel Services Expenditures



### Salaries and Wages

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

- Regular full time employees are compensated with a semi-monthly salary and receive full fringe benefits.

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

### Fringe Benefits

Total fringe benefits account for 39% of total *personnel services* expenditures, or \$10.9 million in the 2020-21 proposed budget. PERS and medical insurance/VEBA costs combined are \$8.7 million for all City employees. Therefore, changes in costs for these fringe benefits have a significant impact on the City’s budget.

PERS (Public Employees Retirement System, Tier 1/Tier 2), OPSRP (Oregon Public Service Retirement Plan), and IAP (Individual Account Program)

|                                 | <u>Employer Contribution</u> |                |
|---------------------------------|------------------------------|----------------|
|                                 | <u>2017-19</u>               | <u>2019-21</u> |
| • PERS Tier 1/Tier 2 members    | 26%                          | 30%            |
| • OPSRP General Service members | 17%                          | 21%            |
| • OPSRP Police and Fire members | 22%                          | 25%            |
| • IAP – all members             | 6%                           | 6%             |

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

### Medical Insurance

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

## Personnel Services Overview

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

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

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

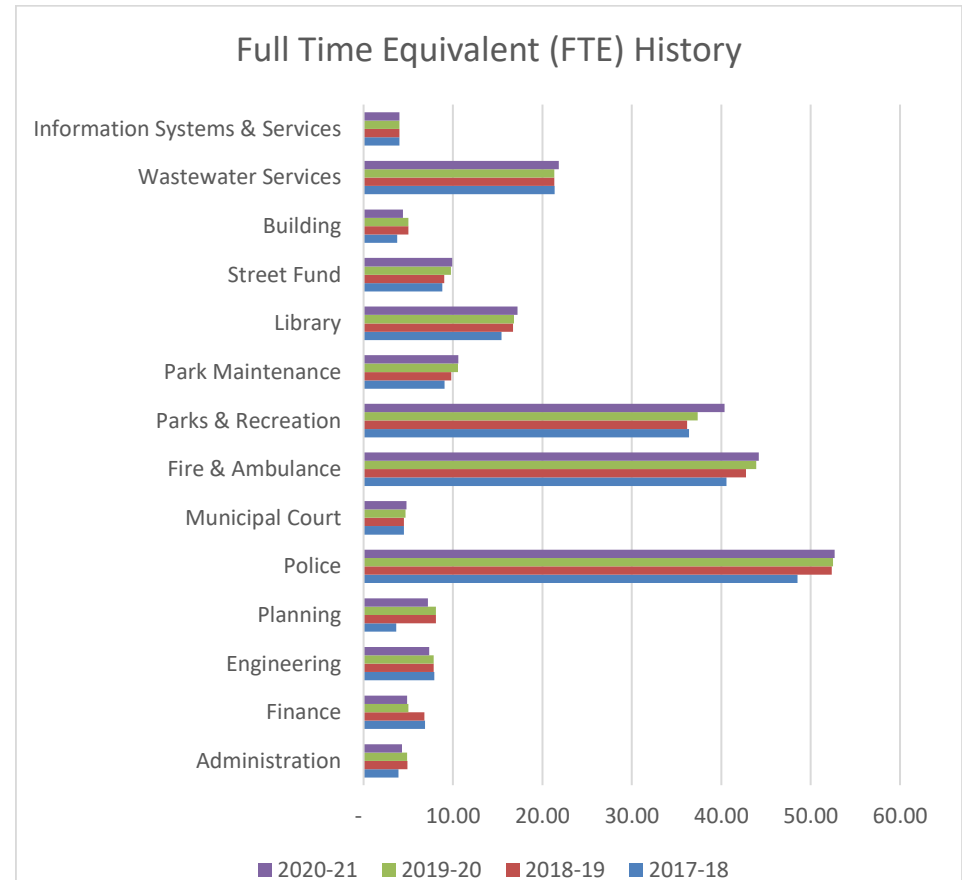
### Other Fringe Benefits

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

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

## Change in Personnel

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





## Personnel Services Overview

The tables immediately following this overview provide more detailed information:

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

## Cost of Living Adjustment (COLA)

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

## Significant Department Changes – General Fund

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

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

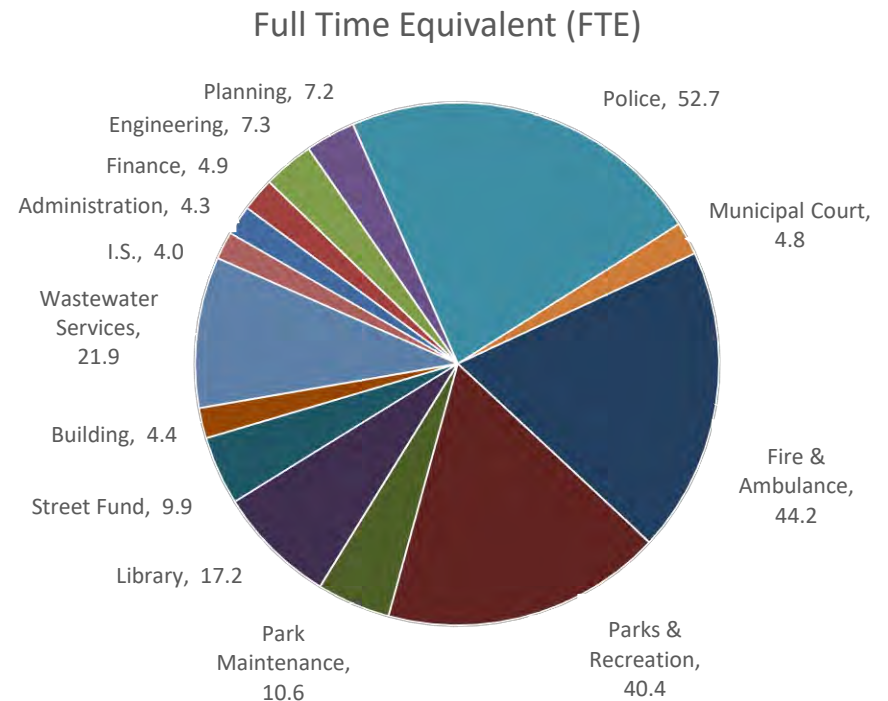
**Engineering** and **Planning** are both removing currently unfilled positions in the 2020-21 budget cycle. An engineering technician is

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

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

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

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



## Personnel Services Overview

### Summary

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

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

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

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

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

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

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

**City of McMinnville**  
**Number of Employees and Volunteers**  
**March 2020 Actual**

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

## City of McMinnville Volunteer Roster - 2019

| Department                                   | # of<br>Volunteers  | Notes   |
|--|---------------------|---|
| <b>Administration</b>                        |                     |   |
| City Council                                 | 7                   |   |
| Budget Committee                             | 7                   |   |
|  | <u>14</u>           |   |
| <b>Police</b>                                |                     |   |
| Police Reserves (a)                          | 3                   | (a) <b>Police Reserves</b> are not paid a wage for their volunteer efforts; however, the Reserves are paid for security at events such as weddings, soccer games, and school paid functions.  |
| Other Police Volunteers (b)                  | 9                   | (b) <b>Other Police Volunteers</b> include the police auxiliary and police parking patrol.  |
|  | <u>12</u>           |   |
| <b>Municipal Court</b>                       |                     |   |
| Volunteer (c)                                | 1                   | (c) <b>Municipal Court Volunteer</b> assists with fingerprinting of defendants.   |
| <b>Library</b>                               |                     |   |
| Volunteers                                   | <u>151</u>          |   |
| <b>Building</b>                              |                     |   |
| Board of Appeals                             | -                   |   |
| Building Code Advisory Board                 | -                   | (d) <b>Fire &amp; EMS Volunteers</b> are paid a reimbursement for emergency calls based on a point basis computed on number of calls.   |
|  | -                   |   |
| <b>Planning</b>                              |                     |   |
| Historic Landmarks Committee                 | 5                   | (e) <b>The McMinnville Swim Club and High School</b> host a variety of competition swim events at the Aquatic Center during which parents and other community members assist. There are approximately 45 volunteers for these events.   |
| Landscape Review Committee                   | 5                   |   |
| McMinnville Affordable Housing Task Force    | 8                   |   |
| McMinnville Urban Area Management Commission | 7                   | (f) <b>The Survival Swimming Program</b> provides up to 8 hours of swimming instruction specifically targeting water safety skills. For the past 35+ years this program has taught every 3rd grade classroom in the McMinnville School District. In addition, Amity, and many private schools in McMinnville participate in this program. The program utilizes approximately 75 volunteers (recruited by school PE teachers) to teach basic swimming and survival skills to the kids. Aquatic Center staff train and supervise the volunteers and provide advanced swimming and water safety instruction. |
| McMinnville Urban Renewal Advisory Committee | 10                  |   |
| Planning Commission                          | 9                   |   |
|  | <u>44</u>           |   |
| <b>Fire &amp; Ambulance</b>                  |                     |   |
| Fire & EMS Volunteers (d)                    | 53                  |   |
|  | <u>53</u>           |   |
| <b>Parks &amp; Recreation</b>                |                     |   |
| Aquatic Center (e) (f)                       | -                   |   |
| Community Center                             | 6                   | (g) <b>Recreational Sports Volunteers</b> serve as head coaches for youth sports teams. Many of these volunteers were coaches for multiple sports. These 178 people coached 242 teams. This number does not include the many unofficial volunteers who assisted the head coaches at practices, games.   |
| STARS Day Camp                               | 5                   |   |
| Recreational Sports (g)                      | 178                 |   |
| Senior Center Volunteers (h)                 | 75                  | (h) <b>Senior Center Volunteers</b> contribute over 4,000 hours of their time each year helping in the front office, Wortman Park Cafe, special events, support groups, entertainment, grounds & building maintenance, class & program instructors, guest speakers, library, Wortman Park Art Gallery, and Friends of McMinnville Senior Center.  |
| Park Project Volunteers                      | 458                 |   |
|  | <u>722</u>          |   |
| <b>Airport</b>                               |                     |   |
| Airport Commission                           | 6                   |   |
|  | <u>6</u>            |   |
| <b>Total Volunteers</b>                      | <u><u>1,003</u></u> |   |

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

July 1, 2020

1.75% Projected Increase

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

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



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

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

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

July 1, 2020

1.75% Projected Increase

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

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

| <b>Title</b>                                       | <b>Amount</b>      |
|--|--------------------|
| Pager Pay  | 19.19 / Day        |
| Plumbing Premium Pay                               | 124.50             |
| Sick Leave Bonus                                   | 75% of 4 Hours Pay |
| 10-Year Longevity Bonus - to Deferred Compensation | 37.50              |
| 20-Year Longevity Bonus                            |                    |
| (i) To Deferred Compensation                       | 75.00              |
| (ii) Additional Salary                             | 75.00              |
| (iii) Additional Vacation                          | 2 Hours            |

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

July 1, 2020

2% Projected Increase

| <b>Classification Title</b>                                       | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> |
|---|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Police Sergeant - 12 Hour   | 165          | 3,099         | 3,254         | 3,415         | 3,588         | 3,766         | 3,955         |
| Police Sergeant   | 160          | 2,951         | 3,097         | 3,254         | 3,415         | 3,588         | 3,766         |
| Police Corporal - 12 Hour   | 158          | 2,883         | 3,027         | 3,179         | 3,338         | 3,508         | 3,680         |
| Police Corporal   | 157          | 2,746         | 2,883         | 3,027         | 3,179         | 3,338         | 3,508         |
| Police Officer - 12 Hour  | 155          | 2,682         | 2,816         | 2,957         | 3,105         | 3,263         | 3,424         |
| Police Officer  | 150          | 2,555         | 2,682         | 2,816         | 2,957         | 3,105         | 3,263         |
| Parking Enforcement Specialist<br>Police Evidence & Property Tech | 130          | 2,033         | 2,135         | 2,244         | 2,354         | 2,472         | 2,594         |
| Police Records Specialist   | 120          | 1,892         | 1,986         | 2,085         | 2,189         | 2,300         | 2,414         |

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

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| <b>Title</b>                   | <b>Amount</b> | <b>Percent</b> | <b>Range</b> | <b>Step</b> |
|--------------------------------|---------------|----------------|--------------|-------------|
| AA / AS Degree                 | 65            | 2%             | 150          | F           |
| BA / BS Degree                 | 131           | 4%             | 150          | F           |
| Intermediate Certificate       | 131           | 4%             | 150          | F           |
| Advanced Certificate           | 261           | 8%             | 150          | F           |
| Bilingual                      | 163           | 5%             | 150          | F           |
| ASL Certified                  | 163           | 5%             | 150          | F           |
| Detective (including sergeant) | 163           | 5%             | 150          | F           |
| K-9                            | 163           | 5%             | 150          | F           |
| School Resource Officer        | 163           | 5%             | 150          | F           |
| Police Training Officer        | 1.88 / Hour   | 5%             | 150          | F           |
| Motorcycle Duty                | 1.88 / Hour   | 5%             | 150          | F           |
| Officer in Charge              | 1.88 / Hour   | 5%             | 150          | F           |
| Fitness Incentive - 12 months  | 400           |                |              |             |
| Fitness Incentive - 6 months   | 200           |                |              |             |

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**Extra Help - Police Employees**

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

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

July 1, 2020

2% Projected Increase

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

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

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

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

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

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

July 1, 2020

Minimum Wage Increase

| <b>Classification Title</b>      | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> | <b>Step G</b> | <b>Step H</b> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Extra Help - Finance             | 092 H        | 12.00         | 12.00         | 12.40         | 13.40         | 14.40         | 15.40         | 16.40         | 17.40         |
| Extra Help - Building Inspector  | 084 H        | 20.00         | 23.00         | 27.68         | 32.00         | 36.00         | 45.56         | 55.14         |               |
| Extra Help - Clerical II         |              |               |               |               |               |               |               |               |               |
| Extra Help - Finance II          |              |               |               |               |               |               |               |               |               |
| Extra Help - Investigations      |              |               |               |               |               |               |               |               |               |
| Extra Help - Municipal Court     |              |               |               |               |               |               |               |               |               |
| Extra Help - Permit Technician   |              |               |               |               |               |               |               |               |               |
| Extra Help - Senior Operator WRF |              |               |               |               |               |               |               |               |               |
| Extra Help - Admin               | 082 H        | 12.00         | 12.75         | 13.32         | 14.00         |               |               |               |               |
| Extra Help - Clerical            |              |               |               |               |               |               |               |               |               |
| Extra Help - Fire                | 075 H        | 12.60         | 15.50         | 17.50         | 18.50         | 20.75         |               |               |               |
| Extra Help - Fire Prevention     | 074 H        | 12.00         | 14.00         | 16.73         |               |               |               |               |               |
| Judge                            | 068 H        | 88.62         |               |               |               |               |               |               |               |
| Municipal Court - Interpreter    | 064 H        | 20.00         | 30.00         |               |               |               |               |               |               |
| Extra Help - Library Assistant   | 058 H        | 12.00         | 15.00         | 18.18         |               |               |               |               |               |
| Program Assistant - Library      |              |               |               |               |               |               |               |               |               |
| Extra Help - Building Official   | 052 H        | 45.00         | 53.37         | 60.00         | 65.00         | 90.00         |               |               |               |
| Extra Help - Project Manager     |              |               |               |               |               |               |               |               |               |
| Extra Help - Mgmt Assistant - RS | 050 H        | 15.10         | 15.55         | 16.02         | 16.50         | 17.00         | 17.51         | 18.03         | 18.57         |
| Extra Help - Mgmt Assistant -KOB |              |               |               |               |               |               |               |               |               |
| Extra Help -Mgmt Assistant-STARs |              |               |               |               |               |               |               |               |               |
| Extra Help - Aquatics 4          | 049 H        | 14.85         | 15.30         | 15.75         | 16.23         | 16.71         | 17.22         | 17.73         | 18.26         |
| Site Director - KOB              |              |               |               |               |               |               |               |               |               |
| Site Director - Summer STARs     |              |               |               |               |               |               |               |               |               |
| Extra Help - Aquatics 3          | 048 H        | 12.85         | 13.24         | 13.63         | 14.04         | 14.46         | 14.90         | 15.34         | 15.80         |
| Program Assistant - Rec Sports   |              |               |               |               |               |               |               |               |               |
| Program Assistant - SC           |              |               |               |               |               |               |               |               |               |

| <b>Classification Title</b>      | <b>Range</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> | <b>Step G</b> | <b>Step H</b> |
|----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Rec Program Instructor - CC      |              |               |               |               |               |               |               |               |               |
| Rec Program Instructor - SC      |              |               |               |               |               |               |               |               |               |
| Rec Program Instructor - Sports  |              |               |               |               |               |               |               |               |               |
| Assistant Site Director - KOB    | 046 H        | 12.35         | 12.66         | 12.98         | 13.30         | 13.63         | 13.97         | 14.32         | 14.68         |
| Assistant Site Director - STARS  |              |               |               |               |               |               |               |               |               |
| Extra Help - Office - Rec Sports |              |               |               |               |               |               |               |               |               |
| Extra Help - Park Ranger         |              |               |               |               |               |               |               |               |               |
| Extra Help - Aquatics 2          | 044 H        | 12.15         | 12.45         | 12.77         | 13.08         | 13.41         | 13.75         | 14.09         | 14.44         |
| Classes & Programs Labor - CC    | 042 H        | 12.00         | 12.30         | 12.61         | 12.92         | 13.25         | 13.58         | 13.92         | 14.26         |
| Classes & Programs Labor - SC    |              |               |               |               |               |               |               |               |               |
| Extra Help - Aquatics 1          |              |               |               |               |               |               |               |               |               |
| Extra Help - Community Center    |              |               |               |               |               |               |               |               |               |
| Extra Help - RP Labor -RecSports |              |               |               |               |               |               |               |               |               |
| Extra Help - SC Events & Rentals |              |               |               |               |               |               |               |               |               |
| Extra Help - Senior Center       |              |               |               |               |               |               |               |               |               |
| Extra Help - Senior Ctr Day Tour |              |               |               |               |               |               |               |               |               |
| Rec Leadership - KOB Elementary  |              |               |               |               |               |               |               |               |               |
| Rec Leadership - Summer STARS    |              |               |               |               |               |               |               |               |               |
| Extra Help - Park Maintenance    | 032 H        | 13.75         | 14.35         |               |               |               |               |               |               |
| Extra Help - Streets             |              |               |               |               |               |               |               |               |               |
| Extra Help - WWS                 |              |               |               |               |               |               |               |               |               |
| Extra Help - Engineering         | 024 H        | 17.00         |               |               |               |               |               |               |               |





**GENERAL FUND  
BEGINNING FUND BALANCE**





# General Fund – Beginning Fund Balance

2020 – 2021 Proposed Budget --- Budget Summary

## General Fund – Beginning Fund Balance

### Beginning Fund Balance

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

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

**Designated Beginning Fund Balance – Length of Service Awards Program (LOSAP)** – LOSAP is the City’s retirement benefit plan for volunteer firefighters and is included in the General Fund’s budgeted beginning balance quoted in the column to the left. The LOSAP Designated Fund Balance reflects funds that have been set aside to fund the program, although a formal trust has not been created. The LOSAP is administered by VFIS Benefits Division. The estimated balance for LOSAP funds at July 1, 2020 is approximately \$581,000. Expenses for the LOSAP are included in the Fire Department proposed budget for 2020-21.

Budget Document Report

**01 - GENERAL FUND**

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

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## **ADMINISTRATION DEPARTMENT**

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### **Organization Set – Sections**

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

### **Organization Set #**

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



# General Fund – Administration

2020 – 2021 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 0.90 FTE of the City Manager and 0.15 FTE of the City Recorder.

### City Hall & City Property

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

### Mayor & City Council

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

### Legal

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

### Community Services

- Includes City funded support of various community programs, including Holiday Lighting, Downtown Public Art, Yamhill County public transportation, and McMinnville Economic Development Partnership.

### Human Resources

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

## Core Services

### City Manager's Office

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

### City Attorney's Office

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

## Future Challenges and Opportunities

### Administration - City Manager's Office

- The ability to finance growing operational and capital needs, with relatively flat revenues. Additional discussion of long-term issues is included in the City Manager's Budget Message
- Maintain and enhance the City's human resources policies, programs, and practices in order to recruit the highest quality work force and ensure its long term well-being
- Lead an organizational review of core service needs, deferred facilities maintenance, capital investment needs, process improvements and opportunities for new or enhanced revenues

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

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

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

## **Administration - City Attorney’s Office**

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

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

## **Administration – Human Resources**

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

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

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

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



### **CITY GOVERNMENT CAPACITY**

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



### **CIVIC LEADERSHIP**

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



### **COMMUNITY SAFETY & RESILIENCY**

Proactively plan for and responsively maintain a safe and resilient community



### **ECONOMIC PROSPERITY**

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



### **ENGAGEMENT & INCLUSION**

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



### **GROWTH & DEVELOPMENT CHARACTER**

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



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

Create diverse housing opportunities that support great neighborhoods

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

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

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

# General Fund – Administration

## 2020 – 2021 Proposed Budget --- Budget Summary

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



### Department Cost Summary

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

### Full-Time Equivalents (FTE)

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





# 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 Cows
- 2006 City establishes new “one stop” Community Development Center to house the Engineering, Building, and Planning Departments
- 2007 City Hall is remodeled
- 2008 City Council establishes Downtown Public Art Program
- 2009 Construction of Civic Hall and Mayor Edward J. Gormley Plaza is completed



- 2009 Rick Olson elected Mayor
- 2013 Northeast Gateway Urban Renewal District is established
- 2013 Transient Lodging Tax is implemented
- 2014 December 2014, Retired Brigadier General Martha Meeker appointed City Manager
- 2015 Third Street named as one of Five Great Streets in America
- 2017 Scott Hill elected Mayor
- 2017 February 2017, Jeff Towery appointed City Manager
- 2020 March 2020, Declaration of McMinnville State of Emergency and closure of city facilities to the public due to Covid-19 begins





# General Fund - Administration

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

| <u>Position Description</u>      |                  |              |               | <u>Detailed Summary</u> |               |
|----------------------------------|------------------|--------------|---------------|-------------------------|---------------|
| <u>Fund</u>                      | <u>Number of</u> |              | <u>Total</u>  | <u>Page</u>             | <u>Amount</u> |
| <u>Department</u>                | <u>Employees</u> | <u>Range</u> | <u>Salary</u> |                         |               |
| <b><u>City Manager</u></b>       | 1                | 099          | 171,641       |                         |               |
| General Fund                     |                  |              |               |                         |               |
| Administration                   |                  |              |               |                         |               |
| City Manager's Office (0.90 FTE) |                  |              |               | 70                      | 154,477       |
| Mayor & City Council (0.05 FTE)  |                  |              |               | 75                      | 8,582         |
| Human Resources (0.05 FTE)       |                  |              |               | 82                      | 8,582         |
| <b><u>City Recorder</u></b>      | 1                | 339          | 69,475        |                         |               |
| General Fund                     |                  |              |               |                         |               |
| Administration                   |                  |              |               |                         |               |
| City Manager's Office (0.15 FTE) |                  |              |               | 70                      | 10,421        |
| Mayor & City Council (0.60 FTE)  |                  |              |               | 75                      | 41,685        |
| Human Resources (0.25 FTE)       |                  |              |               | 82                      | 17,369        |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 01 - ADMINISTRATION<br>Section : 003 - CITY HALL & CITY PROPERTY<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 12,258                      | 12,627         | 12,900                    | <b>5400-02 Property Rentals - Chamber of Commerce</b><br>Chamber of Commerce monthly rental income increases in October depending on the June 30, 2018 CPI-W increase. | 12,708                     | 0                          | 0                         |
| <b>12,258</b>               | <b>12,627</b>  | <b>12,900</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>12,708</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>12,258</b>               | <b>12,627</b>  | <b>12,900</b>             | <b>TOTAL RESOURCES</b>   | <b>12,708</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**MATERIALS AND SERVICES**

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

Repairs and maintenance projects for City Hall and Civic Hall

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

|        |        |        |                |   |  |        |   |   |
|--------|--------|--------|----------------|---|--|--------|---|---|
| 3,971  | 3,937  | 5,900  | <b>7720-10</b> | <b>Repairs &amp; Maintenance - Building Maintenance</b>         |  | 5,000  | 0 | 0 |
| 6,624  | 5,741  | 2,500  | <b>7720-12</b> | <b>Repairs &amp; Maintenance - Grounds</b>                      |  | 5,000  | 0 | 0 |
| 19,316 | 25,266 | 27,470 | <b>7720-34</b> | <b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b> |  | 17,450 | 0 | 0 |

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

|       |       |        |                |  |  |       |   |   |
|-------|-------|--------|----------------|--|--|-------|---|---|
| 5,588 | 4,620 | 12,100 | <b>7740-05</b> | <b>Rental Property Repair &amp; Maint - Building</b> |  | 9,700 | 0 | 0 |
|-------|-------|--------|----------------|--|--|-------|---|---|

| Description                            | Units | Amt/Unit | Total |
|--|-------|----------|-------|
| Insurance - Liability                  | 1     | 300      | 300   |
| Insurance - Property                   | 1     | 1,300    | 1,300 |
| Chamber replace back flow preventer    | 1     | 5,000    | 5,000 |
| Parking lot sweeping                   | 1     | 600      | 600   |
| General building repairs & maintenance | 1     | 2,500    | 2,500 |

|     |        |        |             |                              |  |   |   |   |
|-----|--------|--------|-------------|------------------------------|--|---|---|---|
| 377 | 68,718 | 50,500 | <b>7750</b> | <b>Professional Services</b> |  | 0 | 0 | 0 |
|-----|--------|--------|-------------|------------------------------|--|---|---|---|

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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



# **FINANCE DEPARTMENT**



## **Organization Set – Sections**

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

## **Organization Set #**

**01-03-013**  
**01-03-016**





### Budget Highlights

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

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

### Core Services

#### Accounting

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

#### Budgeting and Financial Planning

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

### Treasury Services

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

### Future Challenges and Opportunities

The finance department is working towards:

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

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

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

# General Fund – Finance

## 2020 – 2021 Proposed Budget --- Budget Summary

### Mac-Town 2032 Strategic Plan

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

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

### Department Cost Summary

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

### Full-Time Equivalents (FTE)

|                            | 2019-20        |               | 2020-21         |
|----------------------------|----------------|---------------|-----------------|
|                            | Adopted Budget | Change        | Proposed Budget |
| <b>FTE Adopted Budget</b>  | <b>5.00</b>    |               |                 |
| Finance Director           |                | (0.15)        |                 |
| <b>FTE Proposed Budget</b> |                | <b>(0.15)</b> | <b>4.85</b>     |



## General Fund – Finance

## Historical Highlights

|      |   |      |  |      |   |
|------|---|------|--|------|---|
| 1983 | Finance Department transitions City accounting system to mainframe computer using Group 4 software  | 2007 | Implementation new Enterprise Resource System (ERP) Phase 1: general ledger, procurement, revenue collections, and miscellaneous billing | 2019 | Financial system functionality additions with implementation of e-Suite and HR Portal |
| 1988 | Finance Department purchases first PC which is shared and primarily used for budget preparation   | 2008 | ERP implementation Phase 2: payroll processing and position budgeting, annual budget preparation   |      |   |
| 1989 | First year City of McMinnville Comprehensive Annual Financial Report awarded the Government Financial Officers' Associations' Certificate of Achievement for Excellence in Financial Reporting                                | 2014 | Affordable Care Act reporting requirements implemented   |      |   |
| 2003 | Governmental Accounting Standard Board Statement No. 34 implemented in City's June 30, 2003 Comprehensive Annual Financial Report. GASB #34 is major revision of governmental generally accepted accounting principles (GAAP) | 2015 | Merina & Co, LLP appointed City financial auditor  |      |   |
| 2003 | Property lien searches available via Internet   | 2016 | Oregon sick leave law implemented  |      |   |
|      |   | 2019 | Ambulance billing outsourced to third party provider   |      |   |
|      |   | 2019 | Marcia Baragary, Finance Director retires after 10 years with the City.  |      |   |

# General Fund - Finance

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

| <u>Position Description</u>    |                    | Number of<br>Employees | Range | Total<br>Salary | <u>Detailed Summary</u> |         |
|--------------------------------|--------------------|------------------------|-------|-----------------|-------------------------|---------|
| Fund                           | Department         |                        |       |                 | Page                    | Amount  |
| <b><u>Finance Director</u></b> |                    | 1                      | 361   | 128,718         |                         |         |
| General Fund                   |                    |                        |       |                 |                         |         |
|                                | Finance (0.85 FTE) |                        |       |                 | 89                      | 109,410 |
|                                | Municipal Court    |                        |       |                 |                         |         |
|                                | Court (0.15 FTE)   |                        |       |                 | 177                     | 19,308  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 03 - FINANCE<br>Section : 013 - ACCOUNTING<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 17,573                      | 20,775         | 24,000                    | <b>5310 On-Line Lien Search Fees</b><br>Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; City pays \$10 per search through expenditure account 7750-27, Professional Services-Net Assets. | 24,000                     | 0                          | 0                         |
| <b>17,573</b>               | <b>20,775</b>  | <b>24,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>24,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>        |                |                           |   |                            |                            |                           |
| 4                           | 2,463          | 100                       | <b>6600-94 Other Income - Finance</b><br>Miscellaneous Finance Department collections.  | 100                        | 0                          | 0                         |
| <b>4</b>                    | <b>2,463</b>   | <b>100</b>                | <b>TOTAL MISCELLANEOUS</b>  | <b>100</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>17,577</b>               | <b>23,237</b>  | <b>24,100</b>             | <b>TOTAL RESOURCES</b>  | <b>24,100</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 03 - FINANCE<br>Section : 013 - ACCOUNTING<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|        |        |        |                |  |        |   |   |
|--------|--------|--------|----------------|--|--------|---|---|
| 512    | 556    | 800    | <b>7500</b>    | <b>Credit Card Fees</b>  | 500    | 0 | 0 |
| 1,748  | 2,571  | 3,500  | <b>7520</b>    | <b>Public Notices &amp; Printing</b>   | 3,500  | 0 | 0 |
| 588    | 1,855  | 1,000  | <b>7540</b>    | <b>Employee Events</b>   | 900    | 0 | 0 |
| 17,737 | 15,799 | 15,000 | <b>7550</b>    | <b>Travel &amp; Education</b><br>Costs shared city-wide for employee training, materials, and events.<br>Professional association dues, subscriptions, staff training, continuing professional education, software provider conference, etc. | 18,000 | 0 | 0 |
| 4,600  | 4,900  | 5,000  | <b>7610-05</b> | <b>Insurance - Liability</b>   | 4,000  | 0 | 0 |
| 3,453  | 3,362  | 4,000  | <b>7620</b>    | <b>Telecommunications</b>  | 3,800  | 0 | 0 |
| 5,131  | 4,986  | 5,000  | <b>7660-05</b> | <b>Materials &amp; Supplies - Office Supplies</b>  | 5,000  | 0 | 0 |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL        | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 03 - FINANCE<br>Section : 013 - ACCOUNTING<br>Program : N/A  |   |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 2,503                 | 1,436          | 2,500                     | <b>7660-10</b>  | <b>Materials &amp; Supplies - Office Supplies Inventory</b> |                 | 2,500                      | 0                          | 0                         |
| 3,890                 | 3,721          | 4,500                     | <b>7660-15</b>  | <b>Materials &amp; Supplies - Postage</b>                   |                 | 4,000                      | 0                          | 0                         |
| 0                     | 0              | 250                       | <b>7720-06</b>  | <b>Repairs &amp; Maintenance - Equipment</b>                |                 | 0                          | 0                          | 0                         |
| 9,679                 | 9,503          | 13,000                    | <b>7750</b>   | <b>Professional Services</b>                                |                 | 12,000                     | 0                          | 0                         |
|                       |                |                           | <u>Description</u>  | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                |                           | Audit fee allocation  | 1   | 900             | 900                        |                            |                           |
|                       |                |                           | Other   | 1   | 11,100          | 11,100                     |                            |                           |
| 764                   | 2,393          | 1,400                     | <b>7750-24</b>  | <b>Professional Services - Audit</b>                        |                 | 2,300                      | 0                          | 0                         |
|                       |                |                           | <u>Description</u>  | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                |                           | Audit fee allocation  | 1   | 2,300           | 2,300                      |                            |                           |
| 8,540                 | 9,684          | 11,000                    | <b>7750-27</b>  | <b>Professional Services - Net Assets</b>                   |                 | 10,000                     | 0                          | 0                         |
|                       |                |                           | Net Assets on-line lien search program allows title companies to check any property for City liens. Title companies are billed \$25 per lien search; revenue recorded in account 5310, On-Line Lien Search Fees. City pays Net Assets \$10 per lien search. |   |                 |                            |                            |                           |
| 3,483                 | 3,502          | 3,500                     | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>                   |                 | 3,500                      | 0                          | 0                         |
|                       |                |                           | Printer / scanner / copier lease and per page cost.   |   |                 |                            |                            |                           |
| 0                     | 0              | 1,000                     | <b>7800-03</b>  | <b>M &amp; S Equipment - Office</b>                         |                 | 0                          | 0                          | 0                         |
| 6,372                 | 7,555          | 9,701                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>                           |                 | 11,172                     | 0                          | 0                         |
|                       |                |                           | I.S. Fund materials & supplies costs shared city-wide   |   |                 |                            |                            |                           |
| 2,095                 | 4,183          | 2,000                     | <b>7840-05</b>  | <b>M &amp; S Computer Charges - Accounting</b>              |                 | 6,800                      | 0                          | 0                         |
|                       |                |                           | <u>Description</u>  | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                       |                |                           | Office 365 licensing  | 5   | 240             | 1,200                      |                            |                           |
|                       |                |                           | Lexmark printer maintenance   | 1   | 300             | 300                        |                            |                           |
|                       |                |                           | Laptop replacement  | 1   | 1,600           | 1,600                      |                            |                           |
|                       |                |                           | Scanner   | 1   | 900             | 900                        |                            |                           |
|                       |                |                           | Surface replacement   | 1   | 2,800           | 2,800                      |                            |                           |
| <b>71,095</b>         | <b>76,005</b>  | <b>83,151</b>             | <b>TOTAL MATERIALS AND SERVICES</b>   |   |                 | <b>87,972</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>CAPITAL OUTLAY</b> |                |                           |   |   |                 |                            |                            |                           |
| 0                     | 0              | 1,079                     | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>                      |                 | 0                          | 0                          | 0                         |
|                       |                |                           | I.S. Fund capital outlay costs shared city-wide   |   |                 |                            |                            |                           |
| <b>0</b>              | <b>0</b>       | <b>1,079</b>              | <b>TOTAL CAPITAL OUTLAY</b>   |   |                 | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>611,791</b>        | <b>658,844</b> | <b>740,801</b>            | <b>TOTAL REQUIREMENTS</b>   |   |                 | <b>692,972</b>             | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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





# **ENGINEERING DEPARTMENT**





### **Budget Highlights**

During fiscal year 2020-21, the Engineering staff will continue to provide project management, design, construction surveying, bid document and specification development, contract administration, inspection, and other technical assistance in support of advancing the City's goal to plan and construct capital projects, including:

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

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

### **Core Services**

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

### **Future Challenges and Opportunities**

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



To date, the Engineering Department has evaluated 2,156 private sewer laterals.

**Department Cost Summary**

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

**Full-Time Equivalents (FTE)**

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



## General Fund – Engineering Dept

## Historical Highlights

- |      |   |      |  |
|------|---|------|--|
| 1967 | City Manager appoints City's first Public Works Director.   | 2005 | City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments. |
| 1992 | City adds Assistant City Engineer position.   |      |  |
| 1996 | City creates a Geographic Information System (GIS).   | 2007 | Engineering, Building, and Planning Departments complete move to the Community Development Center.   |
| 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.   | 2008 | The Engineering Department issues and tracks 46 right-of-way permits for Verizon Northwest's FIOS fiber optic network installation throughout the City.          |
| 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. | 2015 | A second Project Manager position was added.   |
|      |   | 2017 | Administrative Assistant II – Public Affairs position was added.   |



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

# General Fund - Engineering

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

| <u>Position Description</u>     |                            | Number of<br>Employees | Range | Total<br>Salary | <u>Detailed Summary</u> |        |
|---------------------------------|----------------------------|------------------------|-------|-----------------|-------------------------|--------|
| Fund                            | Department                 |                        |       |                 | Page                    | Amount |
| <b><u>Permit Technician</u></b> |                            | 1                      | 329   | 46,875          |                         |        |
| General Fund                    |                            |                        |       |                 |                         |        |
|                                 | Engineering (0.50 FTE)     |                        |       |                 | 98                      | 23,438 |
|                                 | Planning                   |                        |       |                 |                         |        |
|                                 | Current (0.08 FTE)         |                        |       |                 | 120                     | 3,750  |
|                                 | Code Compliance (0.02 FTE) |                        |       |                 | 126                     | 938    |
| Building Fund (0.40 FTE)        |                            |                        |       |                 | 440                     | 18,750 |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                     | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <b>05 - ENGINEERING</b><br>Section : <b>N/A</b><br>Program : <b>N/A</b>  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                   |                |                           |   |                            |                            |                           |
| <b><u>CHARGES FOR SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 111,973                            | 24,610         | 50,000                    | <b>5320 Engineering Fees</b><br>Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs. | 50,000                     | 0                          | 0                         |
| <b>111,973</b>                     | <b>24,610</b>  | <b>50,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>50,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>        |                |                           |   |                            |                            |                           |
| 1,055                              | 541            | 500                       | <b>6600-96 Other Income - Engineering</b>   | 500                        | 0                          | 0                         |
| <b>1,055</b>                       | <b>541</b>     | <b>500</b>                | <b>TOTAL MISCELLANEOUS</b>  | <b>500</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>113,028</b>                     | <b>25,151</b>  | <b>50,500</b>             | <b>TOTAL RESOURCES</b>  | <b>50,500</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|       |       |        |   |        |   |   |
|-------|-------|--------|---|--------|---|---|
| 658   | 1,147 | 1,100  | <b>7540</b> Employee Events<br>Costs shared city-wide for employee training, materials, and events.   | 1,200  | 0 | 0 |
| 7,716 | 7,808 | 13,500 | <b>7550</b> Travel & Education<br>Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials. | 10,000 | 0 | 0 |

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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



# **PLANNING DEPARTMENT**



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

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

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



## Budget Highlights

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

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

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

## Core Services

### Current Planning

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

### Long-Range Planning

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

### Citizen Involvement

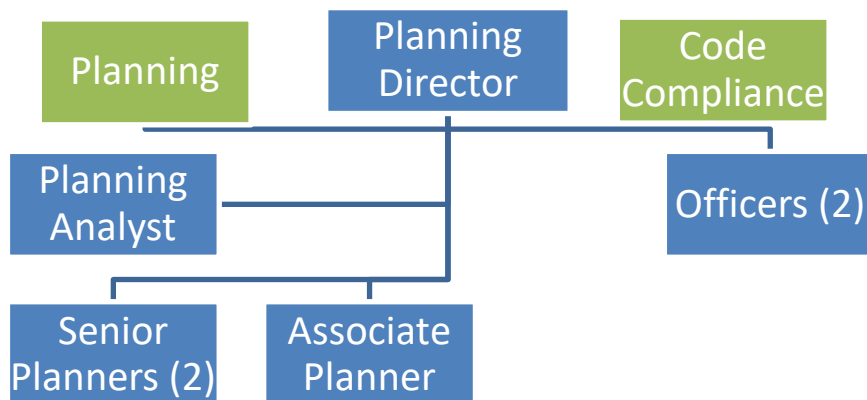
- Staff and support six citizen involvement committees –Affordable Housing Task Force, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, Planning Commission, Urban Renewal Advisory Committee.
- Ensure that the City is reaching out and allowing opportunities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

### Economic Development

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

### Code Compliance and Community Relations

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



Organizational structure for the Planning/Code Compliance Program

# General Fund – Planning

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

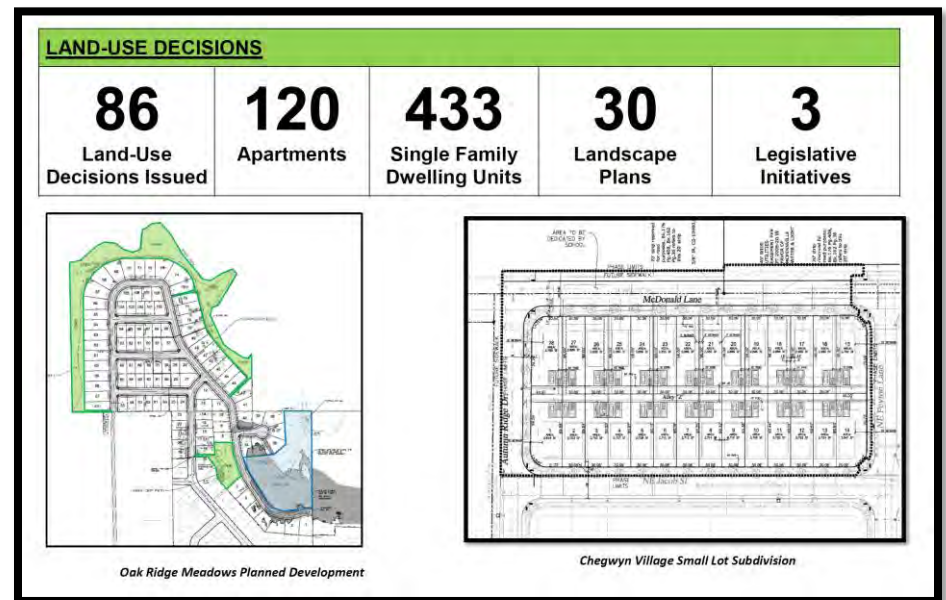
The Planning program also initiates and facilitates community dialogues about how the community would like to see McMinnville grow now and in the future. These efforts include supporting specially appointed Citizen Advisory Committees and Technical Advisory Committees that help lead the community through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

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

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

## 2019 ACCOMPLISHMENTS: Planning

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



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



Planning Commission Meeting / Public Engagement



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

## CODE COMPLIANCE AND COMMUNITY RELATIONS:

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

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



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

**Explanation of Cases:**

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

### 2019 ACCOMPLISHMENTS: Code Compliance

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



*Nic and Claudia – Code Compliance Officers*

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

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



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

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

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

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

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

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

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| <p><b>Civic Leadership – Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement.</b></p> |
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| <p><b>Strategy:</b> <i>Attract and develop future leaders.</i></p> <ul style="list-style-type: none"> <li>• The Planning Department works with all of its citizen committees to ensure a safe and respectful environment for engagement and participation.</li> <li>• The Planning Department has solicited youth members for all of its commissions, committees and project advisory committees..</li> </ul> |
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| <p><b>Community Safety and Resiliency – Proactively plan for and responsively maintain a safe and resilient community.</b></p> |
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| <p><b>Strategy:</b> <i>Build a community culture of safety.</i></p> <ul style="list-style-type: none"> <li>• In 2019, Code Compliance staff =worked on revising Chapter 8 of the MMC for nuisances and in 2020, Chapter 15 of the MMC for dangerous buildings</li> <li>• Planning staff will work on crime prevention through environmental review standards for public spaces in 2020.</li> <li>• Code Compliance staff will work on accreditation for the program.</li> </ul> |
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|---|
| <p><b>Strategy:</b> <i>Develop resiliency targets for critical infrastructure.</i></p> <ul style="list-style-type: none"> <li>• In 2019, Code Enforcement was revamped to create an administrative process that is more streamlined and efficient.</li> <li>• In 2020, Planning staff will identify and develop mitigation plans for natural and man-made hazards relative to development and growth planning.</li> </ul> |
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| <p><b>Engagement and Inclusion – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.</b></p> |
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| <p><b>Strategy:</b> <i>Improve access by identifying and removing barriers to participation.</i></p> <ul style="list-style-type: none"> <li>• In 2020, Planning and Code Compliance will translate all applications and program brochures into Spanish. .</li> </ul> |
|--|

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# General Fund – Planning

## Future Challenges and Opportunities

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

## Department Cost Summary

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

## Full-Time Equivalents (FTE)

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

## General Fund – Planning Dept

## Historical Highlights

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



William T. Newby

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

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

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



1948 First McMinnville Planning Commission appointed.

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



1970 City population passes 10,000 residents.

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

1993 City residents exceed more than 20,000.

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

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

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

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

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



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



# General Fund – Planning Dept

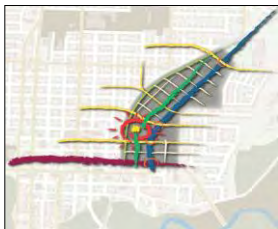
## Historical Highlights

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

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



2011 Initiated the Northeast Gateway Plan and Implementation Strategy.



2011 Assisted Council through Tax Increment Financing education and assessment for the NE Gateway District and historic downtown.

2012 A Council appointed Economic Opportunities Analysis Committee begins update of the 2001 EOA.

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



2013 Principal Planner Ron Pomeroy elected MDA Board President.

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

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



2014 The Council adopts an updated Economic Opportunities Analysis.

2014 Department awarded a Certified Local Government grant to assist the MDA in historic preservation and education efforts.

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

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



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

# General Fund - Planning

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

| <u>Position Description</u>     |                  |               |                         |               |
|---------------------------------|------------------|---------------|-------------------------|---------------|
| <u>Fund</u>                     | <u>Number of</u> | <u>Total</u>  | <u>Detailed Summary</u> |               |
| <u>Department</u>               | <u>Employees</u> | <u>Salary</u> | <u>Page</u>             | <u>Amount</u> |
| <b><u>Planning Director</u></b> | 1                | 359           | 122,491                 |               |
| General Fund                    |                  |               |                         |               |
| Planning                        |                  |               |                         |               |
| Administration (0.10 FTE)       |                  |               | 117                     | 12,249        |
| Current (0.25 FTE)              |                  |               | 120                     | 30,623        |
| Long Range (0.30 FTE)           |                  |               | 123                     | 36,747        |
| Code Compliance (0.10 FTE)      |                  |               | 126                     | 12,249        |
| Building Fund (0.25 FTE)        |                  |               | 440                     | 30,623        |
| <b><u>Senior Planner</u></b>    | 2                | 344           | 161,246                 |               |
| General Fund                    |                  |               |                         |               |
| Planning                        |                  |               |                         |               |
| Current (0.5 FTE)               |                  |               | 120                     | 80,623        |
| Long Range (0.50 FTE)           |                  |               | 123                     | 80,623        |
| <b><u>Associate Planner</u></b> | 1                | 339           | 72,942                  |               |
| General Fund                    |                  |               |                         |               |
| Planning                        |                  |               |                         |               |
| Current (0.5 FTE)               |                  |               | 120                     | 36,471        |
| Long Range (0.50 FTE)           |                  |               | 123                     | 36,471        |

| <u>Position Description</u>     |                       |               |                         |               |
|---------------------------------|-----------------------|---------------|-------------------------|---------------|
| <u>Fund</u>                     | <u>Number of</u>      | <u>Total</u>  | <u>Detailed Summary</u> |               |
| <u>Department</u>               | <u>Employee:Range</u> | <u>Salary</u> | <u>Page</u>             | <u>Amount</u> |
| <b><u>Planning Analyst</u></b>  | 1                     | 335           | 65,393                  |               |
| General Fund                    |                       |               |                         |               |
| Planning                        |                       |               |                         |               |
| Administration (0.15 FTE)       |                       |               | 117                     | 9,809         |
| Current (0.55 FTE)              |                       |               | 120                     | 35,966        |
| Long Range (0.20 FTE)           |                       |               | 123                     | 13,079        |
| Code Compliance (0.10 FTE)      |                       |               | 126                     | 6,539         |
| <b><u>Permit Technician</u></b> | 1                     | 329           | 46,875                  |               |
| General Fund                    |                       |               |                         |               |
| Engineering (0.50 FTE)          |                       |               | 98                      | 23,438        |
| Planning                        |                       |               |                         |               |
| Current (0.08 FTE)              |                       |               | 120                     | 3,750         |
| Code Compliance (0.02 FTE)      |                       |               | 126                     | 938           |
| Building Fund (0.40 FTE)        |                       |               | 440                     | 18,750        |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                      | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 07 - PLANNING<br>Section : N/A<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                    |                |                           |  |  |                            |                            |                           |
| <b><u>LICENSES AND PERMITS</u></b>  |                |                           |  |  |                            |                            |                           |
| 0                                   | 0              | 128,500                   | 4210   | Business License                                     | 0                          | 0                          | 0                         |
| 28,711                              | 126,896        | 40,000                    | 4250-03  | Planning Fees - Land Use Fees                        | 0                          | 0                          | 0                         |
| 0                                   | 0              | 0                         | 4250-20  | Planning Fees - Annexation Fees                      | 0                          | 0                          | 0                         |
| 3,644                               | 15,165         | 5,000                     | 4250-25  | Planning Fees - Building Permit Review Fees          | 0                          | 0                          | 0                         |
| 0                                   | 0              | 0                         | 4250-30  | Planning Fees - Election Fees - Annexations          | 0                          | 0                          | 0                         |
| <b>32,355</b>                       | <b>142,061</b> | <b>173,500</b>            | <b><u>TOTAL LICENSES AND PERMITS</u></b>                     |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>INTERGOVERNMENTAL</u></b>     |                |                           |  |  |                            |                            |                           |
| 10,498                              | 1,277          | 11,500                    | 4535   | Federal NPS CLG Grant                                | 0                          | 0                          | 0                         |
| 0                                   | 0              | 0                         | 4775-15  | ODOT State Grants - Transportation & Growth Mgt(TGM) | 0                          | 0                          | 0                         |
| 0                                   | 30,000         | 50,000                    | 4778   | OR Dept of Land Conservation & Dev (DLCD)            | 0                          | 0                          | 0                         |
| <b>10,498</b>                       | <b>31,277</b>  | <b>61,500</b>             | <b><u>TOTAL INTERGOVERNMENTAL</u></b>                        |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>FINES AND FORFEITURES</u></b> |                |                           |  |  |                            |                            |                           |
| 0                                   | 0              | 7,500                     | 6115   | Code Enforcement                                     | 0                          | 0                          | 0                         |
| <b>0</b>                            | <b>0</b>       | <b>7,500</b>              | <b><u>TOTAL FINES AND FORFEITURES</u></b>                    |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>         |                |                           |  |  |                            |                            |                           |
| 73,650                              | 0              | 0                         | 6360   | Grants   | 0                          | 0                          | 0                         |
| 8,502                               | 657            | 0                         | 6600-99  | Other Income - Planning                              | 0                          | 0                          | 0                         |
| <b>82,152</b>                       | <b>657</b>     | <b>0</b>                  | <b><u>TOTAL MISCELLANEOUS</u></b>                            |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>125,005</b>                      | <b>173,996</b> | <b>242,500</b>            | <b><u>TOTAL RESOURCES</u></b>                                |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 07 - PLANNING<br>Section : N/A<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |  |                            |                            |                           |
| <b><u>PERSONNEL SERVICES</u></b>     |                |                           |  |  |                            |                            |                           |
| -73                                  | 4,551          | 0                         | <b>7000</b>  | <b>Salaries &amp; Wages</b>                              | 0                          | 0                          | 0                         |
| 283,416                              | 449,090        | 569,112                   | <b>7000-05</b>   | <b>Salaries &amp; Wages - Regular Full Time</b>          | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>7000-15</b>   | <b>Salaries &amp; Wages - Temporary</b>                  | 0                          | 0                          | 0                         |
| 985                                  | 2,086          | 5,000                     | <b>7000-20</b>   | <b>Salaries &amp; Wages - Overtime</b>                   | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>7000-32</b>   | <b>Salaries &amp; Wages - Moving Allowance</b>           | 0                          | 0                          | 0                         |
| -515                                 | 3,529          | 0                         | <b>7300</b>  | <b>Fringe Benefits</b>                                   | 0                          | 0                          | 0                         |
| 17,013                               | 27,152         | 35,595                    | <b>7300-05</b>   | <b>Fringe Benefits - FICA - Social Security</b>          | 0                          | 0                          | 0                         |
| 3,979                                | 6,350          | 8,325                     | <b>7300-06</b>   | <b>Fringe Benefits - FICA - Medicare</b>                 | 0                          | 0                          | 0                         |
| 73,796                               | 93,177         | 173,605                   | <b>7300-15</b>   | <b>Fringe Benefits - PERS - OPSRP - IAP</b>              | 0                          | 0                          | 0                         |
| 42,689                               | 85,039         | 123,816                   | <b>7300-20</b>   | <b>Fringe Benefits - Medical Insurance</b>               | 0                          | 0                          | 0                         |
| 8,950                                | 15,700         | 18,300                    | <b>7300-22</b>   | <b>Fringe Benefits - VEBA Plan</b>                       | 0                          | 0                          | 0                         |
| 358                                  | 706            | 874                       | <b>7300-25</b>   | <b>Fringe Benefits - Life Insurance</b>                  | 0                          | 0                          | 0                         |
| 1,486                                | 2,533          | 3,124                     | <b>7300-30</b>   | <b>Fringe Benefits - Long Term Disability</b>            | 0                          | 0                          | 0                         |
| 4,548                                | 5,654          | 10,816                    | <b>7300-35</b>   | <b>Fringe Benefits - Workers' Compensation Insurance</b> | 0                          | 0                          | 0                         |
| 82                                   | 152            | 303                       | <b>7300-37</b>   | <b>Fringe Benefits - Workers' Benefit Fund</b>           | 0                          | 0                          | 0                         |
| <b>436,712</b>                       | <b>695,717</b> | <b>948,870</b>            | <b><u>TOTAL PERSONNEL SERVICES</u></b>                       |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |  |                            |                            |                           |
| 0                                    | 648            | 1,200                     | <b>7500</b>  | <b>Credit Card Fees</b>                                  | 0                          | 0                          | 0                         |
| 4,793                                | 5,002          | 8,000                     | <b>7520</b>  | <b>Public Notices &amp; Printing</b>                     | 0                          | 0                          | 0                         |
| 355                                  | 1,362          | 1,200                     | <b>7540</b>  | <b>Employee Events</b>                                   | 0                          | 0                          | 0                         |
| 7,391                                | 22,771         | 20,000                    | <b>7550</b>  | <b>Travel &amp; Education</b>                            | 0                          | 0                          | 0                         |
| 148                                  | 1,564          | 2,400                     | <b>7590</b>  | <b>Fuel - Vehicle &amp; Equipment</b>                    | 0                          | 0                          | 0                         |
| 3,680                                | 3,783          | 4,000                     | <b>7600</b>  | <b>Electric &amp; Natural Gas</b>                        | 0                          | 0                          | 0                         |
| 2,700                                | 2,900          | 7,500                     | <b>7610-05</b>   | <b>Insurance - Liability</b>                             | 0                          | 0                          | 0                         |
| 1,300                                | 1,100          | 1,800                     | <b>7610-10</b>   | <b>Insurance - Property</b>                              | 0                          | 0                          | 0                         |
| 4,692                                | 7,371          | 8,000                     | <b>7620</b>  | <b>Telecommunications</b>                                | 0                          | 0                          | 0                         |
| 3,015                                | 3,997          | 4,450                     | <b>7650</b>  | <b>Janitorial</b>  | 0                          | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 07 - PLANNING<br>Section : N/A<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|--|----------------------------|----------------------------|---------------------------|
| 4,590                        | 26,661         | 26,000                    | <b>7660</b>  | <b>Materials &amp; Supplies</b>  | 0                          | 0                          | 0                         |
| 73,737                       | 915            | 3,500                     | <b>7710</b>  | <b>Materials &amp; Supplies - Grants</b>                                 | 0                          | 0                          | 0                         |
| 944                          | 33             | 0                         | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>   | 0                          | 0                          | 0                         |
| 853                          | 6,818          | 3,700                     | <b>7720-08</b>   | <b>Repairs &amp; Maintenance - Building Repairs</b>                      | 0                          | 0                          | 0                         |
| 1,519                        | 1,647          | 4,100                     | <b>7720-10</b>   | <b>Repairs &amp; Maintenance - Building Maintenance</b>                  | 0                          | 0                          | 0                         |
| 109,987                      | 141,646        | 294,400                   | <b>7750</b>  | <b>Professional Services</b>   | 0                          | 0                          | 0                         |
| 20,909                       | 32,293         | 61,500                    | <b>7750-04</b>   | <b>Professional Services - Grants</b>                                    | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>7750-30</b>   | <b>Professional Services - Annexation Elections</b>                      | 0                          | 0                          | 0                         |
| 5,101                        | 9,219          | 8,000                     | <b>7790-20</b>   | <b>Maintenance &amp; Rental Contracts - Community Development Center</b> | 0                          | 0                          | 0                         |
| 3,982                        | 8,112          | 13,739                    | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  | 0                          | 0                          | 0                         |
| 5,282                        | 18,161         | 4,400                     | <b>7840-15</b>   | <b>M &amp; S Computer Charges - Planning</b>                             | 0                          | 0                          | 0                         |
| <b>254,977</b>               | <b>296,003</b> | <b>477,889</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>                   |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |  |  |                            |                            |                           |
| 0                            | 0              | 1,528                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>                                   | 0                          | 0                          | 0                         |
| 0                            | 0              | 0                         | <b>8750-15</b>   | <b>Capital Outlay Computer Charges - Planning</b>                        | 0                          | 0                          | 0                         |
| <b>0</b>                     | <b>0</b>       | <b>1,528</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>                           |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>691,689</b>               | <b>991,721</b> | <b>1,428,287</b>          | <b><u>TOTAL REQUIREMENTS</u></b>                             |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**01 - GENERAL FUND**

Department : 07 - PLANNING  
 Section : 001 - ADMINISTRATION  
 Program : N/A

| 2018<br>ACTUAL                     | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET |                                   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------|---------------------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                   |                |                           |                                   |                            |                            |                           |
| <b><u>LICENSES AND PERMITS</u></b> |                |                           |                                   |                            |                            |                           |
| 0                                  | 0              | 0                         | 4210                              | Business License           | 0                          | 0                         |
| <b>0</b>                           | <b>0</b>       | <b>0</b>                  | <b>TOTAL LICENSES AND PERMITS</b> |                            | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>        |                |                           |                                   |                            |                            |                           |
| 0                                  | 0              | 0                         | 6600-99                           | Other Income - Planning    | 0                          | 0                         |
| <b>0</b>                           | <b>0</b>       | <b>0</b>                  | <b>TOTAL MISCELLANEOUS</b>        |                            | <b>0</b>                   | <b>0</b>                  |
| <b>0</b>                           | <b>0</b>       | <b>0</b>                  | <b>TOTAL RESOURCES</b>            |                            | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

|          |          |          |  |               |          |          |
|----------|----------|----------|--|---------------|----------|----------|
| 0        | 0        | 0        | <b>7000 Salaries &amp; Wages</b>   | 0             | 0        | 0        |
| 0        | 0        | 0        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Planning Director - 0.10 FTE<br>Planning Analyst - 0.15 FTE | 22,058        | 0        | 0        |
| 0        | 0        | 0        | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0             | 0        | 0        |
| 0        | 0        | 0        | <b>7300 Fringe Benefits</b>  | 0             | 0        | 0        |
| 0        | 0        | 0        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 1,367         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 320           | 0        | 0        |
| 0        | 0        | 0        | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 6,886         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0             | 0        | 0        |
| 0        | 0        | 0        | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 4,928         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 750           | 0        | 0        |
| 0        | 0        | 0        | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 26            | 0        | 0        |
| 0        | 0        | 0        | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 122           | 0        | 0        |
| 0        | 0        | 0        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 419           | 0        | 0        |
| 0        | 0        | 0        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 9             | 0        | 0        |
| <b>0</b> | <b>0</b> | <b>0</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>36,885</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

|          |          |          |  |                |          |          |
|----------|----------|----------|--|----------------|----------|----------|
| 0        | 0        | 0        | <b>7000 Salaries &amp; Wages</b>   | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Planning Director - 0.25 FTE<br>Senior Planner - 1.00 FTE<br>Associate Planner - 0.50 FTE<br>Planning Analyst - 0.55 FTE<br>Permit Technician - Combined Depts - 0.08 FTE | 187,433        | 0        | 0        |
| 0        | 0        | 0        | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 2,500          | 0        | 0        |
| 0        | 0        | 0        | <b>7300 Fringe Benefits</b>  | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 11,776         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 2,754          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 58,531         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 35,240         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 5,140          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 258            | 0        | 0        |
| 0        | 0        | 0        | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 1,026          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 3,541          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 91             | 0        | 0        |
| <b>0</b> | <b>0</b> | <b>0</b> | <b>TOTAL PERSONNEL SERVICES</b>  | <b>308,290</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

|          |          |          |   |                |          |          |
|----------|----------|----------|---|----------------|----------|----------|
| 0        | 0        | 0        | <b>7000 Salaries &amp; Wages</b>  | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Planning Director - 0.30 FTE<br>Senior Planner - 1.00 FTE<br>Associate Planner - 0.50 FTE<br>Planning Analyst - 0.20 FTE | 166,920        | 0        | 0        |
| 0        | 0        | 0        | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Project Manager - 0.34 FTE  | 63,000         | 0        | 0        |
| 0        | 0        | 0        | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 2,500          | 0        | 0        |
| 0        | 0        | 0        | <b>7300 Fringe Benefits</b>   | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 14,409         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 3,371          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 59,114         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>  | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 27,192         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-22 Fringe Benefits - VEBA Plan</b>  | 4,000          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 216            | 0        | 0        |
| 0        | 0        | 0        | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 914            | 0        | 0        |
| 0        | 0        | 0        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 4,416          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 82             | 0        | 0        |
| <b>0</b> | <b>0</b> | <b>0</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>346,134</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 07 - PLANNING<br>Section : 031 - CODE COMPLIANCE<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|          |          |          |  |                |          |          |
|----------|----------|----------|--|----------------|----------|----------|
| 0        | 0        | 0        | <b>7000 Salaries &amp; Wages</b>   | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Planning Director - 0.10 FTE<br>Planning Analyst - 0.10 FTE<br>Code Compliance Officer II - 1.00 FTE<br>Code Compliance Officer I - 1.00 FTE<br>Permit Technician - Combined Depts - 0.02 FTE | 135,896        | 0        | 0        |
| 0        | 0        | 0        | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300 Fringe Benefits</b>  | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 8,427          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 1,972          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 37,114         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0              | 0        | 0        |
| 0        | 0        | 0        | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 32,232         | 0        | 0        |
| 0        | 0        | 0        | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 4,661          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 238            | 0        | 0        |
| 0        | 0        | 0        | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 748            | 0        | 0        |
| 0        | 0        | 0        | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 2,565          | 0        | 0        |
| 0        | 0        | 0        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 77             | 0        | 0        |
| <b>0</b> | <b>0</b> | <b>0</b> | <b><u>TOTAL PERSONNEL SERVICES</u></b>   | <b>223,930</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

|   |   |   |  |       |   |   |
|---|---|---|--|-------|---|---|
| 0 | 0 | 0 | <b>7500 Credit Card Fees</b><br>Transactional fees for paying code enforcement fines with credit card.               | 100   | 0 | 0 |
| 0 | 0 | 0 | <b>7520 Public Notices &amp; Printing</b><br>Print materials for door hangers, property notices, certified mailings. | 4,000 | 0 | 0 |
| 0 | 0 | 0 | <b>7540 Employee Events</b><br>Costs shared city-wide for employee training, materials and events.                   | 300   | 0 | 0 |
| 0 | 0 | 0 | <b>7550 Travel &amp; Education</b><br>Memberships in OCEA, staff training.   | 6,000 | 0 | 0 |
| 0 | 0 | 0 | <b>7590 Fuel - Vehicle &amp; Equipment</b>   | 1,000 | 0 | 0 |
| 0 | 0 | 0 | <b>7620 Telecommunications</b>   | 4,000 | 0 | 0 |
| 0 | 0 | 0 | <b>7630 Uniforms</b>   | 600   | 0 | 0 |

Budget Document Report

**01 - GENERAL FUND**

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



# **POLICE DEPARTMENT**



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

## Budget Highlights

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



## Core Services

### Field Operations

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

### Investigations and Support Division

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

### Administrative

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

### Professional Standards

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

### 2020-2021 Budgeted Organizational Structure

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

## The Future of MPD and Opportunities for Growth

### **The Future of MPD**

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

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

### **Opportunities for Growth**

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

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

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

## Mac-Town 2032 Strategic Plan Police Department Focus

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

### **City Government Capacity**

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

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

## Community Safety & Resiliency

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

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

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

## Engagement and Inclusion

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



# General Fund – Police

## 2020 – 2021 Proposed Budget --- Budget Summary

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

### Economic Prosperity

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

### Department Cost Summary

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


### Full-Time Equivalent (FTE)

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



## General Fund – Police

## Historical Highlights

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

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**POLICE DEPARTMENT  
Chief's Office**

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**Organization Set – Programs**

- Administration
- Records
- IS – Technology
- Community Education

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 11 - POLICE<br>Section : 040 - CHIEF'S OFFICE<br>Program : 589 - IS - TECHNOLOGY |  |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**MATERIALS AND SERVICES**

|                |                |                |  |   |                 |                |          |          |
|----------------|----------------|----------------|--|---|-----------------|----------------|----------|----------|
| 46,195         | 54,773         | 75,181         | <b>7840</b>  | <b>M &amp; S Computer Charges</b>                     |                 | 86,583         | 0        | 0        |
|                |                |                |  | I.S. Fund materials & supplies costs shared city-wide |                 |                |          |          |
| 71,709         | 96,078         | 86,600         | <b>7840-20</b>                                       | <b>M &amp; S Computer Charges - Police</b>            |                 | 86,100         | 0        | 0        |
|                |                |                | <u>Description</u>                                   | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>   |          |          |
|                |                |                | Desktop replacements                                 | 5   | 1,500           | 7,500          |          |          |
|                |                |                | Surface - new  | 2   | 2,400           | 4,800          |          |          |
|                |                |                | Surface - replacement                                | 1   | 2,100           | 2,100          |          |          |
|                |                |                | Laptop replacements                                  | 2   | 1,600           | 3,200          |          |          |
|                |                |                | Projector  | 1   | 1,200           | 1,200          |          |          |
|                |                |                | MDT Repairs  | 1   | 2,000           | 2,000          |          |          |
|                |                |                | E-ticketing maintenance - 67% shared with Muni Court | 1   | 8,600           | 8,600          |          |          |
|                |                |                | Central Square message switch support                | 1   | 3,300           | 3,300          |          |          |
|                |                |                | Central Square e-ticketing import                    | 1   | 1,400           | 1,400          |          |          |
|                |                |                | Central Square remote support                        | 1   | 400             | 400            |          |          |
|                |                |                | WebLEDS maintenance                                  | 1   | 1,200           | 1,200          |          |          |
|                |                |                | Central Square mobile support                        | 1   | 8,100           | 8,100          |          |          |
|                |                |                | Central Square RMS maintenance                       | 1   | 9,800           | 9,800          |          |          |
|                |                |                | E-ticketing annual hosting fee                       | 1   | 800             | 800            |          |          |
|                |                |                | Netmotion maintenance - 50% shared with Fire, Amb    | 1   | 2,500           | 2,500          |          |          |
|                |                |                | Evidence OnQ maintenance                             | 1   | 9,000           | 9,000          |          |          |
|                |                |                | GovQA redaction license maintenance                  | 1   | 1,200           | 1,200          |          |          |
|                |                |                | Office 365 licensing                                 | 1   | 9,000           | 9,000          |          |          |
|                |                |                | Data 911 hardware maintenance                        | 1   | 10,000          | 10,000         |          |          |
| <b>117,903</b> | <b>150,851</b> | <b>161,781</b> | <b>TOTAL MATERIALS AND SERVICES</b>                  |   |                 | <b>172,683</b> | <b>0</b> | <b>0</b> |

**CAPITAL OUTLAY**

|                |                |                |                                   |   |                 |                |          |          |
|----------------|----------------|----------------|-----------------------------------|---|-----------------|----------------|----------|----------|
| 0              | 0              | 8,363          | <b>8750</b>                       | <b>Capital Outlay Computer Charges</b>          |                 | 0              | 0        | 0        |
|                |                |                |                                   | I.S. Fund capital outlay costs shared city-wide |                 |                |          |          |
| 48,378         | 34,019         | 36,900         | <b>8750-20</b>                    | <b>Capital Outlay Computer Charges - Police</b> |                 | 46,000         | 0        | 0        |
|                |                |                | <u>Description</u>                | <u>Units</u>                                    | <u>Amt/Unit</u> | <u>Total</u>   |          |          |
|                |                |                | Replacement MDTs                  | 3   | 12,000          | 36,000         |          |          |
|                |                |                | Surveillance system server update | 1   | 10,000          | 10,000         |          |          |
| <b>48,378</b>  | <b>34,019</b>  | <b>45,263</b>  | <b>TOTAL CAPITAL OUTLAY</b>       |   |                 | <b>46,000</b>  | <b>0</b> | <b>0</b> |
| <b>166,281</b> | <b>184,869</b> | <b>207,044</b> | <b>TOTAL REQUIREMENTS</b>         |   |                 | <b>218,683</b> | <b>0</b> | <b>0</b> |

Budget Document Report

**01 - GENERAL FUND**

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



## **POLICE DEPARTMENT Field Operations**



### **Organization Set – Programs**

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

### **Organization Set #**

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

Budget Document Report

01 - GENERAL FUND

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

01 - GENERAL FUND

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|        |        |        |   |              |                 |              |
|--------|--------|--------|---|--------------|-----------------|--------------|
| 7,283  | 8,739  | 9,900  | <b>7550 Travel &amp; Education</b>  | 9,000        | 0               | 0            |
| 53,575 | 67,027 | 60,000 | <b>7590 Fuel - Vehicle &amp; Equipment</b>  | 72,000       | 0               | 0            |
| 20,259 | 29,973 | 27,000 | <b>7630-05 Uniforms - Employee</b><br>Equipment for new hires, rain jacket and pants replacements, uniform updates for patrol | 27,000       | 0               | 0            |
| 10,040 | 12,924 | 10,875 | <b>7660 Materials &amp; Supplies</b>  | 13,992       | 0               | 0            |
|        |        |        | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|        |        |        | Batteries, compact discs, forms and equipment for patrol  | 1            | 9,500           | 9,500        |
|        |        |        | Trauma kit supplies   | 1            | 2,875           | 2,875        |
|        |        |        | 3 sets of spike strips  | 3            | 539             | 1,617        |
| 461    | 1,840  | 1,000  | <b>7720 Repairs &amp; Maintenance</b>   | 2,700        | 0               | 0            |

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



**POLICE DEPARTMENT**  
**Investigations & Support Division**



**Organization Set – Programs**

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

**Organization Set #**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|       |       |       |  |              |                 |              |
|-------|-------|-------|--|--------------|-----------------|--------------|
| 1,787 | 845   | 1,550 | <b>7550</b> Travel & Education<br>Memberships and training                                     | 1,350        | 0               | 0            |
|       |       |       | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |       | Code enforcement conference (code and parking)   | 1            | 500             | 500          |
|       |       |       | Code enforcement of oregon - membership  | 1            | 50              | 50           |
|       |       |       | Other training   | 1            | 800             | 800          |
| 2,094 | 2,099 | 2,000 | <b>7590</b> Fuel - Vehicle & Equipment   | 2,000        | 0               | 0            |
| 711   | 1,010 | 750   | <b>7630-05</b> Uniforms - Employee   | 750          | 0               | 0            |
| 1,115 | 829   | 2,000 | <b>7660</b> Materials & Supplies<br>Tow charges, postal charges, tow stickers, parking permits | 2,000        | 0               | 0            |
| 993   | 647   | 1,000 | <b>7720-14</b> Repairs & Maintenance - Vehicles  | 1,000        | 0               | 0            |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|       |        |        |  |              |                 |              |
|-------|--------|--------|--|--------------|-----------------|--------------|
| 8,817 | 11,356 | 14,010 | <b>7550</b> Travel & Education         | 15,200       | 0               | 0            |
|       |        |        | <u>Description</u>                     | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |        |        | Child abuse summit                     | 7            | 550             | 3,850        |
|       |        |        | Homicide conference                    | 7            | 550             | 3,850        |
|       |        |        | Specialist interview course            | 2            | 1,000           | 2,000        |
|       |        |        | Supervisor training                    | 1            | 500             | 500          |
|       |        |        | Miscellaneous training                 | 1            | 1,500           | 1,500        |
|       |        |        | Forensic trauma interview training     | 4            | 875             | 3,500        |
| 7,455 | 6,595  | 5,000  | <b>7590</b> Fuel - Vehicle & Equipment | 4,500        | 0               | 0            |
| 469   | 2,234  | 1,000  | <b>7630-05</b> Uniforms - Employee     | 1,750        | 0               | 0            |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 11 - POLICE<br>Section : 046 - INVESTIGATIONS AND SUPPORT<br>Program : 568 - INVESTIGATIONS |  |              |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 3,101            | 2,633            | 4,000                     | <b>7660</b>  | <b>Materials &amp; Supplies</b>                            |              |                 | 4,000                      | 0                          | 0                         |
|                  |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           |  | Cameras, batteries, CD's, DVD's, other supplies            | 1            | 2,000           | 2,000                      |                            |                           |
|                  |                  |                           |  | Investigative funds (evidence processing, informants, etc) | 1            | 2,000           | 2,000                      |                            |                           |
| 7,888            | 8,000            | 6,000                     | <b>7720-14</b>   | <b>Repairs &amp; Maintenance - Vehicles</b>                |              |                 | 4,000                      | 0                          | 0                         |
| 6,384            | 3,620            | 1,080                     | <b>7750</b>  | <b>Professional Services</b>                               |              |                 | 1,080                      | 0                          | 0                         |
|                  |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           |  | Comcast internet line                                      | 1            | 480             | 480                        |                            |                           |
|                  |                  |                           |  | The Last One (TLO) fees                                    | 1            | 600             | 600                        |                            |                           |
| 857              | 2,793            | 1,100                     | <b>7800</b>  | <b>M &amp; S Equipment</b>                                 |              |                 | 1,700                      | 0                          | 0                         |
|                  |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           |  | Digital recorders  | 2            | 150             | 300                        |                            |                           |
|                  |                  |                           |  | Universal serial bag (USB) electronic forensic pouches     | 2            | 700             | 1,400                      |                            |                           |
| <b>34,970</b>    | <b>37,231</b>    | <b>32,190</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  |  |              |                 | <b>32,230</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>1,078,820</b> | <b>1,119,239</b> | <b>1,236,218</b>          | <b>TOTAL REQUIREMENTS</b>  |  |              |                 | <b>1,224,960</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 11 - POLICE<br>Section : 046 - INVESTIGATIONS AND SUPPORT<br>Program : 577 - IN-SERVICE                                | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 8,800                       | 8,400          | 7,800                     | <b>5380-02 Facility Rentals - Training Facility</b><br>Revenue received from neighboring agencies for use of the Firearms Facility. | 12,500                     | 0                          | 0                         |
| <b>8,800</b>                | <b>8,400</b>   | <b>7,800</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>12,500</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>8,800</b>                | <b>8,400</b>   | <b>7,800</b>              | <b>TOTAL RESOURCES</b>  | <b>12,500</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 11 - POLICE<br>Section : 046 - INVESTIGATIONS AND SUPPORT<br>Program : 577 - IN-SERVICE |  |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 8,159          | 5,291          | 7,435                     | <b>7720-18</b>   | <b>Repairs &amp; Maintenance - Training Facility</b> |                 | 15,000                     | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Road / shooting bays (gravel and labor)  | 1  | 6,500           | 6,500                      |                            |                           |
|                |                |                           | Mowing, weed wacking and spraying (5 times per year)   | 1  | 3,500           | 3,500                      |                            |                           |
|                |                |                           | Tractor maintenance  | 1  | 650             | 650                        |                            |                           |
|                |                |                           | Range construction   | 1  | 1,600           | 1,600                      |                            |                           |
|                |                |                           | Supplies   | 1  | 2,250           | 2,250                      |                            |                           |
|                |                |                           | Chem can rental  | 1  | 500             | 500                        |                            |                           |
| 4,188          | 5,888          | 5,800                     | <b>7800</b>  | <b>M &amp; S Equipment</b>                           |                 | 5,800                      | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Taser - unlimited cartridge plan for 48 users  | 1  | 5,800           | 5,800                      |                            |                           |
| <b>45,328</b>  | <b>34,251</b>  | <b>52,835</b>             | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |  |                 | <b>58,352</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>45,328</b>  | <b>34,251</b>  | <b>52,835</b>             | <b><u>TOTAL REQUIREMENTS</u></b>   |  |                 | <b>58,352</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|       |       |       |   |              |                 |              |
|-------|-------|-------|---|--------------|-----------------|--------------|
| 225   | 113   | 900   | <b>7550</b> Travel & Education                            | 900          | 0               | 0            |
|       |       |       | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |       | Oregon police officer association memberships             | 2            | 50              | 100          |
|       |       |       | International association of property/evidence membership | 2            | 50              | 100          |
|       |       |       | Other training  | 1            | 700             | 700          |
| 366   | 495   | 400   | <b>7590</b> Fuel - Vehicle & Equipment                    | 400          | 0               | 0            |
| 381   | 1,330 | 1,100 | <b>7630-05</b> Uniforms - Employee                        | 1,000        | 0               | 0            |
| 5,454 | 4,530 | 4,000 | <b>7660</b> Materials & Supplies                          | 5,700        | 0               | 0            |
|       |       |       | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |       | Tow charges, postage labels, packaging                    | 1            | 4,500           | 4,500        |
|       |       |       | Crime scene processing equipment                          | 1            | 600             | 600          |
|       |       |       | Camera lenses and equipment                               | 1            | 600             | 600          |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



# MUNICIPAL COURT



## Organization Set – Sections

- Court
- Parking Tickets

## Organization Set #

01-13-060  
01-13-063





**Budget Highlights**

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

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

**Core Services and Statistical Details**

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

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

**2019 Statistics**

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

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

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



**City Government Capacity**

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

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

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

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



### Community Safety & Resiliency

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

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

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

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



### Engagement & Inclusion

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

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

### Department Cost Summary

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

### Full-Time Equivalent (FTE)

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



## General Fund – Municipal Court

### Historical Highlights

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

# General Fund - Municipal Court

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

| <u>Position Description</u>      |                  |              |               |                         |               |
|----------------------------------|------------------|--------------|---------------|-------------------------|---------------|
| <u>Fund</u>                      | <u>Number of</u> |              | <u>Total</u>  | <u>Detailed Summary</u> |               |
| <u>Department</u>                | <u>Employees</u> | <u>Range</u> | <u>Salary</u> | <u>Page</u>             | <u>Amount</u> |
| <b><u>Finance Director</u></b>   | 1                | 361          | 128,718       |                         |               |
| General Fund                     |                  |              |               |                         |               |
| Finance (0.85 FTE)               |                  |              |               | 89                      | 109,410       |
| Municipal Court                  |                  |              |               |                         |               |
| Court (0.15 FTE)                 |                  |              |               | 177                     | 19,308        |
| <b><u>Senior Court Clerk</u></b> | 1                | 328          | 57,823        |                         |               |
| General Fund                     |                  |              |               |                         |               |
| Municipal Court                  |                  |              |               |                         |               |
| Court (0.75 FTE)                 |                  |              |               | 177                     | 43,367        |
| Parking Tickets (0.25 FTE)       |                  |              |               | 181                     | 14,456        |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 13 - MUNICIPAL COURT<br>Section : 060 - COURT<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |   |                            |                            |                           |
| <b>FINES AND FORFEITURES</b> |                |                           |   |                            |                            |                           |
| 577,291                      | 578,997        | 550,000                   | <b>6120 Fines &amp; Bail Forfeitures</b><br>The City of McMinnville's share of the Municipal Court fine and bail collections from Police Department issuance of citations into Municipal Court or Circuit Court.  | 502,500                    | 0                          | 0                         |
| 835                          | 622            | 400                       | <b>6140 Peer Court Assessment</b><br>Prior to 2012, individuals cited were assessed \$10 which was passed through to the Yamhill County Peer Court Program. The Court will continue to collect assessments on citations issued prior to 2012.   | 400                        | 0                          | 0                         |
| 5,410                        | 2,356          | 4,500                     | <b>6150 Court Appointed Attorney Fees</b><br>Municipal Court defendants charged with misdemeanors must be provided an attorney at City expense if the defendants allege they can not afford to hire counsel. Whenever possible, defendants are required to reimburse the City for court-appointed attorney costs. | 1,000                      | 0                          | 0                         |
| <b>583,536</b>               | <b>581,975</b> | <b>554,900</b>            | <b>TOTAL FINES AND FORFEITURES</b>  | <b>503,900</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>         |                |                           |   |                            |                            |                           |
| 706                          | 435            | 500                       | <b>6600-93 Other Income - Municipal Court</b>   | 600                        | 0                          | 0                         |
| <b>706</b>                   | <b>435</b>     | <b>500</b>                | <b>TOTAL MISCELLANEOUS</b>  | <b>600</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>584,242</b>               | <b>582,410</b> | <b>555,400</b>            | <b>TOTAL RESOURCES</b>  | <b>504,500</b>             | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|        |        |       |             |  |        |   |   |
|--------|--------|-------|-------------|--|--------|---|---|
| 10,086 | 10,753 | 9,500 | <b>7500</b> | <b>Credit Card Fees</b><br>Credit card fees for Municipal Court collections. | 11,000 | 0 | 0 |
| 0      | 0      | 0     | <b>7510</b> | <b>Service Fees</b>  | 0      | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                      | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 13 - MUNICIPAL COURT<br>Section : 063 - PARKING TICKETS<br>Program : N/A                | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                    |                |                           |  |                            |                            |                           |
| <b><u>FINES AND FORFEITURES</u></b> |                |                           |  |                            |                            |                           |
| 27,445                              | 17,405         | 20,000                    | <b>6130 Parking Tickets</b><br>Downtown Parking Patrol and Police Officer parking citations revenue. | 18,000                     | 0                          | 0                         |
| <b>27,445</b>                       | <b>17,405</b>  | <b>20,000</b>             | <b><u>TOTAL FINES AND FORFEITURES</u></b>  | <b>18,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>27,445</b>                       | <b>17,405</b>  | <b>20,000</b>             | <b><i>TOTAL RESOURCES</i></b>  | <b>18,000</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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



## **FIRE DEPARTMENT**



### **Organization Set – Sections**

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

### **Organization Set #**

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

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

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



## Budget Highlights



### CITY GOVERNMENT CAPACITY

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

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

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

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

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



### COMMUNITY SAFETY & RESILIENCY

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

*Develop resiliency targets for critical infrastructure.*

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

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

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

### **Core Services**

#### **Fire Operations**

- Respond to Fire and Emergency Medical Services (EMS) related emergencies within the City of McMinnville and the surrounding Rural Fire District
- Provide training opportunities to all personnel within the Operations Division
- Provide response to hazardous materials incidents throughout the Rural Fire District

- Provide incident management functions within the City of McMinnville Emergency Operations Plan

#### **Emergency Medical Services**

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department Emergency Medical Services personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.

#### **Fire & Life Safety**

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

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

### Future Challenges and Opportunities

- Develop funding strategies to meet service demands.
- The City Council has adopted response time standards for the Fire Department. The next step would be to start planning for future fire sub-stations to meet these response standards.
- Establish partnerships with external agencies that will improve efficiencies and take advantage of redundant services.
- Improve ability to provide quality training for emergency personnel
- Identify future staffing needs to accommodate the increasing response volume

# General Fund – Fire

## 2020 – 2021 Proposed Budget --- Budget Summary

### Department Cost Summary

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

Fire & Ambulance combined for all three columns

### Full-Time Equivalents (FTE)

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



## General Fund – Fire

## Historical Highlights

|      |  |      |  |      |  |
|------|--|------|--|------|--|
| 1874 | A group of McMinnville businessmen start the McMinnville Fire Department, known at that time as the Star Hose Company #1.  | 1952 | McMinnville voters pass the “Fire Equipment Millage Levy” on November 4 <sup>th</sup> @ ½ mill (~\$.25/1,000 assessed value). This levy provided monies for the purchase of fire apparatus and also was a continuing millage levy. | 1994 | City adds fire inspector position.   |
| 1916 | McMinnville Fire Department hires first paid Fire Chief.   | 1967 | McMinnville Fire Department hires first paid Fire Marshall.  | 1996 | Fire Department Cost of Service Study completed and designates fire portion of operations at 35% and ambulance at 65% of operations.         |
| 1916 | McMinnville purchases their first motorized fire engine, a 1916 Laverne.   | 1974 | McMinnville Fire Department celebrates 100-year anniversary. The completely restored 1924 American LaFrance Fire engine makes re-debut in April at the celebration.  | 1996 | New College Intern Program implemented taking the place of Sleeper Program.  |
| 1924 | The second motorized fire engine is purchase for \$13,000, a 1924 American LaFrance. This vehicle currently sits in the fire museum at the fire station and is still operational.  | 1986 | McMinnville voters pass a 20-year bond levy to build a new fire station and parking lot and demolish the old fire station - \$1,995,000.   | 2000 | Fire Training Tower constructed on City land next to the Water Reclamation Facility.   |
| 1948 | McMinnville voters pass the “Fireman’s Compensation Millage Levy” on May 21 <sup>st</sup> @ 3 mills (~\$1.50/1,000 assessed value). These monies were dedicated to the sole purpose of hiring fireman. This was a continuing millage levy. | 1988 | The new fire station opens at 1 <sup>st</sup> & Baker in April.  | 2003 | Fire and Police Departments begin implementing new 450 MHz voice radio system, financed with a \$1,300,000 full faith and credit obligation. |
|      |  | 1994 | McMinnville Fire Department Length of Service Awards Program (LOSAP) implemented to reward volunteer fire fighters for their service.  | 2004 | New fire engine purchased from H & W Emergency Equipment in Hillsboro. Purchase replaced Engine 13, a 1967 Ford.                             |



## General Fund – Fire

## Historical Highlights

|      |  |      |   |      |   |
|------|--|------|---|------|---|
| 2005 | New strategic plan was developed with the help from BOLA Consultants. The 2005 – 2007 plans were approved by the City Council.   | 2010 | Budget challenges and lack of sleeping quarters force the elimination of the student program at the Fire Department.  | 2017 | Prevention Division is realigned to improve code enforcement and inspection services to the Citizens. Emergency Management responsibilities move to a Battalion Chief.          |
| 2008 | The Fire Department becomes part of the General Fund as opposed to having its own specific Fire Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for fire operations. | 2010 | Fire Department purchased new brush vehicle that will be used as a secondary rescue vehicle. A large portion of this purchase was funded by an anonymous donor.   | 2018 | Focus will be on station repairs to address firefighter safety including station alerting and sleep deprivation issues.   |
| 2009 | City Council adopts Fire Department Standards of Response, establishing response time standards for Fire and EMS responses.  | 2012 | Budget challenges force the elimination of the Fire Marshal position.   | 2019 | Department Hires Support Services Technician to improve consolidate purchasing, contract management, and administrative responsibilities reducing work load on shift personnel. |
| 2009 | Established 20% response requirements for volunteers. Result is improved response time for fire response vehicles to major incidents.  | 2014 | Council authorizes purchase of fire apparatus, including a new aerial truck, engine, and water tender.  | 2019 | Entered into a contract for Administrative and Training service with the Amity Fire District. Contract improves both organizations by consolidating and partnering.             |
| 2009 | Realigned staffing to provide crew on the first out Engine Company with career staff. Reduced average first unit response time from 9:05 to 5:38   | 2015 | The City takes delivery of the new aerial truck, engine, and refurbished water tender.  |      |   |
|      |  | 2016 | The Department internally restructured to eliminate the Operations Chief and created a Duty Chief role for the Assistant Chiefs and Battalion Chiefs to improve emergency response incident management. |      |   |
|      |  | 2016 | Three FTE's are added to reduce the overtime costs of the department and reduce the work stress on employees.   |      |   |

# General Fund - Fire

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

| <u>Position Description</u>           |  | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> |        |
|---------------------------------------|--|---------------------|-------|--------------|-------------------------|--------|
| Fund                                  | Department                             |                     |       |              | Page                    | Amount |
| <b><u>Fire Chief</u></b>              |  | 1                   | 364   | 139,435      |                         |        |
| General Fund                          | Fire                                   |                     |       |              |                         |        |
|                                       | Administration & Operations (0.75 FTE) |                     |       | 193          | 104,575                 |        |
|                                       | Ambulance (0.25 FTE)                   |                     |       | 205          | 34,859                  |        |
| <b><u>Operations Chief</u></b>        |  | 1                   | 358   | 111,520      |                         |        |
| General Fund                          | Fire                                   |                     |       |              |                         |        |
|                                       | Administration & Operations (0.50 FTE) |                     |       | 193          | 55,760                  |        |
|                                       | Ambulance (0.50 FTE)                   |                     |       | 205          | 55,760                  |        |
| <b><u>Training Division Chief</u></b> |  | 1                   | 352   | 89,011       |                         |        |
| General Fund                          | Fire                                   |                     |       |              |                         |        |
|                                       | Administration & Operations (0.75 FTE) |                     |       | 193          | 66,758                  |        |
|                                       | Ambulance (0.25 FTE)                   |                     |       | 205          | 22,253                  |        |
| <b><u>Fire Battalion Chief</u></b>    |  | 3                   | 245   | 325,047      |                         |        |
| General Fund                          | Fire                                   |                     |       |              |                         |        |
|                                       | Administration & Operations (1.05 FTE) |                     |       | 193          | 113,766                 |        |
|                                       | Ambulance (1.95 FTE)                   |                     |       | 205          | 211,281                 |        |
| <b><u>Fire Lieutenant</u></b>         |  | 3                   | 235   | 295,675      |                         |        |
| General Fund                          | Fire                                   |                     |       |              |                         |        |
|                                       | Administration & Operations (1.05 FTE) |                     |       | 193          | 103,486                 |        |
|                                       | Ambulance (1.95 FTE)                   |                     |       | 205          | 192,189                 |        |

| <u>Position Description</u>                 |  | Number of Employees | Range | Total Salary | <u>Detailed Summary</u> |        |
|---|--|---------------------|-------|--------------|-------------------------|--------|
| Fund  | Department                             |                     |       |              | Page                    | Amount |
| <b><u>Fire Engineer</u></b>                 |  | 3                   | 230   | 283,641      |                         |        |
| General Fund                                | Fire                                   |                     |       |              |                         |        |
|   | Administration & Operations (1.05 FTE) |                     |       | 193          | 99,274                  |        |
|   | Ambulance (1.95 FTE)                   |                     |       | 205          | 184,367                 |        |
| <b><u>Firefighter</u></b>                   |  | 25                  | 220   | 2,036,222    |                         |        |
| General Fund                                | Fire                                   |                     |       |              |                         |        |
|   | Administration & Operations (8.75 FTE) |                     |       | 193          | 712,678                 |        |
|   | Ambulance (16.25 FTE)                  |                     |       | 205          | 1,323,544               |        |
| <b><u>Firefighter / Paramedic</u></b>       |  | 2                   | 220   | 134,061      |                         |        |
| General Fund                                | Fire                                   |                     |       |              |                         |        |
|   | Administration & Operations (0.56 FTE) |                     |       | 193          | 46,921                  |        |
|   | Ambulance (1.04 FTE)                   |                     |       | 205          | 87,140                  |        |
| <b><u>Office Manager</u></b>                |  | 1                   | 332   | 63,781       |                         |        |
| General Fund                                | Fire                                   |                     |       |              |                         |        |
|   | Administration & Operations (0.75 FTE) |                     |       | 193          | 47,836                  |        |
|   | Ambulance (0.25 FTE)                   |                     |       | 205          | 15,945                  |        |
| <b><u>Operations Support Specialist</u></b> |  | 1                   | 330   | 56,948       |                         |        |
| General Fund                                | Fire                                   |                     |       |              |                         |        |
|   | Administration & Operations (0.25 FTE) |                     |       | 193          | 14,237                  |        |
|   | Ambulance (0.75 FTE)                   |                     |       | 205          | 42,711                  |        |



# **FIRE ADMINISTRATION & OPERATIONS**



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 15 - FIRE<br>Section : 070 - FIRE ADMINISTRATION & OPERATIONS<br>Program : N/A |   |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 2,269                                | 2,520            | 3,000                     | <b>7400-05</b>  | <b>Fringe Benefits - Volunteers - Life Insurance</b>  |                 | 2,800                      | 0                          | 0                         |
| 14,171                               | 15,221           | 13,999                    | <b>7400-10</b>  | <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>   |                 | 13,999                     | 0                          | 0                         |
| 86,451                               | 22,587           | 90,000                    | <b>7400-15</b>  | <b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Current</b><br>Length of Service Award Program (LOSAP) is retirement plan for volunteer firefighters. When volunteer reaches entitlement age, City either purchases annuity or pays monthly benefit to volunteer directly from plan assets. |                 | 90,000                     | 0                          | 0                         |
| 7,284                                | 7,909            | 8,000                     | <b>7400-21</b>  | <b>Fringe Benefits - Volunteers - Fire Volunteer LOSA - Life Ins</b><br>Volunteer Length of Service Awards (LOSA) Program includes \$20,000 of life insurance for active fire volunteers.   |                 | 8,000                      | 0                          | 0                         |
| 7,475                                | 7,475            | 7,500                     | <b>7400-25</b>  | <b>Fringe Benefits - Volunteers - Volunteer Accident Insurance</b>  |                 | 7,500                      | 0                          | 0                         |
| <b>2,144,559</b>                     | <b>2,221,607</b> | <b>2,695,657</b>          | <b>TOTAL PERSONNEL SERVICES</b>   |   |                 | <b>2,815,285</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MATERIALS AND SERVICES</u></b> |                  |                           |   |   |                 |                            |                            |                           |
| 0                                    | 0                | 500                       | <b>7530</b>   | <b>Training</b>   |                 | 500                        | 0                          | 0                         |
| 1,320                                | 2,104            | 1,700                     | <b>7540</b>   | <b>Employee Events</b><br>Costs shared city-wide for employee training, materials, and events.  |                 | 2,000                      | 0                          | 0                         |
| 19,502                               | 24,371           | 36,000                    | <b>7550</b>   | <b>Travel &amp; Education</b><br>Funds for annual employee training   |                 | 36,000                     | 0                          | 0                         |
|                                      |                  |                           | <u>Description</u>  | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                      |                  |                           | Oregon Fire Chiefs Meetings and Conference  | 6   | 1,000           | 6,000                      |                            |                           |
|                                      |                  |                           | OR Office Admin Conference  | 2   | 500             | 1,000                      |                            |                           |
|                                      |                  |                           | Executice Development   | 3   | 1,500           | 4,500                      |                            |                           |
|                                      |                  |                           | Metro Fire Officer  | 1   | 1,000           | 1,000                      |                            |                           |
|                                      |                  |                           | SCBA Maintenance Training   | 3   | 800             | 2,400                      |                            |                           |
|                                      |                  |                           | National Fire Academy   | 3   | 500             | 1,500                      |                            |                           |
|                                      |                  |                           | Supervisors Training  | 5   | 1,000           | 5,000                      |                            |                           |
|                                      |                  |                           | Records Management Training   | 2   | 2,500           | 5,000                      |                            |                           |
|                                      |                  |                           | SDAO  | 2   | 1,000           | 2,000                      |                            |                           |
|                                      |                  |                           | OFDDA   | 2   | 1,500           | 3,000                      |                            |                           |
|                                      |                  |                           | Nation conferences  | 2   | 2,300           | 4,600                      |                            |                           |
| 28,665                               | 27,399           | 30,000                    | <b>7590</b>   | <b>Fuel - Vehicle &amp; Equipment</b>   |                 | 30,000                     | 0                          | 0                         |
| 16,885                               | 16,389           | 16,000                    | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>   |                 | 16,000                     | 0                          | 0                         |
| 21,500                               | 22,200           | 23,000                    | <b>7610-05</b>  | <b>Insurance - Liability</b>  |                 | 24,300                     | 0                          | 0                         |
| 30,400                               | 28,300           | 27,300                    | <b>7610-10</b>  | <b>Insurance - Property</b>   |                 | 31,300                     | 0                          | 0                         |
| 22,738                               | 22,376           | 23,000                    | <b>7620</b>   | <b>Telecommunications</b><br>This represents a 75% Fire 25% Ambulance for Yamhill County Telecom to be consistent with other utility charges for the department.  |                 | 24,000                     | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 15 - FIRE<br>Section : 070 - FIRE ADMINISTRATION & OPERATIONS<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| 34,970           | 32,461           | 29,874                    | <b>9442-10</b>  | <b>2014 Fire Vehicle Financing - Interest</b><br>Interest payment for loan | 27,205                     | 0                          | 0                         |
| <b>115,291</b>   | <b>115,291</b>   | <b>115,293</b>            | <b><u>TOTAL DEBT SERVICE</u></b>  |  | <b>115,291</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>2,804,867</b> | <b>3,058,696</b> | <b>3,754,915</b>          | <b><u>TOTAL REQUIREMENTS</u></b>  |  | <b>3,788,338</b>           | <b>0</b>                   | <b>0</b>                  |



# **FIRE PREVENTION & LIFE SAFETY**



Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 15 - FIRE<br>Section : 073 - FIRE PREVENTION & LIFE SAFETY<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 184,341                       | 201,234        | 206,179                   | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Fire Marshal - 1.00 FTE<br>Deputy Fire Marshal -1.00 FTE  | 210,240                    | 0                          | 0                         |
| 1,195                         | 1,155          | 1,500                     | <b>7000-17 Salaries &amp; Wages - Volunteer Reimbursement</b>  | 1,500                      | 0                          | 0                         |
| 7,269                         | 26,502         | 9,998                     | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 14,998                     | 0                          | 0                         |
| 11,514                        | 13,780         | 13,497                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 14,057                     | 0                          | 0                         |
| 2,693                         | 3,223          | 3,157                     | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 3,287                      | 0                          | 0                         |
| 57,268                        | 67,192         | 74,720                    | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 77,939                     | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0                          | 0                          | 0                         |
| 34,292                        | 37,508         | 40,438                    | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 40,788                     | 0                          | 0                         |
| 7,500                         | 7,500          | 7,500                     | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 7,500                      | 0                          | 0                         |
| 216                           | 216            | 216                       | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 216                        | 0                          | 0                         |
| 1,026                         | 1,059          | 1,112                     | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 1,136                      | 0                          | 0                         |
| 7,097                         | 5,735          | 8,215                     | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 8,559                      | 0                          | 0                         |
| 52                            | 52             | 50                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 46                         | 0                          | 0                         |
| 15,344                        | 0              | 100                       | <b>7300-40 Fringe Benefits - Unemployment</b>  | 97                         | 0                          | 0                         |
| 85                            | 59             | 120                       | <b>7400-10 Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>  | 201                        | 0                          | 0                         |
| <b>329,892</b>                | <b>365,215</b> | <b>366,802</b>            | <b>TOTAL PERSONNEL SERVICES</b>  | <b>380,564</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 180                           | 457            | 300                       | <b>7540 Employee Events</b><br>Costs shared city-wide for employee training, materials, and events.  | 300                        | 0                          | 0                         |
| 7,065                         | 6,059          | 7,000                     | <b>7550 Travel &amp; Education</b><br>Training and travel costs for critical areas of certification and required fire training with professional development provided. Increase due to addition of Deputy Fire Marshal   | 7,500                      | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7680 Materials &amp; Supplies - Donations</b>   | 0                          | 0                          | 0                         |
| 45                            | 1,540          | 1,595                     | <b>7750 Professional Services</b>  | 1,700                      | 0                          | 0                         |
| 7,479                         | 7,795          | 12,000                    | <b>8080 Fire Prevention Education</b><br>This increase is due to a return to the School program identified in the strategic plan. Materials and handouts, Self-Inspection Program documents, maintenance of fire prevention trailer, advertising of public classes and events, and volunteer recruitment expenditures. | 10,000                     | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 15 - FIRE<br>Section : 073 - FIRE PREVENTION & LIFE SAFETY<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 14,770         | 15,851         | 20,895                    | <b>TOTAL MATERIALS AND SERVICES</b>  | 19,500                     | 0                          | 0                         |
| 344,661        | 381,066        | 387,697                   | <b>TOTAL REQUIREMENTS</b>  | 400,064                    | 0                          | 0                         |



**AMBULANCE**



Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|   |   |       |             |                         |       |   |   |
|---|---|-------|-------------|-------------------------|-------|---|---|
| 0 | 0 | 5,000 | <b>7500</b> | <b>Credit Card Fees</b> | 5,000 | 0 | 0 |
|---|---|-------|-------------|-------------------------|-------|---|---|

Budget Document Report

01 - GENERAL FUND

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



## **PARKS & RECREATION**



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



**PARKS & RECREATION  
Administration**





## General Fund – Parks & Recreation - Administration

2020 – 2021 Proposed Budget --- Budget Summary

### Budget Highlights

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

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

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

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

### Core Services

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

### The Future of Parks and Recreation - Challenges and Opportunities

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

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

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

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

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



# General Fund – Parks & Recreation -Administration

## 2020 – 2021 Proposed Budget --- Budget Summary

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

### Mac-Town 2032 Parks & Recreation

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

#### City Government Capacity

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

#### Civic Leadership

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

#### Community Safety & Resiliency

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

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

#### Engagement & Inclusion

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

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

#### Growth & Development Character

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

# General Fund – Parks & Recreation -Administration

2020 – 2021 Proposed Budget --- Budget Summary

## Department Cost Summary

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

## Full-Time Equivalents (FTE)

|                            | 2019-20<br>Adopted<br>Budget | Change | 2020-21<br>Proposed<br>Budget |
|----------------------------|------------------------------|--------|-------------------------------|
| <b>FTE Adopted Budget</b>  | <b>1.00</b>                  |        |                               |
| No change                  |                              | -      |                               |
| <b>FTE Proposed Budget</b> |                              |        | <b>1.00</b>                   |



## General Fund – Parks & Recreation – Administration

### Historical Highlights

- |  |   |  |
|--|---|--|
| <p>1948 McMinnville voters pass park betterment millage property tax levy on May 21<sup>st</sup> @ 2 mills (~\$1.00/1,000 assessed value), establishing an annual revenue source dedicated to support parks and recreation services and parks maintenance.</p> |   |  |
| <p>1968 First Director of Parks and Recreation, Galen McBee is hired.</p>  | <p>1986 New Aquatic Center opens.</p>   | <p>2011 In December, the Parks and Recreation Department initiated new, on-line registration services through a new program called "ActiveNet." Citizens now are able to register from home or office via the internet for any Aquatic or Community Center class or program, 24 / 7.</p> |
| <p>1968 Recreation Commission abolished.</p>   | <p>1990 Part-time Volunteer Coordinator for the new Kids on the Block Program is hired.</p>   | <p>2017 Long-time Park &amp; Recreation Director Jay Pearson retires, Susan Muir is selected as Director.</p>  |
| <p>1969 City hires first Swimming Pool Manager.</p>  | <p>1995 McMinnville Senior Center opens in October 1995.</p>  | <p>2017 Long-time Park &amp; Recreation Director Jay Pearson retires, Susan Muir is selected as Director.</p>  |
| <p>1977 City hires first city-funded Recreation Coordinator. Federal grant dollars had previously supported a short-term position.</p>   | <p>1997 Long-time Park &amp; Rec. Director, Galen McBee retires. Asst. Director Jay Pearson is appointed Director.</p>  | <p>2017 Long-time Park &amp; Recreation Director Jay Pearson retires, Susan Muir is selected as Director.</p>  |
| <p>1981 Community Center opens and Parks &amp; Recreation Department headquarters move from City Hall to the new Center</p>  | <p>2008 The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation.</p> | <p>2017 Long-time Park &amp; Recreation Director Jay Pearson retires, Susan Muir is selected as Director.</p>  |
| <p>1985 City hires first full-time Youth/Adult Sports Coordinator.</p>   | <p>2008 The Parks and Recreation Department becomes part of the General Fund as opposed to having its own specific Parks and Recreation Fund as it has in the past. Measures 49/50, eliminated special millage levies including those for Parks and Recreation.</p> | <p>2017 Long-time Park &amp; Recreation Director Jay Pearson retires, Susan Muir is selected as Director.</p>  |

# General Fund - Parks Recreation

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

| <u>Position Description</u>                     |   | Number of<br>Employees | Range | Total<br>Salary | <u>Detailed Summary</u> |        |
|---|---|------------------------|-------|-----------------|-------------------------|--------|
| Fund  | Department                                |                        |       |                 | Page                    | Amount |
| <b><u>Recreation Program Coordinator II</u></b> |   | 1                      | 327   | 54,027          |                         |        |
| General Fund                                    |   |                        |       |                 |                         |        |
|   | Parks & Rec - Community Center (0.20 FTE) |                        |       |                 | 242                     | 10,805 |
|   | Parks & Rec - Senior Center (0.80 FTE)    |                        |       |                 | 287                     | 43,222 |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

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## **PARKS & RECREATION Aquatic Center**

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### **Organization Set – Programs**

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

### **Organization Set #**

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





# General Fund – Parks & Recreation - Aquatic Center

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

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

## Mac-Town 2032: Aquatic Center

### City Government Capacity

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

### Civic Leadership

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

### Community Safety & Resiliency

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

### Economic Prosperity

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

### Engagement & Inclusion

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

## Core Services

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

## Future Challenges and Opportunities

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

# General Fund – Parks & Recreation -Aquatic Center

## 2020 – 2021 Proposed Budget --- Budget Summary

### Department Cost Summary

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



### Ron Kam Survival Swimming Program

#### Partnership Program for over 35 Years!

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

### Full-Time Equivalents (FTE)

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



### Mac High Swim Team (Grizzlies)

#### Partner Program for over 50 Years!



### Chemeketa Community College

#### Partner Program for 7 Years!

Partners for a "More Fit Tomorrow".



## General Fund – Parks & Recreation – Aquatic Center

### Historical Highlights

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

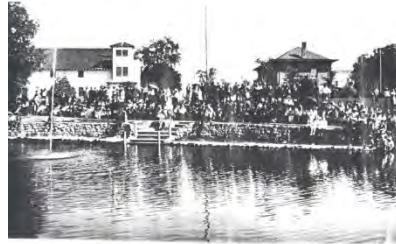
1908 McMinnville's first community Pavilion was constructed on the site of the present day AquaticCenter – it served as the center of community activity until it was demolished in 1922.



1908 to 1922

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

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



1910 to 1927

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

1927 to 1950's




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



1975 The facility is remodeled.

# General Fund – Parks & Recreation– Aquatic Center

## Historical Highlights

- 1984 McMinnville voters pass Swimming Pool Renovation Bond Levy - \$1,885,000.
- 1986 The current Aquatic Center is opened and dedicated in 1986 as **“A Pool for Everybody.”** The new facility includes a renovated 20 yard recreational pool and new 25 yard lap pool. The old entrance and bathhouse are remodeled into the new weight room and maintenance areas. A new office, locker rooms, and enclosure are constructed.
- 1990's In the early 1990's, the original roof is replaced due to poor construction and the HVAC controls are re-engineered.
- 
- 1986 to present**
- 2007 The Aquatic Center's main roof (metal) is replaced with an asphalt shingle roof that will be less impacted by high winds and condensation related damage.

- 2008 Use of the weight room is added to memberships. Weight room attendance grows from 4,300 in fiscal year 2005-06 to over 9,000 in fiscal year 2007-08.
- 2008 The Aquatic Center begins a relationship with Chemeketa Community College (CCC) in the Spring of 2008. CCC students receive college credit for working out in the weight room, swimming laps or taking fitness classes. Weight room attendance grows to over 12,300 visits.
- 2010 Heating Ventilation and Air Conditioning (HVAC) renovation, \$800,000, as part of a Bonneville Power Administration and McMinnville Water & Light supported energy conservation project. In the first two months of 2010 the energy usage is reduced by 94,000 kilowatt hours (kWh) over historical averages.
- 2011 Parks and Recreation Department implements ActiveNet. This provides the AC with its very first credit card machine and automated membership tracking system.

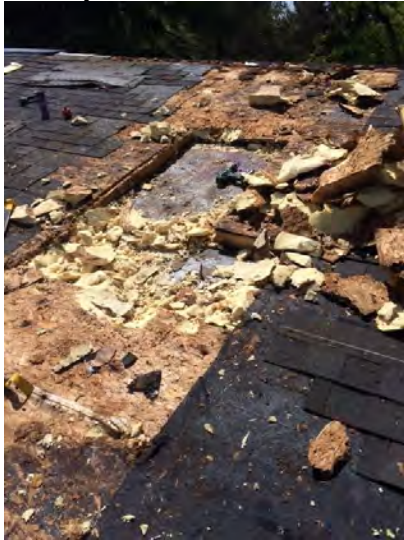
- 2015 Deteriorating upper spectator windows and front entry doors and door frames are replaced.
- 2015 A granite pedestal supporting a bronze sculpture of a fox, to honor former City Manager Kent Taylor was dedicated by the McMinnville Art Commission and placed in the entry to the Aquatic Center.



- 2016 The Aquatic Center partners in new Medicare based health plan fitness memberships for older adults. In the first year, 200 patrons enroll to use the pool through these entities.
- 2016 For the first time, the Aquatic Center introduces a “day pass” which includes unlimited access, and daily readmission, to any pool class or program. Access to any fitness class or program is added to all pool memberships, as well.



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



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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

01 - GENERAL FUND

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

|       |       |       |  |       |   |   |
|-------|-------|-------|--|-------|---|---|
| 8,152 | 8,839 | 8,320 | <b>7500</b> Credit Card Fees   | 8,500 | 0 | 0 |
| 2,937 | 0     | 0     | <b>7520-15</b> Public Notices & Printing - Brochure  | 0     | 0 | 0 |
| 0     | 0     | 100   | <b>7530</b> Training<br>State and federal law mandates lifeguard and first aid providers must be provided training and inoculations against hepatitis B viruses; additional training is required due to changing OSHA rules and regulations. | 100   | 0 | 0 |

Budget Document Report

01 - GENERAL FUND

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 087 - AQUATIC CENTER<br>Program : 621 - SWIM LESSONS | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 93,422                      | 100,461        | 94,500                    | <b>5350</b><br>Registration Fees<br>Aquatic Center - Swim Lessons                                      | 100,000                    | 0                          | 0                         |
| <b>93,422</b>               | <b>100,461</b> | <b>94,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>100,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>93,422</b>               | <b>100,461</b> | <b>94,500</b>             | <b>TOTAL RESOURCES</b>   | <b>100,000</b>             | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 087 - AQUATIC CENTER<br>Program : 632 - PRO SHOP                          | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 7,106                       | 7,175          | 7,500                     | <b>5410 Sales</b><br>Aquatic Center revenues from sale of swim accessories, related merchandise & vending machine contract. | 8,000                      | 0                          | 0                         |
| <b>7,106</b>                | <b>7,175</b>   | <b>7,500</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>8,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>7,106</b>                | <b>7,175</b>   | <b>7,500</b>              | <b>TOTAL RESOURCES</b>  | <b>8,000</b>               | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 087 - AQUATIC CENTER<br>Program : 632 - PRO SHOP  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 3,405                                | 1,881          | 3,750                     | <b>7660 Materials &amp; Supplies</b><br>Retail goods purchased for sale to customers; i.e., goggles, caps, etc., in the Aquatic Center Swim Shop. | 4,000                      | 0                          | 0                         |
| <b>3,405</b>                         | <b>1,881</b>   | <b>3,750</b>              | <b>TOTAL MATERIALS AND SERVICES</b>   | <b>4,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>3,405</b>                         | <b>1,881</b>   | <b>3,750</b>              | <b>TOTAL REQUIREMENTS</b>   | <b>4,000</b>               | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 087 - AQUATIC CENTER<br>Program : 635 - CLASSES & PROGRAMS | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 1,872                       | 1,120          | 1,500                     | <b>5350 Registration Fees</b><br>Aquatic Center - Classes & Programs (Lifeguard Training)                    | 1,000                      | 0                          | 0                         |
| <b>1,872</b>                | <b>1,120</b>   | <b>1,500</b>              | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>1,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>1,872</b>                | <b>1,120</b>   | <b>1,500</b>              | <b>TOTAL RESOURCES</b>   | <b>1,000</b>               | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**01 - GENERAL FUND**

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

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

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**Organization Set – Programs**

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

**Organization Set #**

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



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

2020 – 2021 Proposed Budget --- Budget Summary

### Budget Highlights

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

### Core Services

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

### The Future of the Community Center and Opportunities for Growth

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

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



# General Fund – Parks & Recreation - Community Center

2020 – 2021 Proposed Budget --- Budget Summary

## Mac-Town 2032 Strategic Plan Community Center Focus

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

### Engagement and Inclusion

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



## Department Cost Summary

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

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



## General Fund – Parks & Recreation – Community Ctr & Rec Programs

### Historical Highlights

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



1908 to 1922

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

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

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

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

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

1981 Senior Citizen's Inc. move into Community Center to provide recreation programs for older adults. Old city-owned community building on 1<sup>st</sup> and Galloway Streets, where seniors had been meeting, was demolished when the Post Office was moved to its current location.

1993 Spring Break Quake damages Community Center.

1994 Major seismic retrofit and renovation is completed, funded from the Insurance Reserve Fund.

1995 Seniors move from Community Center to new McMinnville Senior Center upon its completion.

2005 New carpet and other cosmetic renovations upgrade Center facilities. 56,000 participants attend 887 meetings at the Center.

2011 Parks & Recreation Department implements ActiveNet Online Registration, improving customer service and staff efficiency.

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

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**01 - GENERAL FUND**

| 2018<br>ACTUAL        | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 090 - COMMUNITY CENTER & REC PROGRAMS<br>Program : 501 - ADMINISTRATION |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 56,786                | 68,381         | 60,000                    | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>  |              | 70,000                     | 0                          | 0                         |
| 4,700                 | 4,900          | 5,000                     | <b>7610-05</b>  | <b>Insurance - Liability</b>   |              | 5,600                      | 0                          | 0                         |
| 18,700                | 15,800         | 17,100                    | <b>7610-10</b>  | <b>Insurance - Property</b>  |              | 20,000                     | 0                          | 0                         |
| 4,097                 | 4,653          | 5,000                     | <b>7620</b>   | <b>Telecommunications</b>  |              | 5,000                      | 0                          | 0                         |
| 39,493                | 46,666         | 51,715                    | <b>7650-10</b>  | <b>Janitorial - Services</b>   |              | 53,266                     | 0                          | 0                         |
| 3,898                 | 4,250          | 3,500                     | <b>7650-15</b>  | <b>Janitorial - Supplies</b>   |              | 3,700                      | 0                          | 0                         |
| 4,554                 | 6,114          | 5,000                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>  |              | 5,000                      | 0                          | 0                         |
| 0                     | 0              | 2,000                     | <b>7680</b>   | <b>Materials &amp; Supplies - Donations</b>  |              | 2,000                      | 0                          | 0                         |
| 37,231                | 27,558         | 65,180                    | <b>7720</b>   | <b>Repairs &amp; Maintenance</b>   |              | 53,491                     | 0                          | 0                         |
|                       |                |                           |   | Routine annual maintenance and special projects.   |              |                            |                            |                           |
| 438                   | 767            | 750                       | <b>7750</b>   | <b>Professional Services</b>   |              | 1,000                      | 0                          | 0                         |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Audit fee allocation   | 1            | 1,000                      | 1,000                      |                           |
| 16,828                | 12,608         | 17,000                    | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>  |              | 18,000                     | 0                          | 0                         |
| 2,851                 | 0              | 5,000                     | <b>7800</b>   | <b>M &amp; S Equipment</b>   |              | 3,000                      | 0                          | 0                         |
|                       |                |                           |   | Misc. equipment replacement  |              |                            |                            |                           |
| 3,186                 | 2,833          | 2,425                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>  |              | 2,793                      | 0                          | 0                         |
|                       |                |                           |   | I.S. Fund materials & supplies costs shared city-wide  |              |                            |                            |                           |
| 1,945                 | 2,072          | 1,200                     | <b>7840-45</b>  | <b>M &amp; S Computer Charges - Community Center</b>   |              | 6,220                      | 0                          | 0                         |
|                       |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |   | Replacement workstations   | 2            | 1,500                      | 3,000                      |                           |
|                       |                |                           |   | Extra RAM  | 1            | 100                        | 100                        |                           |
|                       |                |                           |   | Datacard printer   | 1            | 1,200                      | 1,200                      |                           |
|                       |                |                           |   | Activenet annual maintenance   | 1            | 1,200                      | 1,200                      |                           |
|                       |                |                           |   | Office 365 licensing   | 3            | 240                        | 720                        |                           |
| 0                     | 0              | 200                       | <b>8130-50</b>  | <b>Recreation Program Expenses - Contract Event Security</b>   |              | 0                          | 0                          | 0                         |
|                       |                |                           |   | Costs associated with event security provided by a private agency when Community Center events require additional security. Costs are recovered through fees charged to rental groups revenue account 5380-42, Facility Rentals-Contract Event Security. |              |                            |                            |                           |
| <b>208,307</b>        | <b>207,332</b> | <b>252,576</b>            | <b>TOTAL MATERIALS AND SERVICES</b>   |  |              | <b>260,170</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>CAPITAL OUTLAY</b> |                |                           |   |  |              |                            |                            |                           |
| 0                     | 0              | 0                         | <b>8710</b>   | <b>Equipment</b>   |              | 1,750                      | 0                          | 0                         |
| 0                     | 0              | 270                       | <b>8750</b>   | <b>Capital Outlay Computer Charges</b>   |              | 0                          | 0                          | 0                         |
|                       |                |                           |   | I.S. Fund capital outlay costs shared city-wide  |              |                            |                            |                           |
| <b>0</b>              | <b>0</b>       | <b>270</b>                | <b>TOTAL CAPITAL OUTLAY</b>   |  |              | <b>1,750</b>               | <b>0</b>                   | <b>0</b>                  |



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**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 090 - COMMUNITY CENTER & REC PROGRAMS<br>Program : 501 - ADMINISTRATION | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 338,422        | 384,244        | 521,843                   | <b>TOTAL REQUIREMENTS</b>   | 541,361                    | 0                          | 0                         |

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**01 - GENERAL FUND**

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

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**01 - GENERAL FUND**

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

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**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 090 - COMMUNITY CENTER & REC PROGRAMS<br>Program : 638 - TINY TOTS                | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 7,458                       | 6,914          | 7,250                     | <b>5350 Registration Fees</b><br>Tiny Tot Indoor Playpark Program registration fees for pre-school aged children and their parents. | 7,250                      | 0                          | 0                         |
| <b>7,458</b>                | <b>6,914</b>   | <b>7,250</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>7,250</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>7,458</b>                | <b>6,914</b>   | <b>7,250</b>              | <b>TOTAL RESOURCES</b>  | <b>7,250</b>               | <b>0</b>                   | <b>0</b>                  |

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**01 - GENERAL FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 090 - COMMUNITY CENTER & REC PROGRAMS<br>Program : 638 - TINY TOTS | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 582                                  | 942            | 1,000                     | <b>8130 Recreation Program Expenses</b><br>Materials and supplies needed to support Tiny Tots Indoor Playpark.       | 1,000                      | 0                          | 0                         |
| <b>582</b>                           | <b>942</b>     | <b>1,000</b>              | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   | <b>1,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>582</b>                           | <b>942</b>     | <b>1,000</b>              | <b>TOTAL REQUIREMENTS</b>  | <b>1,000</b>               | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 090 - COMMUNITY CENTER & REC PROGRAMS<br>Program : 641 - SPECIAL EVENTS  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 9,624                       | 679            | 9,000                     | <b>5350 Registration Fees</b><br>Community Center fees and other revenues received from annual community-wide special event fees; i.e., Missoula Children's Theater, Alien Abduction Dash, and other major one-time programs, performing arts, and interactive exhibits directly sponsored by the Parks and Recreation Department. | 11,000                     | 0                          | 0                         |
| <b>9,624</b>                | <b>679</b>     | <b>9,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>11,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>9,624</b>                | <b>679</b>     | <b>9,000</b>              | <b>TOTAL RESOURCES</b>   | <b>11,000</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 090 - COMMUNITY CENTER & REC PROGRAMS<br>Program : 641 - SPECIAL EVENTS  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 6,734                         | 5,780          | 7,500                     | <b>8130 Recreation Program Expenses</b><br>Expenses for major community events such as Missoula Children's Theater Summer Residency, and other department-sponsored special events including Alien Abduction Dash. | 6,000                      | 0                          | 0                         |
| <b>6,734</b>                  | <b>5,780</b>   | <b>7,500</b>              | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>6,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>6,734</b>                  | <b>5,780</b>   | <b>7,500</b>              | <b>TOTAL REQUIREMENTS</b>  | <b>6,000</b>               | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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



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





## General Fund – Parks & Recreation - Kids on the Block

2020 – 2021 Proposed Budget --- Budget Summary

### Budget Highlights

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

# General Fund – Parks & Recreation

## - Kids on the Block

2020 – 2021 Proposed Budget --- Budget Summary

### Core Services

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

### Future Challenges and Opportunities

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

### Mac-Town 2032 Strategic Plan KOB Focus

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

### Engagement and Inclusion

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

### Core Services

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

# General Fund – Parks & Recreation

## - Kids on the Block

2020 – 2021 Proposed Budget --- Budget Summary

### Department Cost Summary

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

|                                   |             |              |
|-----------------------------------|-------------|--------------|
| <b>FTE Adopted Budget</b>         | <b>9.49</b> |              |
| Recreation Program Manager        |             | 0.25         |
| Extra Help - Management Assistant |             | 0.08         |
| Site Director II                  |             | (1.74)       |
| Site Director                     |             | 2.32         |
| Assistant Site Director           |             | 0.55         |
| Recreation Leadership             |             | 0.54         |
| <b>FTE Proposed Budget</b>        | <b>2.00</b> | <b>11.49</b> |



## General Fund – Parks & Rec – Kids on the Block

### Historical Highlights

- |      |   |      |  |
|------|---|------|--|
| 1989 | Kids On The Block (KOB) After-School Program begins three days a week at three schools.   | 2013 | The 2013-2014 fiscal year marks the city's 25 <sup>th</sup> anniversary of operating the KOB program.  |
| 1990 | KOB, Inc., a non-profit corporation, forms with Dale Tomlinson as President of the Board of Directors. KOB, Inc. receives Mayor's Charity Ball proceeds and oversees the KOB Program. | 2017 | The Mayor's Ball, a primary source of funding for the KOB program, is discontinued. KOB Inc. has approximately 3 years of reserve funds to continue the program as it currently operates.  |
| 1990 | First Mayor's Charity Ball held raising ~\$9,000. All profits donated to KOB, Inc. which in turn donates needed funds back to the City.   | 2018 | The Parks & Recreation Department is conducting an in-depth program and financial sustainability assessment of Kids on the Block. Results of the study will inform the FY2020 budget and the future of the program after KOB Inc. reserve funds are exhausted. |
| 1990 | Part-time Volunteer Coordinator hired for KOB After-School Program. Program expands to five schools, three days per week.   | 2019 | Findings and recommendations from the financial sustainability assessment were reported to City Council in March. A Parks & Recreation technical advisory group is set to meet to plan next steps.   |
| 1992 | KOB expands to five days per week.  |      |  |
| 2000 | 10 <sup>th</sup> Annual Mayor's Charity Ball raised ~\$72,000 for KOB.  |      |  |



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 093 - KIDS ON THE BLOCK<br>Program : N/A   |  |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 23             | 99             | 50                        | <b>7660-05</b>   | <b>Materials &amp; Supplies - Office Supplies</b>        |                 | 50                         | 0                          | 0                         |
| 0              | 0              | 0                         | <b>7680</b>  | <b>Materials &amp; Supplies - Donations</b>              |                 | 0                          | 0                          | 0                         |
| 315            | 40,253         | 500                       | <b>7750</b>  | <b>Professional Services</b>                             |                 | 700                        | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Audit fee allocation   | 1  | 700             | 700                        |                            |                           |
| 1,593          | 1,889          | 2,425                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>                        |                 | 2,793                      | 0                          | 0                         |
|                |                |                           | I.S. Fund materials & supplies costs shared city-wide  |  |                 |                            |                            |                           |
| 1,200          | 1,435          | 1,200                     | <b>7840-50</b>   | <b>M &amp; S Computer Charges - Kids on the Block</b>    |                 | 4,440                      | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Activenet annual maintenance   | 1  | 1,200           | 1,200                      |                            |                           |
|                |                |                           | Office 365 licensing   | 1  | 240             | 240                        |                            |                           |
|                |                |                           | Replacement workstations   | 2  | 1,500           | 3,000                      |                            |                           |
| 9,477          | 8,868          | 10,000                    | <b>8130</b>  | <b>Recreation Program Expenses</b>                       |                 | 10,000                     | 0                          | 0                         |
|                |                |                           | Arts and crafts materials, sports and games equipment, staff training and instructional support supplies for KOB After-School Program. Some transportation costs for occasional field trips may also be included.                    |  |                 |                            |                            |                           |
| 15,295         | 19,674         | 24,000                    | <b>8130-35</b>   | <b>Recreation Program Expenses - Enrichment Programs</b> |                 | 24,000                     | 0                          | 0                         |
|                |                |                           | Kids on the Block Enrichment Programs and supplies including music, theater, storytellers science, visiting artists, environmental instruction, all of which broaden participants experience and awareness of the world around them. |  |                 |                            |                            |                           |
| 4,186          | 3,118          | 45,000                    | <b>8130-40</b>   | <b>Recreation Program Expenses - Miscellaneous</b>       |                 | 50,000                     | 0                          | 0                         |
|                |                |                           | Kids on the Block expenses for miscellaneous program costs and scholarships.   |  |                 |                            |                            |                           |
| 9,046          | 5,564          | 10,500                    | <b>8130-45</b>   | <b>Recreation Program Expenses - Workstudy</b>           |                 | 5,000                      | 0                          | 0                         |
|                |                |                           | Linfield College Work Study Program provides funding support for KOB leadership costs when eligible students work as program staff.  |  |                 |                            |                            |                           |
|                |                |                           | Budget Note: Budget amount represents the City's share of this joint program with Linfield College.  |  |                 |                            |                            |                           |
| <b>51,937</b>  | <b>88,931</b>  | <b>105,425</b>            | <b>TOTAL MATERIALS AND SERVICES</b>  |  |                 | <b>106,358</b>             | <b>0</b>                   | <b>0</b>                  |
|                |                |                           | <b>CAPITAL OUTLAY</b>  |  |                 |                            |                            |                           |
| 0              | 0              | 270                       | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>                   |                 | 0                          | 0                          | 0                         |
|                |                |                           | I.S. Fund capital outlay costs shared city-wide  |  |                 |                            |                            |                           |
| <b>0</b>       | <b>0</b>       | <b>270</b>                | <b>TOTAL CAPITAL OUTLAY</b>  |  |                 | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>336,240</b> | <b>337,032</b> | <b>471,688</b>            | <b>TOTAL REQUIREMENTS</b>  |  |                 | <b>614,336</b>             | <b>0</b>                   | <b>0</b>                  |

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**PARKS & RECREATION  
Recreational Sports**

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**Organization Set – Programs**

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

**Organization Set #**

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



# General Fund – Parks & Recreation - Recreational Sports

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

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

## Core Services

### Youth and Adult sports programs

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

### Volunteer/employee training and supervision

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

### Intra- and inter-departmental planning and coordination

- Recreation Programming
- Facility maintenance – field preparation,

### Scheduling and coordinating community facilities

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

## Resource development; sponsorships and donations

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

## Future Challenges and Opportunities

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



# General Fund – Parks & Recreation

## - Recreational Sports

2020 – 2021 Proposed Budget --- Budget Summary

### Mac-Town 2032 Strategic Plan

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

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



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

### Department Cost Summary

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

# General Fund – Parks & Recreation - Recreational Sports

2020 – 2021 Proposed Budget --- Budget Summary

## Full-Time Equivalents (FTE)

|                            | 2019-20           |          | 2020-21            |
|----------------------------|-------------------|----------|--------------------|
|                            | Adopted<br>Budget | Change   | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>  | <b>4.14</b>       |          |                    |
| No change                  |                   | -        |                    |
| <b>FTE Proposed Budget</b> |                   | <b>-</b> | <b>4.14</b>        |



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



## General Fund – Parks & Recreation – Recreational Sports

### Historical Highlights

|      |   |      |   |      |   |
|------|---|------|---|------|---|
| 1968 | First Director of Parks and Recreation hired. Helps organize men’s and women’s softball programs.   | 1983 | McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water & Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields. | 1990 | Dancer Park Phase II expands irrigation systems and completes new soccer field areas.   |
| 1975 | Adult sports expanded to include men’s and women’s softball, coed volleyball, church volleyball, and men’s basketball. Youth sports programs begin including pigtail and ponytail girls’ softball, gymnastics, tennis lessons, county and statewide tennis tournaments, and a summer track meet. Little league baseball is independently run with volunteers. | 1985 | City hires first full-time Youth/Adult Sports Coordinator.  | 1991 | At the request of McMinnville Area Little League, Parks and Recreation Department assumes responsibility for youth baseball/softball.   |
| 1977 | Bond levy to build baseball/softball sports complex on City-owned property on Riverside Drive fails. Little League volunteers build four “rough” baseball fields on that site.  | 1985 | Dancer Park Phase I complete which includes 40 acres, trails, 4 baseball/softball fields, 4 soccer fields although without irrigation system. Seasonal irrigation accomplished with farm pipe and water cannons.  | 1996 | From 1996 – 2000, Dancer Park fields re-aligned and expanded to include 11 soccer fields and baseball fields for T-Ball and Rookie Leagues. Wild Rose Fast-Pitch Softball Program for girls is established and grows to four teams. |
| 1982 | Fall season Youth Soccer Program begins.  | 1986 | Parks and Recreation Department assumes responsibility for youth basketball, previously run by volunteer Jaycee’s.  | 2000 | Voters pass 20-year park improvements bond - \$9,500,000. Bond projects include new baseball/ softball/soccer fields at Dancer Park, new access road, and skate park improvements.  |
|      |   |      |   | 2001 | Parks and Recreation Department assumes responsibility for Babe Ruth Baseball which becomes MAX Baseball for 13 and 14 year old players.  |

# General Fund – Parks & Recreation – Recreational Sports

## Historical Highlights

|      |  |      |   |      |  |
|------|--|------|---|------|--|
| 2004 | Marsh Lane Extension and Dancer Park Expansion Project complete with 12 soccer and 12 baseball/softball fields.  | 2013 | During opening ceremonies of the 2013 youth baseball/softball season, the original four-field Dancer Park baseball/softball complex was officially named “Dan Homeres Ball Fields” to honor Dan’s dedication to youth and his 30 years of service within the Parks and Recreation Department. | 2017 | Major renovation/repair project on the soccer fields at Joe Dancer Park was completed in June and July of 2017. After extremely wet winters in 2016 and 2017, and some deferred maintenance, the soccer fields were compacted and not draining as they should. Some fields were unplayable and had to be relocated to softball outfields. The renovation is working and all fields are playable for the 2018 spring soccer season. Youth soccer fees were raised \$4/player to help cover annual aeration and top-dressing of Joe Dancer Park soccer and baseball/softball fields. |
| 2005 | Major skate park renovation at Dancer Park complete. Discovery Meadows, Max Baseball Field inaugural game played June 4 <sup>th</sup> , 2005.                |      |   |      |  |
| 2008 | Several volunteer groups work to clean-up debris deposited by December 2007 flooding and repair damaged landscape, playground and baseball field facilities. | 2015 | The batting cages at Joe Dancer Park were renovated using only donations from local groups. Structural repairs and improvements increased the security and safety of the facility.  |      |  |
| 2009 | A new 40+ space parking addition in north Dancer Park to help alleviate parking demand with the growth of soccer is completed in time for fall soccer.       |      |   |      |  |



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



Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 096 - RECREATIONAL SPORTS<br>Program : 501 - ADMINISTRATION   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 1,600                       | 2,490          | 3,000                     | <b>5380-60 Facility Rentals - Field Rentals</b><br>Fees collected from soccer, baseball, softball field-use rentals at Dancer and Discovery Meadows Parks. Facility use fees charged to leagues and event sponsors who are independent of Park and Recreation sponsored programs. | 2,500                      | 0                          | 0                         |
| <b>1,600</b>                | <b>2,490</b>   | <b>3,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>2,500</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>1,600</b>                | <b>2,490</b>   | <b>3,000</b>              | <b>TOTAL RESOURCES</b>  | <b>2,500</b>               | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 096 - RECREATIONAL SPORTS<br>Program : 647 - ADULT SPORTS   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 10,408                      | 18,489         | 17,000                    | <b>5350 Registration Fees</b><br>Recreational Sports registration fees from teams and/or participants in a variety of year-round Adult Sports leagues and programs. | 17,000                     | 0                          | 0                         |
| <b>10,408</b>               | <b>18,489</b>  | <b>17,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>17,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>10,408</b>               | <b>18,489</b>  | <b>17,000</b>             | <b>TOTAL RESOURCES</b>  | <b>17,000</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 096 - RECREATIONAL SPORTS<br>Program : 653 - YOUTH BASKETBALL    | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 17,747                      | 17,547         | 20,000                    | <b>5350 Registration Fees</b><br>Recreational Sports registration fees and team sponsorships for Youth Basketball. | 20,000                     | 0                          | 0                         |
| <b>17,747</b>               | <b>17,547</b>  | <b>20,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>20,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>17,747</b>               | <b>17,547</b>  | <b>20,000</b>             | <b>TOTAL RESOURCES</b>   | <b>20,000</b>              | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                     | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 096 - RECREATIONAL SPORTS<br>Program : 656 - YOUTH BASEBALL/SOFTBALL   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                   |                |                           |  |                            |                            |                           |
| <b><u>CHARGES FOR SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 51,822                             | 56,914         | 55,000                    | <b>5350 Registration Fees</b><br>Recreational Sports registration fees for Youth Baseball and Softball Programs.   | 55,000                     | 0                          | 0                         |
| 150                                | 575            | 500                       | <b>5380-55 Facility Rentals - Concessions</b><br>Baseball/Softball concessionaire profit sharing with City.  | 500                        | 0                          | 0                         |
| <b>51,972</b>                      | <b>57,489</b>  | <b>55,500</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>55,500</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>        |                |                           |  |                            |                            |                           |
| 15,140                             | 15,577         | 15,500                    | <b>6420-35 Donations - Parks &amp; Recreation - Base/Softball Sponsorships</b><br>Youth Baseball and Softball Team sponsorships received to support baseball and softball programs for boys and girls, grades K-8. | 15,500                     | 0                          | 0                         |
| 5,938                              | 6,149          | 3,000                     | <b>6420-40 Donations - Parks &amp; Recreation - Base/Softball Fundraisers</b><br>Net income received from annual Youth Baseball and Softball Fundraiser.   | 3,000                      | 0                          | 0                         |
| <b>21,078</b>                      | <b>21,727</b>  | <b>18,500</b>             | <b>TOTAL MISCELLANEOUS</b>   | <b>18,500</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>73,050</b>                      | <b>79,216</b>  | <b>74,000</b>             | <b>TOTAL RESOURCES</b>   | <b>74,000</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 096 - RECREATIONAL SPORTS<br>Program : 659 - YOUTH SPORTS CAMPS                           | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 709                         | 580            | 750                       | <b>5350 Registration Fees</b><br>Recreational Sports registration fees for several summer skill development youth sports camps and classes. | 750                        | 0                          | 0                         |
| <b>709</b>                  | <b>580</b>     | <b>750</b>                | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>750</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>709</b>                  | <b>580</b>     | <b>750</b>                | <b>TOTAL RESOURCES</b>  | <b>750</b>                 | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

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**PARKS & RECREATION  
Senior Center**

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**Organization Set – Programs**

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

**Organization Set #**

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



# General Fund – Parks & Recreation - Senior Center

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

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

## Core Services

### Administration

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

### Classes & Programs

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

### Day Tours

- o Monthly day trips to regional attractions, events and destinations

### Wortman Park Café

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

## Future Challenges and Opportunities

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

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



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

## Mac-Town 2032 Strategic Plan

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

### City Government Capacity

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

# General Fund – Parks & Recreation - Senior Center

## 2020 – 2021 Proposed Budget --- Budget Summary

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

### Engagement & Inclusion

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



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

### Department Cost Summary

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

### Full-Time Equivalents (FTE)

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



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





# General Fund – Parks & Recreation – Senior Center

## Historical Highlights

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

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

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

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

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



**8,875 participants in special interest recreation classes**

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

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

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

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

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

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

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



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



Guests enjoy a delicious lunch at the Wortman Park Café

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

**REQUIREMENTS**

**PERSONNEL SERVICES**

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

**MATERIALS AND SERVICES**

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

Budget Document Report

01 - GENERAL FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 099 - SENIOR CENTER<br>Program : 501 - ADMINISTRATION |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 2,052          | 1,328          | 2,000                     | <b>7550</b>   | <b>Travel &amp; Education</b>  |              | 1,000                      | 0                          | 0                         |
|                |                |                           |   | Registration fees and other expenses associated with professional development workshops, conference, and training for Senior Center staff.   |              |                            |                            |                           |
| 8,362          | 10,145         | 11,000                    | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>  |              | 12,000                     | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Water & Light  | 1            | 8,500                      | 8,500                      |                           |
|                |                |                           |   | NW Natural   | 1            | 3,500                      | 3,500                      |                           |
| 1,700          | 2,500          | 1,900                     | <b>7610-05</b>  | <b>Insurance - Liability</b>   |              | 2,000                      | 0                          | 0                         |
| 3,100          | 2,700          | 2,900                     | <b>7610-10</b>  | <b>Insurance - Property</b>  |              | 3,400                      | 0                          | 0                         |
| 4,825          | 4,877          | 4,700                     | <b>7620</b>   | <b>Telecommunications</b>  |              | 6,100                      | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Online NW  | 1            | 1,150                      | 1,150                      |                           |
|                |                |                           |   | Frontier 503-472-7005  | 1            | 525                        | 525                        |                           |
|                |                |                           |   | Frontier 503-435-0507  | 1            | 675                        | 675                        |                           |
|                |                |                           |   | Telecom  | 1            | 3,750                      | 3,750                      |                           |
| 10,938         | 19,752         | 14,000                    | <b>7650-10</b>  | <b>Janitorial - Services</b>   |              | 20,500                     | 0                          | 0                         |
| 110            | 1,767          | 700                       | <b>7650-15</b>  | <b>Janitorial - Supplies</b>   |              | 2,200                      | 0                          | 0                         |
| 1,979          | 1,904          | 2,200                     | <b>7660</b>   | <b>Materials &amp; Supplies</b>  |              | 1,700                      | 0                          | 0                         |
| 28,482         | 0              | 0                         | <b>7660-37</b>  | <b>Materials &amp; Supplies - Wortman Park Cafe</b>  |              | 0                          | 0                          | 0                         |
|                |                |                           |   | Moved Wortman Park Café accounts to new program 01-17-099-670  |              |                            |                            |                           |
| 1,861          | 342            | 1,000                     | <b>7680</b>   | <b>Materials &amp; Supplies - Donations</b>  |              | 1,000                      | 0                          | 0                         |
|                |                |                           |   | Materials and supplies purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.                                  |              |                            |                            |                           |
| 17,447         | 48,956         | 35,555                    | <b>7720</b>   | <b>Repairs &amp; Maintenance</b>   |              | 18,000                     | 0                          | 0                         |
|                |                |                           |   | Routine maintenance & repairs  |              |                            |                            |                           |
| 1,226          | 45,425         | 12,876                    | <b>7720-24</b>  | <b>Repairs &amp; Maintenance - Donations - Seniors</b>   |              | 2,000                      | 0                          | 0                         |
|                |                |                           |   | Facility and equipment repairs and maintenance funded by donations from seniors through revenue account 6420-45, Donations-Parks & Recreation-Seniors and donation accts. 6420-46 and 6420-60. |              |                            |                            |                           |
| 225            | 425            | 500                       | <b>7750</b>   | <b>Professional Services</b>   |              | 600                        | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation   | 1            | 600                        | 600                        |                           |
| 9,756          | 12,005         | 11,000                    | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>  |              | 8,500                      | 0                          | 0                         |
| 0              | 89             | 1,000                     | <b>7800</b>   | <b>M &amp; S Equipment</b>   |              | 500                        | 0                          | 0                         |
| 1,062          | 0              | 1,000                     | <b>7810</b>   | <b>M &amp; S Equipment - Donations</b>   |              | 2,000                      | 0                          | 0                         |
|                |                |                           |   | Equipment purchased from general donations that support the Senior Center through revenue account 6420-45, Donations-Parks & Recreation-Seniors.   |              |                            |                            |                           |
| 2,389          | 2,833          | 3,638                     | <b>7840</b>   | <b>M &amp; S Computer Charges</b>  |              | 4,189                      | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 099 - SENIOR CENTER<br>Program : 635 - CLASSES & PROGRAMS     | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |   |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |   |                            |                            |                           |
| 39,438                      | 37,489         | 37,000                    | <b>5350 Registration Fees</b><br>Senior Center fees for recreational and special interest classes and programs. | 42,000                     | 0                          | 0                         |
| <b>39,438</b>               | <b>37,489</b>  | <b>37,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>42,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>39,438</b>               | <b>37,489</b>  | <b>37,000</b>             | <b>TOTAL RESOURCES</b>  | <b>42,000</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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



Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 17 - PARKS & RECREATION<br>Section : 099 - SENIOR CENTER<br>Program : 665 - DAY TOURS                                     | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                |                           |  |                            |                            |                           |
| <b>CHARGES FOR SERVICES</b> |                |                           |  |                            |                            |                           |
| 10,114                      | 10,680         | 12,000                    | <b>5350 Registration Fees</b><br>Registration income from Senior Center sponsored day-long field trip and tour event registration fees | 13,500                     | 0                          | 0                         |
| <b>10,114</b>               | <b>10,680</b>  | <b>12,000</b>             | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>13,500</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>10,114</b>               | <b>10,680</b>  | <b>12,000</b>             | <b>TOTAL RESOURCES</b>   | <b>13,500</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

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





# **PARK MAINTENANCE**





## General Fund – Park Maintenance

2020 – 2021 Proposed Budget --- Budget Summary

### Budget Highlights

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

services represent approximately 7% of the Division’s overall budget, and about 27% of the Materials and Services budget.

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

## **Core Services**

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

## **Park Services**

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

## **Turf/Landscape Maintenance**

- Turf stands are mowed, fertilized and edged; landscape areas are weeded; irrigation systems are maintained and operated. As resources allow this core service will continue to be modified to add back irrigation and mowing services to various facilities where turf has been allowed to go brown as part of previous service level changes.
- Approved herbicides for weed management are applied in various city turf stands, landscapes and facilities. City staff are licensed public pesticide applicators, and all herbicide use on public facilities is recorded and tracked.
- Landscape beds in park facilities are mulched for aesthetic purposes, and to help control weeds. The application of mulch was eliminated at some facilities, and cycles extended as a result of service changes in 2013-14. Staff has begun to re-implement this program system wide, and will continue as resources allow.
- Annual flowers are typically planted in the spring at various City facilities.
- Trail systems are maintained in Dancer Park, Airport Park, Discovery Meadows, Tice Rotary Park, and other facilities. The proposed budget continues the practice of partnering with local tree service vendors for chip material and local user groups to spread material, resulting in reduced labor and material costs.
- Park Maintenance staff assists with the maintenance and operation of the irrigation systems for various Street Department assets (landscaped beautification areas). Additionally, Park Maintenance staff has been tasked with landscape and irrigation maintenance for downtown parking facilities.

## **Sports Turf Maintenance**

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

mowed, and aerated at as high a frequency as resources allow in an effort to support a healthy turf stand that can withstand the high activity levels these programs bring. This work helps to preserve the turf stand, improves user safety and supports the City's recreational sports programs.

### Recreation Sports Program Facility Support

- This work is primarily performed in Dancer Park in support of City recreation programs. Soccer and baseball fields are set up each season and are “torn down” at the conclusion of the season. Given the location of Dancer Park, support amenities (benches, tables, garbage cans, concession stand, etc.) must be removed from the park each fall to protect them from potential winter flood damage.

### Tree Maintenance

- These activities included conducting annual pruning on young trees, along with scheduled fertilizing, which promotes tree health and correct tree structure. This work also includes tree removal and replacement. This core area will be modified to allow for increased tree replacements as resources allow. Storm damaged trees will be replaced as necessary. This core service is a contributing element in the City's requirement to provide \$2 per capita of tree related expenditures to achieve “Tree City USA” designation.

### Park Amenities

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

### Park Building Maintenance

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

### Skate Park Maintenance

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

### Play Equipment Maintenance

- Play structures are inspected by certified staff per the National Parks and Recreation Association inspection standards.
- Play equipment is pressure washed and kept clean.

### Community Event/Volunteer support

- Prepare facilities for special community events.



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

### Emergency Response

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

to the same level as the Street Maintenance staff in this area, and function as integral team members on these first responder crews.



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

## Future Challenges and Opportunities

### Maintenance planning

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

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

### Capital Planning

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

# General Fund – Park Maintenance

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

## Continue to develop strategies to provide acceptable maintenance levels

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

## Develop and implement water conservation strategies

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

## Americans with Disability Act (ADA) Compliance

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



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

|      |                                |
|------|--------------------------------|
| 242  | Acres of developed parks       |
| 178  | Benches                        |
| 9    | Group picnic areas             |
| 131  | Acres of mowed grass           |
| 112  | Picnic Tables                  |
| 168  | Trash cans                     |
| 28   | Drinking fountains             |
| 14   | Play structures                |
| 41   | Pet waste station              |
| 6    | Restroom facilities            |
| 859  | Parking spaces                 |
| 631  | Irrigation zones               |
| 12   | Soccer fields                  |
| 13   | Baseball/softball fields       |
| 9.81 | Miles of hard path             |
| 5    | Miles of soft nature trails    |
| 2    | Skate parks                    |
| 1    | Off leash dog park (3.8 acres) |

# General Fund – Park Maintenance

2020 – 2021 Proposed Budget --- Budget Summary

## Department Cost Summary

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

## Full-Time Equivalents (FTE)

|                               | 2019-20<br>Adopted<br>Budget | Change      | 2020-21<br>Proposed<br>Budget |
|-------------------------------|------------------------------|-------------|-------------------------------|
| <b>FTE Adopted Budget</b>     | <b>10.55</b>                 |             |                               |
| Extra Help - Park Maintenance |                              | 0.04        |                               |
| <b>FTE Proposed Budget</b>    |                              | <b>0.04</b> | <b>10.59</b>                  |





## General Fund – Parks Maintenance

### Historical Highlights

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



## General Fund – Parks Maintenance

## Historical Highlights

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

# General Fund - Park Maintenance

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

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

Budget Document Report

**01 - GENERAL FUND**

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

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 19 - PARK MAINTENANCE<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                  |                                 |  |                  |          |          |
|----------------|----------------|------------------|---------------------------------|--|------------------|----------|----------|
| 266            | 1,201          | 0                | <b>7000</b>                     | <b>Salaries &amp; Wages</b>                              | 0                | 0        | 0        |
| 453,787        | 497,385        | 571,075          | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b>          | 579,692          | 0        | 0        |
|                |                |                  |                                 | Superintendent - Public Works - 0.50 FTE                 |                  |          |          |
|                |                |                  |                                 | Supervisor - Park Maintenance - 0.95 FTE                 |                  |          |          |
|                |                |                  |                                 | Supervisor - Street Maintenance - 0.05 FTE               |                  |          |          |
|                |                |                  |                                 | Senior Utility Worker - Park Maintenance - 1.00 FTE      |                  |          |          |
|                |                |                  |                                 | Utility Worker II - Public Works - 4.00 FTE              |                  |          |          |
|                |                |                  |                                 | Utility Worker I - Public Works - 2.00 FTE               |                  |          |          |
|                |                |                  |                                 | Mechanic - Public Works - 0.45 FTE                       |                  |          |          |
|                |                |                  |                                 | Operations Support Specialist - Public Works - 0.50 FTE  |                  |          |          |
| 34,759         | 30,172         | 31,060           | <b>7000-15</b>                  | <b>Salaries &amp; Wages - Temporary</b>                  | 34,096           | 0        | 0        |
|                |                |                  |                                 | Extra Help - Park Maintenance - 1.14 FTE                 |                  |          |          |
| 7,691          | 4,788          | 5,500            | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b>                   | 5,650            | 0        | 0        |
| 2,300          | 2,400          | 2,400            | <b>7000-37</b>                  | <b>Salaries &amp; Wages - Medical Opt Out Incentive</b>  | 2,400            | 0        | 0        |
| -296           | 1,707          | 0                | <b>7300</b>                     | <b>Fringe Benefits</b>                                   | 0                | 0        | 0        |
| 29,992         | 32,330         | 37,822           | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>          | 38,551           | 0        | 0        |
| 7,014          | 7,561          | 8,846            | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>                 | 9,017            | 0        | 0        |
| 125,728        | 129,106        | 188,889          | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>              | 187,914          | 0        | 0        |
| 0              | 0              | 0                | <b>7300-16</b>                  | <b>Fringe Benefits - PERS Employer Incentive Program</b> | 0                | 0        | 0        |
| 67,723         | 82,279         | 110,077          | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>               | 110,986          | 0        | 0        |
| 11,958         | 14,917         | 16,000           | <b>7300-22</b>                  | <b>Fringe Benefits - VEBA Plan</b>                       | 16,000           | 0        | 0        |
| 804            | 881            | 1,020            | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>                  | 1,020            | 0        | 0        |
| 2,475          | 2,731          | 3,100            | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>            | 3,148            | 0        | 0        |
| 24,166         | 19,064         | 30,879           | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b> | 31,470           | 0        | 0        |
| 222            | 211            | 265              | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>           | 267              | 0        | 0        |
| 0              | 2,648          | 999              | <b>7300-40</b>                  | <b>Fringe Benefits - Unemployment</b>                    | 1,001            | 0        | 0        |
| <b>768,589</b> | <b>829,383</b> | <b>1,007,932</b> | <b>TOTAL PERSONNEL SERVICES</b> |  | <b>1,021,212</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

|     |       |     |             |  |       |   |   |
|-----|-------|-----|-------------|--|-------|---|---|
| 536 | 1,007 | 650 | <b>7530</b> | <b>Training</b>  | 750   | 0 | 0 |
| 668 | 877   | 900 | <b>7540</b> | <b>Employee Events</b>   | 1,100 | 0 | 0 |
|     |       |     |             | Costs shared city-wide for employee training, materials, and events. |       |   |   |

Budget Document Report

01 - GENERAL FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 19 - PARK MAINTENANCE<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 4,701          | 3,456          | 4,500                     | <b>7550</b>  | <b>Travel &amp; Education</b>   |              | 4,500                      | 0                          | 0                         |
|                |                |                           |  | Registration for professional conferences and reimbursement to employees for approved training programs, licenses, and certifications.  |              |                            |                            |                           |
| 13,850         | 12,998         | 14,500                    | <b>7590</b>  | <b>Fuel - Vehicle &amp; Equipment</b>   |              | 16,500                     | 0                          | 0                         |
| 21,152         | 23,187         | 26,500                    | <b>7600</b>  | <b>Electric &amp; Natural Gas</b>   |              | 27,750                     | 0                          | 0                         |
| 10,900         | 10,800         | 12,600                    | <b>7610-05</b>   | <b>Insurance - Liability</b>  |              | 13,800                     | 0                          | 0                         |
| 13,500         | 12,100         | 13,000                    | <b>7610-10</b>   | <b>Insurance - Property</b>   |              | 15,500                     | 0                          | 0                         |
| 5,532          | 5,105          | 7,700                     | <b>7620</b>  | <b>Telecommunications</b>   |              | 10,000                     | 0                          | 0                         |
| 1,303          | 2,079          | 2,100                     | <b>7650</b>  | <b>Janitorial</b>   |              | 2,500                      | 0                          | 0                         |
| 14,917         | 20,779         | 17,500                    | <b>7660</b>  | <b>Materials &amp; Supplies</b>   |              | 18,000                     | 0                          | 0                         |
| 1,239          | 1,375          | 14,000                    | <b>7720-10</b>   | <b>Repairs &amp; Maintenance - Building Maintenance</b>   |              | 7,500                      | 0                          | 0                         |
|                |                |                           |  | Parks Maintenance Department's shared cost of Public Works Shop buildings and grounds maintenance.  |              |                            |                            |                           |
| 22,556         | 20,405         | 21,500                    | <b>7720-14</b>   | <b>Repairs &amp; Maintenance - Vehicles</b>   |              | 22,000                     | 0                          | 0                         |
| 79,833         | 80,853         | 98,000                    | <b>7720-26</b>   | <b>Repairs &amp; Maintenance - Park Maintenance</b>   |              | 100,000                    | 0                          | 0                         |
|                |                |                           |  | Park maintenance costs include solid waste disposal, fertilizer, lime, janitorial supplies, park amenity repairs/replacement, herbicides, garbage bags, dog waste station supplies, irrigation parts, play equipment parts, landscape bark, fall attenuation material, dog park surfacing and trail surfacing material.       |              |                            |                            |                           |
| 3,481          | 4,434          | 4,000                     | <b>7720-27</b>   | <b>Repairs &amp; Maintenance - Park Vandalism</b>   |              | 4,000                      | 0                          | 0                         |
|                |                |                           |  | Park vandalism costs including contract and material expenses to clean up graffiti and repair vandalized elements in the park system.   |              |                            |                            |                           |
| 1,070          | 1,717          | 1,820                     | <b>7750</b>  | <b>Professional Services</b>  |              | 2,100                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Audit fee allocation  | 1            | 2,100                      | 2,100                      |                           |
| 18,579         | 9,425          | 26,800                    | <b>7780-07</b>   | <b>Contract Services - Downtown</b>   |              | 10,700                     | 0                          | 0                         |
|                |                |                           |  | Downtown & Alpine Avenue litter patrol and solid waste disposal   |              |                            |                            |                           |
| 93,871         | 91,544         | 100,000                   | <b>7780-15</b>   | <b>Contract Services - Park Maintenance</b>   |              | 102,500                    | 0                          | 0                         |
|                |                |                           |  | Contract services augment staff capacity to address systems needs relative to building maintenance, electrical, plumbing, light construction, irrigation repairs, play equipment repairs, tree planting/pruning/removal, turf/landscape maintenance projects, herbicide/pesticide applications and water feature maintenance. |              |                            |                            |                           |
| 358            | 1,932          | 3,000                     | <b>7800-39</b>   | <b>M &amp; S Equipment - Parks</b>  |              | 3,700                      | 0                          | 0                         |
|                |                |                           |  | Miscellaneous small equipment for operations and maintenance  |              |                            |                            |                           |
| 2,034          | 497            | 750                       | <b>7800-42</b>   | <b>M &amp; S Equipment - Shop</b>   |              | 3,000                      | 0                          | 0                         |
|                |                |                           |  | Miscellaneous small equipment and tools for shop operations and maintenance   |              |                            |                            |                           |
| 3,584          | 4,250          | 4,850                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>   |              | 5,586                      | 0                          | 0                         |
|                |                |                           |  | I.S. Fund materials & supplies costs shared city-wide   |              |                            |                            |                           |
| 6,076          | 5,591          | 7,200                     | <b>7840-65</b>   | <b>M &amp; S Computer Charges - Park Maintenance</b>  |              | 8,860                      | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 19 - PARK MAINTENANCE<br>Section : N/A<br>Program : N/A |              |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
|                  |                  |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           | Replacement workstations   | 3            | 750             | 2,250                      |                            |                           |
|                  |                  |                           | Hansen sewer database 25%-shared with Street,Park Maint,WWS          | 1            | 3,500           | 3,500                      |                            |                           |
|                  |                  |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS                | 1            | 2,150           | 2,150                      |                            |                           |
|                  |                  |                           | Office 365 licensing   | 4            | 240             | 960                        |                            |                           |
| <b>319,741</b>   | <b>314,412</b>   | <b>381,870</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                                  |              |                 | <b>380,346</b>             | <b>0</b>                   | <b>0</b>                  |
|                  |                  |                           | <b><u>CAPITAL OUTLAY</u></b>   |              |                 |                            |                            |                           |
| 0                | 0                | 540                       | <b>8750 Capital Outlay Computer Charges</b>                          |              |                 |                            | 0                          | 0                         |
|                  |                  |                           | I.S. Fund capital outlay costs shared city-wide                      |              |                 |                            |                            |                           |
| 0                | 0                | 5,000                     | <b>8750-65 Capital Outlay Computer Charges - Park Maintenance</b>    |              |                 |                            | 5,000                      | 0                         |
|                  |                  |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                  |                           | Hansen software upgrade (25% shared with EN,PK,ST,WWS)               | 1            | 5,000           | 5,000                      |                            |                           |
| 49,900           | 0                | 0                         | <b>8800 Building Improvements</b>                                    |              |                 |                            | 0                          | 0                         |
| 0                | 74,091           | 0                         | <b>8850 Vehicles</b>   |              |                 |                            | 0                          | 0                         |
| 0                | 0                | 0                         | <b>8920 Land Improvements</b>  |              |                 |                            | 0                          | 0                         |
| 0                | 0                | 0                         | <b>9300-05 Park Improvements - Play Equipment</b>                    |              |                 |                            | 0                          | 0                         |
| <b>49,900</b>    | <b>74,091</b>    | <b>5,540</b>              | <b>TOTAL CAPITAL OUTLAY</b>  |              |                 | <b>5,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>1,138,230</b> | <b>1,217,886</b> | <b>1,395,342</b>          | <b>TOTAL REQUIREMENTS</b>  |              |                 | <b>1,406,558</b>           | <b>0</b>                   | <b>0</b>                  |



# **LIBRARY DEPARTMENT**





### Budget Highlights

The McMinnville Public Library is an essential partner in creating authentic and meaningful connections between individuals, ideas, and the community. The primary focus of the library in 2020-21 is Engagement & Inclusion. The annual budget is an opportunity to show how dollars are used to support the vision of an organization. The Library budget supports many of the Mac-Town 2032 goals and objectives. Many Library activities are ongoing engagement with the community, and others are specific to this particular budget year.

#### City Government Capacity

- Develop and foster local and regional partnerships
  - The Library works with local partners to bring services to the community– Kiwanis, Easter Seals, Beyond Backpacks, Oregon Folk life Network, McMinnville School District, Soroptimists, SMART, YCCO, YES, CCRLS, and YCAP are just some of those partners.
  - The fiscal year 2020 Library budget reflects **\$52,950** in grants and donations. The goal is to bring in another **\$25,000** in grants and donations.
  - Thanks to **\$90,750** in grants and donations in FY 2018/19 the Library Children’s Room remodel created a more inviting and safe space.
- Invest in the City’s workforce
  - Library staff regularly attend conferences and training opportunities to grow their skills, talent, knowledge, and leadership.

#### Civic Leadership

- Attract and develop future leaders
  - The Library recognizes that leadership can start at a very early age. We offer story times for babies, toddlers, and preschool age children, and a story time in Spanish. These story times engage a child’s mind, which can lead to greater social skills and success in school. These activities are also opportunities for parents of young children, which makes McMinnville a more attractive place for young leaders with families.

- Older children can participate in Library activities that help them build social, entrepreneurial, fiscal, and STEAM skills through Book Buddies, the Children’s Craft Fair, Science Mania, Art Explosion, and more.

#### Community Safety & Resiliency

- Build a community culture of safety
  - This budget includes an update to the Library smoke detection system.

#### Economic Prosperity

- Improve systems for economic mobility and inclusion
  - Continue to offer resume and skill building software for use by all.
  - Offer a safe and comfortable space where all are welcome, which can lead to greater confidence and resourcefulness.

#### Engagement & Inclusion

- Celebrate diversity of McMinnville
  - The Library engages with the Hispanic community through Spanish speaking staff, materials in Spanish, and programming such as Cuentos en español (stories in Spanish), Book Buddies, and El día de los niños.
- Cultivate cultural competency and fluency throughout the community
  - The Library is a welcoming and safe place for everyone in our community, and programs and materials reflect that through a focus on various cultures, religions, economic status, gender orientation, and more.
- Grow City’s employees and Boards and Commissions to reflect our community
  - In the last few years the Library has been very focused on making sure the staff reflects the bilingual and bicultural nature of our community and has worked to create the same on the Friends of the Library and Library Foundation Board. Staff are encouraged to be part of focus groups, committees, and boards outside of the Library.



## Budget Highlights

### Mac-Town 2032 Strategic Plan Library Focus

#### **Engagement & Inclusion continued**

- Improve access by identifying and improving barriers to participation
  - We are working to have all Library materials in English and Spanish, and regularly ask ourselves how we can remove barriers to service for all.
  - Thanks to a budget increase in FY 2019 the Library is now open **50 hours** per week. In six months **31,238 more people** visited the Library due to the additional hours.

#### **Growth & Development Character**

- Strategically plan for short and long-term growth and development that will create enduring value for the community
  - A Library needs assessment is planned to better understand the needs of the community

## Core Services

### Reference and Information Services

- Provide residents with the information they need with timeliness, sensitivity and privacy so that they may improve their lives.
- Teach patrons how to locate and evaluate information so that they are more self-sufficient and empowered to engage in lifelong learning.
- Ensure that the library's information resources have depth and scope, reflect new and emerging information needs, and effectively provide our community access to diverse ideas to educate and engage.
- Provide technology access and training to connect people with community and ideas to enhance and improve their lives.

- Provide engaging and enriching resources and programming to support lifelong learning and information literacy.
- Foster a friendly and welcoming environment which inspires people to connect with each other, the community, and ideas.
- Collaborate with community partners to meet individual and community education, literacy, recreation, and technology needs so that residents may improve their lives.
- Foster community awareness of resources available for individuals to improve their lives.

### Children's Services

- Provide programs for families to engage and educate.
- Connect with children and families to promote ideas, imagination, play, curiosity, and hope.
- Create a literate well-informed group of citizens who are able to make decisions that will take our country into a positive future.
- Encourage children to enjoy and value the richness of our language, culture, and history through literature.
- Enhance and supplement the curriculum of our local education community through available and readily accessible information.
- Meet the needs of children whose parents do not/cannot provide age appropriate books and technology.
- Offer year-round programs to keep children engaged with reading and learning through fun experiences.
- Provide a place of safe intellectual discovery where all children feel welcomed and their interests are valued.
- Provide parents with tools and skills to foster early literacy to encourage lifelong learning.

# General Fund – Library

## 2020 – 2021 Proposed Budget --- Budget Summary

### Circulation Services

- Circulate library materials accurately and efficiently so as to provide patrons access to library materials to enhance their lives.
- Collaborate with volunteers to create meaningful connections with individuals and the community for engagement and success.
- Manage patron accounts and communicate effectively to ensure the communities' access to diverse ideas.
- Provide information that allows patron access to materials to ignite their imagination

### Technical Services

- Maintain a rich, diverse, and well cared for collection of materials.
- Update collections to meet the changing needs of the community.
- Acquire and catalog materials used to support literacy, imagination and access to diverse ideas.
- Accept donations of materials from community members to enhance the library collection and support the Friends of the Library book sale.

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>248,672</b>    | <b>259,225</b>               | <b>304,230</b>                | <b>45,005</b>      |
| Personnel Services        | 1,292,164         | 1,414,124                    | 1,486,342                     | 72,218             |
| Materials & Services      | 340,369           | 393,923                      | 416,693                       | 22,770             |
| Capital Outlay            | 230               | 57,958                       | -                             | (57,958)           |
| <b>Total Expenditures</b> | <b>1,632,762</b>  | <b>1,866,005</b>             | <b>1,903,035</b>              | <b>37,030</b>      |
| Net Expenditures          | (1,384,090)       | (1,606,780)                  | (1,598,805)                   | (7,975)            |

### Full-Time Equivalents (FTE)

|                                      | 2019-20<br>Adopted<br>Budget | Change      | 2020-21<br>Proposed<br>Budget |
|--------------------------------------|------------------------------|-------------|-------------------------------|
| <b>FTE Adopted Budget</b>            | <b>16.81</b>                 |             |                               |
| Librarian I - Childrens              |                              | 0.73        |                               |
| Library Tech Assistant - Childrens   |                              | (0.83)      |                               |
| Library Tech Assistant - Circulation |                              | (0.10)      |                               |
| Library Assistant - Childrens        |                              | 0.33        |                               |
| Library Assistant - Circulation      |                              | 0.03        |                               |
| Library Page                         |                              | 0.20        |                               |
| Extra Help - Library Assistant       |                              | 0.02        |                               |
| Program Assistant                    |                              | 0.01        |                               |
| <b>FTE Proposed Budget</b>           |                              | <b>0.39</b> | <b>17.20</b>                  |

1909 The first public library in McMinnville is started by the Civic Improvement Club in the Wright Building.

1910 Civic Improvement Club works with the city and applies to the Carnegie Institute to build a library.

1913 In February 1913, the Carnegie library building is dedicated.



1973 McMinnville Public Library and 16 other libraries form the Chemeketa Cooperative Regional Library Service (CCRLS).

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

1982 Library addition opens, adding 11,500 square feet.

1986 Library installs its first automation system.

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

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

2008 Library2Go downloadable book service offered through Oregon Digital Library Consortium.

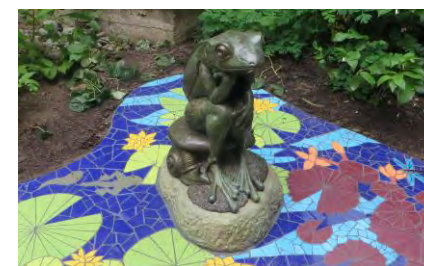
2012 Library celebrates 100 years serving the community and receives the McMinnville Downtown Association Manager’s Award for the festivities.



2013 The Oregon Library Passport program extends borrowing privileges for to over 130 public libraries.



2015 Book Buddies bookmobile program begins, bringing the library summer reading program to locations outside the library.



2016 Library completes plaza enhancement and receives the McMinnville Downtown Association Main Street Award for the project.

2017 All CCRLS library materials are “tagged” with Radio Frequency Identification (RFID) to assist in borrowing and inventory processes.

2018 Library Children's Room remodel funded primarily with grants and donations from Friends of the Library, Kiwanis, Ford Family and Oregon Community Foundations.



Before Remodel



After Remodel

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>             |                |                           |  |                            |                            |                           |
| <b>INTERGOVERNMENTAL</b>     |                |                           |  |                            |                            |                           |
| 4,321                        | 5,570          | 5,000                     | <b>4780 OR State Aid Grant - Library</b><br>Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries, expended through account 8150-55, Books & Materials-State Grant Materials.  | 6,000                      | 0                          | 0                         |
| 166,025                      | 170,094        | 175,075                   | <b>5050 CCRLS - Library</b><br>Chemeketa Cooperative Regional Library Service (CCRLS) reimburses cities for library use by individuals who live outside the City service area (generally the school district boundaries) to equalize the property tax disparity between what City residents pay for library service and what county residents pay. | 185,230                    | 0                          | 0                         |
| <b>170,346</b>               | <b>175,663</b> | <b>180,075</b>            | <b>TOTAL INTERGOVERNMENTAL</b>   | <b>191,230</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>  |                |                           |  |                            |                            |                           |
| 1,200                        | 1,243          | 1,000                     | <b>5430 Outside City User Fee</b><br>\$60 per household per year as determined by the Chemeketa Cooperative Regional Library Service(CCRLS) Advisory Council to provide "equity" for the difference between City resident tax rate and county resident tax rate dedicated to CCRLS.  | 500                        | 0                          | 0                         |
| <b>1,200</b>                 | <b>1,243</b>   | <b>1,000</b>              | <b>TOTAL CHARGES FOR SERVICES</b>  | <b>500</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>FINES AND FORFEITURES</b> |                |                           |  |                            |                            |                           |
| 30,869                       | 27,687         | 25,000                    | <b>6160 Fines &amp; Lost Books</b><br>Overdue Fines --- Adult materials - 25 cents per day per item and Children's materials - 10 cents per day per item.<br>Lost Materials --- \$5 processing fee added to lost material cost.  | 11,000                     | 0                          | 0                         |
| <b>30,869</b>                | <b>27,687</b>  | <b>25,000</b>             | <b>TOTAL FINES AND FORFEITURES</b>   | <b>11,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>         |                |                           |  |                            |                            |                           |
| 3,736                        | 5,191          | 400                       | <b>6440 Donations - Library</b><br>General library donations received from the public and local service groups for library books, materials, equipment, and special programs. This money is expended through account 8160, Donations-Library.  | 500                        | 0                          | 0                         |
| 0                            | 1,249          | 250                       | <b>6440-05 Donations - Library - Bookmobile</b><br>Donations received from the public and local service groups for bookmobile materials and expended through account 8160-05, Donations-Library-Bookmobile Books.  | 0                          | 0                          | 0                         |
| 13,534                       | 20,122         | 30,000                    | <b>6440-10 Donations - Library - Library Foundation</b><br>The Library Foundation raises money for the Book Buddies bookmobile program. These funds are expended through account 01-21.7680-11, Donations - Library Foundation and 7000-10 and 7000-15, Regular Part Time and Temporary Salaries and Wages.  | 30,000                     | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1              | 0              | 8,000                     | <b>6440-15 Donations - Library - Friends of the Library</b><br>The Friends of the Library support the purchase of \$8000 of materials for borrowing. These funds are expensed through account 01-21.7680-16, Donations - Friends of the Library.                                    | 48,000                     | 0                          | 0                         |
|                |                |                           | Fiscal year 2021 includes an expected Oregon Community Foundation grant of \$20,000 and an additional \$20,000 in Friends of the Library funds for a part time Latino Outreach Coordinator. These funds are expensed through account 7000-10, Regular Part Time Salaries and Wages. |                            |                            |                           |
| 0              | 0              | 0                         | <b>6440-20 Donations - Library - Adult Programs</b>   | 0                          | 0                          | 0                         |
| 4,945          | 7,681          | 8,500                     | <b>6440-25 Donations - Library - Children's Programs</b><br>Donations received from the public, granting agencies, and local service groups, such as the Kiwanis. This money expended through expenditure account 7680-15, Materials & Supplies-Donations-Children's Programs.      | 5,000                      | 0                          | 0                         |
| 0              | 0              | 0                         | <b>6440-35 Donations - Library - Kiwanis</b>  | 12,000                     | 0                          | 0                         |
| 6,805          | 9,837          | 6,000                     | <b>6600-98 Other Income - Library</b><br>Miscellaneous library revenues including reimbursement for postage charge on inter-library loans, public access computer terminal printing fees, public access copy machine copy fees, and miscellaneous library revenues.                 | 6,000                      | 0                          | 0                         |
| <b>29,021</b>  | <b>44,079</b>  | <b>53,150</b>             | <b>TOTAL MISCELLANEOUS</b>  | <b>101,500</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>231,436</b> | <b>248,672</b> | <b>259,225</b>            | <b>TOTAL RESOURCES</b>  | <b>304,230</b>             | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

01 - GENERAL FUND

| 2018<br>ACTUAL            | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|---------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>       |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b> |                |                           |  |                            |                            |                           |
| -647                      | 2,159          | 0                         | <b>7000 Salaries &amp; Wages</b>   | 0                          | 0                          | 0                         |
| 508,203                   | 516,843        | 538,154                   | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Library Director - 1.00 FTE<br>Library Services Manager - 1.00 FTE<br>Librarian III - Children's Services - 1.00 FTE<br>Librarian III - Circulation - 1.00 FTE<br>Librarian III - Reference - 1.00 FTE<br>Librarian II - Reference / Young Adult - 1.00 FTE<br>Librarian I - Children's Services - 2.00 FTE<br>Library Technical Assistant - Technical Services -1.00 FTE | 600,739                    | 0                          | 0                         |
| 288,143                   | 351,242        | 378,808                   | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Librarian II - Reference - 1.23 FTE<br>Librarian I - Children's - 0.48 FTE<br>Library Technical Assistant - Circulation -2.61 FTE<br>Library Technical Assistant - Technical Services -0.70 FTE<br>Library Assistant - Children's - 1.18 FTE<br>Library Assistant - Circulation - 1.03 FTE<br>Library Page - 0.83 FTE   | 345,810                    | 0                          | 0                         |
| 3,754                     | 2,765          | 2,615                     | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Library Assistant - 0.02 FTE<br>Program Assistant - 0.12 FTE<br><br>Summer Reading Program assistance  | 3,880                      | 0                          | 0                         |
| 55                        | 33             | 0                         | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 0                          | 0                          | 0                         |
| 3,480                     | 4,900          | 4,175                     | <b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>  | 3,600                      | 0                          | 0                         |
| -337                      | 3,097          | 0                         | <b>7300 Fringe Benefits</b>  | 0                          | 0                          | 0                         |
| 48,541                    | 53,092         | 57,273                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 59,148                     | 0                          | 0                         |
| 11,352                    | 12,417         | 13,393                    | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 13,836                     | 0                          | 0                         |
| 206,834                   | 222,252        | 279,005                   | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 287,167                    | 0                          | 0                         |
| 0                         | 0              | 0                         | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0                          | 0                          | 0                         |
| 88,329                    | 99,957         | 115,332                   | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 143,878                    | 0                          | 0                         |
| 15,000                    | 15,417         | 17,000                    | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 20,000                     | 0                          | 0                         |
| 1,593                     | 1,782          | 1,738                     | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 1,728                      | 0                          | 0                         |
| 3,875                     | 4,374          | 4,396                     | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 4,498                      | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A |   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| 2,588                                | 592              | 1,012                     | <b>7300-35</b>  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 859                        | 0                          | 0                         |
| 418                                  | 413              | 422                       | <b>7300-37</b>  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 396                        | 0                          | 0                         |
| 0                                    | 547              | 501                       | <b>7300-40</b>  | <b>Fringe Benefits - Unemployment</b>   | 503                        | 0                          | 0                         |
| 173                                  | 284              | 300                       | <b>7400-10</b>  | <b>Fringe Benefits - Volunteers - Workers' Compensation Insurance</b>   | 300                        | 0                          | 0                         |
| <b>1,181,353</b>                     | <b>1,292,164</b> | <b>1,414,124</b>          | <b>TOTAL PERSONNEL SERVICES</b>                             |   | <b>1,486,342</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MATERIALS AND SERVICES</u></b> |                  |                           |   |   |                            |                            |                           |
| 1,315                                | 908              | 1,000                     | <b>7500</b>   | <b>Credit Card Fees</b><br>Charges for credit card payment at circulation desk for overdue fines, lost items and out of area library card fees.   | 700                        | 0                          | 0                         |
| 1,348                                | 2,241            | 2,000                     | <b>7540</b>   | <b>Employee Events</b><br>Costs shared city-wide for employee training, materials, and events.  | 2,200                      | 0                          | 0                         |
| 5,315                                | 9,774            | 7,500                     | <b>7550</b>   | <b>Travel &amp; Education</b><br>Membership in professional organizations, registration and travel to workshops, conferences and seminars.  | 10,000                     | 0                          | 0                         |
| 1,822                                | 2,324            | 2,500                     | <b>7580</b>   | <b>Volunteer Recognition</b><br>Online background checks for library volunteers, recognition and gifts, including annual Volunteer Appreciation Day program and refreshments.                                     | 2,500                      | 0                          | 0                         |
| 819                                  | 181              | 1,000                     | <b>7590</b>   | <b>Fuel - Vehicle &amp; Equipment</b><br>Mileage reimbursement for homebound program deliveries and outreach to preschools and daycares.  | 600                        | 0                          | 0                         |
| 22,473                               | 21,255           | 30,000                    | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>   | 25,000                     | 0                          | 0                         |
| 11,900                               | 13,600           | 14,100                    | <b>7610-05</b>  | <b>Insurance - Liability</b>  | 15,700                     | 0                          | 0                         |
| 11,200                               | 9,400            | 9,700                     | <b>7610-10</b>  | <b>Insurance - Property</b>   | 11,300                     | 0                          | 0                         |
| 14,728                               | 13,499           | 16,000                    | <b>7620</b>   | <b>Telecommunications</b><br>Staff telephone service, elevator and alarm phones.  | 16,000                     | 0                          | 0                         |
| 25,734                               | 28,060           | 30,000                    | <b>7650</b>   | <b>Janitorial</b><br>Contract janitorial services and supplies and litter patrol.   | 30,000                     | 0                          | 0                         |
| 490                                  | 600              | 650                       | <b>7660</b>   | <b>Materials &amp; Supplies</b><br>General library and staff room supplies.   | 650                        | 0                          | 0                         |
| 399                                  | 649              | 650                       | <b>7660-15</b>  | <b>Materials &amp; Supplies - Postage</b><br>Inter-library loan books returned by mail and other library mailing costs.   | 650                        | 0                          | 0                         |
| 5,770                                | 3,889            | 4,000                     | <b>7660-20</b>  | <b>Materials &amp; Supplies - Public Services</b><br>Supplies for reference area, Children's Room, and Homework Help Center; costs for toners and inkjet cartridges, copy paper and supplies for technology wall. | 3,500                      | 0                          | 0                         |
| 45                                   | 836              | 2,000                     | <b>7660-30</b>  | <b>Materials &amp; Supplies - Public Information</b><br>Library yellow pages listing, bookmarks with hours and contact information, brochures.  | 2,500                      | 0                          | 0                         |
| 2,204                                | 1,549            | 1,000                     | <b>7660-60</b>  | <b>Materials &amp; Supplies - Administration</b><br>Miscellaneous expenses for employment ads, name tags and library signage, refreshments for meetings held in the library and other administrative expenses.    | 1,000                      | 0                          | 0                         |



Budget Document Report

01 - GENERAL FUND

| 2018<br>ACTUAL       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A |   |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |              |                      |   |       |       |  |  |  |
|----------------------|----------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|--------------|----------------------|---|-------|-------|--|--|--|
| 3,400                | 2,756          | 2,000                     | <b>7660-63</b>  | <b>Materials &amp; Supplies - Library Circulation</b>   |  | 2,000                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Chemeketa Cooperative Regional Library Service (CCRLS) chargebacks for courier service, DVD security cases, miscellaneous expenses and circulation department supplies.   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 4,753                | 4,760          | 6,000                     | <b>7660-64</b>  | <b>Materials &amp; Supplies - Library Technical Services</b>  |  | 6,000                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Technical Services supplies: office and printer supplies, processing supplies for books and audio visual materials; book covers, labels and audio-visual cases.   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 1,696                | 2,490          | 2,500                     | <b>7660-65</b>  | <b>Materials &amp; Supplies - Children's Programs</b>   |  | 2,500                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Craft supplies, paper and miscellaneous costs for children's programming.   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 0                    | 0              | 0                         | <b>7680-10</b>  | <b>Materials &amp; Supplies - Donations - Adult Programs</b>  |  | 0                          | 0                          | 0                         |              |                      |   |       |       |  |  |  |
| 8,442                | 8,836          | 10,000                    | <b>7680-11</b>  | <b>Materials &amp; Supplies - Donations - Library Foundation</b>  |  | 12,000                     | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Book Buddies bookmobile program supplies come from this budget. Library Foundation revenue account 01-21.6440-10 includes funds to reimburse this line as well as part-time personnel costs for Book Buddies.   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 4,945                | 7,681          | 8,500                     | <b>7680-15</b>  | <b>Materials &amp; Supplies - Donations - Children's Programs</b>   |  | 5,000                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Children's programming and supplies, including the Summer Reading Program, funded through revenue account 6440-25, Donations-Library-Children's Programs.   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 0                    | 0              | 8,000                     | <b>7680-16</b>  | <b>Materials &amp; Supplies - Donations - Friends of the Library</b>  |  | 8,000                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
| 10,821               | 15,323         | 15,000                    | <b>7720-08</b>  | <b>Repairs &amp; Maintenance - Building Repairs</b>   |  | 18,000                     | 0                          | 0                         |              |                      |   |       |       |  |  |  |
| 22,712               | 27,573         | 25,000                    | <b>7720-10</b>  | <b>Repairs &amp; Maintenance - Building Maintenance</b>   |  | 25,000                     | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Building maintenance including pest control, alarm inspections, extra scheduled gutter cleaning, moss treatment for roof, elevator and HVAC maintenance, garbage, windows, carpet cleaning and other regularly scheduled building maintenance.              |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 1,922                | 254            | 600                       | <b>7720-14</b>  | <b>Repairs &amp; Maintenance - Vehicles</b>   |  | 400                        | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Repairs, maintenance and supplies for the library bookmobile.   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 1,349                | 2,249          | 8,330                     | <b>7750</b>   | <b>Professional Services</b>  |  | 2,700                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | <table border="0"> <thead> <tr> <th><u>Description</u></th> <th><u>Units</u></th> <th><u>Amt/Unit</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Audit fee allocation</td> <td>1</td> <td>2,700</td> <td>2,700</td> </tr> </tbody> </table> |  | <u>Description</u>         | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u> | Audit fee allocation | 1 | 2,700 | 2,700 |  |  |  |
| <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u>           | <u>Total</u>  |   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| Audit fee allocation | 1              | 2,700                     | 2,700   |   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 8,470                | 9,609          | 10,000                    | <b>7790</b>   | <b>Maintenance &amp; Rental Contracts</b>   |  | 10,000                     | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Equipment maintenance agreements, leases, software license renewals, storage space rental, postage meter lease, book vendor access and movie license renewals.  |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 6,790                | 5,750          | 6,000                     | <b>7800</b>   | <b>M &amp; S Equipment</b>  |  | 5,000                      | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | Furniture and other items have previously been budgeted in Materials & Supplies. These items will now be tracked here.  |  |                            |                            |                           |              |                      |   |       |       |  |  |  |
| 0                    | 0              | 0                         | <b>7810-05</b>  | <b>M &amp; S Equipment - Donations - Library Foundation</b>   |  | 0                          | 0                          | 0                         |              |                      |   |       |       |  |  |  |
| 51,770               | 57,606         | 71,543                    | <b>7840</b>   | <b>M &amp; S Computer Charges</b>   |  | 82,393                     | 0                          | 0                         |              |                      |   |       |       |  |  |  |
|                      |                |                           |   | I.S. Fund materials & supplies costs shared city-wide   |  |                            |                            |                           |              |                      |   |       |       |  |  |  |

Budget Document Report

01 - GENERAL FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|--|--------------|----------------------------|----------------------------|---------------------------|
| 4,730          | 13,133         | 23,200                    | <b>7840-70</b>  | <b>M &amp; S Computer Charges - Library</b>  |              | 27,700                     | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Office 365 licensing   | 1            | 4,000                      | 4,000                      |                           |
|                |                |                           |   | Replacement workstations   | 10           | 1,500                      | 15,000                     |                           |
|                |                |                           |   | Replacement laptop   | 1            | 1,600                      | 1,600                      |                           |
|                |                |                           |   | Surfaces - new   | 2            | 2,800                      | 5,600                      |                           |
|                |                |                           |   | Workroom printer   | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |   | Receipt printer  | 1            | 300                        | 300                        |                           |
| 19,949         | 19,831         | 21,000                    | <b>8150-05</b>  | <b>Books &amp; Materials - Adult Books</b>   |              | 22,000                     | 0                          | 0                         |
|                |                |                           |   | Fiction and non-fiction print and electronic books for adult collections.  |              |                            |                            |                           |
| 3,563          | 2,323          | 1,500                     | <b>8150-15</b>  | <b>Books &amp; Materials - Reference Online Database</b>   |              | 1,500                      | 0                          | 0                         |
|                |                |                           |   | Online subscriptions for public use: Cypress Resume and HeritageQuest.   |              |                            |                            |                           |
| 13,921         | 13,964         | 15,500                    | <b>8150-20</b>  | <b>Books &amp; Materials - Children's Books</b>  |              | 15,500                     | 0                          | 0                         |
|                |                |                           |   | Library books, audio visual, and other materials for children ages 0 - 12.   |              |                            |                            |                           |
| 4,821          | 4,445          | 4,500                     | <b>8150-25</b>  | <b>Books &amp; Materials - Young Adult Books</b>   |              | 4,500                      | 0                          | 0                         |
|                |                |                           |   | Library materials for young adults ages 12 - 17.   |              |                            |                            |                           |
| 3,929          | 4,021          | 5,000                     | <b>8150-30</b>  | <b>Books &amp; Materials - Large Print Books</b>   |              | 5,500                      | 0                          | 0                         |
|                |                |                           |   | Large print books for visually impaired adults.  |              |                            |                            |                           |
| 1,878          | 1,646          | 2,000                     | <b>8150-35</b>  | <b>Books &amp; Materials - Spanish Language Materials</b>  |              | 2,000                      | 0                          | 0                         |
|                |                |                           |   | Books, media, magazines and newspapers in Spanish.   |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>8150-40</b>  | <b>Books &amp; Materials - Bookmobile</b>  |              | 0                          | 0                          | 0                         |
| 5,042          | 5,025          | 4,500                     | <b>8150-45</b>  | <b>Books &amp; Materials - Periodicals</b>   |              | 4,500                      | 0                          | 0                         |
|                |                |                           |   | Newspaper and magazine subscriptions, including Spanish language titles.   |              |                            |                            |                           |
| 6,015          | 5,998          | 8,000                     | <b>8150-50</b>  | <b>Books &amp; Materials - Audio Visuals-DVD</b>   |              | 8,500                      | 0                          | 0                         |
|                |                |                           |   | Adult nonfiction and entertainment DVDs.   |              |                            |                            |                           |
| 5,243          | 5,039          | 5,500                     | <b>8150-51</b>  | <b>Books &amp; Materials - Audio Visuals-CD Books</b>  |              | 5,500                      | 0                          | 0                         |
|                |                |                           |   | Fiction and nonfiction books on CD.  |              |                            |                            |                           |
| 0              | 0              | 2,000                     | <b>8150-53</b>  | <b>Books &amp; Materials - Audio &amp; Ebooks</b>  |              | 2,500                      | 0                          | 0                         |
| 4,321          | 4,853          | 5,000                     | <b>8150-55</b>  | <b>Books &amp; Materials - State Grant Materials</b>   |              | 6,000                      | 0                          | 0                         |
|                |                |                           |   | State Ready-to-Read Grant expenditures funded through revenue account 4780, Oregon State Aid Grant-Library. Ready to Read Grant provided annually by the Oregon State Library on a per capita basis to all Oregon libraries.                       |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>8150-60</b>  | <b>Books &amp; Materials - Emerging Collections</b>  |              | 2,000                      | 0                          | 0                         |
|                |                |                           |   | New trends in public library service emerge regularly to offer unique items for borrowing, such as cake pans, outdoor games, and other exciting new library collections. This budget is used to purchase such items for library patrons to borrow. |              |                            |                            |                           |
| 3,736          | 5,191          | 400                       | <b>8160</b>   | <b>Donations - Library</b>   |              | 500                        | 0                          | 0                         |
|                |                |                           |   | Various library purchases and materials funded through revenue account 6440, Donations-Library.  |              |                            |                            |                           |
| 0              | 1,249          | 250                       | <b>8160-05</b>  | <b>Donations - Library - Bookmobile Books</b>  |              | 0                          | 0                          | 0                         |
|                |                |                           |   | Books and materials for children's outreach (day cares, preschool, etc.) funded through revenue account 6440-05, Donations-Library-Bookmobile.   |              |                            |                            |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 21 - LIBRARY<br>Section : N/A<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|------------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| 0                            | 0                | 0                         | 8160-35   | Donations - Library - Kiwanis  | 7,200                      | 0                          | 0                         |
| <b>309,781</b>               | <b>340,369</b>   | <b>393,923</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                         |  | <b>416,693</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b> |                  |                           |   |  |                            |                            |                           |
| 0                            | 0                | 7,958                     | 8750  | Capital Outlay Computer Charges<br>I.S. Fund capital outlay costs shared city-wide | 0                          | 0                          | 0                         |
| 74,931                       | 230              | 50,000                    | 8800  | Building Improvements  | 0                          | 0                          | 0                         |
| <b>74,931</b>                | <b>230</b>       | <b>57,958</b>             | <b>TOTAL CAPITAL OUTLAY</b>                                 |  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>1,566,065</b>             | <b>1,632,762</b> | <b>1,866,005</b>          | <b>TOTAL REQUIREMENTS</b>                                   |  | <b>1,903,035</b>           | <b>0</b>                   | <b>0</b>                  |

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**GENERAL FUND  
NON-DEPARTMENTAL**

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# General Fund - Non- Departmental

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

### Revenues

#### Property Taxes - Current

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

- The 2020-21 proposed budget projects a 4.0% increase in assessed value (AV) compared to 2019-20 AV. The AV increase in 2019-20 was approximately 5.3% compared to the prior year.
- The City assumes 7.5% on property taxes levied will not be collected, this includes amounts for refunds, credits, and discounts, as well as unpaid taxes due. After adjusting for this figure, property tax revenues are estimated at \$14.5 million for current receipts in fiscal year 2020-21 with an additional \$400,000 budgeted for prior year taxes.
- The Covid-19 emergency are not anticipated to impact the AV calculations for next year but collections rates of current year property tax in May 2020 and next November 2020 may decline with jurisdictions seeing a higher proportion of property tax receivables in the next year or more. At this time, longer term impacts on this revenue source are unknown though potentially could be significant if businesses and property owners experience sustained negative economic consequences.

#### Franchise Fees

- McMinnville Water & Light payment in-lieu of tax for 2020-21 is projected to be similar to estimated payments for 2019-20.
- Franchise fee revenue for cable, telephone, natural gas, and waste collection are projected to be relatively consistent with prior year levels.

#### Intergovernmental

- State Shared Revenues - Oregon state shared revenues are a significant source of funding for General Fund operations. Cigarette

taxes are projected to be flat relative the prior year. However, the City's allocation of State shared revenue, which is a distribution of the State's liquor and marijuana receipts, is expected to increase slightly compared to the prior year.

- State and local marijuana taxes – Taxes collected for both State and local marijuana taxes are trending slightly positive relative prior year and are budgeted \$167,000 and \$185,000, respectively.
- The stay at home emergency orders have resulted in reported upticks in liquor and marijuana sales. The City is not revising its state shared revenue budgets due to the uncertainty inherent in the situation and its unknown duration.

#### Urban Renewal

- In 2016-17 the City executed a bank loan for approximately \$2.0 million to fund street improvements for the portion of Alpine Avenue within the urban renewal district. Loan proceeds were receipted into the General Fund and then transferred to the Urban Renewal Fund. Debt Service payments for the bank loan, which will be paid with urban renewal tax increment dollars transferred from the Urban Renewal Debt Service Fund, are included in the 2020-21 Proposed Budget.

#### PERS Transition Liability

In 2016-17 the City also executed a bank loan for approximately \$3.5 million, with loan proceeds used to "refinance" the City's PERS transition liability at a lower interest rate. Debt service payments included in the 2020-21 Proposed Budget will be paid from general operating funds of the City.

#### Transfers In

- Reimbursement from other funds for Administration, Finance, Engineering, Planning, and Parks and Recreation Administration personnel services support - \$1,491,295
- Reimbursement from other funds for Engineering Materials and Services costs - \$81,282

# General Fund – Non-Departmental

- Transient Lodging Tax - Represents 30% of the net Tax collected – \$338,800 and reimbursement of \$11,800 for Finance, \$4,500 for Planning, and \$17,900 for Administration General Fund costs to administer the tax.  
 Transient Tax estimates have been revised down by 30% in Q4FY2019-20 and Q1FY2020-21.
- Urban Renewal – Tax increment revenues received in Urban Renewal Debt service are transferred to reimburse the General Fund for debt service on urban renewal debt - \$187,300; personnel services support in Planning \$46,800 and in Finance and Admin \$21,700.
- Insurance Services – Distribution of surplus reserve to the General Fund of \$427,800. Over the last several years, the reserve in the Insurance Services Fund has grown, due to actual premium costs and claims expense being less than budgeted. The Insurance Services fund transfers funds to the General Fund for staffing and administering these activities \$51,000 and is also continuing to support the Human Resource Manager position in the General Fund - \$120,500.

## Expenditures

### Transfers Out

- Transfer to Emergency Communications Fund for police and fire (General Fund) emergency dispatch services is \$863,700. The increased amount is due to an assumed 3% increase in the City’s contribution to YCOM.
- Transfer to Ambulance Fund – General Fund support of the Ambulance Fund is eliminated with the change of moving Ambulance activities to the Fire Department mid-year in FY2019-20.
- Transfer to Information Systems - Reimburses the Information Systems and Services (IS) Fund for personnel services support.

## Future Challenges and Opportunities

- The City’s tax base grew rapidly between 2004 and 2009, resulting in significant increases in assessed property values. However, due to local economic conditions and corresponding lack of building activity, the increase in assessed values slowed significantly between 2009 and 2012. In the last several years, assessed values are showing a slow but steady trend upward. We anticipate this sustainable growth in assessed values will continue.

The City’s general property tax revenue is directly related to changes in assessed values. Therefore, new construction and a healthy housing market have a significant impact on property tax revenue and the City’s ability to fund services to the public. Conversely, should major tax payers experience significant and/or sustained difficulties due to the Covid-19 pandemic with its associated negative economic consequences, the City’s tax base could also contract.

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>20,477,742</b> | <b>21,461,837</b>            | <b>23,454,819</b>             | <b>1,992,982</b>   |
| Debt Service              | 487,995           | 543,952                      | 556,541                       | 12,589             |
| Transfers Out             | 2,060,907         | 2,680,195                    | 1,407,989                     | (1,272,206)        |
| <b>Total Expenditures</b> | <b>2,548,902</b>  | <b>3,224,147</b>             | <b>1,964,530</b>              | <b>(1,259,617)</b> |
| Net Expenditures          | 17,928,840        | 18,237,690                   | 21,490,289                    | (3,252,599)        |



## General Fund – Non-Departmental

### Historical Highlights

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

- 2006 McMinnville Water & Light (W&L) payment in-lieu of tax in proposed budget is less than amount collected in previous year. Trend is due to extensive conservation initiatives W&L has undertaken over the last several years.
- 2007 Implementation of Logos.net financial system established “non-assigned” revenues in Non-Departmental classification.
- 2008 All operating permanent rate, \$5.02, property tax supported funds folded into the General Fund; i.e., Fire, Parks & Recreation, and Improvements Funds.
- 2016 Executed a bank loan to refinance the City’s PERS transition liability and to fund the Urban Renewal Alpine Avenue project.



Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL              | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>            |                   |                           |  |                            |                            |                           |
| <b>PROPERTY TAXES</b>       |                   |                           |  |                            |                            |                           |
| 12,255,445                  | 13,080,836        | 13,097,707                | <b>4100-05 Property Taxes - Current</b><br>Permanent operating property tax levy is \$5.02 per \$1,000   | 14,500,000                 | 0                          | 0                         |
| 370,302                     | 618,473           | 450,000                   | <b>4100-10 Property Taxes - Prior</b><br>Collection of delinquent property taxes due from prior year permanent rate property tax levies.   | 400,000                    | 0                          | 0                         |
| <b>12,625,747</b>           | <b>13,699,308</b> | <b>13,547,707</b>         | <b>TOTAL PROPERTY TAXES</b>  | <b>14,900,000</b>          | <b>0</b>                   | <b>0</b>                  |
| <b>LICENSES AND PERMITS</b> |                   |                           |  |                            |                            |                           |
| 1,849,122                   | 1,868,128         | 1,925,000                 | <b>4205-05 Franchise Fees - McMinnville Water &amp; Light</b><br>McMinnville Water and Light Department payment-in-lieu-of property tax: 6% residential, commercial, and "regular" industrial users. 3% special class of heavy industrial users - presently only Cascade Steel Rolling Mills and Air Liquide.                          | 1,825,000                  | 0                          | 0                         |
| 6,521                       | 4,522             | 3,500                     | <b>4205-06 Franchise Fees - Miscellaneous-Telecommunications</b><br>Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.                         | 3,500                      | 0                          | 0                         |
| 34,134                      | 33,969            | 36,000                    | <b>4205-07 Franchise Fees - Frontier-Cable</b><br>Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.               | 32,000                     | 0                          | 0                         |
| 33,311                      | 35,527            | 35,000                    | <b>4205-08 Franchise Fees - Frontier-Telephone</b><br>Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.                                       | 32,500                     | 0                          | 0                         |
| 172,035                     | 167,097           | 177,000                   | <b>4205-15 Franchise Fees - Comcast Communications-Cable</b><br>Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. | 159,000                    | 0                          | 0                         |
| 284,169                     | 366,438           | 355,000                   | <b>4205-20 Franchise Fees - Recology Western Oregon</b><br>Recology - Western Oregon franchise fee was increased from 3% to 4% effective October 2017 and from 4% to 5% effective July 2018  | 382,500                    | 0                          | 0                         |
| 162,511                     | 213,094           | 215,000                   | <b>4205-25 Franchise Fees - Northwest Natural</b><br>NW Natural gas franchise fee is 5%.   | 215,000                    | 0                          | 0                         |
| 0                           | 0                 | 0                         | <b>4205-30 Franchise Fees - McMinnville Wastewater Services</b><br>Wastewater Services franchise fee is 5%.  | 512,000                    | 0                          | 0                         |
| 129,866                     | 156,674           | 150,000                   | <b>4215 Marijuana Tax - Local</b><br>Local City tax is based on 3% of marijuana sales  | 185,000                    | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL           | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------|------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 3,746                    | 4,222            | 3,600                     | <b>4490</b>  | <b>Licenses &amp; Permits - Misc</b><br>Fees collected for liquor licenses, bicycle licenses, vehicle permits, etc.  |              | 4,250                      | 0                          | 0                         |
| <b>2,675,414</b>         | <b>2,849,671</b> | <b>2,900,100</b>          | <b>TOTAL LICENSES AND PERMITS</b>                                    |  |              | <b>3,350,750</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>INTERGOVERNMENTAL</b> |                  |                           |  |  |              |                            |                            |                           |
| 0                        | 0                | 0                         | <b>4545</b>  | <b>Federal FEMA Grant</b>  |              | 0                          | 0                          | 0                         |
| 41,374                   | 38,796           | 42,000                    | <b>4720</b>  | <b>OR State Cigarette Taxes</b><br>State Shared Revenue --- Statutory distribution of 1.7% of state imposed taxes on cigarette sales allocated on a per capita basis to Oregon cities.   |              | 38,500                     | 0                          | 0                         |
| 358,603                  | 373,624          | 369,000                   | <b>4730</b>  | <b>OR State Revenue Sharing</b><br>State Shared Revenue --- Statutory distribution of 14% of the state's liquor receipts allocated to cities on a formula basis.   |              | 396,000                    | 0                          | 0                         |
| 535,098                  | 562,361          | 550,000                   | <b>4750</b>  | <b>OR State Liquor Taxes</b><br>State Shared Revenue --- Statutory distribution of 20% of the state's liquor receipts allocated to cities on a per capita basis.   |              | 585,000                    | 0                          | 0                         |
| 179,606                  | 119,481          | 112,000                   | <b>4755</b>  | <b>OR State Marijuana Taxes</b><br>State shared revenue - statutory distribution of 10% of state's marijuana tax receipts allocated to cities on a per capita basis  |              | 167,000                    | 0                          | 0                         |
| <b>1,114,681</b>         | <b>1,094,262</b> | <b>1,073,000</b>          | <b>TOTAL INTERGOVERNMENTAL</b>                                       |  |              | <b>1,186,500</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>     |                  |                           |  |  |              |                            |                            |                           |
| 109,211                  | 151,605          | 187,300                   | <b>6310</b>  | <b>Interest</b><br>Estimated interest income earned on investments   |              | 158,000                    | 0                          | 0                         |
| 1,462                    | 0                | 0                         | <b>6600</b>  | <b>Other Income</b>  |              | 22,000                     | 0                          | 0                         |
|                          |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                          |                  |                           |  | Affordable housing revenue   | 1            | 22,000                     | 22,000                     |                           |
| 332,745                  | 344,496          | 356,664                   | <b>6600-03</b>   | <b>Other Income - PERS Transition Liability Reimb</b><br>City refinanced PERS transition liability for lower interest rate in 2016. General Fund is paying debt service payments on refinancing loan and operating departments reimburse the General Fund based on the department's covered payroll. |              | 369,248                    | 0                          | 0                         |
| <b>443,418</b>           | <b>496,101</b>   | <b>543,964</b>            | <b>TOTAL MISCELLANEOUS</b>   |  |              | <b>549,248</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS IN</b>      |                  |                           |  |  |              |                            |                            |                           |
| 6,337                    | 6,540            | 8,057                     | <b>6900-05</b>   | <b>Transfers In - Special Assessments</b>  |              | 6,982                      | 0                          | 0                         |
|                          |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                          |                  |                           |  | Administration and Finance personnel services support.   | 1            | 6,982                      | 6,982                      |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A |   |              |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 295,882        | 392,821        | 402,001                   | <b>6900-07</b>   | <b>Transfers In - Transient Lodging Tax</b>                     |              |                 | 372,956                    | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Admin & Finance personnel services support.                     | 1            | 34,152          | 34,152                     |                            |                           |
|                |                |                           |  | Transfer 30% of transient lodging taxes collected               | 1            | 338,804         | 338,804                    |                            |                           |
| 238,144        | 249,418        | 273,322                   | <b>6900-20</b>   | <b>Transfers In - Street</b>                                    |              |                 | 306,763                    | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Street Fund support of Engineering operations.                  | 1            | 24,088          | 24,088                     |                            |                           |
|                |                |                           |  | Engineering, Admin, & Finance personnel services support.       | 1            | 282,675         | 282,675                    |                            |                           |
| 123,902        | 125,619        | 143,258                   | <b>6900-25</b>   | <b>Transfers In - Airport</b>                                   |              |                 | 98,560                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Airport Fund support of Engineering operations.                 | 1            | 7,734           | 7,734                      |                            |                           |
|                |                |                           |  | Engineering, Admin, & Finance personnel services support.       | 1            | 90,826          | 90,826                     |                            |                           |
| 165,846        | 173,824        | 191,705                   | <b>6900-45</b>   | <b>Transfers In - Transportation</b>                            |              |                 | 144,825                    | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Transportation Fund support of Engineering operations.          | 1            | 10,819          | 10,819                     |                            |                           |
|                |                |                           |  | Engineering, Admin, & Finance personnel services support.       | 1            | 134,006         | 134,006                    |                            |                           |
| 58,359         | 54,723         | 59,009                    | <b>6900-50</b>   | <b>Transfers In - Park Development</b>                          |              |                 | 58,131                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Parks & Rec Admin, Admin, & Finance personnel services support. | 1            | 58,131          | 58,131                     |                            |                           |
| 25,026         | 44,031         | 66,231                    | <b>6900-58</b>   | <b>Transfers In - Urban Renewal</b>                             |              |                 | 68,452                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Planning & Finance personnel services support                   | 1            | 68,452          | 68,452                     |                            |                           |
| 235,595        | 320,137        | 539,119                   | <b>6900-59</b>   | <b>Transfers In - Urban Renewal Debt Service</b>                |              |                 | 0                          | 0                          | 0                         |
| 75,788         | 69,875         | 77,873                    | <b>6900-70</b>   | <b>Transfers In - Building</b>                                  |              |                 | 17,346                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Engineering, Admin, & Finance personnel services support.       | 1            | 17,346          | 17,346                     |                            |                           |
| 287,543        | 304,257        | 831,187                   | <b>6900-75</b>   | <b>Transfers In - Wastewater Services</b>                       |              |                 | 360,460                    | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           |  | Wastewater Services Fund support of Engineering operations.     | 1            | 26,367          | 26,367                     |                            |                           |
|                |                |                           |  | Engineering, Admin, & Finance personnel services support.       | 1            | 334,093         | 334,093                    |                            |                           |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL    | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------|-------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 221,294           | 228,203           | 249,194                   | <b>6900-77</b>   | <b>Transfers In - Wastewater Capital</b>  |              | 169,099                    | 0                          | 0                         |
|                   |                   |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                   |                   |                           |  | Wastewater Capital Fund support of Engineering operations.  | 1            | 12,274                     | 12,274                     |                           |
|                   |                   |                           |  | Engineering, Admin, & Finance personnel services support.   | 1            | 156,825                    | 156,825                    |                           |
| 191,973           | 228,605           | 174,483                   | <b>6900-79</b>   | <b>Transfers In - Ambulance</b>   |              | 0                          | 0                          | 0                         |
|                   |                   |                           |  | Closing the Ambulance Fund and moving remaining balance to the General Fund.  |              |                            |                            |                           |
| 45,768            | 140,347           | 552,923                   | <b>6900-85</b>   | <b>Transfers In - Insurance Services</b>  |              | 599,372                    | 0                          | 0                         |
|                   |                   |                           |  | Insurance Services Fund distribution is to fund salaries and fringe benefits for Human Resources manager in General Fund Administration Department. |              |                            |                            |                           |
|                   |                   |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                   |                   |                           |  | Administration and Finance personnel services support.  | 1            | 50,996                     | 50,996                     |                           |
|                   |                   |                           |  | HR-Insurance Service Fund distribution  | 1            | 120,516                    | 120,516                    |                           |
|                   |                   |                           |  | Insurance Services Fund distribution  | 1            | 427,860                    | 427,860                    |                           |
| 0                 | 0                 | 0                         | <b>6901-59</b>   | <b>Transfers In - Interfund Debt - Urban Renewal Debt Service</b>   |              | 187,293                    | 0                          | 0                         |
|                   |                   |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                   |                   |                           |  | Bank loan payment - Principal   | 1            | 149,060                    | 149,060                    |                           |
|                   |                   |                           |  | Bank loan payment - Interest  | 1            | 38,233                     | 38,233                     |                           |
| 0                 | 0                 | 236,600                   | <b>6901-77</b>   | <b>Transfers In - Interfund Debt - Wastewater Capital</b>   |              | 619,800                    | 0                          | 0                         |
|                   |                   |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                   |                   |                           |  | 2021 loan for Police vehicles   | 1            | 184,800                    | 184,800                    |                           |
|                   |                   |                           |  | 2021 loan for Fire vehicle & Breathing Compressor   | 1            | 125,000                    | 125,000                    |                           |
|                   |                   |                           |  | 2021 loan for Ambulance defibrillators  | 1            | 310,000                    | 310,000                    |                           |
| <b>1,971,457</b>  | <b>2,338,400</b>  | <b>3,804,962</b>          | <b>TOTAL TRANSFERS IN</b>  |   |              | <b>3,010,039</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>18,830,717</b> | <b>20,477,742</b> | <b>21,869,733</b>         | <b>TOTAL RESOURCES</b>   |   |              | <b>22,996,537</b>          | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A |  |                 | 2021<br>PROPOSED<br>BUDGET   | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------------|------------------|---------------------------|--|--|-----------------|--|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>  |                  |                           |  |  |                 |  |                            |                           |
| <b>DEBT SERVICE</b>  |                  |                           |  |  |                 |  |                            |                           |
| 213,420              | 255,780          | 275,060                   | <b>9417-05</b>   | <b>PERS Transition Liability - Principal</b>               |                 | 295,290  | 0                          | 0                         |
|                      |                  |                           |  |  |                 | In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.                                 |                            |                           |
| 119,325              | 88,716           | 81,604                    | <b>9417-10</b>   | <b>PERS Transition Liability - Interest</b>                |                 | 73,958   | 0                          | 0                         |
|                      |                  |                           |  |  |                 | In 2016-17, PERS Transition Liability was refinanced with a 10 year bank loan.                                 |                            |                           |
| 35,000               | 100,000          | 146,060                   | <b>9540-05</b>   | <b>Alpine Avenue-Urban Renewal - Principal</b>             |                 | 149,060  | 0                          | 0                         |
|                      |                  |                           |  |  |                 | Payment of principal on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave |                            |                           |
| 56,028               | 43,499           | 41,228                    | <b>9540-10</b>   | <b>Alpine Avenue-Urban Renewal - Interest</b>              |                 | 38,233   | 0                          | 0                         |
|                      |                  |                           |  |  |                 | Payment of interest on debt issued by City in 2016-17 for construction of Urban Renewal portion of Alpine Ave  |                            |                           |
| <b>423,773</b>       | <b>487,995</b>   | <b>543,952</b>            | <b>TOTAL DEBT SERVICE</b>  |  |                 | <b>556,541</b>   | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS OUT</b> |                  |                           |  |  |                 |  |                            |                           |
| 707,700              | 728,100          | 893,670                   | <b>9700-15</b>   | <b>Transfers Out - Emergency Communications</b>            |                 | 900,872  | 0                          | 0                         |
|                      |                  |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>   |                            |                           |
|                      |                  |                           | General Fund support for YCOM dispatching service-Police             | 1  | 734,100         | 734,100  |                            |                           |
|                      |                  |                           | General Fund support for Emergency Comm equipment debt pmt           | 1  | 37,172          | 37,172   |                            |                           |
|                      |                  |                           | General Fund support for YCOM dispatching services-Fire              | 1  | 45,400          | 45,400   |                            |                           |
|                      |                  |                           | General Fund support for YCOM dispatching services-Ambulance         | 1  | 84,200          | 84,200   |                            |                           |
| 116,952              | 182,630          | 288,831                   | <b>9700-58</b>   | <b>Transfers Out - Urban Renewal</b>                       |                 | 0  | 0                          | 0                         |
| 800,000              | 800,000          | 0                         | <b>9700-79</b>   | <b>Transfers Out - Ambulance</b>                           |                 | 0  | 0                          | 0                         |
| 324,966              | 350,177          | 434,883                   | <b>9700-80</b>   | <b>Transfers Out - Information Systems</b>                 |                 | 456,555  | 0                          | 0                         |
|                      |                  |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>   |                            |                           |
|                      |                  |                           | Information Systems personnel services support.                      | 1  | 456,555         | 456,555  |                            |                           |
| 0                    | 0                | 0                         | <b>9701-77</b>   | <b>Transfers Out - Interfund Debt - Wastewater Capital</b> |                 | 50,562   | 0                          | 0                         |
|                      |                  |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>   |                            |                           |
|                      |                  |                           | Payment on 2020 loan to Police for 3 vehicles                        | 1  | 37,312          | 37,312   |                            |                           |
|                      |                  |                           | Payment on 2020 loan for Police AV replacement                       | 1  | 13,250          | 13,250   |                            |                           |
| <b>1,949,618</b>     | <b>2,060,907</b> | <b>1,617,384</b>          | <b>TOTAL TRANSFERS OUT</b>   |  |                 | <b>1,407,989</b>   | <b>0</b>                   | <b>0</b>                  |
| <b>CONTINGENCIES</b> |                  |                           |  |  |                 |  |                            |                           |
| 0                    | 0                | 1,200,000                 | <b>9800</b>  | <b>Contingencies</b>                                       |                 | 1,900,000  | 0                          | 0                         |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL             | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0                          | 0                | 1,200,000                 | <b>TOTAL CONTINGENCIES</b>   | 1,900,000                  | 0                          | 0                         |
| <b>ENDING FUND BALANCE</b> |                  |                           |  |                            |                            |                           |
| 606,790                    | 655,396          | 578,800                   | <b>9901-07 Designated End FB - General Fd - LOSAP</b><br>Designated carryover from proposed budget year to subsequent for the Length of Service Award Program (LOSAP), the City's retirement benefit program for volunteer firefighters. | 508,258                    | 0                          | 0                         |
| 6,189,458                  | 5,847,768        | 1,455,518                 | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from prior year operations.                     | 110,456                    | 0                          | 0                         |
| <b>6,796,248</b>           | <b>6,503,164</b> | <b>2,034,318</b>          | <b>TOTAL ENDING FUND BALANCE</b>   | <b>618,714</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>9,169,639</b>           | <b>9,052,066</b> | <b>5,395,654</b>          | <b>TOTAL REQUIREMENTS</b>  | <b>4,483,244</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**01 - GENERAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 29,319,734     | 30,857,036     | 36,632,152                | <b>TOTAL RESOURCES</b>                             | 35,339,808                 | 0                          | 0                         |
| 29,319,734     | 30,857,036     | 36,457,669                | <b>TOTAL REQUIREMENTS</b>                          | 35,339,808                 | 0                          | 0                         |



**SPECIAL ASSESSMENT FUND**







### Budget Highlights

**Downtown Economic Improvement District (DEID)** --- In 1986, the City Council adopted an ordinance creating an economic improvement district and authorizing assessments on properties that benefit from the district. The purpose of the special assessment in the downtown area is to promote business activity by coordinating the efforts of all property owners.

DEID assessments that are collected by the City are passed through to the McMinnville Downtown Association (MDA).

DEID assessments for 2020 through 2022 are based on a rate of \$0.75 per square foot for properties in Zone 1 of the District. Zone 1 is primarily the downtown portion of 3<sup>rd</sup> Street. For properties in Zone 2, the rate is \$0.375 per square foot. Zone 2 is primarily the downtown portion of 2<sup>nd</sup> Street and 4<sup>th</sup> Street. These are the same rates that were in effect for 2013 through 2019.

The current assessment cycle duration is from August 1, 2019 through July 31, 2022. City Council reviews the DEID ordinance at the end of the assessment cycle and determines if the DEID will be renewed and whether the rates will be increased.

The fund also is used for some grants. In FY2019-20 a Community Development Block Grant (CDBG) program federal grant was awarded and will continue into the current fiscal year.

### Core Services

The Special Assessment Fund is a special revenue fund and is currently used to account for DEID assessments, which are committed by ordinance for a specific purpose.

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

- o Use of the DEID assessments is particularly relevant to one of the goals of the Strategic Plan:

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

partner with the City and businesses within the District. The MDA coordinates activities, organizes marketing efforts, serves as a source of information and assistance, and recruits new businesses.

### Future Challenges and Opportunities

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

In the context of Covid-19’s cascading economic impacts, this assessment vehicle will be evaluated regarding how it can be best leveraged to support the small business within the assessment boundaries.

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>56,712</b>     | <b>576,900</b>               | <b>513,450</b>                | <b>(63,450)</b>    |
| Materials & Services      | 53,718            | 573,000                      | 510,000                       | (63,000)           |
| Transfers Out             | 6,540             | 8,057                        | 6,982                         | (1,075)            |
| <b>Total Expenditures</b> | <b>60,258</b>     | <b>581,057</b>               | <b>516,982</b>                | <b>(64,075)</b>    |
| Net Expenditures          | (3,546)           | (4,157)                      | (3,532)                       | (625)              |



## Special Assessment Fund

### Historical Highlights

|      |   |      |  |      |   |
|------|---|------|--|------|---|
| 1976 | City Council establishes Villard Street Local Improvement District.   | 1992 | City Council re-establishes DEID – 3rd three-year assessment district ~\$42,000. | 2004 | City Council re-establishes DEID – 7th three-year assessment district ~\$51,500.  |
| 1986 | City Council establishes Cleveland Avenue Local Improvement District - \$77,500.  | 1993 | City Council establishes Pacific Avenue Local Improvement District - \$30,000.   | 2007 | City Council re-establishes DEID – 8th three-year assessment district.  |
| 1986 | City Council establishes Downtown Economic Improvement District (DEID) – 1st three-year assessment district ~\$33,000. DEID assessments collected “passed through” to McMinnville Downtown Association (MDA). | 1995 | City Council re-establishes DEID – 4th three-year assessment district ~\$42,000. | 2010 | City Council re-establishes DEID – 9th three-year assessment district. DEID assessments collected passed through to MDA.                                  |
| 1987 | City Council establishes Michelbook Lane Local Improvement District - \$71,500.   | 1998 | City Council establishes Burnette Road Local Improvement District - \$361,500.   | 2013 | City Council re-established DEID – 10 <sup>th</sup> three-year assessment district. DEID assessments collected are passed through to MDA.                 |
| 1989 | City Council re-establishes DEID – 2nd three-year assessment district ~\$33,000. DEID assessments collected “passed through” to MDA.  | 1998 | City Council re-establishes DEID – 5th three-year assessment district ~\$44,500. | 2015 | City is awarded a \$400,000 Community Development Block Grant (CDBG) for housing rehabilitation grants to low and moderate income homeowners.             |
| 1991 | City Council establishes NE Hembree Street Local Improvement District - \$130,000.  | 1999 | City Council establishes Newby Sidewalk Local Improvement District - \$23,000.   | 2019 | City is awarded a \$500,000 Community Development Block Grant (CDBG) for housing rehabilitation in partnership with the Yamhill County Housing Authority. |
| 1991 | City Council establishes NE Newby Street Local Improvement District - \$98,000.   | 2001 | City Council re-establishes DEID – 6th three-year assessment district ~\$47,000. |      |   |

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                |                           |   |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                |                           |   |                            |                            |                           |
| 150,083                              | 148,632        | 145,527                   | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 carryover from prior year   | 140,779                    | 0                          | 0                         |
| <b>150,083</b>                       | <b>148,632</b> | <b>145,527</b>            | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>  | <b>140,779</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>INTERGOVERNMENTAL</u></b>      |                |                           |   |                            |                            |                           |
| 0                                    | 0              | 500,000                   | <b>4520-15</b> <b>Community Development Block Grnt - 2015 Housing Rehabilitation</b>  | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>4520-19</b> <b>Community Development Block Grnt - 2019 Housing Rehabilitation</b>  | 450,000                    | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>       | <b>500,000</b>            | <b><u>TOTAL INTERGOVERNMENTAL</u></b>   | <b>450,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>SPECIAL ASSESSMENTS</u></b>    |                |                           |   |                            |                            |                           |
| 59,565                               | 53,718         | 73,000                    | <b>6250</b> <b>Downtown Economic Assessment</b><br>Collections from the Downtown Economic Improvement District (DEID) Assessment. Funds collected are passed through to the McMinnville Downtown Association (MDA) per the DEID enabling ordinance.<br><br>Budget Note: The three-year DEID Assessment District's duration is from August 1, 2019 to July 31, 2022. | 60,000                     | 0                          | 0                         |
| <b>59,565</b>                        | <b>53,718</b>  | <b>73,000</b>             | <b><u>TOTAL SPECIAL ASSESSMENTS</u></b>   | <b>60,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                |                           |   |                            |                            |                           |
| 2,091                                | 2,939          | 3,900                     | <b>6310</b> <b>Interest</b>   | 3,400                      | 0                          | 0                         |
| 2,795                                | 55             | 0                         | <b>6310-25</b> <b>Interest - Assessments</b><br>Interest collected on past due assessment accounts.   | 50                         | 0                          | 0                         |
| <b>4,886</b>                         | <b>2,994</b>   | <b>3,900</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>3,450</b>               | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS IN</u></b>           |                |                           |   |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>6900-85</b> <b>Transfers In - Insurance Services</b>   | 0                          | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL TRANSFERS IN</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>214,534</b>                       | <b>205,344</b> | <b>722,427</b>            | <b><u>TOTAL RESOURCES</u></b>   | <b>654,229</b>             | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**05 - SPECIAL ASSESSMENT FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |  |              |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |  |              |                            |                            |                           |
| 59,565                               | 53,718         | 73,000                    | <b>8020</b>  | <b>McMinnville Downtown Association</b>  |              | 60,000                     | 0                          | 0                         |
|                                      |                |                           |  | Pass through to the McMinnville Downtown Association (MDA) of the DEID assessment collections.   |              |                            |                            |                           |
| 0                                    | 0              | 500,000                   | <b>8220-15</b>                                     | <b>Yamhill Co Affordable Housing - 2015 Comm Dev Block Grant</b>   |              | 0                          | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>8220-19</b>                                     | <b>Yamhill Co Affordable Housing - 2019 Community Dev Block Grant</b>  |              | 450,000                    | 0                          | 0                         |
| <b>59,565</b>                        | <b>53,718</b>  | <b>573,000</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>         |  |              | <b>510,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>          |                |                           |  |  |              |                            |                            |                           |
| 6,337                                | 6,540          | 8,057                     | <b>9700-01</b>                                     | <b>Transfers Out - General Fund</b>  |              | 6,982                      | 0                          | 0                         |
|                                      |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                      |                |                           |  | Administration and Finance personnel services support.   | 1            | 6,982                      | 6,982                      |                           |
| <b>6,337</b>                         | <b>6,540</b>   | <b>8,057</b>              | <b><u>TOTAL TRANSFERS OUT</u></b>                  |  |              | <b>6,982</b>               | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>          |                |                           |  |  |              |                            |                            |                           |
| 0                                    | 0              | 20,000                    | <b>9800</b>  | <b>Contingencies</b>   |              | 35,000                     | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>       | <b>20,000</b>             | <b><u>TOTAL CONTINGENCIES</u></b>                  |  |              | <b>35,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b>    |                |                           |  |  |              |                            |                            |                           |
| 148,632                              | 145,086        | 121,370                   | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>  |              | 102,247                    | 0                          | 0                         |
|                                      |                |                           |  | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. |              |                            |                            |                           |
| <b>148,632</b>                       | <b>145,086</b> | <b>121,370</b>            | <b><u>TOTAL ENDING FUND BALANCE</u></b>            |  |              | <b>102,247</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>214,534</b>                       | <b>205,344</b> | <b>722,427</b>            | <b><u>TOTAL REQUIREMENTS</u></b>                   |  |              | <b>654,229</b>             | <b>0</b>                   | <b>0</b>                  |

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**05 - SPECIAL ASSESSMENT FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 214,534        | 205,344        | 722,427                   | <b>TOTAL RESOURCES</b>                             | 654,229                    | 0                          | 0                         |
| 214,534        | 205,344        | 722,427                   | <b>TOTAL REQUIREMENTS</b>                          | 654,229                    | 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. In 2013, the City Council adopted a TLT ordinance that assessed an 8% tax on the rent charged by a transient lodging provider. The tax is assessed on the occupant, collected by the provider, and turned over to the City of McMinnville.
- Effective August 1, 2017, the transient lodging tax rate was increased 10 percent and, effective January 1, 2018, RV parks and campgrounds were included in the definition of transient lodging tax providers.
- While Oregon law requires that at least 70% of revenue collected as transient lodging tax be used to fund tourism promotion, the remaining 30% may be appropriated at the City Council's discretion. The 2020-21 proposed budget includes a transfer of those discretionary funds to the General Fund.
- Among the revenue streams we anticipate to be most impacted by the Covid-19 pandemic is TLT. The FY2020-21 budget is assuming a 30% decline in revenue in Q4FY20 and Q1FY21.

### Core Services

- Visit McMinnville, a stand-alone, non-profit destination marketing organization (DMO), with the sole purpose of effectively marketing McMinnville as a tourist destination, receives 70% of the TLT.
- The 2020-21 budget will support the City's ability to focus on Visit McMinnville's activities, especially in an effort to contribute to a cohesive, long term vision and connection of our Downtown, Granary, and Alpine districts.

### Mac-Town 2032 Strategic Plan

- The transient lodging tax program is particularly relevant to two of the goals identified in the Strategic Plan:

**Economic Prosperity** – Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors. Visit McMinnville's marketing efforts positively impact retailers, food service and lodging providers, and the wine industry by significantly increasing tourism in McMinnville.

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

### Future Challenges and Opportunities

- The uncertainty with tourism generally and TLT revenues specifically is high at this early stage of the Covid-19 pandemic. When stay at home orders are eventually lifted, we believe that McMinnville is well positioned to be a destination of choice for day trips and weekend getaways by previously home-bound people living on the I-5 corridor who have disposable economic resources to use for tourist activities.

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,277,396</b>  | <b>1,281,166</b>             | <b>1,164,600</b>              | <b>(116,566)</b>   |
| Materials & Services      | 830,840           | 860,033                      | 791,644                       | (68,389)           |
| Transfers Out             | 392,821           | 402,001                      | 372,956                       | (29,045)           |
| <b>Total Expenditures</b> | <b>1,223,661</b>  | <b>1,262,034</b>             | <b>1,164,600</b>              | <b>(97,434)</b>    |
| Net Expenditures          | 53,735            | 19,132                       | -                             | 19,132             |



## Transient Lodging Tax Fund

## Historical Highlights

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- 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



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**07 - TRANSIENT LODGING TAX FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                  |                           |  |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 152,278                              | 208,750          | 229,100                   | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 carryover from prior year  | 0                          | 0                          | 0                         |
| <b>152,278</b>                       | <b>208,750</b>   | <b>229,100</b>            | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>LICENSES AND PERMITS</u></b>   |                  |                           |  |                            |                            |                           |
| 947,467                              | 1,274,661        | 1,277,666                 | <b>4220</b> <b>Transient Lodging Tax</b><br>Transient Lodging Taxes (TLT) are collected by lodging providers and are turned over to the City. In 2017-18, TLT rates were increased from 8% to 10% and RV parks and campgrounds became subject to the tax | 1,160,000                  | 0                          | 0                         |
| <b>947,467</b>                       | <b>1,274,661</b> | <b>1,277,666</b>          | <b><u>TOTAL LICENSES AND PERMITS</u></b>   | <b>1,160,000</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                  |                           |  |                            |                            |                           |
| 799                                  | 810              | 1,500                     | <b>6310</b> <b>Interest</b><br>Interest on past due transient lodging tax payments   | 2,600                      | 0                          | 0                         |
| 2,356                                | 1,925            | 2,000                     | <b>6600</b> <b>Other Income</b><br>Penalties on past due transient lodging tax payments  | 2,000                      | 0                          | 0                         |
| <b>3,155</b>                         | <b>2,735</b>     | <b>3,500</b>              | <b><u>TOTAL MISCELLANEOUS</u></b>  | <b>4,600</b>               | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS IN</u></b>           |                  |                           |  |                            |                            |                           |
| 0                                    | 0                | 0                         | <b>6900-85</b> <b>Transfers In - Insurance Services</b>  | 0                          | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>         | <b>0</b>                  | <b><u>TOTAL TRANSFERS IN</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>1,102,901</b>                     | <b>1,486,147</b> | <b>1,510,266</b>          | <b><u>TOTAL RESOURCES</u></b>  | <b>1,164,600</b>           | <b>0</b>                   | <b>0</b>                  |

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**07 - TRANSIENT LODGING TAX FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                  |                           |  |   |              |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                  |                           |  |   |              |                            |                            |                           |
| 0                                    | 0                | 0                         | <b>7660</b>  | <b>Materials &amp; Supplies</b>   |              | 0                          | 0                          | 0                         |
| 1,110                                | 569              | 900                       | <b>7750</b>  | <b>Professional Services</b>  |              | 1,100                      | 0                          | 0                         |
|                                      |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                      |                  |                           |  | Audit fee allocation  | 1            | 1,100                      | 1,100                      |                           |
| 597,158                              | 830,271          | 859,133                   | <b>8017</b>  | <b>Tourism Promotion &amp; Programs</b>   |              | 790,544                    | 0                          | 0                         |
|                                      |                  |                           |  | Transient Lodging Taxes paid to Visit McMinnville. FY20 will have 5 payments to Visit McMinnville in order to match the accrued Q4 revenue to an accrued Q4 payment.. FY21 will have the standard 4 quarterly payments. |              |                            |                            |                           |
| <b>598,268</b>                       | <b>830,840</b>   | <b>860,033</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>         |   |              | <b>791,644</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>          |                  |                           |  |   |              |                            |                            |                           |
| 295,882                              | 392,821          | 402,001                   | <b>9700-01</b>                                     | <b>Transfers Out - General Fund</b>   |              | 372,956                    | 0                          | 0                         |
|                                      |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                      |                  |                           |  | Transfer 30% of transient lodging taxes collected   | 1            | 338,804                    | 338,804                    |                           |
|                                      |                  |                           |  | Admin & Finance personnel services support.   | 1            | 34,152                     | 34,152                     |                           |
| <b>295,882</b>                       | <b>392,821</b>   | <b>402,001</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>                  |   |              | <b>372,956</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>          |                  |                           |  |   |              |                            |                            |                           |
| 0                                    | 0                | 248,232                   | <b>9800</b>  | <b>Contingencies</b>  |              | 0                          | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>         | <b>248,232</b>            | <b><u>TOTAL CONTINGENCIES</u></b>                  |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b>    |                  |                           |  |   |              |                            |                            |                           |
| 208,750                              | 262,486          | 0                         | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>   |              | 0                          | 0                          | 0                         |
|                                      |                  |                           |  | Excess of revenue over expenditures that is carried over to subsequent year is budgeted as contingency. This allows all available dollars to be spent during the fiscal year, if appropriate.                           |              |                            |                            |                           |
| <b>208,750</b>                       | <b>262,486</b>   | <b>0</b>                  | <b><u>TOTAL ENDING FUND BALANCE</u></b>            |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>1,102,900</b>                     | <b>1,486,147</b> | <b>1,510,266</b>          | <b><u>TOTAL REQUIREMENTS</u></b>                   |   |              | <b>1,164,600</b>           | <b>0</b>                   | <b>0</b>                  |

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**07 - TRANSIENT LODGING TAX FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,102,901      | 1,486,147      | 1,510,266                 | <i>TOTAL RESOURCES</i>  | 1,164,600                  | 0                          | 0                         |
| 1,102,900      | 1,486,147      | 1,510,266                 | <i>TOTAL REQUIREMENTS</i>   | 1,164,600                  | 0                          | 0                         |



# **TELECOMMUNICATIONS FUND**





**Budget Highlights**

- The Telecommunications Fund is used to account for a portion of the cable franchise fees collected from Frontier Communications and Comcast Cable. The total cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and the Telecommunications Fund (2.25%). Franchise fee revenues allocated to the Telecommunications Fund are passed through to McMinnville Community Media (MCM).
- The City also receives a Public Education and Government (PEG) subscriber fee from Frontier Communications and Comcast Cable. The PEG fee is \$1 per subscriber per month. These funds are also passed through to MCM and are restricted for capital purposes.

**Core Services**

- McMinnville Community Media (MCM) is a non-profit organization that was formed by the McMinnville City Council. In July 2001, MCM assumed management and operation of public, education and governmental (PEG) access for the McMinnville community.
- MCM is responsible for managing and operating the community access channels as a public forum, ensuring that the channels are available for all forms of public expression, information and debate on public issues.
- MCM is also responsible for ensuring the public’s access to community access channels, equipment, facilities, and media literacy training, on an equitable basis.

**Future Challenges and Opportunities**

- Cable franchise fees have had a range of actual annual variances from -2.9% to 4.0% with three of the last five years running negative for Comcast, the larger revenue source. Because its last two years are showing a negative trend, Comcast has been budgeted to go down again in FY2020-21 while Frontier franchise revenue is estimated to be slightly higher in the upcoming budget year.

- The revenue impact near term due to Covid-19 is difficult to determine. It has been reported that cable services may be on the increase with more people stay home from work and school but longer term the affordability of cable plans may become problematic for households with reduced incomes. The budget

**Mac-Town 2032 Strategic Plan**

- The City’s financial support of McMinnville Community Media (MCM) is particularly relevant to one of the Strategic Plan goals: Engagement and Inclusion – Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. The City’s contribution of telecommunications franchise fee revenue to MCM promotes diversity in community access, assuring that programming serves under-served populations and reflects a broad range of community interests.

**Department Cost Summary**

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>247,736</b>    | <b>257,100</b>               | <b>244,350</b>                | <b>(12,750)</b>    |
| Materials & Services      | 247,700           | 257,000                      | 244,250                       | (12,750)           |
| <b>Total Expenditures</b> | <b>247,700</b>    | <b>257,000</b>               | <b>244,250</b>                | <b>(12,750)</b>    |
| Net Expenditures          | 36                | 100                          | 100                           | -                  |



## Telecommunications Fund

## Historical Highlights

|      |   |      |  |      |  |
|------|---|------|--|------|--|
| 1982 | Original 15-year cable television franchise agreement passed by City Council action, Ordinance 4231. New 3% franchise fee revenue dedicated to General Fund.                            | 2001 | City contracts with McMinnville Community Media (MCM), a non-profit corporation, newly formed to operate the local access channel.   | 2003 | January 2003, MCM expands on-screen community bulletin board for use by local groups and organizations.  |
| 1999 | Telecommunications Fund implemented in anticipation of successful completion of new franchise agreement and “past sins” negotiations with TCI Cablevision of Oregon dba AT&T Broadband. | 2001 | McMinnville Community Media (MCM) contracts with Multnomah County Television (MCTV) to operate the local access channel until MCM can lease space, construct technical connections to McMinnville Marketplace location, and open a new studio. | 2005 | MCM expands media literacy curriculum and creates digital learning lab for computer editing and production.  |
| 2001 | New franchise agreement with TCI Cablevision of Oregon dba AT&T Broadband signed and becomes effective July 1, 2001.  | 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.                      | 2006 | January 2006, Major upgrade of <b>mcm11.org</b> website, allowing form submittal and easy access to program listings.  |
| 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 | 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.                      | 2007 | Estimated “past sins” balance remaining at July 1, 2007 is ~\$120,000.   |
| 2001 | New agreement also requires a \$1 per month per account PEG access support subscriber fee which must be spent on cable access channel capital equipment.                                | 2002 | April 1, 2002 MCM takes over operating McMinnville’s local access Channel 11 from MCTV.  | 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. |

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**10 - TELECOMMUNICATIONS FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                |                           |   |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                |                           |   |                            |                            |                           |
| 1,825                                | 1,850          | 1,949                     | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 carryover from the prior year   | 1,986                      | 0                          | 0                         |
| <b>1,825</b>                         | <b>1,850</b>   | <b>1,949</b>              | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>  | <b>1,986</b>               | <b>0</b>                   | <b>0</b>                  |
| <b><u>LICENSES AND PERMITS</u></b>   |                |                           |   |                            |                            |                           |
| 27,928                               | 27,793         | 29,000                    | <b>4205-07</b> <b>Franchise Fees - Frontier-Cable</b><br>Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel.               | 27,000                     | 0                          | 0                         |
| 140,756                              | 136,716        | 144,000                   | <b>4205-15</b> <b>Franchise Fees - Comcast Communications-Cable</b><br>Cable franchise fee is 5% and is allocated to General Fund Non-Departmental (2.75%) and Telecommunications Fund (2.25%). 2.25% allocated to Telecommunications Fund is distributed to McMinnville Community Media (MCM) for management of local public access channel. | 135,000                    | 0                          | 0                         |
| 12,311                               | 11,382         | 14,000                    | <b>4275-07</b> <b>Subscriber Fees - PEG - Frontier-Cable</b><br>\$1 per month subscriber fee received from Frontier for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).  | 10,250                     | 0                          | 0                         |
| 68,216                               | 71,809         | 70,000                    | <b>4275-15</b> <b>Subscriber Fees - PEG - Comcast-Cable</b><br>\$1 per month subscriber fee received from Comcast for public access channel capital expenditures; passed through to McMinnville Community Media (MCM).  | 72,000                     | 0                          | 0                         |
| <b>249,210</b>                       | <b>247,700</b> | <b>257,000</b>            | <b><u>TOTAL LICENSES AND PERMITS</u></b>  | <b>244,250</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                |                           |   |                            |                            |                           |
| 25                                   | 36             | 100                       | <b>6310</b> <b>Interest</b>   | 100                        | 0                          | 0                         |
| <b>25</b>                            | <b>36</b>      | <b>100</b>                | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>100</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>251,060</b>                       | <b>249,586</b> | <b>259,049</b>            | <b><u>TOTAL RESOURCES</u></b>   | <b>246,336</b>             | <b>0</b>                   | <b>0</b>                  |

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**10 - TELECOMMUNICATIONS FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |   |                            |                            |                           |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |   |                            |                            |                           |
| 140,756                              | 136,716        | 144,000                   | <b>8170-05 McMinnville Community Media - Comcast Franchise Fees-Cable</b><br>Comcast cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.   | 135,000                    | 0                          | 0                         |
| 27,928                               | 27,793         | 29,000                    | <b>8170-07 McMinnville Community Media - Frontier Franchise Fee-Cable</b><br>Frontier cable franchise fee passed through to McMinnville Community Media (MCM) for management of local public access channel.  | 27,000                     | 0                          | 0                         |
| 68,216                               | 71,809         | 70,000                    | <b>8170-15 McMinnville Community Media - PEG Access Support-Comcast</b><br>City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Frontier. Fee is required to be spent on cable access channel capital equipment. | 72,000                     | 0                          | 0                         |
| 12,311                               | 11,382         | 14,000                    | <b>8170-17 McMinnville Community Media - PEG Access Support-Frontier</b><br>City pass through to McMinnville Community Media (MCM) of the \$1 per month subscriber fee collected by Comcast. Fee is required to be spent on cable access channel capital equipment. | 10,250                     | 0                          | 0                         |
| <b>249,210</b>                       | <b>247,700</b> | <b>257,000</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  | <b>244,250</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>          |                |                           |   |                            |                            |                           |
| 0                                    | 0              | 1,500                     | <b>9800 Contingencies</b>   | 1,500                      | 0                          | 0                         |
| <b>0</b>                             | <b>0</b>       | <b>1,500</b>              | <b><u>TOTAL CONTINGENCIES</u></b>   | <b>1,500</b>               | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b>    |                |                           |   |                            |                            |                           |
| 1,850                                | 1,886          | 549                       | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations.  | 586                        | 0                          | 0                         |
| <b>1,850</b>                         | <b>1,886</b>   | <b>549</b>                | <b><u>TOTAL ENDING FUND BALANCE</u></b>   | <b>586</b>                 | <b>0</b>                   | <b>0</b>                  |
| <b>251,060</b>                       | <b>249,586</b> | <b>259,049</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  | <b>246,336</b>             | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**10 - TELECOMMUNICATIONS FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <b>N/A</b><br>Section : <b>N/A</b><br>Program : <b>N/A</b> | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 251,060        | 249,586        | 259,049                   | <b>TOTAL RESOURCES</b>  | 246,336                    | 0                          | 0                         |
| 251,060        | 249,586        | 259,049                   | <b>TOTAL REQUIREMENTS</b>   | 246,336                    | 0                          | 0                         |



**EMERGENCY COMMUNICATIONS FUND**





# Emergency Communications Fund

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

- **Frontier – Telephone Franchise Fee** -The City's telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and the Emergency Communications Fund (3%). The revenue allocated to the Emergency Communications Fund is dedicated to the 911 emergency communications system.
- **Transfers From Other Funds** - Transfers from the General Fund equal \$900,872, reflecting an assumed 5% increase in the City's contribution to Yamhill Communications Agency (YCOM) for dispatch services.

The proposed 2020-21 budget also includes transfers of \$37,172 from the General Fund to make debt service payments on emergency communications equipment acquired from Motorola in 2018-19. This transfer will occur for seven years, until the debt is paid off.

Transfers for both dispatch services and payments on the communications equipment are allocated as follows:

- 85% Police
- 5% Fire
- 10% Ambulance (now part of the General Fund – Fire Department)
- **McMinnville Public Safety Radio System** --- Provides public safety radio infrastructure for police and fire, and emergency interoperability with public works, the McMinnville School District and Linfield College. The City is collecting system user fees from McMinnville School District and Linfield, which partially pays for equipment maintenance agreements and equipment repairs.

- **Emergency Operations Center (EOC)** - The EOC is based in the Police Department facility and is used for major disasters. The communications section is based at the Fire Department and is used for smaller events like mass casualties.

## Core Services

- City of McMinnville's membership contribution provides the most significant portion of YCOM's funding – 43%. The next largest member contribution is paid by Yamhill County – 37%.
- The YCOM funding formula is based on a distribution of YCOM costs; 85% law enforcement and 15% fire protection and emergency medical services

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

The City's paying for the cost of dispatch services and maintenance of emergency communications equipment is particularly relevant to one of the Strategic Plan goals:

Community Safety & Resiliency – Proactively plan for and responsively maintain a safe and resilient community. Emergency communications equipment acquired in 2018-19 and partially funded with reserves from this fund will support exceptional police, fire, and emergency medical services provided to the community.

## Future Challenges and Opportunities

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

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,099,765</b>  | <b>1,177,209</b>             | <b>951,852</b>                | <b>(225,357)</b>   |
| Materials & Services      | 854,579           | 1,137,216                    | 930,551                       | (206,665)          |
| Capital Outlay            | -                 | 68,549                       | -                             | (68,549)           |
| Debt Service              | -                 | 38,269                       | 37,173                        | (1,096)            |
| <b>Total Expenditures</b> | <b>854,579</b>    | <b>1,244,034</b>             | <b>967,724</b>                | <b>(276,310)</b>   |
| Net Expenditures          | 245,186           | (66,825)                     | (15,872)                      | (50,953)           |



# Emergency Communications Fund

## Historical Highlights

1987 Yamhill Communications Agency (YCOM) is formed under ORS 190. Previously Yamhill County and City of McMinnville operated joint emergency communication center in the basement of Yamhill County Courthouse. During this time, emergency communication expenses are a department in the General Fund.

1988 YCOM moves into a remodeled portion of the Police Department rent and primarily utility free.

1990 July 1, 1990, telephone franchise fee increased from four percent to seven percent. Franchise fee increase allowed by State of Oregon to fund enhanced 911 telephone service.

1990 July 1, 1990, Emergency Communications Fund implemented to receive additional three percent of telephone franchise fee dedicated to enhanced 911 with original four percent of telephone franchise fee continuing as General Fund revenues.

1990 State of Oregon shared revenues distributed from telephone tax revenue moved from General Fund to the new Emergency Communication Fund.

1990 YCOM City of McMinnville membership contribution made from the new Emergency Communication Fund.

1990 Emergency Communications Fund balanced by an annual transfer from the General Fund. Transfer funded 75% from General Fund property taxes, 8.75% Fire Fund property taxes, and 16.25% Ambulance Fund emergency medical service fees.

1992 City funds YCOM equipment purchase to move toward providing enhanced 911 - \$86,800.

2002 YCOM Policy Board revises funding formula to allocate costs 85% to police member entities and 15% to fire member entities.

2004 City's first budgets to implement its Emergency Operations Center (EOC).

| <u>Fiscal Year</u> | <u>YCOM City Contribution</u> |
|--------------------|-------------------------------|
| 2010 – 2011        | 621,600                       |
| 2011 – 2012        | 649,400                       |
| 2012 – 2013        | 666,500                       |
| 2013 – 2014        | 684,900                       |
| 2014 – 2015        | 721,600                       |
| 2015 – 2016        | 742,300                       |
| 2016 - 2017        | 770,900                       |
| 2017 - 2018        | 793,200                       |
| 2018 - 2019        | 814,400                       |
| 2019 - 2020        | 855,400                       |
| 2020 - 2021        | 863,700                       |

- 2006 YCOM Policy Board votes to change the YCOM 190 inter-governmental agreement reorganizing the YCOM Policy Board management structure to a 5-member Executive Board. The Executive Board is comprised of one County Commissioner, one City of McMinnville representative, one “at-large” fire district member, one “at-large” city member, and the County Sheriff who also serves as Board Chairperson.
- 2008 YCOM prepares to move into the City of McMinnville’s new Public Safety Building.
- 2012 McMinnville replaces its old Tait MPT Trunked public safety radio system with a Motorola three site, three channel simulcast system.
- 2018 The City receives information that the current subscriber units (mobile and portables) are no longer serviceable. The City looks to update the Police Department’s mobile radios and portables.
- 2019 Emergency Communication system upgrade switches analog system to digital P25 radio system, allowing interoperability with other jurisdictions.

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                |                           |   |                            |                            |                           |
| 136,238                       | 156,197        | 164,470                   | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 carryover from the prior year   | 109,310                    | 0                          | 0                         |
| <b>136,238</b>                | <b>156,197</b> | <b>164,470</b>            | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>109,310</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>LICENSES AND PERMITS</b>   |                |                           |   |                            |                            |                           |
| 4,891                         | 3,392          | 2,000                     | <b>4205-06</b> <b>Franchise Fees - Miscellaneous-Telecommunications</b><br>Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system. | 3,000                      | 0                          | 0                         |
| 24,986                        | 26,648         | 26,000                    | <b>4205-08</b> <b>Franchise Fees - Frontier-Telephone</b><br>Telephone franchise fee is 7% and is allocated to General Fund Non-Departmental (4%) and Emergency Communications Fund (3%). 3% allocated to Emergency Communications Fund is dedicated to "Enhanced 911" emergency communications system.               | 24,000                     | 0                          | 0                         |
| <b>29,877</b>                 | <b>30,041</b>  | <b>28,000</b>             | <b>TOTAL LICENSES AND PERMITS</b>   | <b>27,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>INTERGOVERNMENTAL</b>      |                |                           |   |                            |                            |                           |
| 7,500                         | 7,500          | 7,500                     | <b>5040-05</b> <b>Yamhill Communications Agency - Radio System</b><br>City funds for radio equipment reserve held by Yamhill County   | 7,500                      | 0                          | 0                         |
|                               |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | YCOM radio equipment reserves held by Yamhill County  | 1                          | 7,500                      | 7,500                     |
| <b>7,500</b>                  | <b>7,500</b>   | <b>7,500</b>              | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>7,500</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>   |                |                           |   |                            |                            |                           |
| 15,990                        | 15,990         | 15,990                    | <b>5325</b> <b>System Access Fees</b><br>Fees charged for access to City's radio system.  | 15,480                     | 0                          | 0                         |
|                               |                |                           | <u>Description</u>  | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Fees charged to City communication users  | 1                          | 15,480                     | 15,480                    |
| <b>15,990</b>                 | <b>15,990</b>  | <b>15,990</b>             | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>15,480</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>          |                |                           |   |                            |                            |                           |
| 1,723                         | 2,485          | 3,600                     | <b>6310</b> <b>Interest</b>   | 1,000                      | 0                          | 0                         |
| <b>1,723</b>                  | <b>2,485</b>   | <b>3,600</b>              | <b>TOTAL MISCELLANEOUS</b>  | <b>1,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>OTHER FINANCING SOURCE</b> |                |                           |   |                            |                            |                           |
| 0                             | 226,649        | 228,449                   | <b>6830</b> <b>Loan Proceeds</b>  | 0                          | 0                          | 0                         |

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

| 2018<br>ACTUAL      | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A                |                                    |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|---------------------|------------------|---------------------------|---|------------------------------------|-----------------|----------------------------|----------------------------|---------------------------|
| 0                   | 226,649          | 228,449                   | <b>TOTAL OTHER FINANCING SOURCE</b>                               |                                    |                 | 0                          | 0                          | 0                         |
| <b>TRANSFERS IN</b> |                  |                           |   |                                    |                 |                            |                            |                           |
| 707,700             | 728,100          | 796,303                   | <b>6900-01</b>  | <b>Transfers In - General Fund</b> |                 | 900,872                    | 0                          | 0                         |
|                     |                  |                           | <u>Description</u>  | <u>Units</u>                       | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                     |                  |                           | General Fund support for Emergency Comm<br>equipment debt payment | 1                                  | 37,172          | 37,172                     |                            |                           |
|                     |                  |                           | General Fund support for YCOM dispatching services-<br>Police     | 1                                  | 734,100         | 734,100                    |                            |                           |
|                     |                  |                           | General Fund support for YCOM dispatching services-<br>Fire       | 1                                  | 45,400          | 45,400                     |                            |                           |
|                     |                  |                           | General Fund support for YCOM dispatching services-<br>Ambulance  | 1                                  | 84,200          | 84,200                     |                            |                           |
| 86,500              | 89,000           | 97,367                    | <b>6900-79</b>  | <b>Transfers In - Ambulance</b>    |                 | 0                          | 0                          | 0                         |
| <b>794,200</b>      | <b>817,100</b>   | <b>893,670</b>            | <b>TOTAL TRANSFERS IN</b>   |                                    |                 | <b>900,872</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>985,527</b>      | <b>1,255,962</b> | <b>1,341,679</b>          | <b>TOTAL RESOURCES</b>  |                                    |                 | <b>1,061,162</b>           | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

15 - EMERGENCY COMMUNICATIONS FUND

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |   |              |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |   |              |                            |                            |                           |
| 503                           | 3,956          | 10,000                    | <b>7720-06</b>                                     | <b>Repairs &amp; Maintenance - Equipment</b>  |              | 11,320                     | 0                          | 0                         |
|                               |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |  | Comcast IP address for remote access  | 12           | 110                        | 1,320                      |                           |
|                               |                |                           |  | Repairs for communications equipment not covered under contract   | 1            | 10,000                     | 10,000                     |                           |
| 35,639                        | 36,178         | 36,916                    | <b>7750</b>  | <b>Professional Services</b>  |              | 45,781                     | 0                          | 0                         |
|                               |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |  | Day Wireless annual maintenance agreement   | 12           | 3,673                      | 44,081                     |                           |
|                               |                |                           |  | Audit fee allocation  | 1            | 1,700                      | 1,700                      |                           |
| 0                             | 0              | 1,800                     | <b>7750-63</b>                                     | <b>Professional Services - Financing Issuance Cost</b>  |              | 0                          | 0                          | 0                         |
| 0                             | 0              | 233,100                   | <b>7800</b>  | <b>M &amp; S Equipment</b>  |              | 9,750                      | 0                          | 0                         |
|                               |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |  | Field repair for comparator card and fan module   | 1            | 2,450                      | 2,450                      |                           |
|                               |                |                           |  | All band consolette for radio dispatch console  | 1            | 7,300                      | 7,300                      |                           |
| 793,188                       | 814,445        | 855,400                   | <b>8180-05</b>                                     | <b>YCOM - Other Governmental Services</b>   |              | 863,700                    | 0                          | 0                         |
|                               |                |                           |  | City's support for dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).   |              |                            |                            |                           |
| <b>829,331</b>                | <b>854,579</b> | <b>1,137,216</b>          | <b>TOTAL MATERIALS AND SERVICES</b>                |   |              | <b>930,551</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>CAPITAL OUTLAY</b>         |                |                           |  |   |              |                            |                            |                           |
| 0                             | 0              | 68,549                    | <b>8710</b>  | <b>Equipment</b>  |              | 0                          | 0                          | 0                         |
| <b>0</b>                      | <b>0</b>       | <b>68,549</b>             | <b>TOTAL CAPITAL OUTLAY</b>                        |   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>DEBT SERVICE</b>           |                |                           |  |   |              |                            |                            |                           |
| 0                             | 0              | 33,269                    | <b>9520-05</b>                                     | <b>Equipment-Lease Purchase - Principal</b>   |              | 29,125                     | 0                          | 0                         |
|                               |                |                           |  | Principal payment for lease authorized in 2019-20. Payment due on September 15, 2020. Lease used to purchase new mobile and portable radios for the Police Department, as well as convert MPD's primary radio channel from analog to digital and encrypt the frequency. |              |                            |                            |                           |
| 0                             | 0              | 5,000                     | <b>9520-10</b>                                     | <b>Equipment-Lease Purchase - Interest</b>  |              | 8,048                      | 0                          | 0                         |
|                               |                |                           |  | Interest payment on lease due September 15, 2020.   |              |                            |                            |                           |
| <b>0</b>                      | <b>0</b>       | <b>38,269</b>             | <b>TOTAL DEBT SERVICE</b>                          |   |              | <b>37,173</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>CONTINGENCIES</b>          |                |                           |  |   |              |                            |                            |                           |
| 0                             | 0              | 35,000                    | <b>9800</b>  | <b>Contingencies</b>  |              | 45,000                     | 0                          | 0                         |
| <b>0</b>                      | <b>0</b>       | <b>35,000</b>             | <b>TOTAL CONTINGENCIES</b>                         |   |              | <b>45,000</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |   |                            |                            |                           |
| 156,197                           | 401,382          | 62,645                    | <b>9999 Unappropriated Ending Fd Balance</b><br>Undesignated carryover from proposed budget year to subsequent year, includes excess (deficit) of revenues over (under) expenditures from proposed budget year operations | 48,438                     | 0                          | 0                         |
| <b>156,197</b>                    | <b>401,382</b>   | <b>62,645</b>             | <b><u>TOTAL ENDING FUND BALANCE</u></b>   | <b>48,438</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>985,528</b>                    | <b>1,255,961</b> | <b>1,341,679</b>          | <b><i>TOTAL REQUIREMENTS</i></b>  | <b>1,061,162</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**15 - EMERGENCY COMMUNICATIONS FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 985,527        | 1,255,962      | 1,341,679                 | <b>TOTAL RESOURCES</b>                             | 1,061,162                  | 0                          | 0                         |
| 985,528        | 1,255,962      | 1,341,679                 | <b>TOTAL REQUIREMENTS</b>                          | 1,061,162                  | 0                          | 0                         |



# **STREET FUND**



### Budget Highlights

- The recent outbreak of the coronavirus (COVID-19) has significantly increased the uncertainty of the City’s revenue projections for the Street Fund. For the remainder of the current fiscal year staff has reduced the final three months revenue projection by 40%. However, given the uncertainty relative to the length of time the situation will impact these revenues, staff has chosen not to program any significant reduction in revenue projections for fiscal year 2020-21. Given the uncertainty of the revenue stream, staff will be carefully monitoring revenues, and will be making adjustments to spending as the situation requires. Thus, some of the highlights discussed below will be revenue dependent; i.e. if revenues are down, these expenditures will be reduced or not implemented. This approach is consistent with the Government Capacity priority in the City’s recent Strategic Plan, with a focus on the strengthening the City’s ability to prioritize and deliver municipal services with discipline and focus.
- The 2020-21 budget proposal continues funding to address increased maintenance requirements related to newly constructed as well as planned transportation facilities. The budget request includes additional funding to increase seasonal labor hours over the next two budget cycles. The intent is to provide additional labor hours to support landscape/storm water facility maintenance activities as well as to staff less skilled positions on crack sealing and pavement patching crews. This will in turn free up full time staff for more skilled work.
- The budget request includes funding to replace a 1994 rotary mower. The unit is used in mowing right of way turf and rough areas that Street Maintenance is tasked with maintaining.
- The resources for additional labor and equipment replacement are consistent with the division’s commitment to the Strategic Plan value of stewardship, and represent an effort to be responsible caretakers of our shared public assets and resources.

- The proposed budget continues to provide resources to put a high priority on localized pavement repair work. Additionally, as with past practice, funds have been transferred to the Transportation Fund to support major pavement preservation projections. For fiscal year 2020-21, a preservation project on Lafayette Avenue from Hwy 99 south to 9<sup>th</sup> Avenue is planned.
- The budget proposal continues to allocate funding to improve traffic signage and pavement markings throughout the community. Staff utilizes condition rating systems for sign retro-reflectivity and pavement markings. Deficient signs and markings are identified and scheduled for replacement over the coming year, with the condition ratings used to establish priorities. Specific signage projects will include the annual nighttime retro-reflectivity surveys and resulting replacements, as well moving into the fourth phase of a five year program to upgrade residential street signage to the new federal standards. Staff will continue a program to install shared lane markings as per the adopted Transportation System plan in various locations around the community as well.
- Maintenance of storm water facilities continues to have no direct funding source and repairs are made on an emergency basis only. The budget proposal continues to carry over funding for a culvert repair/replacement on Edmunston Street in southwest McMinnville. With the Hill Road improvements coming on line, planned improvements for Old Sheridan Road and the recently completed Alpine project, the City is maintaining new storm water quality



**Street Crew Training Session**

facilities. These include storm planters, infiltration swales, and detention ponds. Unlike existing facilities, these new facilities will need to be cared for on a proactive schedule in order to maintain their effectiveness, which is a requirement of the environmental permits for these projects.

- The budget continues funding for street lighting. In 2015 the City partnered with McMinnville Water and Light to develop and implement street lighting standards, which will include LED lighting fixtures as standard. LED upgrades would lead to significantly lower energy consumption, but at a higher capital cost than replacing with traditional fixtures. As a note, all new City funded street lighting improvements, either new installations or replacements, are with LED fixtures. This includes lighting improvements on 2<sup>nd</sup> Street, Alpine Avenue and Hill Road. Street lighting comprises approximately 26% of the Street Fund's Materials and Services budget.

### **Core Services**

The Division's core services are consistent with the City's Strategic Plan Value of Stewardship. This stewardship is reflected in the Division's primary mission to maintain the City's transportation system asset base. These services are also consistent with the City Government Capacity priority in that they represent the Division's ongoing efforts to identify and focus on core services. The Street Maintenance staff's primary mission is maintaining the City's transportation system. This includes approximately 113 centerline miles of street, beautification areas, undeveloped rights of way, reverse frontages, alleys, and storm water conveyance, detention and treatment facilities. Maintenance includes regularly scheduled activities as well as demand-driven responses to weather, vehicular accidents, and special events.

### **Pavement Maintenance**

- Preservation projects include pavement overlays and slurry seals. These projects are developed, designed, procured and managed by Engineering staff with support from Street Maintenance staff.
- Street repair activities include partial and full depth localized repairs, skin patches, pot hole filling and temporary cold mix repairs in inclement weather. This work is conducted with both in-house and contract forces. This work is done in response to

pavement failures, as well as in advance of planned repair or preventive maintenance work.

- Crack sealing remains an important "first defense" maintenance tactic that is cost effective and relatively inexpensive. The City owns its own crack sealing equipment and applies approximately 15,000 pounds of material each year on candidate streets.

### **Pedestrian Facilities**

- The City utilizes the Public Right of Way Accessibility Guidelines (PROWAG) as a standard in the right of way.
- Curb, gutter and sidewalk repairs: In the downtown area, sidewalk repairs are conducted adjacent to City owned properties or in a 50/50 cost share with property owners who are addressing street tree related damages. Outside of the downtown area, private property owners are responsible for sidewalks adjacent to their property. The City is responsible for curb/gutter damage, and conducts that work with both in house staff and contract forces.
- The City partners with property owners completing sidewalk repairs to install PROWAG compliant curb ramps at street intersections where needed.
- City staff installs and maintains accessible parking spaces adjacent to private residences upon an approved request.
- City staff installs and maintains on-street ADA parking spaces in the downtown core.
- PROWAG compliant ramps are installed upon request in areas where there are no ramps, or existing ramps are not compliant.

### **Storm Water**

- Residential street sweeping by contract on a six-week schedule; arterials/bike lanes on a monthly basis; weekly downtown street sweeping by contract
- Catch basin cleaning with the Wastewater Collections crews

# Street (State Gas Tax) Fund

- Storm water quality facility maintenance.
- Residential curb side leaf collection by City crews, with approximately four pickups per year

## Vehicle/Equipment Maintenance

- City-owned vehicles and equipment are maintained and repaired through a work order system, with the majority of work being performed by City staff. The Public Works Division maintains 60 vehicles and 157 various pieces of equipment at the Riverside Drive facility.

## Right-of-Way (ROW) maintenance

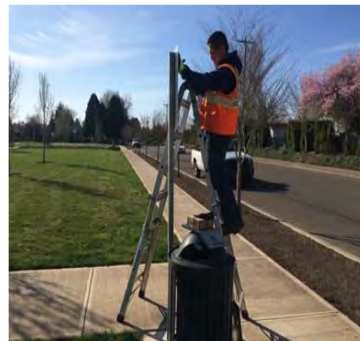
- City-owned areas are maintained on scheduled basis with a combination of City personnel, contract labor, and inmate labor.

## Community Event support

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

## Traffic Operations

- Street signs and regulatory signs are built, installed, and maintained. Signs and pavement markings are installed on a cost-recovery basis for developers. Signs are made on request for other City departments and for major city infrastructure projects.
- Traffic signals are maintained by the Oregon Department of Transportation (ODOT) via an intergovernmental agreement.
- Pavement markings are inspected and replaced on a condition based



**Carlos Ochoa – New signage installation**

basis.

- Roadway striping is performed with contract forces on an annual basis.
- Curb painting is performed on a three year cycle, with school zones and downtown areas painted annually.
- Staff reviews various traffic signage and parking requests and provides recommendations to Engineering.

## Street Trees

- This program supports the Planning Department’s administration of the street tree ordinance, and is an element in the City’s “Tree City USA” designation. Site inspections and recommendations are provided on various street tree removal/planting requests. Tree related sidewalk issues are inspected in support of Engineering’s sidewalk permit program.
- Staff waters and prunes City owned trees; major pruning work is by contract. This work is primarily in the downtown tree zone and in beautification areas.
- Storm damaged trees in the right of way are removed and replaced as appropriate. This work is typically done via contract.

## Emergency Response

- This core service is tied to the Strategic Plan Community Safety and Resiliency priority and directly works to address this priority’s objective to “provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works”. Activities are typically related to inclement weather, accidents, and hazardous materials spill responses. Tasks include anti-icing/deicing, sanding, plowing, catch basin clearing, spill clean-up, closing flooded streets, sanitary sewer/storm drainage problems, removing downed trees from rights-of-way, etc. This work is done with support from the Park Maintenance and Wastewater Conveyance System crews.

### Future Challenges and Opportunities

#### Newberg/Dundee By-Pass Local Funding

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

#### Maintenance Planning

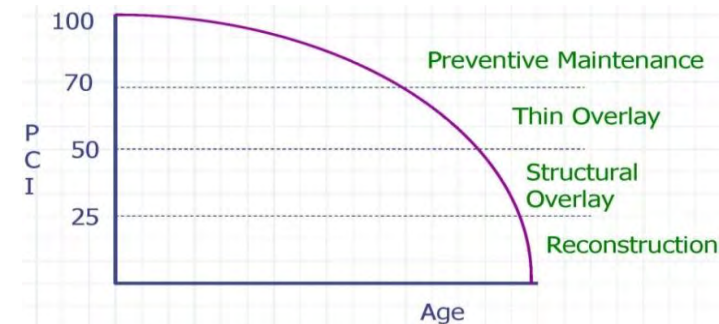
- Continue using computerized maintenance management software (CMMS) to help project workloads and document maintenance activities. Utilize data to optimize street maintenance efforts. There is funding in fiscal year 2020-21 to upgrade this software.
- Continuous Improvement: As part of an on-going effort, Street Maintenance staff reviews various operations and asset maintenance activities to identify or re-affirm priorities, establish or revise condition standards and identify strong and weak performance areas.
- Plan for and implement storm water facility maintenance programs: these types of facilities will require a more proactive, planned maintenance effort as compared to existing facilities.
- Continue with various partnerships, including ODOT, Yamhill County, other Yamhill County cities and local service clubs. These partnerships are consistent with the City's mission as described in the Strategic Plan to deliver "high quality services in collaboration with partners for a prosperous, safe and livable community."

#### Pavement Management

- Continue to track network pavement conditions relative to available resources. Network conditions are expressed in a "Pavement Condition Index" (PCI). PCI ratings are from 0-100, with 0 a completely failed street and 100 a "like new" street. A common industry standard is that \$1 spent on preventive maintenance (slurry seal) can delay and save \$3-10 on rehabilitation (overlays) and perhaps \$30 or more on

reconstruction work. Streets that are in "very good" condition have a PCI of 70 or greater.

- The City's current overall system PCI stands at 69. At this point, about 63% of the City's network meets that "very good" condition threshold.



To maintain that level will require an annual investment of approximately \$1.33 million dollars. Prior to the 2014 Transportation Bond measure, resource availability limited the City's annual investment to approximately \$525,000. Competing requirements such as the Newberg/Dundee bypass loan repayment and street lighting negatively impact that amount. While the 2014 Transportation Bond provided an infusion of approximately \$5.3 million dollars, over time, without additional resources, pavement conditions will continue to fall below the preventive maintenance threshold, leading to increased preservation costs. Additionally, the bond focused on repair and repaving efforts on neighborhood streets in poor condition. That means that facilities such as Lafayette Avenue and 2<sup>nd</sup> Street (west of Adams), as well as other collectors, will need pavement preservation work in the very near future using Street Fund resources. House Bill 2017 will provide additional resources; however it is clear that without increasing the annual investment in the pavement network, pavement conditions will decline. As a note, House Bill 2017 requires that all cities report pavement conditions to ODOT every two years in order to receive funding. The City completed and submitted the first round of reporting in January of 2019.



### Storm Water Management

- As noted above there currently is no direct funding source for storm water related work. A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. Thus there is no funding for system improvements or to address deficiencies within the system. The City recently constructed storm water planters for the Alpine project, the Hill Road project includes similar elements as does the planned Old Sheridan Road project. Absent another funding source, maintenance costs for those facilities will be funded by the Street Fund, further impacting available resources for pavement maintenance work or other street system demands. At this point, the City is not under a storm water quality mandate. Should this change in the future, it may be necessary to consider a dedicated funding source to address both water quality mandates as well as conveyance needs and system improvements.

### Aging Fleet

- The Street Maintenance Division's powered rolling stock includes 25 units with an estimated replacement value of \$1.7 million.

| TYPE (# of units owned)                 | AVERAGE AGE |
|---|-------------|
| Street sweepers (1)                     | 20 years    |
| Utility trucks and vans (12)            | 21 years    |
| Dump trucks (5)                         | 27 years    |
| Construction / maintenance equip (7) ** | 22 years**  |

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

- Staff will continue to use a methodology that identifies replacement candidates based on condition, usage and need, and not just age. Replacement strategies can range from equipment replacements to re-evaluating operations to determining least cost options (contracts, rentals, lease, etc.).

- The use of repurposed units, as well as the acquisition of surplus units from other agencies (McMinnville Water and Light) has proven to be a useful strategy for the Street Fund. Over the past several years the Division has purchased and re-purposed units from other City departments as well as McMinnville Water and Light. This is good public fleet practice, and provides a value to the public in that units that are no longer useful in one role can be repurposed to another.
- However, as the fleet continues to age, the challenge will be to regularly assess reliability, repair costs and functionality for various fleet units, including those used in emergency operations, and assess the most effective manner to fund their replacement. This results in another pressing demand for resources that impacts available funding for pavement preservation investments. Thus, developing a funding strategy within the available resources to continue to update the fleet continues to be a priority.



Jeff York – National Public Works Week

### Accessibility

- Continue to partner with residents and businesses during sidewalk repairs to install PROWAG compliant curb ramps.
- Maintain accessible parking stalls throughout downtown area
- Continue to upgrade curb ramps along with street overlays as per Federal requirements. This work typically comprises 30-35% of the total construction cost of a typical pavement overlay project.
- Continue work to identifying pedestrian access challenges throughout the community and in the downtown core, and address as opportunities arise.

# Street (State Gas Tax) Fund

2020 – 2021 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>2,526,627</b>  | <b>2,722,506</b>             | <b>2,748,639</b>              | <b>26,133</b>      |
| Personnel Services        | 803,302           | 981,806                      | 982,178                       | 372                |
| Materials & Services      | 739,059           | 1,027,983                    | 1,072,602                     | 44,619             |
| Capital Outlay            | 164,029           | 5,674                        | 60,000                        | 54,326             |
| Transfers Out             | 828,694           | 983,450                      | 917,392                       | (66,058)           |
| <b>Total Expenditures</b> | <b>2,535,084</b>  | <b>2,998,913</b>             | <b>3,032,172</b>              | <b>33,259</b>      |
| Net Expenditures          | (8,457)           | (276,407)                    | (283,533)                     | 7,126              |

## Full-Time Equivalents (FTE)

|                            | 2019-20           |             | 2020-21            |
|----------------------------|-------------------|-------------|--------------------|
|                            | Adopted<br>Budget | Change      | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>  | <b>9.76</b>       |             |                    |
| Extra Help - Streets       |                   | 0.17        |                    |
| <b>FTE Proposed Budget</b> |                   | <b>0.17</b> | <b>9.93</b>        |



## Street (State Gas Tax) Fund

### Historical Highlights

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

## Street (State Gas Tax) Fund

## Historical Highlights

|      |  |      |  |      |  |
|------|--|------|--|------|--|
| 2010 | In 20 <sup>th</sup> year of annual Leaf Collection program, Street Maintenance crews removed approximately 2,855 cubic yards of leaves from McMinnville's streets.   | 2012 | Pedestrian crossing at 15 <sup>th</sup> & Evans for McMinnville High school is improved with new ADA curb ramps, curb and gutter and landscaping.  | 2015 | Began upgrade of street name signs on arterial and collector streets to 6 inch upper and lower case letters as recommended by Federal Highway Administration. Work to be completed over a 3 year period. |
| 2010 | Pavement management software system purchased to help track pavement conditions and develop preservation strategies for street network.  | 2012 | 2 <sup>nd</sup> & Fleishauer intersection school safety improvements include new ADA curb ramps, signage, striping and new continental style crosswalks  | 2016 | As part of succession planning, Senior Utility Worker position implemented.  |
| 2010 | Implemented the use of liquid deicer on streets as a tool during snow and ice events.  | 2013 | Pedestrian safety improvements installed at mid block crossings on SW Filbert and SW Cypress adjacent to Linear Park system, including new continental style crosswalks, signage and pedestrian paddles. | 2017 | City awarded "Tree City USA" designation for the 20 <sup>th</sup> consecutive year.  |
| 2011 | City utilizes "warm mix" asphalt technology for the first time, paving Fenton Street from W. 2 <sup>nd</sup> to Wallace Road.  |      |  | 2019 | Utility Worker I position added to increase capacity to maintain new transportation system elements built with 2014 Transportation bond.   |
| 2011 | 8 <sup>th</sup> Street railroad crossing upgrading in partnership with Portland and Western Railroad. Improvements include concrete crossing panels and new pedestrian crossings.                          | 2014 | Public Works crews in partnership with local contractors responded to a major February snow storm, utilizing liquid deicer, abrasives and road graders to keep snow routes open.                         | 2019 | Baker Creek Road re-striped from Crimson Court to Hill Road to add bike lanes and center left turn lane.   |
| 2012 | 2 <sup>nd</sup> & Hill intersection safety improvements are completed in a joint project with Yamhill County. Intersection converted to a four way stop with new pavement markings on all four approaches. |      |  |      |  |

# Street Fund

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

| <u>Position Description</u>                      |      | Number of<br>Employee:Range | Total<br>Salary | <u>Detailed Summary</u> |        |
|--|------|-----------------------------|-----------------|-------------------------|--------|
| Fund<br>Department                               | Page |                             |                 | Amount                  |        |
| <b><u>Public Works Superintendent</u></b>        |      | 1                           | 352             | 107,546                 |        |
| General Fund                                     |      |                             |                 |                         |        |
| Park Maintenance (0.50 FTE)                      |      |                             |                 | 312                     | 53,773 |
| Street Fund (0.50 FTE)                           |      |                             |                 | 379                     | 53,773 |
| <b><u>Park Maintenance Supervisor</u></b>        |      | 1                           | 342             | 81,364                  |        |
| General Fund                                     |      |                             |                 |                         |        |
| Park Maintenance (0.95 FTE)                      |      |                             |                 | 312                     | 77,296 |
| Street Fund (0.05 FTE)                           |      |                             |                 | 379                     | 4,068  |
| <b><u>Street Maintenance Supervisor</u></b>      |      | 1                           | 342             | 85,069                  |        |
| General Fund                                     |      |                             |                 |                         |        |
| Park Maintenance (0.05 FTE)                      |      |                             |                 | 312                     | 4,253  |
| Street Fund (0.95 FTE)                           |      |                             |                 | 379                     | 80,816 |
| <b><u>SS &amp; SD Maintenance Supervisor</u></b> |      | 1                           | 342             | 82,263                  |        |
| Street Fund (0.10 FTE)                           |      |                             |                 | 379                     | 8,226  |
| Wastewater Services Fund                         |      |                             |                 |                         |        |
| Conveyance Systems                               |      |                             |                 |                         |        |
| Sanitary (0.90 FTE)                              |      |                             |                 | 469                     | 74,037 |
| <b><u>Senior Utility Worker - WWS</u></b>        |      | 1                           | 333             | 66,496                  |        |
| Street Fund (0.10 FTE)                           |      |                             |                 | 379                     | 6,650  |
| Wastewater Services Fund                         |      |                             |                 |                         |        |
| Conveyance Systems                               |      |                             |                 |                         |        |
| Sanitary (0.90 FTE)                              |      |                             |                 | 469                     | 59,846 |

| <u>Position Description</u>                 |      | Number of<br>Employee:Range | Total<br>Salary | <u>Detailed Summary</u> |         |
|---|------|-----------------------------|-----------------|-------------------------|---------|
| Fund<br>Department                          | Page |                             |                 | Amount                  |         |
| <b><u>Mechanic - Public Works</u></b>       |      | 1                           | 330             | 59,853                  |         |
| General Fund                                |      |                             |                 |                         |         |
| Park Maintenance (0.45 FTE)                 |      |                             |                 | 312                     | 26,934  |
| Street Fund (0.45 FTE)                      |      |                             |                 | 379                     | 26,934  |
| Wastewater Services Fund                    |      |                             |                 |                         |         |
| Administration (0.10 FTE)                   |      |                             |                 | 456                     | 5,985   |
| <b><u>Utility Worker II - WWS</u></b>       |      | 4                           | 329             | 223,412                 |         |
| Street Fund (0.40 FTE)                      |      |                             |                 | 379                     | 22,341  |
| Wastewater Services Fund                    |      |                             |                 |                         |         |
| Conveyance Systems                          |      |                             |                 |                         |         |
| Sanitary (3.60 FTE)                         |      |                             |                 | 469                     | 201,071 |
| <b><u>Operations Support Specialist</u></b> |      | 1                           | 330             | 59,854                  |         |
| General Fund                                |      |                             |                 |                         |         |
| Park Maintenance (0.50 FTE)                 |      |                             |                 | 312                     | 29,927  |
| Street Fund (0.50 FTE)                      |      |                             |                 | 379                     | 29,927  |

Budget Document Report

**20 - STREET FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                  |                           |  |   |              |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |  |   |              |                            |                            |                           |
| 1,980,548                            | 2,097,924        | 1,941,264                 | <b>4090</b>  | <b>Beginning Fund Balance</b>   |              | 1,483,117                  | 0                          | 0                         |
|                                      |                  |                           |  | Estimated July 1 undesignated carryover from prior year   |              |                            |                            |                           |
| <b>1,980,548</b>                     | <b>2,097,924</b> | <b>1,941,264</b>          | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>         |   |              | <b>1,483,117</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>LICENSES AND PERMITS</u></b>   |                  |                           |  |   |              |                            |                            |                           |
| 27                                   | 16               | 50                        | <b>4300</b>  | <b>Bicycle Fees</b>   |              | 50                         | 0                          | 0                         |
| <b>27</b>                            | <b>16</b>        | <b>50</b>                 | <b><u>TOTAL LICENSES AND PERMITS</u></b>           |   |              | <b>50</b>                  | <b>0</b>                   | <b>0</b>                  |
| <b><u>INTERGOVERNMENTAL</u></b>      |                  |                           |  |   |              |                            |                            |                           |
| 2,164,426                            | 2,474,381        | 2,650,000                 | <b>4740</b>  | <b>OR State Gas Taxes</b>   |              | 2,675,000                  | 0                          | 0                         |
|                                      |                  |                           |  | State highway revenues (fuel taxes, license fees, weight-mile taxes) distributed monthly to cities on a per capita basis. |              |                            |                            |                           |
| <b>2,164,426</b>                     | <b>2,474,381</b> | <b>2,650,000</b>          | <b><u>TOTAL INTERGOVERNMENTAL</u></b>              |   |              | <b>2,675,000</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                  |                           |  |   |              |                            |                            |                           |
| 24,731                               | 38,005           | 50,300                    | <b>6310</b>  | <b>Interest</b>   |              | 45,700                     | 0                          | 0                         |
| 5,710                                | 8,888            | 1,000                     | <b>6600</b>  | <b>Other Income</b>   |              | 5,000                      | 0                          | 0                         |
| <b>30,441</b>                        | <b>46,893</b>    | <b>51,300</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>                  |   |              | <b>50,700</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS IN</u></b>           |                  |                           |  |   |              |                            |                            |                           |
| 0                                    | 5,337            | 21,156                    | <b>6900-85</b>                                     | <b>Transfers In - Insurance Services</b>  |              | 22,889                     | 0                          | 0                         |
|                                      |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                      |                  |                           |  | HR-Insurance Service Fund distribution  | 1            | 5,739                      | 5,739                      |                           |
|                                      |                  |                           |  | Insurance Services Fund distribution  | 1            | 17,150                     | 17,150                     |                           |
| <b>0</b>                             | <b>5,337</b>     | <b>21,156</b>             | <b><u>TOTAL TRANSFERS IN</u></b>                   |   |              | <b>22,889</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>4,175,442</b>                     | <b>4,624,551</b> | <b>4,663,770</b>          | <b><u>TOTAL RESOURCES</u></b>                      |   |              | <b>4,231,756</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**20 - STREET FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |                                 |   |                |          |          |
|----------------|----------------|----------------|---------------------------------|---|----------------|----------|----------|
| 506            | 1,446          | 0              | <b>7000</b>                     | <b>Salaries &amp; Wages</b>   | 0              | 0        | 0        |
| 434,923        | 445,650        | 499,460        | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Superintendent - Public Works - 0.50 FTE<br>Supervisor - Street Maintenance - 0.95 FTE<br>Supervisor - Park Maintenance - 0.05 FTE<br>Supervisor - SS & SD Maintenance - 0.10 FTE<br>Mechanic - Public Works - 0.45 FTE<br>Senior Utility Worker - Street - 1.00 FTE<br>Senior Utility Worker - WWS - 0.10 FTE<br>Utility Worker II - Street - 3.00 FTE<br>Utility Worker II - WWS - 0.40 FTE<br>Utility Worker I - Street - 1.00 FTE<br>Operations Support Specialist - Public Works - 0.50 FTE | 511,766        | 0        | 0        |
| 36,639         | 42,449         | 48,310         | <b>7000-15</b>                  | <b>Salaries &amp; Wages - Temporary</b><br>Extra Help - Streets - 1.88 FTE  | 56,140         | 0        | 0        |
| 7,608          | 7,902          | 7,200          | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b>  | 8,100          | 0        | 0        |
| 120            | 320            | 120            | <b>7000-37</b>                  | <b>Salaries &amp; Wages - Medical Opt Out Incentive</b>   | 1,320          | 0        | 0        |
| -16            | 1,381          | 0              | <b>7300</b>                     | <b>Fringe Benefits</b>  | 0              | 0        | 0        |
| 28,299         | 29,581         | 34,413         | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>   | 35,791         | 0        | 0        |
| 6,619          | 6,918          | 8,047          | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>  | 8,371          | 0        | 0        |
| 112,587        | 113,110        | 167,077        | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 163,141        | 0        | 0        |
| 0              | 0              | 0              | <b>7300-16</b>                  | <b>Fringe Benefits - PERS Employer Incentive Program</b>  | 0              | 0        | 0        |
| 96,717         | 104,692        | 145,018        | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>  | 127,321        | 0        | 0        |
| 17,383         | 18,308         | 21,300         | <b>7300-22</b>                  | <b>Fringe Benefits - VEBA Plan</b>  | 17,525         | 0        | 0        |
| 760            | 755            | 864            | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>   | 864            | 0        | 0        |
| 2,358          | 2,409          | 2,706          | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>   | 2,770          | 0        | 0        |
| 37,524         | 28,068         | 46,044         | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 47,841         | 0        | 0        |
| 220            | 205            | 248            | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 227            | 0        | 0        |
| 1,611          | 109            | 999            | <b>7300-40</b>                  | <b>Fringe Benefits - Unemployment</b>   | 1,001          | 0        | 0        |
| <b>783,859</b> | <b>803,302</b> | <b>981,806</b> | <b>TOTAL PERSONNEL SERVICES</b> |   | <b>982,178</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

|     |       |       |             |                 |       |   |   |
|-----|-------|-------|-------------|-----------------|-------|---|---|
| 717 | 1,602 | 1,000 | <b>7530</b> | <b>Training</b> | 1,500 | 0 | 0 |
|-----|-------|-------|-------------|-----------------|-------|---|---|

Budget Document Report

20 - STREET FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 620            | 1,012          | 800                       | <b>7540</b>  | <b>Employee Events</b>  |              | 1,000                      | 0                          | 0                         |
|                |                |                           |  | Costs shared city-wide for employee training, materials, and events.  |              |                            |                            |                           |
| 3,597          | 3,839          | 4,500                     | <b>7550</b>  | <b>Travel &amp; Education</b>   |              | 5,700                      | 0                          | 0                         |
| 18,783         | 20,857         | 21,000                    | <b>7590</b>  | <b>Fuel - Vehicle &amp; Equipment</b>   |              | 22,000                     | 0                          | 0                         |
| 12,285         | 13,384         | 12,500                    | <b>7600</b>  | <b>Electric &amp; Natural Gas</b>   |              | 15,000                     | 0                          | 0                         |
| 57,400         | 59,700         | 63,200                    | <b>7610-05</b>                                     | <b>Insurance - Liability</b>  |              | 65,500                     | 0                          | 0                         |
| 8,800          | 7,700          | 8,300                     | <b>7610-10</b>                                     | <b>Insurance - Property</b>   |              | 9,600                      | 0                          | 0                         |
| 5,772          | 5,891          | 16,500                    | <b>7620</b>  | <b>Telecommunications</b>   |              | 11,600                     | 0                          | 0                         |
| 1,303          | 2,079          | 2,100                     | <b>7650</b>  | <b>Janitorial</b>   |              | 2,400                      | 0                          | 0                         |
| 15,969         | 15,492         | 17,000                    | <b>7660</b>  | <b>Materials &amp; Supplies</b>   |              | 17,000                     | 0                          | 0                         |
| 67,525         | 47,025         | 80,000                    | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>  |              | 80,000                     | 0                          | 0                         |
|                |                |                           |  | Materials and supplies for street maintenance activities  |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>7720-05</b>                                     | <b>Repairs &amp; Maintenance - Inventory-InterDept Projects</b>   |              | 0                          | 0                          | 0                         |
| 25,490         | 17,109         | 26,500                    | <b>7720-06</b>                                     | <b>Repairs &amp; Maintenance - Equipment</b>  |              | 27,500                     | 0                          | 0                         |
| 0              | 0              | 0                         | <b>7720-07</b>                                     | <b>Repairs &amp; Maintenance - Inventory-Equipment</b>  |              | 0                          | 0                          | 0                         |
| 1,239          | 1,392          | 14,000                    | <b>7720-10</b>                                     | <b>Repairs &amp; Maintenance - Building Maintenance</b>   |              | 7,500                      | 0                          | 0                         |
|                |                |                           |  | Street Maintenance Section's shared cost of Public Works Shop buildings and grounds maintenance.                  |              |                            |                            |                           |
| 2,734          | 0              | 0                         | <b>7720-14</b>                                     | <b>Repairs &amp; Maintenance - Vehicles</b>   |              | 0                          | 0                          | 0                         |
| 1,503          | 4,734          | 6,500                     | <b>7720-28</b>                                     | <b>Repairs &amp; Maintenance - Right of Way</b>   |              | 7,500                      | 0                          | 0                         |
|                |                |                           |  | Materials and supplies for maintenance of right-of-way and landscape areas within city street right-of-way.       |              |                            |                            |                           |
| 9,295          | 19,190         | 40,000                    | <b>7720-30</b>                                     | <b>Repairs &amp; Maintenance - Sidewalks</b>  |              | 40,000                     | 0                          | 0                         |
|                |                |                           |  | Repair and construction of city sidewalks and wheelchair ramps.   |              |                            |                            |                           |
| 7,828          | 7,515          | 10,000                    | <b>7720-32</b>                                     | <b>Repairs &amp; Maintenance - Traffic Signal</b>   |              | 10,000                     | 0                          | 0                         |
|                |                |                           |  | Oregon Department of Transportation (ODOT) contract for traffic signal maintenance of City-owned traffic signals. |              |                            |                            |                           |
| 1,920          | 0              | 0                         | <b>7720-34</b>                                     | <b>Repairs &amp; Maintenance - Parking Structure &amp; Lots</b>   |              | 0                          | 0                          | 0                         |
| 5,796          | 0              | 100,000                   | <b>7720-35</b>                                     | <b>Repairs &amp; Maintenance - Storm Drains</b>   |              | 100,000                    | 0                          | 0                         |
|                |                |                           |  | Repair of the storm drainage system within the public right-of-way.   |              |                            |                            |                           |
| 9,367          | 4,576          | 18,470                    | <b>7750</b>  | <b>Professional Services</b>  |              | 18,900                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Audit fee allocation  | 1            | 2,900                      | 2,900                      |                           |
|                |                |                           |  | Miscellaneous professional services   | 1            | 10,000                     | 10,000                     |                           |
|                |                |                           |  | Pavement rating services  | 1            | 6,000                      | 6,000                      |                           |
| 117,360        | 212,826        | 279,600                   | <b>7780-12</b>                                     | <b>Contract Services - Street Maintenance</b>   |              | 269,600                    | 0                          | 0                         |



Budget Document Report

**20 - STREET FUND**

| 2018<br>ACTUAL  | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|---|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|-------|----------------------------|---|--------|--------|---|---|---------|---------|---|---|-------|-------|---------------------------------------|---|--------|--------|-----------------------|---|-------|-------|------------------|---|---------|---------|------------------|---|-------|-------|--|--|--|
|   |                |                           | Various contract services with private companies and other agencies for sweeping, striping, mowing, street repair, landscape, maintenance, snow removal, etc.  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | <table border="0"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Downtown Sweeping</td> <td>1</td> <td>20,000</td> <td>20,000</td> </tr> <tr> <td>Citywide sweeping</td> <td>1</td> <td>115,000</td> <td>115,000</td> </tr> <tr> <td>Inmate work crew</td> <td>1</td> <td>3,600</td> <td>3,600</td> </tr> <tr> <td>Striping</td> <td>1</td> <td>25,000</td> <td>25,000</td> </tr> <tr> <td>Snow removal services</td> <td>1</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Pavement repairs</td> <td>1</td> <td>100,000</td> <td>100,000</td> </tr> <tr> <td>Backflow testing</td> <td>1</td> <td>1,000</td> <td>1,000</td> </tr> </tbody> </table> | Description                | Units                      | Amt/Unit                  | Total | Downtown Sweeping          | 1 | 20,000 | 20,000 | Citywide sweeping                                     | 1 | 115,000 | 115,000 | Inmate work crew  | 1 | 3,600 | 3,600 | Striping                              | 1 | 25,000 | 25,000 | Snow removal services | 1 | 5,000 | 5,000 | Pavement repairs | 1 | 100,000 | 100,000 | Backflow testing | 1 | 1,000 | 1,000 |  |  |  |
| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Downtown Sweeping   | 1              | 20,000                    | 20,000   |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Citywide sweeping   | 1              | 115,000                   | 115,000  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Inmate work crew  | 1              | 3,600                     | 3,600  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Striping  | 1              | 25,000                    | 25,000   |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Snow removal services                                       | 1              | 5,000                     | 5,000  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Pavement repairs  | 1              | 100,000                   | 100,000  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Backflow testing  | 1              | 1,000                     | 1,000  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 3,654   | 1,727          | 3,000                     | <b>7800 M &amp; S Equipment</b>  | 3,700                      | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | Miscellaneous small equipment for operations and maintenance   |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 391   | 497            | 750                       | <b>7800-42 M &amp; S Equipment - Shop</b>  | 3,000                      | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | Miscellaneous small equipment and tools for shop operations and maintenance  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 4,381   | 5,194          | 6,063                     | <b>7840 M &amp; S Computer Charges</b>   | 6,982                      | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | I.S. Fund materials & supplies costs shared city-wide  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 9,576   | 9,090          | 12,200                    | <b>7840-75 M &amp; S Computer Charges - Street</b>   | 12,120                     | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
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| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Replacement workstations                                    | 2              | 1,500                     | 2,250  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS       | 1              | 2,150                     | 2,150  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Hansen sewer database 25%-shared with Street,Park Maint,WWS | 1              | 3,500                     | 3,500  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Street Saver maintenance/subscription                       | 1              | 3,500                     | 3,500  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Office 365 licensing  | 3              | 240                       | 720  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 16,303  | 23,979         | 22,000                    | <b>8190 Signs</b>  | 34,500                     | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | Street signing materials and supplies, along with replacement of downtown parking signage.   |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
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| Description   | Units          | Amt/Unit                  | Total  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Sign maintenance materials                                  | 1              | 22,000                    | 22,000   |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| Solar pole mounted radar sign assemblies                    | 2              | 6,250                     | 12,500   |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 234,892   | 252,648        | 250,000                   | <b>8200 Street &amp; Parking Lot Lighting</b>  | 285,000                    | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | McMinnville Water & Light Department charges for electrical service, installation of new luminaries, and cost of material for maintenance of street lights.  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| 2,418   | 0              | 12,000                    | <b>8210 Street Tree Program</b>  | 15,000                     | 0                          | 0                         |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
|   |                |                           | The street tree program includes activities related to planting, removal and pruning of street trees in the downtown core. It also includes work on right of way trees around the community related to storm damage, including clean-up, pruning, and removals.  |                            |                            |                           |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |
| <b>646,917</b>  | <b>739,059</b> | <b>1,027,983</b>          | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>1,072,602</b>           | <b>0</b>                   | <b>0</b>                  |       |                            |   |        |        |   |   |         |         |   |   |       |       |                                       |   |        |        |                       |   |       |       |                  |   |         |         |                  |   |       |       |  |  |  |

Budget Document Report

**20 - STREET FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| <b><u>CAPITAL OUTLAY</u></b>      |                  |                           |  |  |              |                 |                            |                            |                           |
| 0                                 | 164,029          | 0                         | <b>8710</b>  | <b>Equipment</b>   |              |                 | 55,000                     | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           |  | Rotary mower (replaces 1994 unit)  | 1            | 55,000          | 55,000                     |                            |                           |
| 0                                 | 0                | 674                       | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>   |              |                 | 0                          | 0                          | 0                         |
|                                   |                  |                           |  | I.S. Fund capital outlay costs shared city-wide  |              |                 |                            |                            |                           |
| 0                                 | 0                | 5,000                     | <b>8750-75</b>                                     | <b>Capital Outlay Computer Charges - Street</b>  |              |                 | 5,000                      | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           |  | Hansen software upgrade  | 1            | 5,000           | 5,000                      |                            |                           |
| <b>0</b>                          | <b>164,029</b>   | <b>5,674</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>                 |  |              |                 | <b>60,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>       |                  |                           |  |  |              |                 |                            |                            |                           |
| 238,144                           | 249,418          | 273,322                   | <b>9700-01</b>                                     | <b>Transfers Out - General Fund</b>  |              |                 | 306,763                    | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           |  | Street Fund support of Engineering operations.   | 1            | 24,088          | 24,088                     |                            |                           |
|                                   |                  |                           |  | Engineering, Admin, & Finance personnel services support.  | 1            | 282,675         | 282,675                    |                            |                           |
| 400,000                           | 570,000          | 700,000                   | <b>9700-45</b>                                     | <b>Transfers Out - Transportation</b>  |              |                 | 600,000                    | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           |  | Gas tax revenues used to fund Transportation Fund expenses.  | 1            | 600,000         | 600,000                    |                            |                           |
| 8,597                             | 9,276            | 10,128                    | <b>9700-80</b>                                     | <b>Transfers Out - Information Systems</b>   |              |                 | 10,629                     | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           |  | Information Systems personnel services support.  | 1            | 10,629          | 10,629                     |                            |                           |
| <b>646,741</b>                    | <b>828,694</b>   | <b>983,450</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>                  |  |              |                 | <b>917,392</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |  |              |                 |                            |                            |                           |
| 0                                 | 0                | 250,000                   | <b>9800</b>  | <b>Contingencies</b>   |              |                 | 500,000                    | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>         | <b>250,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>                  |  |              |                 | <b>500,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |  |              |                 |                            |                            |                           |
| 2,097,924                         | 2,089,468        | 1,414,857                 | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>  |              |                 | 699,584                    | 0                          | 0                         |
|                                   |                  |                           |  | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. |              |                 |                            |                            |                           |
| <b>2,097,924</b>                  | <b>2,089,468</b> | <b>1,414,857</b>          | <b><u>TOTAL ENDING FUND BALANCE</u></b>            |  |              |                 | <b>699,584</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>4,175,441</b>                  | <b>4,624,552</b> | <b>4,663,770</b>          | <b><u>TOTAL REQUIREMENTS</u></b>                   |  |              |                 | <b>4,231,756</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**20 - STREET FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 4,175,442      | 4,624,551      | 4,663,770                 | <b>TOTAL RESOURCES</b>  | 4,231,756                  | 0                          | 0                         |
| 4,175,441      | 4,624,551      | 4,663,770                 | <b>TOTAL REQUIREMENTS</b>   | 4,231,756                  | 0                          | 0                         |



# **AIRPORT MAINTENANCE FUND**



- **Airport Layout Map**

### Budget Highlights

- Fixed Based Operations (FBO) services are being provided by Potcake Aviation which is working out of a temporary office.
- The 2020-21 budget includes funding to complete the replacement of the Jet A fuel tank.
- The 2020-21 includes funding to continue managing and removing potential and known obstructions in the runway approach slopes.
- New budget line items have added for repairs and maintenance of the fuel farm.
- These projects will help meet Strategic Plan goal of Economic Prosperity and the objective of improving systems for economic mobility and inclusion.



Since 1948, the McMinnville Municipal Airport (MMV) has benefited from 24 federal grants totaling \$18.1 million dollars.

### Core Services

- The airport is owned by the City of McMinnville and is included in the National Plan of Integrated Airport Systems, making it eligible for federal funding. McMinnville Municipal Airport, designated by airport code MMV, occupies approximately 461 acres of land.
- MMV is classified as a “Category II – Urban General Aviation Airport” in the 2007 Oregon Aviation Plan. As such, MMV is a significant component in the statewide transportation system, and functions to accommodate corporate aviation activities (including

business jets and helicopters), and other general aviation activities.

- The adopted 2004 Airport Layout Plan (ALP) identifies the current and future airport facility needs, and the improvements necessary to maintain a safe and efficient airport.
- The adopted “Minimum Standards for Commercial Aeronautical Activities” for the airport provide guidance and standards for current and future commercial activities and leases at the airport.
- MMV is a regional airport that supports the regional economy by connecting McMinnville and Yamhill County to statewide and interstate markets.
- There are several onsite services at MMV that support corporate and general aviation activities, including fixed-wing/rotary-wing flight instruction; aircraft/avionics maintenance; aircraft storage; self-piloted business flights; corporate flights; and personal flying.



There are 121 based aircraft at the McMinnville Municipal Airport.

- Per the FAA’s Northwest Mountain Regional Airport Plan (2011), MMV was the third busiest (of nine) regional airports in Oregon, with an estimated 63,500 total aircraft operations during FAA fiscal year 2009.
- Airport Fund resources are used to maintain all facilities and equipment owned by the City. This includes hangars; the FBO building; the Oregon State Police building; and airfield infrastructure, including the runway, taxiways, lighting, and grounds.

# Airport Maintenance Fund

## Future Challenges and Opportunities

- City owned buildings and facilities (including hangers, maintenance hangars, and hanger taxiways) are in need of repair and replacement. These projects are low in priority for FAA grant funding and, therefore, must be funded by City or private resources. Very little, if any, Airport Maintenance Fund revenue is available for these projects.
- The airport has attempted to be totally self-supporting. However, due to the limited revenue generation, the City has had to come up with creative funding sources, such as the partnership with Evergreen Aviation which funded the City's required 5% match for the 17-35 Runway/Taxiway project completed in 2010; the successful procurement of a ConnectOregon V grant in 2014 which funded the City's required 10% match for the runway 4-22 project; and successful procurement of 7.5% of matching funds through the Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grant). With all property tax supported funds struggling for revenues, it is more critical than ever that additional revenues are generated from other sources.
- FAA regulations continue to change. Security measures will likely increase in the future putting additional strain on Airport Maintenance Fund revenues.
- FBO needs and siting study was completed and adopted by the Airport Commission and City Council, but no funding is available to move forward with recommended plan. Potcake Aviation is moving forward with their own plan for a new FBO facility and is currently operation out of a temporary facility.

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,001,335</b>  | <b>492,059</b>               | <b>504,000</b>                | <b>11,941</b>      |
| Materials & Services      | 422,092           | 328,278                      | 268,150                       | (60,128)           |
| Capital Outlay            | 302,280           | 95,000                       | 155,000                       | 60,000             |
| Transfers Out             | 125,619           | 164,938                      | 98,560                        | (66,378)           |
| <b>Total Expenditures</b> | <b>849,991</b>    | <b>588,216</b>               | <b>521,710</b>                | <b>(66,506)</b>    |
| Net Expenditures          | 151,345           | (96,157)                     | (17,710)                      | (78,447)           |



Photo: Washington Dept. Fish & Wildlife

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



## Airport Maintenance Fund

### Historical Highlights

|  |  |  |
|--|--|--|
| <p>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.</p> <p>1957 East Hangar is constructed.</p> <p>1973 Airport Layout Plan (ALP) and Master Plan is written.</p> <p>1982 Voters pass 6-year bond levy to construct Automated Flight Service Building - \$700,000.</p> <p>1987 Annual \$60,000 Transfer to Debt Service Fund eliminated.</p> <p>1992 Main runway 4/22 reconstructed at cost of \$1,375,000 – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP) Grant funded.</p> <p>1999 New AVGAS and Jet A above ground fuel tanks installed using lease/purchase 7-year financing.</p> | <p>2001 Airport Taxiway Improvement Project completed at a cost of \$1,900,000 – 90% FAA – AIP Grant funded.</p> <p>2003 Runway Protection Zone (RPZ) Tree Topping Project completed at a cost of \$165,000 – 90% FAA-AIP Grant funded.</p> <p>2004 Apron Expansion Project completed at a cost of \$490,000 – 90% FAA-AIP Grant funded.</p> <p>2005 Completed Oregon Department of Aviation (ODA) sponsored runway/taxiway seal coat project, paid off above-ground fuel tanks, and completed major runway lighting repairs.</p> <p>2006 FAA contracts out Flight Services to Lockheed-Martin. Flight Services Station to close.</p> <p>2006 City and Evergreen Aviation reach agreement on partnership for major airport improvements.</p> | <p>2007 Environmental and design work begin for major airport improvements.</p> <p>2008 City and Oregon State Police reach agreement on lease terms on the former FAA Flight Services Station Building.</p> <p>2008 New taxiway to Evergreen hangar and reconstruction of Runway 17/35 completed.</p> <p>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.</p> <p>2010 Completion of the 17/35 Runway/Taxiway project at a cost of \$4.4mil.</p> <p>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.</p> <p>2016 Konect Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.</p> |
|--|--|--|

# Airport Maintenance Fund

## Historical Highlights

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- 2017 Potcake Aviation takes over as Fixed Base Operator (FBO) and contract Airport Manager.
- 2018 Primary Runway 4/22 reconstructed at a cost of \$8.4M – 90% Federal Aviation Administration – Airport Improvement Projects (FAA-AIP). 10% Matching funds paid by ConnectOregon V Grant.
- 2019 The Oregon International Airshow hosts a successful three day airshow at MMV, featuring the RAF Red Arrows.



( SALMON RIVER HWY. NO. 39 )

CRUCKSHANK RD.

EVERGREEN

EVERGREEN

CIRRUS AVE.

NIMBUS LP

Light Beacon

TAXIWAY "A1"

TAXIWAY "A"

AIRCRAFT HANGARS

TAXIWAY "A"

TAXIWAY "A2"

TAXIWAY "A3"

TAXIWAY "A"

TAXIWAY "A4"

G St Antenna

ASOS WX Station

WIND TEE & WIND SOCK

RD.

AIRPORT

RUNWAY SAFETY AREA

McMINNVILLE MUNICIPAL AIRPORT

SOUTH

YAMHILL RIVER

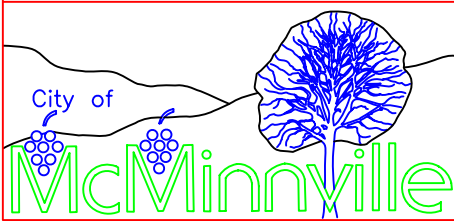
RIVER



Localizer Antenna

35

RUNWAY SAFETY AREA



AIRPORT 2011

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL  | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|-----------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| <b><u>RESOURCES</u></b>              |                 |                           |  |   |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                 |                           |  |   |                            |                            |                           |
| 0                                    | 0               | 0                         | <b>4025-02</b>                                     | <b>Designated Begin FB-Airport Fd - Capital Replacement Reserve</b>   | 0                          | 0                          | 0                         |
| 100,000                              | 0               | 0                         | <b>4025-15</b>                                     | <b>Designated Begin FB-Airport Fd - Facility Improvements</b>   | 0                          | 0                          | 0                         |
| 535,409                              | -185,124        | 724,631                   | <b>4090</b>  | <b>Beginning Fund Balance</b><br>Estimated July 1 carryover from prior year   | 502,357                    | 0                          | 0                         |
| <b>635,409</b>                       | <b>-185,124</b> | <b>724,631</b>            | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>         |   | <b>502,357</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>INTERGOVERNMENTAL</u></b>      |                 |                           |  |   |                            |                            |                           |
| 4,415,630                            | 582,822         | 134,865                   | <b>4580</b>  | <b>FAA Grant</b><br>FAA grants for Airport Improvement Projects; City match is 10%.   | 13,500                     | 0                          | 0                         |
| 590,416                              | 72,883          | 0                         | <b>4775-10</b>                                     | <b>ODOT State Grants - Connect Oregon</b>   | 0                          | 0                          | 0                         |
| 0                                    | 4,152           | 14,394                    | <b>4790</b>  | <b>OR Aviation Department Grant</b><br>Critical Oregon Airport Relief (COAR) Program grant funds used for 10% match which is required with FAA grants. The state collects these funds via a tax on aviation fuel sales. | 0                          | 0                          | 0                         |
| <b>5,006,047</b>                     | <b>659,857</b>  | <b>149,259</b>            | <b><u>TOTAL INTERGOVERNMENTAL</u></b>              |   | <b>13,500</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>CHARGES FOR SERVICES</u></b>   |                 |                           |  |   |                            |                            |                           |
| 62,481                               | 67,039          | 68,900                    | <b>5400-05</b>                                     | <b>Property Rentals - Crop Share &amp; USDA</b>   | 66,500                     | 0                          | 0                         |
| 67,915                               | 63,595          | 65,000                    | <b>5400-10</b>                                     | <b>Property Rentals - Land Leases</b>   | 60,600                     | 0                          | 0                         |
| 131,563                              | 134,864         | 137,700                   | <b>5400-15</b>                                     | <b>Property Rentals - OSP Building</b>  | 137,600                    | 0                          | 0                         |
| 3,957                                | 8,728           | 9,500                     | <b>5400-20</b>                                     | <b>Property Rentals - Fixed Base Operator Lease</b>   | 10,300                     | 0                          | 0                         |
| 43,012                               | 53,600          | 50,900                    | <b>5400-25</b>                                     | <b>Property Rentals - City Hangar</b>   | 47,100                     | 0                          | 0                         |
| <b>308,928</b>                       | <b>327,826</b>  | <b>332,000</b>            | <b><u>TOTAL CHARGES FOR SERVICES</u></b>           |   | <b>322,100</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                 |                           |  |   |                            |                            |                           |
| 2,458                                | 1,669           | 800                       | <b>6310</b>  | <b>Interest</b>   | 400                        | 0                          | 0                         |
| 4,752                                | 4,197           | 0                         | <b>6600</b>  | <b>Other Income</b>   | 0                          | 0                          | 0                         |
| 0                                    | 7,788           | 10,000                    | <b>6600-40</b>                                     | <b>Other Income - Fuel Flowage Fees</b>   | 13,000                     | 0                          | 0                         |
| <b>7,210</b>                         | <b>13,653</b>   | <b>10,800</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>                  |   | <b>13,400</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS IN</u></b>           |                 |                           |  |   |                            |                            |                           |
| 0                                    | 0               | 0                         | <b>6900-85</b>                                     | <b>Transfers In - Insurance Services</b>  | 0                          | 0                          | 0                         |

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A     |   |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|----------------|---------------------------|--|---|-----------------|----------------------------|----------------------------|---------------------------|
| 0                | 0              | 0                         | <b>6901-77</b>   | <b>Transfers In - Interfund Debt - Wastewater Capital</b> |                 | 155,000                    | 0                          | 0                         |
|                  |                |                           | <u>Description</u>                                     | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                  |                |                           | 2021 loan to Airport for Jet A fuel system replacement | 1   | 155,000         | 155,000                    |                            |                           |
| <b>0</b>         | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL TRANSFERS IN</u></b>                       |   |                 | <b>155,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>5,957,594</b> | <b>816,211</b> | <b>1,216,690</b>          | <b><u>TOTAL RESOURCES</u></b>                          |   |                 | <b>1,006,357</b>           | <b>0</b>                   | <b>0</b>                  |

## 25 - AIRPORT MAINTENANCE FUND

|                |                |                           |  |                            |                            |                           |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

### REQUIREMENTS

#### MATERIALS AND SERVICES

|   |              |                 |                |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
|---|--------------|-----------------|----------------|--|--------|---|---|--------------------|--------------|-----------------|--------------|--|--|--|------------------------|---|--------|--------|--|--|--|--|---|--------|--------|--|--|--|---|---|--------|--------|--|--|--|-----------------------------------|---|--------|--------|--|--|--|--|---|--------|--------|--|--|--|--|---|--------|--------|--|--|--|
| 1,125   | 12,375       | 6,700           | <b>7610-05</b> | <b>Insurance - Liability</b>   | 8,500  | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 5,600   | 4,800        | 5,200           | <b>7610-10</b> | <b>Insurance - Property</b>  | 11,900 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 4,835   | 469          | 4,000           | <b>7660</b>    | <b>Materials &amp; Supplies</b>  | 4,150  | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
|   |              |                 |                | Airport restroom, janitorial and office supplies, miscellaneous permits.       |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 30,275  | 69,787       | 63,300          | <b>7720-40</b> | <b>Repairs &amp; Maintenance - Runway/Taxiway</b>                              | 70,000 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td>Airport grounds mowing</td> <td style="text-align: center;">1</td> <td style="text-align: right;">30,000</td> <td style="text-align: right;">30,000</td> <td colspan="3"></td> </tr> <tr> <td>Miscellaneous repairs - minor paving, painting, etc</td> <td style="text-align: center;">1</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">20,000</td> <td colspan="3"></td> </tr> <tr> <td>Airport obstruction removal</td> <td style="text-align: center;">1</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">20,000</td> <td colspan="3"></td> </tr> </table>  |              |                 |                |  |        |   |   | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | Airport grounds mowing | 1 | 30,000 | 30,000 |  |  |  | Miscellaneous repairs - minor paving, painting, etc  | 1 | 20,000 | 20,000 |  |  |  | Airport obstruction removal               | 1 | 20,000 | 20,000 |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>   |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Airport grounds mowing  | 1            | 30,000          | 30,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Miscellaneous repairs - minor paving, painting, etc   | 1            | 20,000          | 20,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Airport obstruction removal   | 1            | 20,000          | 20,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 18,197  | 10,802       | 13,650          | <b>7740-05</b> | <b>Rental Property Repair &amp; Maint - Building</b>                           | 18,000 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><u>Description</u></td> <td style="width: 10%;"><u>Units</u></td> <td style="width: 10%;"><u>Amt/Unit</u></td> <td style="width: 10%;"><u>Total</u></td> <td colspan="3"></td> </tr> <tr> <td>Insurance - Liability</td> <td style="text-align: center;">1</td> <td style="text-align: right;">3,000</td> <td style="text-align: right;">3,000</td> <td colspan="3"></td> </tr> <tr> <td>Miscellaneous repairs, maintenance, landscaping, etc</td> <td style="text-align: center;">1</td> <td style="text-align: right;">15,000</td> <td style="text-align: right;">15,000</td> <td colspan="3"></td> </tr> </table>   |              |                 |                |  |        |   |   | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |  |  |  | Insurance - Liability  | 1 | 3,000  | 3,000  |  |  |  | Miscellaneous repairs, maintenance, landscaping, etc | 1 | 15,000 | 15,000 |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>   |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Insurance - Liability   | 1            | 3,000           | 3,000          |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Miscellaneous repairs, maintenance, landscaping, etc  | 1            | 15,000          | 15,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 31,382  | 58,241       | 25,000          | <b>7740-10</b> | <b>Rental Property Repair &amp; Maint - OSP</b>                                | 77,500 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
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| <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>   |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Insurance - Liability   | 1            | 700             | 700            |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Insurance - Property  | 1            | 3,200           | 3,200          |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 10 ton heat pump replacement - squad room   | 1            | 25,000          | 25,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Parking lot sealcoat and striping   | 1            | 11,000          | 11,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Front walkway, driveway, and trash enclosure modifications  | 1            | 20,000          | 20,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Miscellaneous building repairs, landscaping, etc  | 1            | 17,600          | 17,600         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 0   | 15,849       | 10,000          | <b>7740-15</b> | <b>Rental Property Repair &amp; Maint - Fuel Tanks</b>                         | 10,000 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 22,692  | 49,054       | 41,800          | <b>7750</b>    | <b>Professional Services</b>   | 41,600 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
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| <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>   |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Audit fee allocation  | 1            | 600             | 600            |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Miscellaneous professional services   | 1            | 5,000           | 5,000          |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| Contract airport management   | 1            | 36,000          | 36,000         |  |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 337,234   | 99,608       | 0               | <b>7760-45</b> | <b>Professional Svcs - Plan/Study - Environmental Design &amp; Const Svc</b>   | 0      | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 13,695  | 93,292       | 147,628         | <b>7770-53</b> | <b>Professional Services - Projects - Apron Rehabilitation</b>                 | 15,000 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
|   |              |                 |                | Apron rehabilitation/reconstruction project construction services              |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
| 3,728   | 7,815        | 11,000          | <b>8215</b>    | <b>Airport Lighting</b>  | 11,500 | 0 | 0 |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |
|   |              |                 |                | Runway, beacon, street, and parking area lighting maintenance and power costs. |        |   |   |                    |              |                 |              |  |  |  |                        |   |        |        |  |  |  |  |   |        |        |  |  |  |   |   |        |        |  |  |  |                                   |   |        |        |  |  |  |  |   |        |        |  |  |  |  |   |        |        |  |  |  |

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

| 2018<br>ACTUAL             | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>468,764</b>             | <b>422,092</b> | <b>328,278</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                |  |              | <b>268,150</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>CAPITAL OUTLAY</b>      |                |                           |  |  |              |                            |                            |                           |
| 0                          | 133,155        | 95,000                    | <b>8920</b>  | <b>Land Improvements</b>   |              | 155,000                    | 0                          | 0                         |
|                            |                |                           |  | JetA fuel tank replacement   |              |                            |                            |                           |
| 5,550,052                  | 129,885        | 0                         | <b>8920-10</b>                                     | <b>Land Improvements - FAA - Runway &amp; Taxiway Const</b>  |              | 0                          | 0                          | 0                         |
| 0                          | 39,240         | 0                         | <b>8920-15</b>                                     | <b>Land Improvements - Leasee Improvements</b>   |              | 0                          | 0                          | 0                         |
| <b>5,550,052</b>           | <b>302,280</b> | <b>95,000</b>             | <b>TOTAL CAPITAL OUTLAY</b>                        |  |              | <b>155,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS OUT</b>       |                |                           |  |  |              |                            |                            |                           |
| 123,902                    | 125,619        | 143,258                   | <b>9700-01</b>                                     | <b>Transfers Out - General Fund</b>  |              | 98,560                     | 0                          | 0                         |
|                            |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                            |                |                           |  | Airport Fund support of Engineering operations.  | 1            | 7,734                      | 7,734                      |                           |
|                            |                |                           |  | Engineering, Admin, & Finance personnel services support.  | 1            | 90,826                     | 90,826                     |                           |
| 0                          | 0              | 21,680                    | <b>9700-77</b>                                     | <b>Transfers Out - Wastewater Capital</b>  |              | 0                          | 0                          | 0                         |
| 0                          | 0              | 0                         | <b>9701-77</b>                                     | <b>Transfers Out - Interfund Debt - Wastewater Capital</b>   |              | 0                          | 0                          | 0                         |
| <b>123,902</b>             | <b>125,619</b> | <b>164,938</b>            | <b>TOTAL TRANSFERS OUT</b>                         |  |              | <b>98,560</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>CONTINGENCIES</b>       |                |                           |  |  |              |                            |                            |                           |
| 0                          | 0              | 300,000                   | <b>9800</b>  | <b>Contingencies</b>   |              | 300,000                    | 0                          | 0                         |
| <b>0</b>                   | <b>0</b>       | <b>300,000</b>            | <b>TOTAL CONTINGENCIES</b>                         |  |              | <b>300,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>ENDING FUND BALANCE</b> |                |                           |  |  |              |                            |                            |                           |
| 0                          | 0              | 0                         | <b>9925-02</b>                                     | <b>Designated End FB - Airport Fd - Capital Replacement Reserve</b>  |              | 0                          | 0                          | 0                         |
| -185,124                   | -33,780        | 328,474                   | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>  |              | 184,647                    | 0                          | 0                         |
|                            |                |                           |  | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. |              |                            |                            |                           |
| <b>-185,124</b>            | <b>-33,780</b> | <b>328,474</b>            | <b>TOTAL ENDING FUND BALANCE</b>                   |  |              | <b>184,647</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>5,957,594</b>           | <b>816,211</b> | <b>1,216,690</b>          | <b>TOTAL REQUIREMENTS</b>                          |  |              | <b>1,006,357</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**25 - AIRPORT MAINTENANCE FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 5,957,594      | 816,211        | 1,216,690                 | <b>TOTAL RESOURCES</b>                             | 1,006,357                  | 0                          | 0                         |
| 5,957,594      | 816,211        | 1,216,690                 | <b>TOTAL REQUIREMENTS</b>                          | 1,006,357                  | 0                          | 0                         |



**PUBLIC SAFETY FACILITIES  
CONSTRUCTION FUND**





# Public Safety Facilities Construction Fund

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

- The McMinnville Civic Hall and Edward J. Gormley Plaza were completed in 2009-10. The Civic Hall is currently used for City Council meetings, Municipal Court sessions, and other City meetings and functions.
- In 2014, City Council designated Civic Hall as the “Kent L. Taylor Civic Hall”, to honor former City Manager Kent Taylor, who retired after 27 years of dedicated service to the City of McMinnville.
- An arbitrage liability occurred when the bond proceeds from the 2006 Public Safety/Civic Buildings Construction Bonds were invested and earned interest at a rate higher than the rate the City was paying for debt service on the 2006 bonds. Approximately \$115,000 was paid to the Internal Revenue Service (IRS) for the rebatable arbitrage liability.
- The final rebatable arbitrage liability calculation for the bonds was completed in 2017 and no additional payments to the IRS were required.
- Remaining bond proceeds of approximately \$3,000 were transferred to the Debt Service Fund in 2017-18 and the fund has been closed.



## Future Challenges and Opportunities

### PROJECT REVENUE:

Bond Proceeds \$13,315,000  
 Bond Interest / Misc Income: \$1,100,000

**Total Available Revenue: \$14,415,000**

### PROJECT EXPENSES:

Police Building \$10,342,000  
 Civic Hall \$3,688,000  
 Miscellaneous Costs \$406,000

**Total Expenses: \$14,415,000**

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | -                 | -                            | -                             | -                  |
| Materials & Services      | -                 | -                            | -                             | -                  |
| Transfer Out              | 2,919             | -                            | -                             | -                  |
| <b>Total Expenditures</b> | <b>2,919</b>      | -                            | -                             | -                  |
| Net Expenditures          | (2,919)           | -                            | -                             | -                  |





## Public Safety Facilities Construction Fund

### Historical Highlights

**1940's** Police Department housed in south administrative area of old Fire Hall Building.

**1940's** When Grey's Brother's Feed Store closed, Police Department moved into building next door to the Fire Hall.

**1960's** In the mid-1960's McMinnville Water & Light purchased the building and moved their administrative offices to the building.

1986 City of McMinnville purchased the building from McMinnville Water & Light Department.

1987 City of McMinnville remodeled the building to accommodate a Police Department operation and to house Yamhill Communications Agency (YCOM).

1987 City of McMinnville Police Department and YCOM move into remodeled facilities.

**1990's** Late, 1990's, foyer and front office remodeled to provide a more secure entrance to the Police Department.

2006 City of McMinnville voters pass Measure 36-81 authorizing the construction of a new Public Safety Facility and a new Courtroom / Civic building.

2006 The general obligation bond sale occurs in the fall of 2006, with proceeds of \$13,315,302.

2007 Construction of the new Public Safety Facility, located at the SW corner of 2<sup>nd</sup> St / Adams St, commences.

2008 The construction of the new Police Building is completed in June, and work begins to demolish the old building making way to construct the new Civic Hall.

2009 The construction of the new Civic Hall and Mayor Edward J. Gormley Plaza completed.

2011 90% of arbitrage rebate liability paid to Internal Revenue Service. 10% of liability reserved for final arbitrage calculation which will be completed in 2016.

2012 Projects are complete. Unspent bond proceeds of \$42,337 transferred to Debt Service Fund to reduce tax levy for 2006 Public Safety Facilities Bonds debt service.



2014 Civic Hall Building is named after retiring City Manager, Kent L. Taylor, to honor his 27 years of service to the City of McMinnville.

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                |                           |  |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                |                           |  |                            |                            |                           |
| 2,880                                | 0              | 0 4090                    | Beginning Fund Balance                             | 0                          | 0                          | 0                         |
| <b>2,880</b>                         | <b>0</b>       | <b>0</b>                  | <b>TOTAL BEGINNING FUND BALANCE</b>                | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                |                           |  |                            |                            |                           |
| 39                                   | 0              | 0 6310                    | Interest   | 0                          | 0                          | 0                         |
| <b>39</b>                            | <b>0</b>       | <b>0</b>                  | <b>TOTAL MISCELLANEOUS</b>                         | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>2,919</b>                         | <b>0</b>       | <b>0</b>                  | <b>TOTAL RESOURCES</b>                             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>               |                |                           |  |                            |                            |                           |
| <b><u>TRANSFERS OUT</u></b>       |                |                           |  |                            |                            |                           |
| 2,919                             | 0              | 0                         | 9700-60 Transfers Out - Debt Service               | 0                          | 0                          | 0                         |
| <b>2,919</b>                      | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL TRANSFERS OUT</u></b>                  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                |                           |  |                            |                            |                           |
| 0                                 | 0              | 0                         | 9999 Unappropriated Ending Fd Balance              | 0                          | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL ENDING FUND BALANCE</u></b>            | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>2,919</b>                      | <b>0</b>       | <b>0</b>                  | <b><u>TOTAL REQUIREMENTS</u></b>                   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**40 - PUBLIC SAFETY FACILITIES CONSTR FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2,919          | 0              | 0                         | <b>TOTAL RESOURCES</b>                             | 0                          | 0                          | 0                         |
| 2,919          | 0              | 0                         | <b>TOTAL REQUIREMENTS</b>                          | 0                          | 0                          | 0                         |



# **TRANSPORTATION FUND**



### Budget Highlights

- Planned capital improvements during fiscal year 2019-20 include:
  - \$3,500,000 for completing the construction of the Old Sheridan Road corridor improvements project (Transportation Bond); and
  - \$1,500,000 for repaving of Lafayette Avenue (fund exchange monies and gas tax revenues).
- The 2020-21 proposed budget includes a transfer of \$600,000 from the Street Fund to help fund the Lafayette Avenue Overlay Project.
- Also included in the 2020-21 budget proposal is the \$201,248 principal & interest payment on the ODOT loan for the City's portion of the Newberg – Dundee bypass project. The City will use a portion of our allocated Federal Surface Transportation Program (STP) funds to cover the scheduled loan payment. The remainder of the City's STP funds will be aggregated with future STP allotments and fund exchanged with ODOT in a future fiscal year to help pay for street preservation work.

### Core Services

- Capital improvements to the City's transportation system that increase the system capacity.
- Contracted maintenance projects that extend the life of the City's transportation system.

### Future Challenges and Opportunities

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



In 2019, the \$8.9-million Hill Road corridor project was completed, improving pedestrian, bicycle, and vehicle safety between 2<sup>nd</sup> Street and Baker Creek Road. These improvements are part of the transportation bond measure approved by the voters in 2014.

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,627,032</b>  | <b>1,354,848</b>             | <b>2,310,648</b>              | <b>955,800</b>     |
| Materials & Services      | 467,931           | 476,200                      | 157,900                       | (318,300)          |
| Capital Outlay            | 5,455,486         | 4,813,000                    | 5,060,000                     | 247,000            |
| Debt Service              | 201,248           | 201,248                      | 201,249                       | 1                  |
| Transfers Out             | 173,824           | 191,705                      | 144,825                       | (46,880)           |
| <b>Total Expenditures</b> | <b>6,298,488</b>  | <b>5,682,153</b>             | <b>5,563,974</b>              | <b>(118,179)</b>   |
| Net Expenditures          | (4,671,456)       | (4,327,305)                  | (3,253,326)                   | (1,073,979)        |



- Capital Improvement Projects
- Sidewalk/Pedestrian Safety Projects
- Street Repair and Paving Projects

## 2014 Street Improvements & Repair Bond Projects

### Capital Improvement Projects

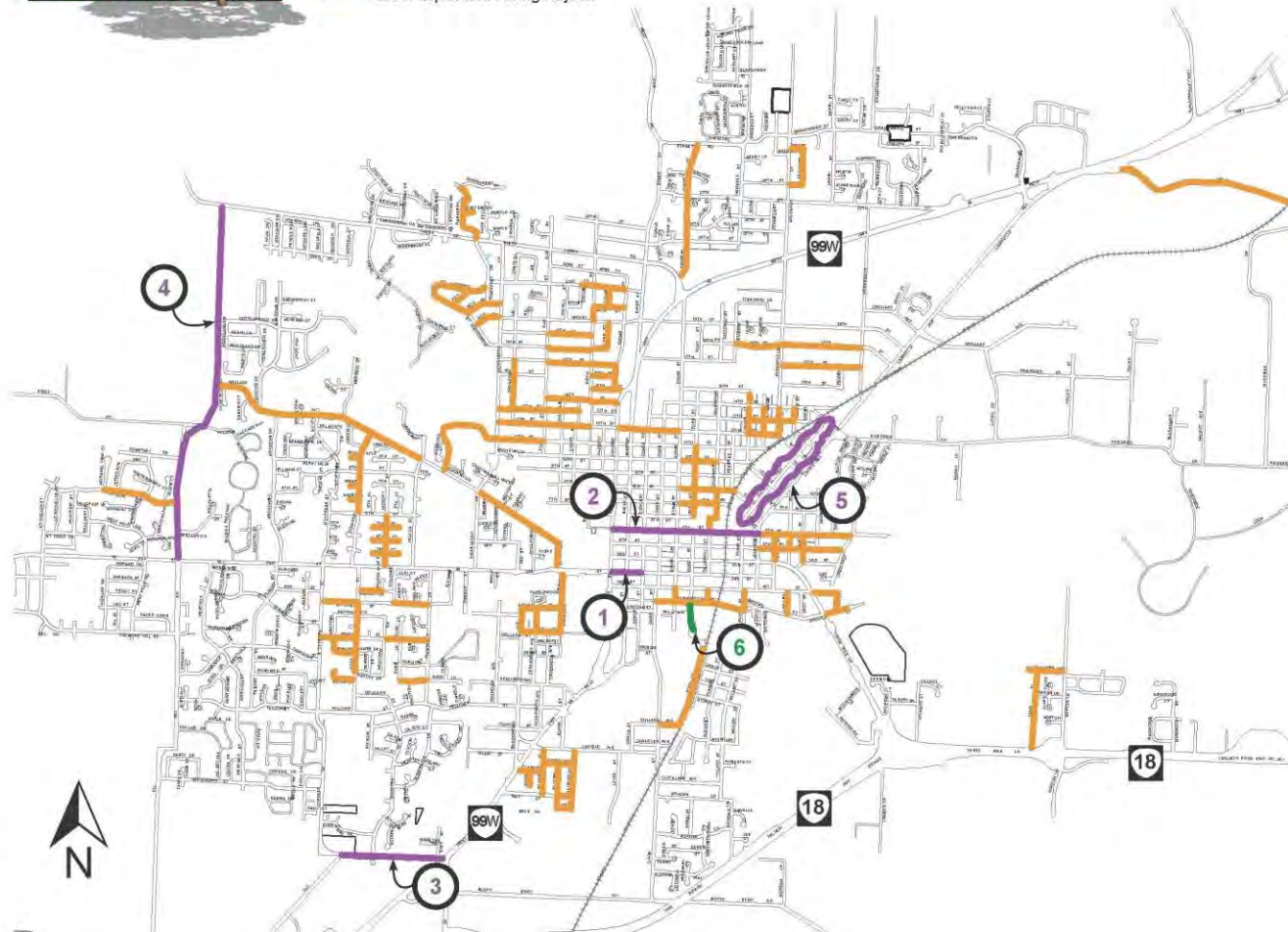
- 1** Improvements to NE 2nd Street between Adams Street and Cows Street to address traffic congestion, including installing an additional left turn lane; a westbound right turn lane; upgraded traffic signals, bike lanes; and pedestrian improvements
- 2** Upgrades to NE 5th Street between Lafayette Avenue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

### Sidewalk/Pedestrian Safety Projects

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

### Street Repair and Repaving

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







## Transportation Fund

### Historical Highlights

|      |   |      |   |      |  |
|------|---|------|---|------|--|
| 1856 | The "McMinnville Town Plat" drawn establishing the streets in the area generally bounded by Adams Street / 1 <sup>st</sup> Street / Evans Street / 5 <sup>th</sup> Street.                        | 1983 | Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.  | 1995 | Transportation Fund implemented to account for SDCs and street capital projects.   |
| 1900 | In the early 1900's, many of the downtown area streets constructed.   | 1986 | Voters pass 3-year serial levy for street maintenance, street repairs, and traffic signals - \$105,000 per year.  | 1996 | McMinnville voters approve an expanded 10-year general obligation bond measure for street improvements, overlays, and school zone safety projects - \$7,415,000. Expanded measure includes Lafayette Avenue and passes by 965 votes. |
| 1950 | Approximately 15 miles of City streets --- mostly from the downtown area north to 15 <sup>th</sup> Street - both east and west of Adams / Baker Streets.  | 1990 | Approximately 64 miles of City streets --- development taking place along the West Second Street corridor; in the McDonald Lane area north of 99W; in the 3-mile Lane / Kingwood area; and in the McMinnville Industrial Promotion industrial area. | 1997 | West 2 <sup>nd</sup> Street improved with bike lanes, sidewalks, and a traffic signal at Michelbook Lane - bond project.   |
| 1970 | Approximately 40 miles of City streets --- Growth occurred in the Michelbook Land / Baker Creek Road area; along McDonald and McDaniel Lanes; near Linfield; and in the Fellows / Brockwood area. | 1994 | City adopts "Transportation Master Plan."   | 1997 | Baker Creek Road extension project completed linking Baker Creek Road more directly with Hwy 99W - bond project.   |
| 1975 | Voters pass 5-year roadway serial levy - \$120,000 per year.  | 1995 | May 1995, voters failed 10-year transportation debt service bond levy by 5 votes - \$5,995,000.   | 1999 | In 1999 / 2000, Lafayette Avenue improvements constructed - bond project.  |
| 1980 | Voters pass 3-year street and traffic signal serial levy - \$140,000 per year.  | 1995 | City Council adopts Resolution 1995-14 establishing system development charges (SDC) for street, traffic control, and pedestrian facilities. The resolution sets a rate of \$125 per equivalent trip length for new development.                    |      |  |



# Transportation Fund

## Historical Highlights

2000 Pedestrian improvements along Fellows Street west of 99W are installed - bond project.

2006 City Council adopts resolution adjusting the transportation SDC rate to \$146 per equivalent trip length for new development.

2007 City Council adopts resolution adjusting the transportation SDC rate to \$149 per equivalent trip length for new development.

2009 Working through the Oregon Department of Transportation, the City accessed approximately \$700,000 in federal economic stimulus funds to complete asphalt overlays on 2.25 miles of City collector streets and to upgrade about 140 corner curb ramps to current standards.

2010 City Council adopts the update to the City's Transportation System Plan that addresses both current and future local transportation needs.

2010 In March 2010, the new traffic signal at the intersection of Lafayette Avenue / Orchard Avenue was energized, greatly improving the traffic flow at that location.

2013 City Council authorizes Mayor to accept ODOT's terms & conditions on proposed Oregon Transportation Infrastructure bank loan for City's share of local funding match for the Newberg-Dundee bypass project.

2014 The voters approved ballot measure 36-165, including \$24-million of needed transportation capital, street repair and repaving, and pedestrian safety improvements.

2017 The City worked with the School District to identify needed pedestrian safety improvements near schools and other public facilities. In 2017, the City completed \$1.2-million of work to sidewalks and crosswalks in many areas of the community, including:

- Adding sidewalk along Ford Street south of 1st Street;
- Upgrades to the Fellows Street / Agee Street crossing;
- Installation of sidewalk and crossing improvements along South Davis Street (Alethea Way to Cleveland Avenue);
- Upgrades to the Michelbook Lane / Ash Street crossing;
- Upgrades to the Galloway Street / 15th Street crossing;
- Completion of the Star Mill Way - Wallace Road sidewalk; and
- Sidewalk improvements along Grandhaven Street (Lucas Drive to Grandhaven Drive)



Budget Document Report

**45 - TRANSPORTATION FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|-------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>              |                   |                           |   |                            |                            |                           |
| <b>BEGINNING FUND BALANCE</b> |                   |                           |   |                            |                            |                           |
| 2,643,395                     | 2,243,937         | 2,315,208                 | <b>4045-05 Designated Begin FB-Transport Fd - Transportation SDC</b><br>Estimated system development charge (SDC) designated carryover at July 1 from prior year; the accumulation of transportation SDC revenues has been MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC.   | 2,834,865                  | 0                          | 0                         |
| 9,150,486                     | 8,300,612         | 2,983,162                 | <b>4045-15 Designated Begin FB-Transport Fd - Bond Proceeds</b><br>Proceeds carried forward from GO bonds designated for projects, as defined in November 2014 ballot measure   | 2,281,360                  | 0                          | 0                         |
| -216,896                      | -174,077          | 33,052                    | <b>4090 Beginning Fund Balance</b><br>Estimated July 1 undesignated carryover from prior year   | 393,438                    | 0                          | 0                         |
| <b>11,576,986</b>             | <b>10,370,473</b> | <b>5,331,422</b>          | <b>TOTAL BEGINNING FUND BALANCE</b>   | <b>5,509,663</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>INTERGOVERNMENTAL</b>      |                   |                           |   |                            |                            |                           |
| 343,626                       | 0                 | 0                         | <b>4777 OR Department of Transportation</b><br>ODOT's contribution to the 2nd Street transportation bond project per IGA #30520   | 0                          | 0                          | 0                         |
| 201,248                       | 201,248           | 201,248                   | <b>4810 OR Federal Exchange - TEA 21</b><br>The City exchanges its Federal Surface Transportation Program (STP) allocations for State funds. The exchange rate is 94 cents of state funds for every \$1 of federal funds exchanged. Without the fund exchange, the federal dollars would need to be spent on a federal aid project. For FY21, the amount includes fund exchange to cover the principal/interest on the ODOT loan for the City's share of the Newberg/Dundee Bypass (\$201,428), and fund exchange for the Lafayette Avenue Overlay project (\$1,000,000). | 1,201,248                  | 0                          | 0                         |
| <b>544,874</b>                | <b>201,248</b>    | <b>201,248</b>            | <b>TOTAL INTERGOVERNMENTAL</b>  | <b>1,201,248</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>   |                   |                           |   |                            |                            |                           |
| 325,256                       | 664,848           | 400,000                   | <b>5500 System Development Charges</b><br>Transportation system development charges (SDC) received from new development. Oregon Revised Statutes require transportation SDCs be used to fund projects that increase the city's transportation system capacity.  | 400,000                    | 0                          | 0                         |
| <b>325,256</b>                | <b>664,848</b>    | <b>400,000</b>            | <b>TOTAL CHARGES FOR SERVICES</b>   | <b>400,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>          |                   |                           |   |                            |                            |                           |
| 28,387                        | 41,092            | 38,200                    | <b>6310 Interest</b>  | 79,600                     | 0                          | 0                         |
| 154,271                       | 149,844           | 15,400                    | <b>6310-30 Interest - Bond</b>  | 29,800                     | 0                          | 0                         |
| 0                             | 0                 | 0                         | <b>6600 Other Income</b>  | 0                          | 0                          | 0                         |
| <b>182,658</b>                | <b>190,936</b>    | <b>53,600</b>             | <b>TOTAL MISCELLANEOUS</b>  | <b>109,400</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>OTHER FINANCING SOURCE</b> |                   |                           |   |                            |                            |                           |
| 7,915,000                     | 0                 | 0                         | <b>6820-05 Bond Proceeds - Par Amount</b>   | 0                          | 0                          | 0                         |

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2018<br>ACTUAL      | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A          |                                   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|---------------------|-------------------|---------------------------|---|-----------------------------------|--------------|----------------------------|----------------------------|---------------------------|
| 289,575             | 0                 | 0                         | 6820-10   | Bond Proceeds - Premium           |              | 0                          | 0                          | 0                         |
| <b>8,204,575</b>    | <b>0</b>          | <b>0</b>                  | <b>TOTAL OTHER FINANCING SOURCE</b>                         |                                   |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS IN</b> |                   |                           |   |                                   |              |                            |                            |                           |
| 400,000             | 570,000           | 700,000                   | 6900-20   | Transfers In - Street             |              | 600,000                    | 0                          | 0                         |
|                     |                   |                           | <u>Description</u>  |                                   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                     |                   |                           | Gas tax revenues used to fund Transportation Fund expenses. |                                   | 1            | 600,000                    | 600,000                    |                           |
| 0                   | 0                 | 0                         | 6900-85   | Transfers In - Insurance Services |              | 0                          | 0                          | 0                         |
| <b>400,000</b>      | <b>570,000</b>    | <b>700,000</b>            | <b>TOTAL TRANSFERS IN</b>                                   |                                   |              | <b>600,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>21,234,348</b>   | <b>11,997,505</b> | <b>6,686,270</b>          | <b>TOTAL RESOURCES</b>                                      |                                   |              | <b>7,820,311</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

45 - TRANSPORTATION FUND

|                |                |                           |  |                            |                            |                           |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

REQUIREMENTS

MATERIALS AND SERVICES

|                  |                |                |         |  |                |                 |              |
|------------------|----------------|----------------|---------|--|----------------|-----------------|--------------|
| 37,416           | 69,797         | 53,200         | 7750    | Professional Services  | 52,900         | 0               | 0            |
|                  |                |                |         | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u> |
|                  |                |                |         | Audit fee allocation   | 1              | 9,900           | 9,900        |
|                  |                |                |         | Yamhill Parkway Committee support  | 1              | 18,000          | 18,000       |
|                  |                |                |         | Miscellaneous consulting services  | 1              | 25,000          | 25,000       |
| 0                | 0              | 3,500          | 7750-57 | Professional Services - Financing Administration                                     | 0              | 0               | 0            |
| 171,806          | 0              | 0              | 7750-63 | Professional Services - Financing Issuance Cost                                      | 0              | 0               | 0            |
| 0                | 0              | 0              | 7770-65 | Professional Services - Projects - Curb Ramp Replacement                             | 0              | 0               | 0            |
| 64,067           | 4,263          | 0              | 7770-67 | Professional Services - Projects - Street Resurfacing                                | 0              | 0               | 0            |
| 67,884           | 10,189         | 0              | 7770-70 | Professional Services - Projects - 2nd Street Improvements                           | 0              | 0               | 0            |
| 162              | 0              | 0              | 7770-71 | Professional Services - Projects - 5th Street Improvements                           | 0              | 0               | 0            |
| 56,235           | 0              | 0              | 7770-72 | Professional Services - Projects - Alpine Avenue                                     | 0              | 0               | 0            |
| 76,143           | 47,492         | 0              | 7770-73 | Professional Services - Projects - Hill Road Improvements                            | 0              | 0               | 0            |
| 280,813          | 336,190        | 419,500        | 7770-74 | Professional Services - Projects - Old Sheridan Road                                 | 105,000        | 0               | 0            |
|                  |                |                |         | Consulting services related to Old Sheridan Road improvements project (bond measure) |                |                 |              |
| 33,416           | 0              | 0              | 7770-75 | Professional Services - Projects - Ford Street Sidewalk                              | 0              | 0               | 0            |
| 206,581          | 0              | 0              | 7770-76 | Professional Services - Projects - 1st & 2nd Pedestrian Improvement                  | 0              | 0               | 0            |
| 15,685           | 0              | 0              | 7770-77 | Professional Services - Projects - Pedestrian & Safety Improvements                  | 0              | 0               | 0            |
| <b>1,010,206</b> | <b>467,931</b> | <b>476,200</b> |         | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>157,900</b> | <b>0</b>        | <b>0</b>     |

CAPITAL OUTLAY

|           |         |         |         |   |           |   |   |
|-----------|---------|---------|---------|---|-----------|---|---|
| 86,057    | 93,692  | 116,000 | 9020-05 | Street Resurfacing - Seal Coating   | 0         | 0 | 0 |
|           |         |         |         | Slurry seal application on various City streets, primarily using fund exchange resources. |           |   |   |
| 1,265     | 0       | 0       | 9020-10 | Street Resurfacing - Contract Overlays  | 1,500,000 | 0 | 0 |
|           |         |         |         | Pavement overlay of various City streets, primarily using fund exchange resources.        |           |   |   |
| 1,092,701 | 800,252 | 647,000 | 9020-20 | Street Resurfacing - Bond Measure   | 60,000    | 0 | 0 |
|           |         |         |         | Street repair and repaving projects   |           |   |   |
| 1,220,536 | 22,798  | 0       | 9030-05 | Street Improvements - 2nd Street  | 0         | 0 | 0 |
| 0         | 14,769  | 0       | 9030-06 | Street Improvements - 5th Street  | 0         | 0 | 0 |
| 1,056,177 | 0       | 0       | 9030-07 | Street Improvements - Alpine Avenue   | 0         | 0 | 0 |

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A        |   |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 5,040,408                         | 2,598,287        | 0                         | <b>9030-08</b>  | <b>Street Improvements - Hill Road North</b>  |                 | 0                          | 0                          | 0                         |
| 0                                 | 0                | 4,050,000                 | <b>9030-09</b>  | <b>Street Improvements - Old Sheridan Road</b><br>Old Sheridan Road corridor improvements (bond measure)  |                 | 3,500,000                  | 0                          | 0                         |
| 396,458                           | 0                | 0                         | <b>9030-10</b>  | <b>Street Improvements - Ford Street Sidewalk</b>   |                 | 0                          | 0                          | 0                         |
| 200                               | 1,890,937        | 0                         | <b>9030-11</b>  | <b>Street Improvements - 1st &amp; 2nd Street Pedestrian</b>  |                 | 0                          | 0                          | 0                         |
| 592,773                           | 34,750           | 0                         | <b>9030-12</b>  | <b>Street Improvements - Pedestrian &amp; Safety</b>  |                 | 0                          | 0                          | 0                         |
| 0                                 | 0                | 0                         | <b>9150-05</b>  | <b>Developer Reimbursement - Storm Drainage</b><br>Developer reimbursements for oversizing storm drainage systems that benefit future growth requirements of the city beyond a particular development's immediate storm drainage needs.   |                 | 0                          | 0                          | 0                         |
| <b>9,486,575</b>                  | <b>5,455,486</b> | <b>4,813,000</b>          | <b>TOTAL CAPITAL OUTLAY</b>                               |   |                 | <b>5,060,000</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>DEBT SERVICE</u></b>        |                  |                           |   |   |                 |                            |                            |                           |
| 150,997                           | 154,409          | 157,899                   | <b>9472-05</b>  | <b>ODOT Loan - Newberg/Dundee Bypass - Principal</b><br>Payment on ODOT loan for Phase I of project   |                 | 161,468                    | 0                          | 0                         |
| 50,251                            | 46,839           | 43,349                    | <b>9472-10</b>  | <b>ODOT Loan - Newberg/Dundee Bypass - Interest</b><br>Interest payment for City's loan balance   |                 | 39,781                     | 0                          | 0                         |
| <b>201,248</b>                    | <b>201,248</b>   | <b>201,248</b>            | <b>TOTAL DEBT SERVICE</b>                                 |   |                 | <b>201,249</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>       |                  |                           |   |   |                 |                            |                            |                           |
| 165,846                           | 173,824          | 191,705                   | <b>9700-01</b>  | <b>Transfers Out - General Fund</b>   |                 | 144,825                    | 0                          | 0                         |
|                                   |                  |                           | <u>Description</u>  | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                                   |                  |                           | Transportation Fund support of Engineering operations.    | 1   | 10,819          | 10,819                     |                            |                           |
|                                   |                  |                           | Engineering, Admin, & Finance personnel services support. | 1   | 134,006         | 134,006                    |                            |                           |
| <b>165,846</b>                    | <b>173,824</b>   | <b>191,705</b>            | <b>TOTAL TRANSFERS OUT</b>                                |   |                 | <b>144,825</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |   |   |                 |                            |                            |                           |
| 0                                 | 0                | 300,000                   | <b>9800</b>   | <b>Contingencies</b>  |                 | 750,000                    | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>         | <b>300,000</b>            | <b>TOTAL CONTINGENCIES</b>                                |   |                 | <b>750,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |   |   |                 |                            |                            |                           |
| 2,243,937                         | 2,533,096        | 546,382                   | <b>9945-05</b>  | <b>Designated End FB - Transport Fd - Transportation SDC</b><br>Designated system development charge (SDC) carryover from proposed budget year to subsequent year; accumulation of transportation SDC revenues will be MORE than qualifying transportation SDC expenditures since the implementation of the transportation SDC. |                 | 1,200,924                  | 0                          | 0                         |
| 8,300,612                         | 3,112,267        | 85,050                    | <b>9945-15</b>  | <b>Designated End FB - Transport Fd - Bond Proceeds</b><br>It is anticipated that all bond proceeds will be spent in 2018-19  |                 | 0                          | 0                          | 0                         |

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2018<br>ACTUAL    | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------|-------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| -174,076          | 53,652            | 72,685                    | <b>9999 Unappropriated Ending Fd Balance</b><br>It is anticipated that all bond proceeds will be spent by the end of fiscal year 2019-20 | 305,413                    | 0                          | 0                         |
| <b>10,370,473</b> | <b>5,699,016</b>  | <b>704,117</b>            | <b>TOTAL ENDING FUND BALANCE</b>   | <b>1,506,337</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>21,234,349</b> | <b>11,997,504</b> | <b>6,686,270</b>          | <b>TOTAL REQUIREMENTS</b>  | <b>7,820,311</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**45 - TRANSPORTATION FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <b>N/A</b><br>Section : <b>N/A</b><br>Program : <b>N/A</b> | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 21,234,348     | 11,997,505     | 6,686,270                 | <b>TOTAL RESOURCES</b>  | 7,820,311                  | 0                          | 0                         |
| 21,234,349     | 11,997,505     | 6,686,270                 | <b>TOTAL REQUIREMENTS</b>   | 7,820,311                  | 0                          | 0                         |



# **PARK DEVELOPMENT FUND**







### Budget Highlights

- The Park Development Fund’s main funding source has been the voter approved \$9.1 million parks bond measure from 2000. That funding source is slated to be paid off in 2021. Other sources of revenue for this fund include potential grants and Parks SDC’s.
- The opening of the new Jay Pearson Neighborhood park project in 2019 marked the first barrier free park in McMinnville.

### Future Challenges and Opportunities

- The 1999 Master Plan paved the way for great park projects and it has served our community very well over the years. After almost 20 years, it needs to be updated to create a vision for the next 20 years of park development in McMinnville. The Planning Commission work plan tentatively has this planning effort occurring around 2023 within existing resources. This timeframe could be accelerated if additional funding or grants are obtained.
- Through the master planning process, new or improved funding sources for park acquisition, development and maintenance should be determined. In addition, the Parks SDC methodology should be reviewed along with potentially expanding who pays Parks SDC’s. Currently residential permits pay Parks SDC’s but commercial and industrial permits do not.
- The community has an expectation that parks will continue to develop, that unfinished park projects will be completed, and that deteriorating or deferred projects will be funded and completed.
- The buildable lands analysis and future conversations related to the urban growth boundary continue to be a challenge for providing open spaces in McMinnville. The community set a standard of 14 acres of open space per thousand population back in 1999 and we have not achieved that, and given the lack of available land that community standard remains at risk.

### Mac-Town 2032 Strategic Plan in Park Development

- Continuing on the path of ensuring there are barrier free parks and recreational amenities for people of all abilities should be at the forefront of future park development (Engagement and Inclusion).
- Open spaces and natural areas contribute significantly to economic prosperity and quality of life. As cities grow, it is essential to provide open space amenities in walking distance to housing. A successful plan for open space will look at networks, connectors, natural areas, active and passive recreation spaces as well as ensuring equitable and inclusive access to well maintained and diverse outdoor spaces (economic prosperity, housing, equity and inclusion).

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>831,038</b>    | <b>560,580</b>               | <b>422,508</b>                | <b>(138,072)</b>   |
| Materials & Services      | 83,775            | 22,400                       | 2,500                         | (19,900)           |
| Capital Outlay            | 512,264           | 866,652                      | 500,000                       | (366,652)          |
| Transfers Out             | 54,723            | 59,009                       | 58,131                        | (878)              |
| <b>Total Expenditures</b> | <b>650,762</b>    | <b>948,061</b>               | <b>560,631</b>                | <b>(387,430)</b>   |
| Net Expenditures          | 180,276           | (387,481)                    | (138,123)                     | (249,358)          |



## Park Development Fund

## Historical Highlights

|  |   |   |
|--|---|---|
| <p>1906 In 1906 – 1908, 22 people contributed \$100 each and two people contributed \$200 to purchase land for a City Park. Park bonds were also sold totaling \$7,100 and 8 ½ acres were purchased and City Park was born. A park plan was developed that included a grandstand, playground and lake, a sprinkling system fed by a planned water tower that was filled using a 5 horsepower pump that drew water from Cozine Creek.</p> | <p>1960 Wortman Park acquisition completed - Wortman/ Koch family donations.</p>  | <p>1983 McMinnville Water and Light purchases McDaniel property which is the future Joe Dancer Park property - 80 floodplain acres. Water &amp; Light “trades” the McDaniel property for City-owned Riverside Drive property where Water and Light is located today and which was the original site of Little League baseball fields.</p> |
| <p>1909 More park bonds sold totaling \$3,000 authorized for further development of City Park including a pond, and small zoo with bears, deer and other animals.</p>  | <p>1968 Quarry Park Site on West Second Street acquired from State of Oregon.</p>   | <p>1985 From 1985 – 1986: Dancer Park phases I and II completed - 40 acres, trails, 4 baseball/softball fields, 4 soccer fields.</p>  |
| <p>1917 City Park zoo animals were sold. A \$3,500 bond issue was passed to fund a park driveway, concrete to line the pond, and comfort stations in lower City Park.</p>  | <p>1977 Airport Park completed.</p>   | <p>1988 From 1988 – 1992, Westvale, Jandina, and James Additions, Ashmeadows Greenway in west McMinnville constructed in neighborhood phases.</p>   |
| <p>1927 Construction of the Soper Fountain in City Park was approved and \$8,500 of bonds issued for the purchase of the Star Mill property including the mill race, mill pond (where today’s tennis courts are located) and water rights.</p>   | <p>1979 Tice Property purchased for \$200,000 with 10-year note secured by McMinnville Water &amp; Light and paid from General Fund – now Rotary Nature Preserve at Tice Woods.</p>   | <p>1990 Aquatic Center roof and heating and air conditioning system repaired ~\$600,000, partially funded by construction lawsuit settlement.</p>   |
| <p>1956 McMinnville Aquatic Center constructed.</p>  | <p>1979 Initial Barber Park Property in southwest McMinnville off Old Sheridan Road gifted to City.</p>   | <p>1991 City Council adopts a park system development charge (SDC) of \$300 per residential unit.</p>   |
|  | <p>1979 From 1979 – 1981, old National Guard Armory at 6<sup>th</sup> and Evans purchased by City; bond levy passes for remodel in March 1979; construction project begins in 1980; and Community Center opens February 1981.</p> |   |

# Park Development Fund

## Historical Highlights

- 1993 Paul Barber gifts a second parcel of property to the City; Barber Park Property now totals 17 timbered acres.
- 1994 From 1994 – 1995, City receives \$600,000 Community Development Block Grant to help construct Senior Center; Senior Center opens at Wortman Park, October 1995.
- 1996 Recreation Station constructed in City Park. Over 3,000 community volunteers participate in the week-long construction project.
- 
- 1996 Major flood damage to Dancer Park facilities; 300 community volunteers remove gravel and debris from fields and help repair damage; local contractors make facility and roadway repairs and reconstruct new skatepark foundation. Original skatepark opens.

- 1998 City Council approves a revised park system development charge, implementing an increase in park SDC rates from \$300 to \$2,000 per residential unit, phased in over 18 months. Significant increase to help fund approximately 40% of projected growth related park needs as specified in the *Parks Master Plan Update* under development.
- 1999 Dancer Park Phase III expanded irrigation and field areas for softball/ baseball to 60 acres including gravel overflow parking completed.
- 1999 *Parks, Recreation, and Open Space Master Plan* adopted by City Council
- 1999 SW Community Park property purchased.
- 2000 In November, McMinnville voters pass \$9.5 million 20-year general obligation park system improvement bond issue.

- 2001 SW Community Park planning and design process begins -park bond project.
- 2002 Thompson Park construction project begins in south McMinnville.
- 2002 Marsh Lane Extension and Dancer Park expansion begins providing new roadway access, parking, soccer/baseball fields- park bond projects.
- 2002 Bend-O-River mini-park in east McMinnville constructed.
- 2003 Thompson Park construction complete; park opens in June.
- 2003 Marsh Lane Extension and Dancer Park Expansion Project substantially complete.
- 2003 Taylor Park in Brockwood and Fellows vicinity renovated with property tax dollars.

# Park Development Fund

## Historical Highlights

|      |  |      |   |      |  |
|------|--|------|---|------|--|
| 2004 | From 2004 – 2005, City Park and Wortman Park Renovation Projects begin; and in the spring of 2005 are substantially complete. New trail systems, restrooms, picnic area improvements, playgrounds. | 2006 | McMinnville’s new skatepark will be named for popular high school student and local skater Drew Ottley, who died unexpectedly of meningococcal disease in January 2006.   | 2008 | The Senior Center parking expansion project is completed in December. This is one of the few remaining park improvement bond projects approved in 2000.  |
| 2004 | Kraemer property land acquisition SW Community Park paid in full \$1,250,000 from a combination of Capital Improvement Fund property tax dollars and SDCs.   | 2007 | McMinnville is awarded a \$120,000 Local Govt. Grant to support the Kiwanis Marine Park renovation and dog-park project. The design phase is initiated.   | 2009 | The Kiwanis Marine Park renovation project was completed in the fall. Improvements included new parking, new pedestrian bridge spanning the park ravine, new accessible pathways and clearing the boat ramp and access path of tons of storm and flood debris. |
| 2004 | In November 2004, world-class skatepark builders, Dreamland Skateparks, Inc., began skatepark renovation/ expansion at Dancer Park and completed project in March 2005.                            | 2007 | The City acquires a 7.7 acre property west of Hill Road that will become the new West Hills Neighborhood Park. The park design phase of the project is initiated.   | 2009 | A new 40+ vehicle parking area to serve the north Dancer Park soccer fields was completed in the fall.   |
| 2005 | SW Community Park was officially named Discovery Meadows Community Park and grand opening ceremonies were held Saturday, June 4, 2005.   | 2007 | The City accepts the donation from Mark and Elise Smith of a dedicated park easement upon a four-acre property for the purpose of providing a neighborhood park within a future residential development in northwest McMinnville. | 2010 | McMinnville’s first Dog Park was opened in February. This four-acre park has both year-round and seasonal areas with asphalt pathways throughout.  |
| 2005 | Phase I of BPA Westside Pedestrian/ Bicycle Pathway between West Second Street and Wallace Way is completed in October 2005.   |      |   |      |  |

2010 Phase I of the new, 7.7 acre West Hills Neighborhood Park completed and open for public use in June. Initial amenities include a major playground, swing sets, extensive park pathways and open areas, picnic tables and park benches. Future improvements will add a park shelter, restroom, and a basketball court.

2010 Phases II and III of the off-street Westside Pedestrian/bicycle Pathway from Wallace Road to Baker Creek Road through the BPA corridor in NW McMinnville was completed in the fall.

2010 McMinnville's boat-ramp at Kiwanis Marine Park is permanently closed due to severe hillside collapse resulting from excessive rain and high river water.

2011 "Chegwyn Farms Neighborhood Park" McMinnville's new 4-acre, "farm-themed" park on Hembree Street in NE McMinnville is completed in April.

2014 The acquisition of a new park property was finalized; the new four-acre neighborhood park will serve area residents in NW McMinnville.

2015 Neighborhood park planning workshops for the new NW Neighborhood park were initiated in January. The resulting park master plan will be finalized in April or May.

2019 The Jay Pearson Neighborhood Park is constructed. This is McMinnville's first barrier free park and is the future of all parks.

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2018<br>ACTUAL  | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|---|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>  |                  |                           |  |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b>  |                  |                           |  |                            |                            |                           |
| 1,009,534   | 993,921          | 1,067,049                 | <b>4050-05</b> <b>Designated Begin FB-Park Dev Fd - Park Development Bond Proceeds</b>   | 0                          | 0                          | 0                         |
| 16,000  | 16,000           | 16,000                    | <b>4050-25</b> <b>Designated Begin FB-Park Dev Fd - Heather Hollow</b><br>July 1 carryover donation from the Heather Glen Homeowners Association for future improvements to Heather Hollow Neighborhood Park.  | 16,000                     | 0                          | 0                         |
| 19,086  | 25,623           | 16,486                    | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 undesignated carryover from prior year   | 1,233,209                  | 0                          | 0                         |
| Budget Note: SDC accounting discloses a negative system development charge (SDC) fund balance. This negative balance indicates that qualifying park improvement projects could have been all or partially funded by SDCs, but were instead funded by park improvement bond proceeds since adequate SDCs were not available. This will continue to be the case for the foreseeable future. |                  |                           |  |                            |                            |                           |
| <b>1,044,620</b>  | <b>1,035,544</b> | <b>1,099,535</b>          | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>   | <b>1,249,209</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>INTERGOVERNMENTAL</u></b>   |                  |                           |  |                            |                            |                           |
| 0   | 0                | 0                         | <b>4540</b> <b>Federal LWCF Grant</b><br>Land and Water Conservation Fund (LWCF) Grant funds to support the 2017 City Park project design and renovation expenditures from the fire.   | 0                          | 0                          | 0                         |
| 21,259  | 107,670          | 67,000                    | <b>4770-27</b> <b>OR State Park &amp; Recreation Grant - NW Neighborhood Park</b>  | 0                          | 0                          | 0                         |
| <b>21,259</b>   | <b>107,670</b>   | <b>67,000</b>             | <b><u>TOTAL INTERGOVERNMENTAL</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CHARGES FOR SERVICES</u></b>  |                  |                           |  |                            |                            |                           |
| 204,412   | 690,880          | 250,000                   | <b>5500</b> <b>System Development Charges</b><br>Park system development charges (SDC) for park development from apartment and new home construction projects. Oregon Revised Statutes require SDCs be used to fund projects related to population growth. | 400,000                    | 0                          | 0                         |
| Budget Note: Current Park SDC is \$2,469 per residential unit.  |                  |                           |  |                            |                            |                           |
| <b>204,412</b>  | <b>690,880</b>   | <b>250,000</b>            | <b><u>TOTAL CHARGES FOR SERVICES</u></b>   | <b>400,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>   |                  |                           |  |                            |                            |                           |
| 7,669   | 16,053           | 21,300                    | <b>6310</b> <b>Interest</b><br>Interest earned on SDC, grant, intergovernmental, etc balances  | 17,200                     | 0                          | 0                         |
| 11,881  | 16,435           | 3,400                     | <b>6310-30</b> <b>Interest - Bond</b><br>Interest earned on unspent Park System Improvement Bond proceeds.   | 5,000                      | 0                          | 0                         |
| 0   | 0                | 60,000                    | <b>6360-16</b> <b>Grants - The Collins Foundation</b><br>The Collins Foundation awarded the City \$60,000 to support the playground at the Jay Pearson Neighborhood Park. It was spent during construction of the park.                                    | 0                          | 0                          | 0                         |

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2018<br>ACTUAL             | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------------------|------------------|---------------------------|--|---|----------------------------|----------------------------|---------------------------|
| 0                          | 0                | 25,000                    | <b>6360-18</b>                                     | <b>Grants - Ford Family Foundation</b><br>The Ford Family Foundation awarded the City \$25,000 to support the playground at the Jay Pearson Neighborhood Park. It was spent during construction of the park.    | 0                          | 0                          | 0                         |
| 0                          | 0                | 0                         | <b>6450</b>  | <b>Donations - Park Development</b><br>Misc. Donations carried over from 18/19 (\$308 is for Dog Park.) Other donations for general or specified park improvements are sometimes received within this account.) | 308                        | 0                          | 0                         |
| 0                          | 0                | 133,880                   | <b>6450-21</b>                                     | <b>Donations - Park Development - NW Neighborhood Park</b>  | 0                          | 0                          | 0                         |
| 0                          | 0                | 0                         | <b>6600</b>  | <b>Other Income</b>   | 0                          | 0                          | 0                         |
| <b>19,550</b>              | <b>32,488</b>    | <b>243,580</b>            | <b><u>TOTAL MISCELLANEOUS</u></b>                  |   | <b>22,508</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS IN</u></b> |                  |                           |  |   |                            |                            |                           |
| 0                          | 0                | 0                         | <b>6900-85</b>                                     | <b>Transfers In - Insurance Services</b>  | 0                          | 0                          | 0                         |
| <b>0</b>                   | <b>0</b>         | <b>0</b>                  | <b><u>TOTAL TRANSFERS IN</u></b>                   |   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>1,289,840</b>           | <b>1,866,582</b> | <b>1,660,115</b>          | <b><u>TOTAL RESOURCES</u></b>                      |   | <b>1,671,717</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**MATERIALS AND SERVICES**

|               |               |               |                |  |              |                 |              |
|---------------|---------------|---------------|----------------|--|--------------|-----------------|--------------|
| 0             | 0             | 0             | <b>7680</b>    | <b>Materials &amp; Supplies - Donations</b>                    | 0            | 0               | 0            |
| 1,888         | 2,847         | 2,400         | <b>7750</b>    | <b>Professional Services</b>                                   | 2,000        | 0               | 0            |
|               |               |               |                | Audit fee allocation   |              |                 |              |
|               |               |               |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|               |               |               |                | Audit fee allocation   | 1            | 2,000           | 2,000        |
| 500           | 500           | 0             | <b>7750-57</b> | <b>Professional Services - Financing Administration</b>        | 500          | 0               | 0            |
| 92,408        | 80,427        | 20,000        | <b>7770-27</b> | <b>Professional Services - Projects - NW Neighborhood Park</b> | 0            | 0               | 0            |
| <b>94,796</b> | <b>83,775</b> | <b>22,400</b> |                | <b>TOTAL MATERIALS AND SERVICES</b>                            | <b>2,500</b> | <b>0</b>        | <b>0</b>     |

**CAPITAL OUTLAY**

|              |                |                |                |   |                |          |          |
|--------------|----------------|----------------|----------------|---|----------------|----------|----------|
| 0            | 0              | 218,880        | <b>8725-05</b> | <b>Equipment - Donations - NW Park Playground</b>   | 0              | 0        | 0        |
|              |                |                |                | Funds expended in this account come from specified donations and grants as shown in revenue line-items 6360-16, 6360-18, and 6450.  |                |          |          |
| 0            | 0              | 0              | <b>9250</b>    | <b>Park Construction</b>  | 500,000        | 0        | 0        |
|              |                |                |                | Unanticipated park development either as grant match or to provide partnership opportunities for projects in the Parks Master Plan that qualify for SDC funding.  |                |          |          |
| 1,141        | 512,264        | 647,772        | <b>9250-25</b> | <b>Park Construction - NW Neighborhood Park</b>   | 0              | 0        | 0        |
|              |                |                |                | Construction completed in FY 20.  |                |          |          |
| 0            | 0              | 0              | <b>9300-25</b> | <b>Park Improvements - Heather Hollow City Park</b>   | 0              | 0        | 0        |
|              |                |                |                | For future improvements within Heather Hollow Neighborhood Park. Specific improvements will be identified through discussions with residents of the Heather Glen subdivision in SW McMinnville who provided the money for the yet to be determined Heather Hollow Park needs. |                |          |          |
|              |                |                |                | Budget Note: Project funded 100% by donation.   |                |          |          |
| <b>1,141</b> | <b>512,264</b> | <b>866,652</b> |                | <b>TOTAL CAPITAL OUTLAY</b>   | <b>500,000</b> | <b>0</b> | <b>0</b> |

**TRANSFERS OUT**

|         |        |        |                |  |              |                 |              |
|---------|--------|--------|----------------|--|--------------|-----------------|--------------|
| 58,359  | 54,723 | 59,009 | <b>9700-01</b> | <b>Transfers Out - General Fund</b>  | 58,131       | 0               | 0            |
|         |        |        |                | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|         |        |        |                | Parks & Rec Admin, Admin, & Finance personnel services support.  | 1            | 58,131          | 58,131       |
| 100,000 | 0      | 0      | <b>9700-60</b> | <b>Transfers Out - Debt Service</b>  | 0            | 0               | 0            |
|         |        |        |                | Transfer to partially off-set debt service for the Park Improvement Bonds which "up-front" funded the SDC portion of projects built with bond funds. |              |                 |              |
|         |        |        |                | Proposed 2021-22 does not include transfer of SDC revenue to Debt Service Fund.  |              |                 |              |



Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2018<br>ACTUAL  | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|---|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 158,359   | 54,723         | 59,009                    | <b>TOTAL TRANSFERS OUT</b>                         |  |                 | 58,131                     | 0                          | 0                         |
| <b><u>CONTINGENCIES</u></b>   |                |                           |  |  |                 |                            |                            |                           |
| 0   | 0              | 660,390                   | 9800   | Contingencies  |                 | 500,000                    | 0                          | 0                         |
| 0   | 0              | 660,390                   | <b>TOTAL CONTINGENCIES</b>                         |  |                 | 500,000                    | 0                          | 0                         |
| <b><u>ENDING FUND BALANCE</u></b>   |                |                           |  |  |                 |                            |                            |                           |
| 993,921   | 1,159,097      | 0                         | 9950-05  | Designated End FB - Park Dev Fd - Park Development Bond Proceeds |                 | 0                          | 0                          | 0                         |
| 16,000  | 16,000         | 16,000                    | 9950-25  | Designated End FB - Park Dev Fd - Heather Hollow                 |                 | 16,000                     | 0                          | 0                         |
| 25,623  | 40,723         | 35,664                    | 9999   | Unappropriated Ending Fd Balance                                 |                 | 595,086                    | 0                          | 0                         |
| All funds remaining at June 30 are budgeted as contingency instead of ending fund balance, which allows those funds to be spent |                |                           |  |  |                 |                            |                            |                           |
|   |                |                           | <u>Description</u>                                 | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|   |                |                           | Reserved for Update of Parks Master Plan           | 1  | 595,086         | 595,086                    |                            |                           |
| 1,035,544   | 1,215,820      | 51,664                    | <b>TOTAL ENDING FUND BALANCE</b>                   |  |                 | 611,086                    | 0                          | 0                         |
| 1,289,840   | 1,866,582      | 1,660,115                 | <b>TOTAL REQUIREMENTS</b>                          |  |                 | 1,671,717                  | 0                          | 0                         |

Budget Document Report

**50 - PARK DEVELOPMENT FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <i>N/A</i><br>Section : <i>N/A</i><br>Program : <i>N/A</i> | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,289,840      | 1,866,582      | 1,660,115                 | <b>TOTAL RESOURCES</b>  | 1,671,717                  | 0                          | 0                         |
| 1,289,840      | 1,866,582      | 1,660,115                 | <b>TOTAL REQUIREMENTS</b>   | 1,671,717                  | 0                          | 0                         |



# **DEBT SERVICE FUND**





### Budget Highlights

#### Debt Service – Current Property Taxes

- In fiscal year 2020-21, the City will levy \$3,791,459 in property taxes for principal and interest debt service payments on general obligation bonds. This levy will result in an estimated tax rate for debt service of \$1.2646 per \$1,000 of assessed property values. This tax rate compares to the actual debt service tax rate of \$1.2891 in 2019-20.
- The decrease in the rate of the tax levy is due to lower total debt service due in FY2020-21 compared to the prior year combined with a growing assessed value.
- When calculating the tax levy for debt service, the City takes into account that approximately 7.5% of taxes levied will not be collected in the year of the levy, due to credits, refunds, and discounts, as well as unpaid taxes due.
- **2011 Park Improvement Refunding Bonds** – In 2011, GO bonds were issued to refund (i.e., pay off) Park Improvement Bonds issued in 2001. The 2011 Refunding Bonds will be fully paid in FY2020-21.
- **2015 Transportation Bonds** - In April 2015 the City issued \$16,085,000 in GO bonds for transportation projects. Issuance of the bonds was approved by the voters in November 2014. The bonds are 15-year bonds and will be fully paid in 2030.
- **2015 Refunding Bonds** - In April 2015, the City issued \$7,235,000 in GO refunding bonds, with proceeds of the bonds used to pay off the 2006 Public Safety and Courtroom/Civic Buildings Bonds. Total present value savings from the refunding was approximately \$538,000. The 2016 Refunding bonds are 10-year bonds and will be fully paid in 2025.

- **2018 Transportation Bonds** – In February 2018, the City issued \$7,915,000 in GO bonds for completion of transportation projects. This issuance was the second series of the \$24 million in GO bonds approved by the voters in 2014. The first series of transportation bonds was issued in 2015. The bonds are 15-year bonds and will be fully paid in 2033.

#### Designated Ending Fund Balance (DEFB)

- DEFB's are used to pay debt service payments due prior to the collection of property taxes in November; therefore, the prior fiscal year's debt service levy must be sufficient to cover debt service payments due from July 1 through November 1.

#### Future Challenges and Opportunities

- Major capital projects, building repairs, and equipment related to general services provided by the City can be funded with either general operating revenues or by the issuance of debt.
- The City issued general obligation bonds to fund the Police Station, Civic Hall, Park System improvements, and Transportation improvement projects.
- Because property taxes are used to pay debt service on general obligation bonds, these bonds must be approved by the voters and are exempt from property tax limitations.

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

- Modern, functional facilities and equipment are particularly relevant to two of the Strategic Plan goals:  
City Government Capacity – Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus  
Community Safety & Resilience – Proactively plan for and responsibly maintain a safe and resilient community

# Debt Service Fund

- o Facilities and equipment are critical components in delivering services to citizens and maintaining a safe community. In the future, issuing general obligation bonded debt will continue to be a useful tool for funding major capital projects and providing resources for updating and/or replacement of major City assets.

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>3,937,992</b>  | <b>3,549,600</b>             | <b>3,626,800</b>              | <b>77,200</b>      |
| Debt Service              | 3,731,138         | 3,740,450                    | 3,734,950                     | (5,500)            |
| <b>Total Expenditures</b> | <b>3,731,138</b>  | <b>3,740,450</b>             | <b>3,734,950</b>              | <b>(5,500)</b>     |
| Net Expenditures          | 206,855           | (190,850)                    | (108,150)                     | (82,700)           |



## Debt Service Fund

## Historical Highlights

|      |  |      |   |      |   |
|------|--|------|---|------|---|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue.   | 1986 | September 1986, voters approve 20-year \$1,995,000 fire station construction general obligation bond issue. | 2006 | Voters approve 20-year \$13,120,000 general obligation bonds for public safety and courtroom/civic buildings. Bonds sold November 2006. |
| 1975 | City and Oregon National Guard sign agreements to exchange airport property for armory property with additional future payment by City to Oregon National Guard. | 1989 | Advance refunding bonds issued to refund library renovation and swimming pool renovation bond issues.       | 2011 | 2001 Park System Improvement Bonds refunded with issuance of 2011 GO Refunding Bonds.   |
| 1978 | March 1978, voters approve five-year \$190,000 armory purchase general obligation bond issue.  | 1995 | Voters fail to pass 10-year transportation general obligation bond issue by 5 votes - \$5,995,000.          | 2012 | Projects in Public Safety Facilities Construction Fund completed.   |
| 1978 | November 1978, voters approve 20-year \$2,622,000 community center renovation general obligation bond issue.   | 1996 | Bonds issued for advance refunding of 1989 bonds.   | 2014 | November 2014, voters approve 15-year \$16,085,000 general obligation bonds for transportation system improvements                      |
| 1980 | February 1980, voters approve 20-year \$1,715,000 library renovation general obligation bond issue.  | 1996 | Voters approve 10-year \$7,415,000 general obligation bond issue for transportation system improvements.    | 2015 | Advance refunding bonds issued to refund 2006 Public Safety and Civic Hall/Courtroom Buildings bonds                                    |
| 1982 | May 1982, voters approve a seven-year property tax serial levy to construct airport office building.   | 1997 | Bonds issued to refund 1979 community center bonds and 1987 fire station bonds.                             | 2015 | First series of GO bonds approved in 2014 are issued  |
| 1982 | August 1982, voters approve a seven-year general obligation bond to replace the seven-year serial levy to construct airport office building.                     | 2002 | November 2002, voters approve 20-year \$9,500,000 general obligation park system improvement bond issue.    | 2016 | Second series of GO bonds approved in 2014 are issued   |
| 1984 | Voters approve 20-year \$1,885,000 swimming pool renovation bond issue.  |      |   | 2021 | Park System Improvement bonds retired.  |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                  |                           |  |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 158,650                              | 148,900          | 135,500                   | <b>4060-27</b> <b>Designated Begin FB-Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b><br>July 1 designated carryover from prior year to pay Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes  | 121,500                    | 0                          | 0                         |
| 555,000                              | 570,000          | 580,000                   | <b>4060-32</b> <b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b><br>July 1 designated carryover from prior year to pay 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes   | 600,000                    | 0                          | 0                         |
| 41,250                               | 35,700           | 30,000                    | <b>4060-33</b> <b>Designated Begin FB-Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b><br>July 1 designated carryover from prior year to pay 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes   | 21,300                     | 0                          | 0                         |
| 308,925                              | 290,925          | 273,425                   | <b>4060-35</b> <b>Designated Begin FB-Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b><br>July 1 designated carryover from prior year to pay Transportation Bond Interest due August 1, which is prior to the receipt of proposed budget year property taxes  | 255,125                    | 0                          | 0                         |
| 0                                    | 0                | 118,150                   | <b>4060-36</b> <b>Designated Begin FB-Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1</b>  | 111,550                    | 0                          | 0                         |
| 164,475                              | 222,260          | 210,572                   | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 undesignated carryover from prior year   | 180,822                    | 0                          | 0                         |
| <b>1,228,300</b>                     | <b>1,267,785</b> | <b>1,347,647</b>          | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>   | <b>1,290,297</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>PROPERTY TAXES</u></b>         |                  |                           |  |                            |                            |                           |
| 3,263,670                            | 3,782,431        | 3,437,400                 | <b>4100-05</b> <b>Property Taxes - Current</b><br>\$3,791,4598 2020-2021 debt service property tax levy<br>(\$284,359) Less uncollected taxes - 7.5%<br>\$3,507,100 2020-2021 Current property taxes<br><br>Debt Service property tax rate estimated at \$1.2646 per \$1,000 of assessed value compared to \$1.2891 in 2019-2020 | 3,507,100                  | 0                          | 0                         |
| 71,558                               | 125,702          | 60,000                    | <b>4100-10</b> <b>Property Taxes - Prior</b><br>Collections of delinquent property taxes from prior year Debt Service Fund property tax levies.  | 75,000                     | 0                          | 0                         |
| <b>3,335,228</b>                     | <b>3,908,133</b> | <b>3,497,400</b>          | <b><u>TOTAL PROPERTY TAXES</u></b>   | <b>3,582,100</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                  |                           |  |                            |                            |                           |
| 18,439                               | 29,860           | 52,200                    | <b>6310</b> <b>Interest</b>  | 44,700                     | 0                          | 0                         |
| <b>18,439</b>                        | <b>29,860</b>    | <b>52,200</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>  | <b>44,700</b>              | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2018<br>ACTUAL             | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>TRANSFERS IN</u></b> |                  |                           |  |                            |                            |                           |
| 2,919                      | 0                | 0                         | <b>6900-40 Transfers In - Public Safety Facilities Const</b><br>All remaining funds from Public Safety Facilities Fund were transferred to Debt Service Fund in 2017-18  | 0                          | 0                          | 0                         |
| 100,000                    | 0                | 0                         | <b>6900-50 Transfers In - Park Development</b><br>In previous years, funds were transferred from Park Development Fund to off-set property taxes levied to pay park improvement bond debt service.<br><br>Proposed 2020-21 does not include transfer in of SDC revenue from Park Development Fund. | 0                          | 0                          | 0                         |
| <b>102,919</b>             | <b>0</b>         | <b>0</b>                  | <b><u>TOTAL TRANSFERS IN</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>4,684,885</b>           | <b>5,205,778</b> | <b>4,897,247</b>          | <b><u>TOTAL RESOURCES</u></b>  | <b>4,917,097</b>           | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**60 - DEBT SERVICE FUND**

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

| 2018<br>ACTUAL             | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET |                           | 2021<br>PROPOSED<br>BUDGET   | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |          |
|----------------------------|------------------|---------------------------|---------------------------|--|----------------------------|---------------------------|----------|
| <b>REQUIREMENTS</b>        |                  |                           |                           |  |                            |                           |          |
| <b>DEBT SERVICE</b>        |                  |                           |                           |  |                            |                           |          |
| 650,000                    | 670,000          | 700,000                   | <b>9462-05</b>            | <b>2015 Public Safety Bldg Refunding Bond - Principal - Feb 1</b><br>2015 Public Safety Building Bond Refunding principal payment due February 1, 2018.  | 725,000                    | 0                         | 0        |
| 158,650                    | 148,900          | 135,500                   | <b>9462-10</b>            | <b>2015 Public Safety Bldg Refunding Bond - Interest - Feb 1</b><br>2015 Public Safety Building Bond Refunding interest payment due February 1, 2018.  | 121,500                    | 0                         | 0        |
| 158,650                    | 148,900          | 135,500                   | <b>9462-15</b>            | <b>2015 Public Safety Bldg Refunding Bond - Interest - Aug 1</b><br>2015 Public Safety Building Bond Refunding principal payment due August 1, 2017.   | 121,500                    | 0                         | 0        |
| 1,200,000                  | 875,000          | 915,000                   | <b>9475-05</b>            | <b>2015 Transportation Bond - Principal - Feb 1</b><br>2015 Transportation Bond principal payment due February 1, 2018   | 950,000                    | 0                         | 0        |
| 308,925                    | 290,925          | 273,425                   | <b>9475-10</b>            | <b>2015 Transportation Bond - Interest - Feb 1</b><br>2015 Transportation Bond interest payment due February 1, 2018   | 255,125                    | 0                         | 0        |
| 308,925                    | 290,925          | 273,425                   | <b>9475-15</b>            | <b>2015 Transportation Bond - Interest - Aug 1</b><br>2015 Transportation Bond interest payment due August 1, 2017   | 255,125                    | 0                         | 0        |
| 0                          | 440,000          | 440,000                   | <b>9476-05</b>            | <b>2018 Transportation Bond - Principal - Feb 1</b>  | 450,000                    | 0                         | 0        |
| 0                          | 230,788          | 118,150                   | <b>9476-10</b>            | <b>2018 Transportation Bond - Interest - Feb 1</b>   | 111,550                    | 0                         | 0        |
| 0                          | 0                | 118,150                   | <b>9476-15</b>            | <b>2018 Transportation Bond - Interest - Aug 1</b>   | 111,550                    | 0                         | 0        |
| 555,000                    | 570,000          | 580,000                   | <b>9485-05</b>            | <b>2011 Park Bond Refunding - Principal - Aug 1</b><br>2011 Park Refunding Bond principal payment due August 1, 2017   | 600,000                    | 0                         | 0        |
| 35,700                     | 30,000           | 21,300                    | <b>9485-10</b>            | <b>2011 Park Bond Refunding - Interest - Feb 1</b><br>2011 Park Refunding Bond interest payment due February 1, 2018   | 12,300                     | 0                         | 0        |
| 41,250                     | 35,700           | 30,000                    | <b>9485-15</b>            | <b>2011 Park Bond Refunding - Interest - Aug 1</b><br>2011 Park Refunding Bond interest payment due August 1, 2017   | 21,300                     | 0                         | 0        |
| 0                          | 0                | 0                         | <b>9490</b>               | <b>Bond Refunding</b>  | 0                          | 0                         | 0        |
| <b>3,417,100</b>           | <b>3,731,138</b> | <b>3,740,450</b>          | <b>TOTAL DEBT SERVICE</b> |  | <b>3,734,950</b>           | <b>0</b>                  | <b>0</b> |
| <b>ENDING FUND BALANCE</b> |                  |                           |                           |  |                            |                           |          |
| 148,900                    | 135,500          | 121,500                   | <b>9960-27</b>            | <b>Designated End FB - Debt Svc Fd - '15 PS Bldg Refunding Int Aug 1</b><br>July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Public Safety Building Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes | 110,625                    | 0                         | 0        |
| 570,000                    | 580,000          | 600,000                   | <b>9960-32</b>            | <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Prin Pmt Aug</b><br>July 1 designated carryover from proposed budget year to subsequent year for payment of the 2011 Park Refunding Bond principal due August 1, which is prior to receipt of proposed budget year property taxes             | 615,000                    | 0                         | 0        |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 35,700           | 30,000           | 21,300                    | <b>9960-33</b> <b>Designated End FB - Debt Svc Fd - 2011 Pk Bond Refund Int Pmt Aug</b><br>July 1 designated carryover from prior year to subsequent year for payment of the 2011 Park Refunding Bond interest due August 1, which is prior to receipt of proposed budget year property taxes       | 12,300                     | 0                          | 0                         |
| 290,925          | 273,425          | 255,125                   | <b>9960-35</b> <b>Designated End FB - Debt Svc Fd - '15 Transport Bnd Int Pmt Aug 1</b><br>July 1 designated carryover from proposed budget year to subsequent year for payment of 2015 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes | 240,875                    | 0                          | 0                         |
| 0                | 118,150          | 111,550                   | <b>9960-36</b> <b>Designated End FB - Debt Svc Fd - '18 Transport Bnd Int Pmt Aug 1</b><br>July 1 designated carryover from proposed budget year to subsequent year for payment of 2018 Transportation Bond interest due August 1, which is prior to receipt of proposed budget year property taxes | 104,800                    | 0                          | 0                         |
| 222,260          | 337,565          | 47,322                    | <b>9999</b> <b>Unappropriated Ending Fd Balance</b><br>Undesignated carryover to July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations.   | 98,547                     | 0                          | 0                         |
| <b>1,267,785</b> | <b>1,474,640</b> | <b>1,156,797</b>          | <b>TOTAL ENDING FUND BALANCE</b>  | <b>1,182,147</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>4,684,885</b> | <b>5,205,778</b> | <b>4,897,247</b>          | <b>TOTAL REQUIREMENTS</b>   | <b>4,917,097</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**60 - DEBT SERVICE FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 4,684,885      | 5,205,778      | 4,897,247                 | <b>TOTAL RESOURCES</b>                             | 4,917,097                  | 0                          | 0                         |
| 4,684,885      | 5,205,778      | 4,897,247                 | <b>TOTAL REQUIREMENTS</b>                          | 4,917,097                  | 0                          | 0                         |



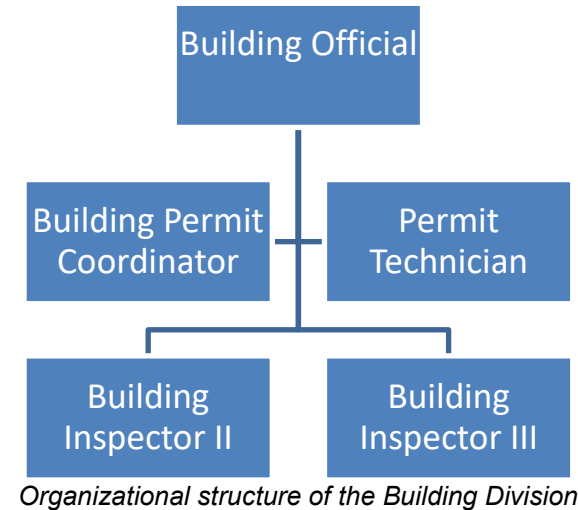
**BUILDING FUND**





### Budget Highlights

- In 2017-18, management of the Building Division moved from the Community Development Department to the Planning Department as part of the city's efforts to implement process improvements and efficiencies. Planning and Building staff work collaboratively and extensively together on building and site development permit review and associated code enforcement.
- In 2018-2019, the Building Division successfully transitioned to a new Accela software platform allowing for online permitting, credit card payments, and system integration with McMinnville Water & Light, Inc. This new software improved customer service efficiencies at the permit counter with the ability to request permits, plan review and inspections electronically,
- The 2018-19 budget also reflected a staff restructuring in the Planning and Building divisions to provide greater efficiencies and customer service by restructuring the two full-time permit technicians to one full-time permit technician that serves the permit counter and one full-time building permit coordinator that focuses on plan review and permit efficiencies to ensure timely customer service. The 2018-19 proposed budget also added 1.5 Building Inspector FTE. This addition freed up the Building Official's time to focus on plan review and administration, and allowed the City to reduce the Building Official position to a part-time position.
- In 2019-20 the Building division revamped its fee schedule to align with state protocols and continued to focus on program efficiencies and customer service.
- The 2020-21 budget is a status quo budget, anticipating a reduction in building permit activity due to developable land constraints within the City of McMinnville. One part-time inspector position was eliminated. Staff will be encouraged to cross-train in different inspection disciplines to create redundancy and depth within the inspector team.



### Core Services

#### Building Division

- Hold pre-application meetings to identify and clarify issues particular to a commercial project prior to submittal of construction documents. These meetings are also attended by various other City departments as well as those interested parties on the applicant side of the project.
- Provide plan review services for residential, commercial and industrial projects prior to permit issuance.
- Conduct inspections in the field at various job sites during the construction process of the projects.
- Respond to code interpretation inquiries.
- Respond to contractors, design professionals, and citizens regarding questions and inquiries as needed.

### 2019 Accomplishments

| PERMITS ISSUED               |                    |  |  |
|------------------------------|--------------------|--|--|
| RESIDENTIAL - \$41,764,523   |                    | COMMERCIAL - \$10,843,171              |  |
| <b>168</b>                   | <b>233</b>         | <b>4</b>                               | <b>35</b>                              |
| Single Family Dwelling Units | Multi-Family Units | New Commercial Buildings (\$5,747,301) | New Commercial Additions (\$5,095,870) |

The 2019 construction season in McMinnville saw a return of housing development after 12 years of significant housing development shortages. Several new subdivisions were platted and built out and with a city-led focus on affordable and workforce housing several different apartment complexes were permitted in 2019. In addition the new Gymnasium at the McMinnville High School was completed capping off a three-year, multi-school construction bond project.



Picture of the new McMinnville High School Gym – Go Grizzlies!

### Future Challenges and Opportunities

- Retaining depth and redundancy within the building inspection team if development activity decreases.
- Accessing specialized inspection services.
- Transitioning to electronic plan review.

### Mac-Town 2032 Strategic Plan Building Division Focus

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

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

- The Building Division incorporates the strategic plan’s value in everything that it does and will continue to focus on stewardship of services and resources, serving the community, leading the Development Services program into electronic plan review for future sustainability and holding ourselves accountable by establishing a Development Services Advisory Council in 2020-21.

#### **City Government Capacity – develop and foster local and regional partnerships:**

- Strategically participate in local and regional partnerships.

The Building Division partners with Yamhill County Building Division to provide electrical plan review, permitting and inspection services thereby consolidating the need for specialized inspection services.



# Building Fund

**City Government Capacity** – gain efficiencies from technology and equipment investments:

- Identify and improve service delivery through process improvement training and technology upgrades.

In 2019, the Building Division updated its Accela permitting software to allow for e-permitting and better coordination of permit plan reviews, inspections and completions. In 2020, the Building Division will incorporate Bluebeam electronic plan review software into its customer service program to move towards an electronic plan review platform. Both softwares are free from the State of Oregon Building Codes Division.

**City Government Capacity** – identify and focus on the city's core services:

- Identify the true costs of services.

In 2019, the Building Division conducted a comprehensive fee study to update its fee schedule in order to operate with full cost recovery and manage a reserve to sustain the program. The Building Division continually evaluates its fee schedule to ensure that it is achieving the right balance of fees and program delivery for the division's customers.

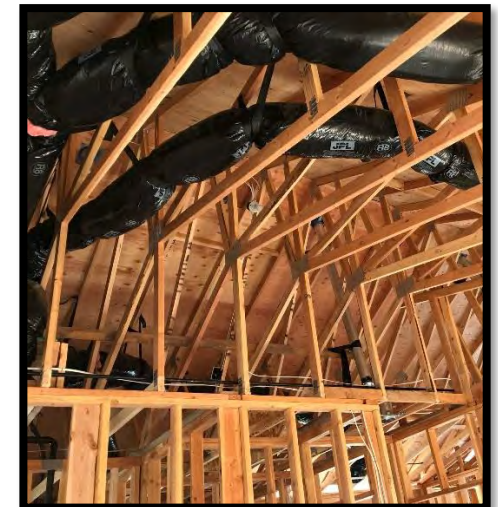
**Community Safety and Resiliency** – build a community culture of safety:

- Revise local dangerous building ordinance..

In 2020, the Building Division will partner with the Fire Department and the Code Compliance team to update Chapter 15 of the McMinnville Municipal Code – the dangerous building ordinance.



*Rendering of new Single Family Dwelling Unit and ADU*



*Inspection Photos*

# Building Fund

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>752,470</b>    | <b>579,528</b>               | <b>634,469</b>                | <b>54,941</b>      |
| Personnel Services        | 518,068           | 634,670                      | 606,362                       | (28,308)           |
| Materials & Services      | 141,909           | 114,045                      | 122,006                       | 7,961              |
| Capital Outlay            | 21,594            | 2,056                        | 1,000                         | (1,056)            |
| Transfers Out             | 79,151            | 88,001                       | 27,975                        | (60,026)           |
| <b>Total Expenditures</b> | <b>760,722</b>    | <b>838,772</b>               | <b>757,343</b>                | <b>(81,429)</b>    |
| Net Expenditures          | (8,251)           | (259,244)                    | (122,874)                     | (136,370)          |

## Full-Time Equivalent (FTE)

|                            | 2019-20           |               | 2020-21            |
|----------------------------|-------------------|---------------|--------------------|
|                            | Adopted<br>Budget | Change        | Proposed<br>Budget |
| <b>FTE Adopted Budget</b>  | <b>5.00</b>       |               |                    |
| Planning Director          |                   | 0.25          |                    |
| Building Official          |                   | (0.25)        |                    |
| Building Inspector III     |                   | (0.60)        |                    |
| <b>FTE Proposed Budget</b> |                   | <b>(0.60)</b> | <b>4.40</b>        |



McMinnville High School Engineering Program – Tiny Homes





## Building Fund

## Historical Highlights

|       |   |      |   |      |  |
|-------|---|------|---|------|--|
| 1969  | State of Oregon adopts 1968 edition of National Electrical Code.  | 2000 | Senate Bill 587 requires Building Division tracking and designation of building fee revenues over direct and indirect expenses.   | 2012 | General Fund transfer of \$50,000 to support Building Division activities.   |
| 1970s | Early 1970s City of McMinnville establishes a Building Division and begins conducting plan reviews and field inspections.                     | 2002 | City Council increases building permit fees increasing revenues to self-supporting level in Building Division.  | 2012 | Continued downturn in construction industry required one inspector position to be eliminated and a second reduced to part-time. Division support of one Permit Technician was also eliminated making General Fund support unnecessary. |
| 1988  | City of McMinnville approved by the State of Oregon to conduct Fire/Life Safety plan reviews.   | 2005 | Annual review of reserve balance indicated that revenue reserve would exceed reserve limits. Building permit fee schedule was adjusted to reduce revenue generation by approximately 10%. | 2012 | Entered into a reciprocal Intergovernmental Agreement with Yamhill County for building inspection services.  |
| 1991  | Building Division Advisory Board created from various stakeholders in the building community.   | 2006 | An additional inspector position filled.  | 2018 | Restructured staffing added 1.5 full-time inspectors, moved part-time permit technician to full-time building permit coordinator improving customer service delivery and efficiencies by providing all services in-house.              |
| 1994  | Staffing level increases to 5 inspector/plans examiners, as well as the Building Official and administrative staff.                           | 2007 | Division moved to new Community Development Center.   | 2019 | Transitioned to a new epermitting software program.  |
| 1995  | Accela building permit computer system implemented for issuing, tracking, and record keeping of permits.                                      | 2009 | Downturn in construction industry, eliminated one inspector position upon staff retirement.   | 2020 | Transitioned to a new electronic plan review software program.   |
| 1997  | Measure 47/50 related staff reductions cause Building Division to use additional outside consultants.   | 2010 | Building Division instituted two furlough day per month policy as a cost saving measure for all personnel, later eliminated in early 2011.  |      |  |
| 1997  | Building Division management moved into newly created Community Development Department with ultimate goal of a "one-stop" development center. |      |   |      |  |

# Building Fund

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

| <u>Position Description</u>     |           |       |         |                         |        |
|---------------------------------|-----------|-------|---------|-------------------------|--------|
| Fund                            | Number of |       | Total   | <u>Detailed Summary</u> |        |
| Department                      | Employees | Range | Salary  | Page                    | Amount |
| <b><u>Planning Director</u></b> | 1         | 359   | 122,491 |                         |        |
| General Fund                    |           |       |         |                         |        |
| Planning                        |           |       |         |                         |        |
| Administration (0.10 FTE)       |           |       |         | 117                     | 12,249 |
| Current (0.25 FTE)              |           |       |         | 120                     | 30,623 |
| Long Range (0.30 FTE)           |           |       |         | 123                     | 36,747 |
| Code Enforcement (0.10 FTE)     |           |       |         | 126                     | 12,249 |
| Building Fund (0.25 FTE)        |           |       |         | 440                     | 30,623 |
| <b><u>Permit Technician</u></b> | 1         | 329   | 46,875  |                         |        |
| General Fund                    |           |       |         |                         |        |
| Engineering (0.50 FTE)          |           |       |         | 98                      | 23,438 |
| Planning                        |           |       |         |                         |        |
| Current (0.08 FTE)              |           |       |         | 120                     | 3,750  |
| Code Enforcement (0.02 FTE)     |           |       |         | 126                     | 938    |
| Building Fund (0.40 FTE)        |           |       |         | 440                     | 18,750 |

Budget Document Report

**70 - BUILDING FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET             | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |              |
|--------------------------------------|------------------|---------------------------|--|--|----------------------------|---------------------------|--------------|
| <b>RESOURCES</b>                     |                  |                           |  |  |                            |                           |              |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |  |  |                            |                           |              |
| 968,233                              | 1,280,798        | 1,030,370                 | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 carryover from prior year  | 1,244,962                              | 0                          | 0                         |              |
| <b>968,233</b>                       | <b>1,280,798</b> | <b>1,030,370</b>          | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>   | <b>1,244,962</b>                       | <b>0</b>                   | <b>0</b>                  |              |
| <b><u>LICENSES AND PERMITS</u></b>   |                  |                           |  |  |                            |                           |              |
| 677,071                              | 534,232          | 435,000                   | <b>4400-05</b> <b>Building Fees - Building Permit Fees</b><br>Building plan review and permit fees; fire and life safety plan review fees.   | 410,000                                | 0                          | 0                         |              |
| 86,777                               | 89,825           | 40,000                    | <b>4400-10</b> <b>Building Fees - Mechanical Permit Fees</b><br>Mechanical plan review and permit fees.  | 90,000                                 | 0                          | 0                         |              |
| 64,654                               | 93,634           | 55,000                    | <b>4400-15</b> <b>Building Fees - Plumbing Permit Fees</b><br>Plumbing plan review and permit fees.  | 80,000                                 | 0                          | 0                         |              |
| 1,075                                | 860              | 1,500                     | <b>4400-20</b> <b>Building Fees - Mobile Home Permit Fees</b><br>Manufactured home setup permit fees including mobile home park plan review and permit fees.   | 1,500                                  | 0                          | 0                         |              |
| 0                                    | 17               | 500                       | <b>4400-25</b> <b>Building Fees - Miscellaneous Permit Fees</b><br>Miscellaneous Building Division charges including re-inspection fees.   | 500                                    | 0                          | 0                         |              |
| <b>829,577</b>                       | <b>718,569</b>   | <b>532,000</b>            | <b><u>TOTAL LICENSES AND PERMITS</u></b>   | <b>582,000</b>                         | <b>0</b>                   | <b>0</b>                  |              |
| <b><u>MISCELLANEOUS</u></b>          |                  |                           |  |  |                            |                           |              |
| 15,644                               | 24,364           | 31,600                    | <b>6310</b> <b>Interest</b>  | 32,500                                 | 0                          | 0                         |              |
| 2,433                                | 6,870            | 5,000                     | <b>6600-97</b> <b>Other Income - Building</b><br>Includes the 1% Administration Fee paid by the School District for the Building Division's collection of their Construction Excise Tax on new construction. | 5,000                                  | 0                          | 0                         |              |
| <b>18,077</b>                        | <b>31,234</b>    | <b>36,600</b>             | <b><u>TOTAL MISCELLANEOUS</u></b>  | <b>37,500</b>                          | <b>0</b>                   | <b>0</b>                  |              |
| <b><u>TRANSFERS IN</u></b>           |                  |                           |  |  |                            |                           |              |
| 0                                    | 2,668            | 10,928                    | <b>6900-85</b> <b>Transfers In - Insurance Services</b>  | 14,969                                 | 0                          | 0                         |              |
|                                      |                  |                           |  | <u>Description</u>                     | <u>Units</u>               | <u>Amt/Unit</u>           | <u>Total</u> |
|                                      |                  |                           |  | HR-Insurance Service Fund distribution | 1                          | 2,869                     | 2,869        |
|                                      |                  |                           |  | Insurance Services Fund distribution   | 1                          | 12,100                    | 12,100       |
| <b>0</b>                             | <b>2,668</b>     | <b>10,928</b>             | <b><u>TOTAL TRANSFERS IN</u></b>   | <b>14,969</b>                          | <b>0</b>                   | <b>0</b>                  |              |
| <b>1,815,888</b>                     | <b>2,033,269</b> | <b>1,609,898</b>          | <b><u>TOTAL RESOURCES</u></b>  | <b>1,879,431</b>                       | <b>0</b>                   | <b>0</b>                  |              |

Budget Document Report

**70 - BUILDING FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |  |   |                |          |          |
|----------------|----------------|----------------|--|---|----------------|----------|----------|
| 3,581          | 1,317          | 0              | <b>7000</b>                            | <b>Salaries &amp; Wages</b>   | 0              | 0        | 0        |
| 156,566        | 180,433        | 330,133        | <b>7000-05</b>                         | <b>Salaries &amp; Wages - Regular Full Time</b><br>Planning Director - 0.25 FTE<br>Building Inspector III - 1.00 FTE<br>Building Inspector II - 1.00 FTE<br>Building Permit Coordinator - 1.00 FTE<br>Permit Technician - Combined Depts - 0.40 FTE | 268,619        | 0        | 0        |
| 3,916          | 44,881         | 47,287         | <b>7000-10</b>                         | <b>Salaries &amp; Wages - Regular Part Time</b>   | 0              | 0        | 0        |
| 83,711         | 118,951        | 0              | <b>7000-15</b>                         | <b>Salaries &amp; Wages - Temporary</b><br>Extra Help - Building Official - 0.75 FTE  | 101,400        | 0        | 0        |
| 1,297          | 6,154          | 7,500          | <b>7000-20</b>                         | <b>Salaries &amp; Wages - Overtime</b>  | 7,500          | 0        | 0        |
| 120            | 720            | 720            | <b>7000-37</b>                         | <b>Salaries &amp; Wages - Medical Opt Out Incentive</b>   | 0              | 0        | 0        |
| 1,688          | -77            | 0              | <b>7300</b>                            | <b>Fringe Benefits</b>  | 0              | 0        | 0        |
| 14,652         | 21,342         | 23,909         | <b>7300-05</b>                         | <b>Fringe Benefits - FICA - Social Security</b>   | 23,407         | 0        | 0        |
| 3,427          | 4,991          | 5,592          | <b>7300-06</b>                         | <b>Fringe Benefits - FICA - Medicare</b>  | 5,474          | 0        | 0        |
| 24,339         | 85,249         | 120,420        | <b>7300-15</b>                         | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 118,667        | 0        | 0        |
| 0              | 0              | 0              | <b>7300-16</b>                         | <b>Fringe Benefits - PERS Employer Incentive Program</b>  | 0              | 0        | 0        |
| 37,642         | 42,200         | 79,330         | <b>7300-20</b>                         | <b>Fringe Benefits - Medical Insurance</b>  | 63,740         | 0        | 0        |
| 7,958          | 6,250          | 11,200         | <b>7300-22</b>                         | <b>Fringe Benefits - VEBA Plan</b>  | 8,950          | 0        | 0        |
| 297            | 410            | 584            | <b>7300-25</b>                         | <b>Fringe Benefits - Life Insurance</b>   | 396            | 0        | 0        |
| 947            | 1,258          | 2,048          | <b>7300-30</b>                         | <b>Fringe Benefits - Long Term Disability</b>   | 1,468          | 0        | 0        |
| 3,931          | 3,868          | 5,822          | <b>7300-35</b>                         | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 5,616          | 0        | 0        |
| 89             | 121            | 125            | <b>7300-37</b>                         | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 124            | 0        | 0        |
| 0              | 0              | 0              | <b>7300-40</b>                         | <b>Fringe Benefits - Unemployment</b>   | 1,001          | 0        | 0        |
| <b>344,161</b> | <b>518,068</b> | <b>634,670</b> | <b><u>TOTAL PERSONNEL SERVICES</u></b> |   | <b>606,362</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

|     |       |        |             |  |       |   |   |
|-----|-------|--------|-------------|--|-------|---|---|
| 0   | 3,065 | 20,000 | <b>7500</b> | <b>Credit Card Fees</b>  | 9,000 | 0 | 0 |
| 238 | 246   | 500    | <b>7520</b> | <b>Public Notices &amp; Printing</b><br>Building inspection/correction notices and various building inspection job cards, as well as brochures to inform contractors of code changes, departmental policies, and other relevant information. | 500   | 0 | 0 |

Budget Document Report

70 - BUILDING FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 449            | 722            | 500                       | <b>7540</b>  | <b>Employee Events</b>   |              | 600                        | 0                          | 0                         |
|                |                |                           |  | Costs shared city-wide for employee training, materials, and events.   |              |                            |                            |                           |
| 9,599          | 7,994          | 9,500                     | <b>7550</b>  | <b>Travel &amp; Education</b>  |              | 9,500                      | 0                          | 0                         |
|                |                |                           |  | Training seminars and classes to maintain staff certifications; attendance at the Accela (building permit program) annual conference.  |              |                            |                            |                           |
| 1,018          | 1,679          | 2,500                     | <b>7590</b>  | <b>Fuel - Vehicle &amp; Equipment</b>  |              | 1,500                      | 0                          | 0                         |
| 2,487          | 2,556          | 2,700                     | <b>7600</b>  | <b>Electric &amp; Natural Gas</b>  |              | 2,700                      | 0                          | 0                         |
|                |                |                           |  | Division's share of Community Development Center's electricity expense, ~25%.  |              |                            |                            |                           |
| 3,200          | 4,100          | 5,400                     | <b>7610-05</b>                                     | <b>Insurance - Liability</b>   |              | 6,000                      | 0                          | 0                         |
| 1,200          | 1,200          | 1,700                     | <b>7610-10</b>                                     | <b>Insurance - Property</b>  |              | 2,000                      | 0                          | 0                         |
| 6,610          | 7,857          | 7,500                     | <b>7620</b>  | <b>Telecommunications</b>  |              | 9,000                      | 0                          | 0                         |
| 2,037          | 2,701          | 3,000                     | <b>7650</b>  | <b>Janitorial</b>  |              | 2,900                      | 0                          | 0                         |
|                |                |                           |  | Division's share of Community Development Center janitorial service and supplies cost, ~25%.   |              |                            |                            |                           |
| 5,363          | 20,507         | 9,000                     | <b>7660</b>  | <b>Materials &amp; Supplies</b>  |              | 9,000                      | 0                          | 0                         |
|                |                |                           |  | Code books and related material regarding structural, mechanical, plumbing, and fire codes; office supplies; postage; uniforms and safety equipment.   |              |                            |                            |                           |
| 282            | 74             | 1,000                     | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>   |              | 1,000                      | 0                          | 0                         |
|                |                |                           |  | Repairs and maintenance of vehicles and office equipment.  |              |                            |                            |                           |
| 576            | 4,607          | 2,500                     | <b>7720-08</b>                                     | <b>Repairs &amp; Maintenance - Building Repairs</b>  |              | 2,500                      | 0                          | 0                         |
|                |                |                           |  | Division's share of Community Development Center's repairs and improvements, ~25%.   |              |                            |                            |                           |
| 1,026          | 1,140          | 2,750                     | <b>7720-10</b>                                     | <b>Repairs &amp; Maintenance - Building Maintenance</b>  |              | 2,800                      | 0                          | 0                         |
|                |                |                           |  | Division's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance, gutter cleaning and roof preventative maintenance, and carpet cleaning, ~25%. |              |                            |                            |                           |
| 1,335          | 7,851          | 1,050                     | <b>7750</b>  | <b>Professional Services</b>   |              | 1,300                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Audit fee allocation   | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |  | Section 125  | 1            | 100                        | 100                        |                           |
| 34,479         | 24,395         | 15,000                    | <b>7750-33</b>                                     | <b>Professional Services - Contract Inspections</b>  |              | 35,000                     | 0                          | 0                         |
|                |                |                           |  | Contract inspection services for large commercial projects and to augment staff building inspectors, when needed.  |              |                            |                            |                           |
| 0              | 22,971         | 10,000                    | <b>7750-36</b>                                     | <b>Professional Services - Contract Plan Review</b>  |              | 8,000                      | 0                          | 0                         |
|                |                |                           |  | Contract plan reviews and engineering services on commercial projects.   |              |                            |                            |                           |
| 1,480          | 1,550          | 2,650                     | <b>7790-20</b>                                     | <b>Maintenance &amp; Rental Contracts - Community Development Center</b>   |              | 2,900                      | 0                          | 0                         |
|                |                |                           |  | Division's share of Community Development Center HVAC services; alarm monitoring; landscape maintenance; and copier leases, ~25%.  |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>7800</b>  | <b>M &amp; S Equipment</b>   |              | 0                          | 0                          | 0                         |
| 3,242          | 6,214          | 9,495                     | <b>7840</b>  | <b>M &amp; S Computer Charges</b>  |              | 10,976                     | 0                          | 0                         |
|                |                |                           |  | I.S. Fund materials & supplies costs shared city-wide  |              |                            |                            |                           |

Budget Document Report

**70 - BUILDING FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 13,779                            | 20,482           | 7,300                     | <b>7840-80</b>   | <b>M &amp; S Computer Charges - Building</b>      |              | 4,830                      | 0                          | 0                         |
|                                   |                  |                           | <u>Description</u>   |   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS  |   | 1            | 2,150                      | 2,150                      |                           |
|                                   |                  |                           | Office 365 licensing   |   | 7            | 240                        | 1,680                      |                           |
|                                   |                  |                           | Accela peripherals   |   | 1            | 1,000                      | 1,000                      |                           |
| <b>88,399</b>                     | <b>141,909</b>   | <b>114,045</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>   |   |              | <b>122,006</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b>      |                  |                           |  |   |              |                            |                            |                           |
| 0                                 | 0                | 0                         | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>            |              | 0                          | 0                          | 0                         |
|                                   |                  |                           | I.S. Fund capital outlay costs shared city-wide  |   |              |                            |                            |                           |
| 0                                 | 1,825            | 1,056                     | <b>8750-80</b>   | <b>Capital Outlay Computer Charges - Building</b> |              | 0                          | 0                          | 0                         |
| 18,144                            | 19,770           | 1,000                     | <b>8850</b>  | <b>Vehicles</b>                                   |              | 1,000                      | 0                          | 0                         |
|                                   |                  |                           | Vehicle for new inspector position   |   |              |                            |                            |                           |
| <b>18,144</b>                     | <b>21,594</b>    | <b>2,056</b>              | <b><u>TOTAL CAPITAL OUTLAY</u></b>   |   |              | <b>1,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>       |                  |                           |  |   |              |                            |                            |                           |
| 75,788                            | 69,875           | 77,873                    | <b>9700-01</b>   | <b>Transfers Out - General Fund</b>               |              | 17,346                     | 0                          | 0                         |
|                                   |                  |                           | <u>Description</u>   |   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           | Engineer, Plan, Admin, & Finance personnel services support.   |   | 1            | 17,346                     | 17,346                     |                           |
| 8,597                             | 9,276            | 10,128                    | <b>9700-80</b>   | <b>Transfers Out - Information Systems</b>        |              | 10,629                     | 0                          | 0                         |
|                                   |                  |                           | <u>Description</u>   |   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           | Information Systems personnel services support.  |   | 1            | 10,629                     | 10,629                     |                           |
| <b>84,385</b>                     | <b>79,151</b>    | <b>88,001</b>             | <b><u>TOTAL TRANSFERS OUT</u></b>  |   |              | <b>27,975</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |   |              |                            |                            |                           |
| 0                                 | 0                | 75,000                    | <b>9800</b>  | <b>Contingencies</b>                              |              | 75,000                     | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>         | <b>75,000</b>             | <b><u>TOTAL CONTINGENCIES</u></b>  |   |              | <b>75,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |   |              |                            |                            |                           |
| 1,280,798                         | 1,272,547        | 696,126                   | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>           |              | 1,047,088                  | 0                          | 0                         |
|                                   |                  |                           | Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations |   |              |                            |                            |                           |
| <b>1,280,798</b>                  | <b>1,272,547</b> | <b>696,126</b>            | <b><u>TOTAL ENDING FUND BALANCE</u></b>  |   |              | <b>1,047,088</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>1,815,887</b>                  | <b>2,033,269</b> | <b>1,609,898</b>          | <b><u>TOTAL REQUIREMENTS</u></b>   |   |              | <b>1,879,431</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**70 - BUILDING FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : <b>N/A</b><br>Section : <b>N/A</b><br>Program : <b>N/A</b> | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 1,815,888      | 2,033,269      | 1,609,898                 | <b>TOTAL RESOURCES</b>  | 1,879,431                  | 0                          | 0                         |
| 1,815,887      | 2,033,269      | 1,609,898                 | <b>TOTAL REQUIREMENTS</b>   | 1,879,431                  | 0                          | 0                         |



## **WASTEWATER SERVICES**



| <b><u>Organization Set – Departments</u></b> | <b><u>Organization Set #</u></b> |
|--|----------------------------------|
| <b>• Administration</b>                      | <b>75-01</b>                     |
| <b>• Plant</b>                               | <b>75-72</b>                     |
| <b>• Environmental Services</b>              | <b>75-74</b>                     |
| <b>• Conveyance Systems</b>                  | <b>75-78</b>                     |
| <b>• Non-Departmental</b>                    | <b>75-99</b>                     |



### Budget Highlights

- The 2020-21 proposed budget continues the City’s commitment to meet and exceed environmental requirements; to protect water resources; and to guard public health while providing vital utilities at reasonable rates.
- The Water Reclamation Facility (WRF) is now in its 25th year of operation and the water quality regulatory environment is changing. Some of the highlights of these changes are as follows:
  - New Toxics Regulations implemented by the Oregon Department of Environmental Quality (DEQ) are the most stringent in the country. These new standards will require increased sampling and evaluation to stay in compliance. They could also lead to additional permit limitations.
  - DEQ continues to work on a modified Total Maximum Daily Load (TMDL) strategy for the Yamhill River which could lead to additional regulations related to effluent discharge temperature and nutrient removal.
- Per the approved 2017 Wastewater Services Financial Plan, the 2020-21 proposed budget includes a \$6,177,497 Transfer Out to Wastewater Capital Fund to cover planned capital improvements, including significant repair, rehabilitation and replacement of aging sewer lines.

### Core Services

#### Administration

- Provide organization, planning and support to meet the needs of all of Wastewater Services sections.
- Ensure the reporting requirements to Environmental Protection Agency (EPA), DEQ and other regulatory agencies are achieved.

### Plant / Pump Stations

- Provide stable and cost effective operation of the WRF necessary to achieve National Pollutant Discharge Elimination System (NPDES) permit requirements and protect the environment.



Roy Carter, Mechanic, works on the tertiary chemical distribution system.

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

### Environmental Services

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

# Wastewater Services Fund

## 2020 – 2021 Proposed Budget --- Budget Summary

- Maintain precision and accuracy through extensive quality assurance and quality control measures.
- Provide technical assistance in evaluating plant processes and preparing for coming regulations.

### Conveyance Systems

- Maintain the sanitary sewer system to protect health and prevent property and environmental damage due to system failure.
- Select sewer project repairs to be performed by staff, including replacing sanitary sewer laterals from the sewer mainline to property line, mainline repairs, and install Cured-in-Place-Pipe (CIPP) patches as needed.
- Continue to maintain and repair the stormwater system as a cooperative effort with the Public Works Division to remove pollutants before they are discharged to the streams and rivers.
- Coordinate sewer rehabilitation and replacement projects.
- Reduce inflow and infiltration (I&I) through rehabilitation of manholes.
- Clean sanitary sewer mainlines and TV inspect the majority of lines every two to three years to identify defects that could cause blockages or allow I&I into the system.
- Utilize an asset management system to record sewer maintenance and condition to prioritize repairs and rehabilitation projects.

### Future Challenges and Opportunities

#### Administration

- NPDES Permit Renewal is ongoing. The current permit has been administratively extended. Issues over mixing zones, mercury and silver limits, and new toxics regulations are likely to need attention.
- Participation in South Yamhill River TMDL process with DEQ.

- Develop priority planning to address recommendations from the revised Sanitary Sewer Master Plan.
- Replace existing Programmable Logic Controllers (PLC-5) with Control Logix processors.

### Plant / Pump Stations

- Planning for new discharge permit with its contingent monitoring and compliance challenges.
- Continued focus on sustainability goals and opportunities for improvements through energy conservation projects.
- Monitoring for progress with I&I issues and other improvements to the collections system.
- Increased reliability of systems to minimize the potential for sanitary sewer overflows.
- Increased focus on preventive maintenance and corrosion abatement on the aging WRF equipment and processes.



An updated and expanded ultraviolet (UV) system, which uses ultraviolet light to disinfect the treated water and returns it to the receiving stream (South Yamhill River).

### Environmental Services

- Continue to develop and update Standard Operating Procedures and testing methods in expectation of National Environmental Laboratory Accreditation.

# Wastewater Services Fund

## 2020 – 2021 Proposed Budget --- Budget Summary

- Continue to work cooperatively with the Greater Yamhill Watershed Council on projects that affect the Yamhill River watershed.
- Maintain compliance record with the EPA quality assurance program by continuing to score 100% on all test parameters.



To ensure that the City remains in compliance with EPA and DEQ regulations, the laboratory staff performs more than 6,000 analyses annually, testing for ammonia, phosphorous, E. Coli, and many other parameters.

– pictured Rachel Cole, Lab Tech

- Continue employee development of Environmental Services staff.
- Educate staff and prepare for the new procedures related to new Oregon toxics regulations.
- Continue follow up on survey results of all nonresidential users to characterize their wastewater discharge.
- Public outreach and education related to wastewater issues, which include distribution of information regarding keeping wipes and other items out of the sewer system to reduce clogs and providing tours and career fair participation at local high schools.
- Reduce the amount of fats, oils and grease (FOG) in conveyance system with public outreach and inspection of commercial kitchen grease intercepters.
- Continue to place markers identifying stormwater catch basins that drain to river.

### Conveyance Systems

- Prioritization of conveyance video and cleaning work.
- Utilization of newest equipment for more efficient conveyance system maintenance and inspection.

- Determine the effectiveness of ongoing I&I projects and the priority for further rehabilitation and improvement.
- Maintain the sanitary sewer collection system in compliance with the NPDES permit.
- Plan for stormwater system management in cooperation with Engineering, Public Works and Wastewater Services Pretreatment.
- Continue to improve sewer maintenance procedures to comply with expected Capacity, Management, Operations and Maintenance (CMOM) requirements.
- Continue to develop in-house sewer rehabilitation capabilities through lining projects.



Conveyance System crew members performs a sewer line repair.

– pictured from left, Joe Hernandez, Taylor Senn, Chad Cummins, Matt Bernards, and Robert Paola.

### Storm Water Management

- A small portion of the Wastewater Conveyance System staff's time is allocated to the Street Fund for routine cleaning and maintenance of the storm system in known problem areas. The US EPA has issued a Total Maximum Daily Load (TMDL) for mercury in the Willamette Basin. Once the TMDL is finalized, the City will be developing a plan to address the TMDL. The proposed 2020-21 includes professional services resources to hire a consultant to assist with the development of an implementation plan, which will include stormwater control measures to address reduction of mercury in municipal stormwater discharges.

# Wastewater Services Fund

2020 – 2021 Proposed Budget --- Budget Summary

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>10,364,786</b> | <b>10,808,645</b>            | <b>10,427,404</b>             | <b>(381,241)</b>   |
| Personnel Services        | 1,948,094         | 2,248,183                    | 2,296,466                     | 48,283             |
| Materials & Services      | 1,362,238         | 1,610,009                    | 2,371,410                     | 761,401            |
| Capital Outlay            | 77,166            | 204,563                      | 197,500                       | (7,063)            |
| Transfers Out             | 6,780,115         | 6,635,373                    | 6,591,613                     | (43,760)           |
| <b>Total Expenditures</b> | <b>10,167,613</b> | <b>10,698,128</b>            | <b>11,456,989</b>             | <b>758,861</b>     |
| Net Expenditures          | 197,173           | 110,517                      | (1,029,585)                   | 1,140,102          |

## Full-Time Equivalents (FTE)

|                                  | 2019-20<br>Adopted<br>Budget | Change      | 2020-21<br>Proposed<br>Budget |
|----------------------------------|------------------------------|-------------|-------------------------------|
| <b>FTE Adopted Budget</b>        | <b>21.34</b>                 |             |                               |
| Senior Operator                  |                              | 0.50        |                               |
| Operator II                      |                              | (1.00)      |                               |
| Operator I                       |                              | 1.00        |                               |
| Extra Help - Wastewater Services |                              | 0.01        |                               |
| <b>FTE Proposed Budget</b>       |                              | <b>0.51</b> | <b>21.85</b>                  |



## Wastewater Services Fund

### Historical Highlights

- 1900 First organized effort for a municipal sewage collection system was made early in the 1900's.
- 1915 The original 11th Street Trunk Sewer is constructed, and the 48" line was designed as a combined sewer with an outfall to the South Yamhill River.
- 1950 In the early 1950's, construction of interceptor sewers were built to collect sewage from the Cozine Trunk and 11th Street Trunk to divert all sewage into the City's first wastewater treatment plant.
- 1953 McMinnville's first "trickling filter" wastewater treatment facility begins operation on May 4, 1953. The construction cost totaled \$396,456.40 and was designed to serve a population of 8,000. The residential user fee was \$0.75 per month.



- 1956 The Northeast Trunk Sewer is constructed to provide sewer service to the north and northeast sections of the City. The Northeast Trunk provided the first major sanitary sewer conveyance system that did not also collect stormwater drainage.
- 1964 First sewage treatment plant upgrade was completed in March 1964, adding a new 35' digester with mechanical mixing and upgraded digester heating system.
- 1971 Major expansion and upgrade of the wastewater plant to an activated sludge treatment system to meet a growing population and changing water quality standards.
- 1989 Department of Environmental Quality (DEQ) conducts first Total Maximum Daily Load (TMDL) study on the South Yamhill River. The study determines phosphorus and ammonia limits (nutrients) are necessary.

- 1991 Alternatives are studied to achieve new requirements with consultant CH2M-Hill to develop the *1991 Facilities Plan*. This included an infiltration & inflow (I&I) reduction analysis of the conveyance system.
- 1992 A fast-track design for new wastewater facilities is conducted. The City's Pretreatment Program is approved by DEQ on October 25, 1992.
- 1993 City breaks ground on constructing the new Water Reclamation Facility (WRF).
- 1993 Department of Environmental Quality (DEQ) issues a Stipulation and Final Order (SFO) to eliminate all sewage overflows into the Yamhill River from the City's conveyance system during storm events when rainfall is less than a one in 5-year storm event.





# Wastewater Services Fund

## Historical Highlights

1994 City explores privatization of WRF operations and management. City Council decides to retain direct operating control of WRF after considering cost and quality analysis.

1995 First *Wet Weather Management Plan* to control I&I is submitted to DEQ. Consultant estimates costs at \$30 million to comply with the plan.

1996 The \$28 million Water Reclamation Facility (WRF) begins operating on January 24, 1996 in response to new water quality standards and the City's growing population.



1996 Construction of the \$8 million Cozine Pump Station and trunk replacement project begins. Official Inflow and Infiltration (I&I) program implemented.

1997 Alpine Avenue Sewer Improvement Project to reduce I&I is completed in summer 1997.

1997 City Council adopts private sewer lateral ordinance defining the responsibilities for property owners to repair defective sewer laterals.

1998 WRF receives two awards from The Pacific Northwest Pollution Control Association -- Municipal Water Protection Award for WRF's contribution to clean water and George W. Burke Facility Safety Award.

1998 City purchases first TV inspection unit to inspect underground pipes.

1999 The Oregon Association of Clean Water Agencies (ACWA) presents the Outstanding Member Agency Award contribution to improving water quality.

1999 WRF added a third channel of ultraviolet (UV) lights, which is used to disinfect the WRF's effluent.

1999 City submits revised *Wet Weather Management Plan* to meet DEQ's 2010 timeline for elimination of overflows.

2000 Sewer capital investments reach an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.

2001 A large screen was installed ahead of the Raw Sewage Pump Station to remove debris from the influent prior to being pumped into the WRF.

2003 A new pump station was built, which replaced 3 Mile Lane #1 Pump Station. Sewer lines were relocated and 3 Mile Lane #2 Pump Station was eliminated.

2005 A new pump station added in the Autumn Ridge Development.

2005 An equipment storage building is completed for sewer maintenance equipment and the Conveyance System. Maintenance crew moves to the division. The WRF Manager assumes supervisory management of the program.

# Wastewater Services Fund

## Historical Highlights

2006 Water Reclamation Facility and Conveyance System Maintenance are re-named Wastewater Services Division.

2006 Pacific Northwest Clean Water Association (PNCWA) presents WRF with 2005 Compliance Award for no permit violations in calendar year 2005.

2006 PCWA presents WRF with 2006 Project of the Year Award for the energy saving HVAC upgrade to the Administration Building.



2008 PNCWA presents WRF with 2007 Compliance Award for no permit violations in calendar year 2007.

2008 DEQ working on the second TMDL analysis on Yamhill River addressing bacteria, temperature, and iron.

2008 Sanitary sewer master plan updates completed for the Water Reclamation Facilities and the Conveyance System.

2010 City successfully completes decade long consent decree. No permit violations or sanitary sewer overflows. High School Basin I&I project completed. Secondary Treatment improvements in design.

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.

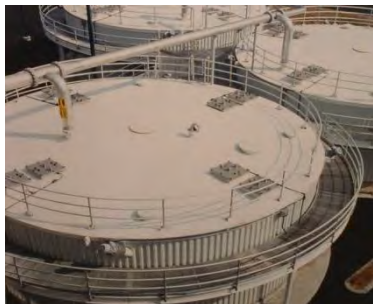


# Wastewater Services Fund

## Historical Highlights

2014 Completion of the City's updated Sewer Use Ordinance and Significant Industrial User Implementation Manual for the Wastewater Services Pretreatment Program. This process involved major changes to incorporate federally mandated language into the City's Municipal Code. After several years, multiple revisions, and a public hearing period, the new ordinance was approved by the Oregon DEQ and the EPA. The City Council adopted Sewer Use Ordinance 4987 in early January 2015.

2015 Completion of the Secondary Clarifiers and Autothermal Thermophilic Aerobic Digester (ATAD) coating, and construction of the grit drying area at the WRF.



2016 Replacement of two main pumps and variable frequency drives (VFD) at the Cozine Pump Station.

Engineering and design for the replacement of the 3 Mile Lane #3 Pump Station.

2016 Completion of the Water Reclamation Facility secondary treatment expansion.



The expansion project received Project of the Year 2016 award from American Public Works Association (APWA) Oregon Chapter. Project of the Year awards are given to recognize "excellence, innovation and cooperation with regard to the management and administration of public works projects."

2017 Completion of the 3 Mile Lane #3 Pump Station.

Cook School sewer rehabilitation project completion.

Oregon DEQ performed an audit on the Pretreatment Program.

Design and engineering for UV and tertiary projects.

Converted monthly discharge monitoring report to electronic submission as required by new US EPA standard.

2018 Completed design and started construction of the Tertiary / UV upgrade project.

Started work on NW 12th Street sewer rehabilitation project.

2019 Completed construction of the Tertiary / UV upgrade project.

Started Design for the Biosolids solids handling expansion.



# Wastewater Services Fund

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

| <u>Position Description</u>                      |         |           |       | <u>Detailed Summary</u> |             |
|--|---------|-----------|-------|-------------------------|-------------|
| Fund   |         | Number of | Range | Total                   |             |
| Department                                       | Section | Employees |       | Salary                  | Page        |
|  |         |           |       |                         | Amount      |
| <b><u>SS &amp; SD Maintenance Supervisor</u></b> |         | 1         | 342   | 82,263                  |             |
| Street Fund (0.10 FTE)                           |         |           |       |                         | 379 8,226   |
| Wastewater Services Fund                         |         |           |       |                         |             |
| Conveyance Systems                               |         |           |       |                         |             |
| Sanitary (0.90 FTE)                              |         |           |       |                         | 469 74,037  |
| <b><u>Senior Utility Worker - WWS</u></b>        |         | 1         | 333   | 66,496                  |             |
| Street Fund (0.10 FTE)                           |         |           |       |                         | 379 6,650   |
| Wastewater Services Fund                         |         |           |       |                         |             |
| Conveyance Systems                               |         |           |       |                         |             |
| Sanitary (0.90 FTE)                              |         |           |       |                         | 469 59,846  |
| <b><u>Mechanic - Public Works</u></b>            |         | 1         | 330   | 59,853                  |             |
| General Fund                                     |         |           |       |                         |             |
| Park Maintenance (0.45 FTE)                      |         |           |       |                         | 312 26,934  |
| Street Fund (0.45 FTE)                           |         |           |       |                         | 379 26,934  |
| Wastewater Services Fund                         |         |           |       |                         |             |
| Administration (0.10 FTE)                        |         |           |       |                         | 456 5,985   |
| <b><u>Utility Worker II - WWS</u></b>            |         | 4         | 329   | 223,412                 |             |
| Street Fund (0.40 FTE)                           |         |           |       |                         | 379 22,341  |
| Wastewater Services Fund                         |         |           |       |                         |             |
| Conveyance Systems                               |         |           |       |                         |             |
| Sanitary (3.60 FTE)                              |         |           |       |                         | 469 201,071 |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                  |                           |   |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |   |                            |                            |                           |
| 1,000,000                            | 1,000,000        | 1,000,000                 | <b>4075-05 Designated Begin FB-WW Svc Fd - Sewer A/R</b><br>Non-cash Designated Beginning Fund Balance for estimated Sewer Accounts Receivable<br>balance at July 1 | 1,000,000                  | 0                          | 0                         |
| 1,250,624                            | 1,725,631        | 1,227,417                 | <b>4090 Beginning Fund Balance</b><br>Estimated July 1 undesignated carryover from prior year   | 2,271,490                  | 0                          | 0                         |
| <b>2,250,624</b>                     | <b>2,725,631</b> | <b>2,227,417</b>          | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>  | <b>3,271,490</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>2,250,624</b>                     | <b>2,725,631</b> | <b>2,227,417</b>          | <b>TOTAL RESOURCES</b>  | <b>3,271,490</b>           | <b>0</b>                   | <b>0</b>                  |



# **ADMINISTRATION**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 01 - ADMINISTRATION<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |  |                            |                            |                           |
| 142                           | -301           | 0                         | <b>7000 Salaries &amp; Wages</b>   | 0                          | 0                          | 0                         |
| 152,597                       | 161,462        | 162,521                   | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Wastewater Services Manager - 1.00 FTE<br>Office Specialist II - 1.00 FTE<br>Mechanic - Public Works - 0.10 FTE | 152,131                    | 0                          | 0                         |
| 260                           | 135            | 499                       | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 499                        | 0                          | 0                         |
| 25                            | 59             | 0                         | <b>7300 Fringe Benefits</b>  | 0                          | 0                          | 0                         |
| 9,094                         | 9,679          | 10,107                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 9,464                      | 0                          | 0                         |
| 2,127                         | 2,264          | 2,364                     | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 2,213                      | 0                          | 0                         |
| 47,753                        | 49,966         | 59,237                    | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 55,412                     | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0                          | 0                          | 0                         |
| 30,308                        | 30,373         | 37,068                    | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 31,638                     | 0                          | 0                         |
| 5,200                         | 5,200          | 5,200                     | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 4,200                      | 0                          | 0                         |
| 227                           | 218            | 228                       | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 228                        | 0                          | 0                         |
| 822                           | 772            | 870                       | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 814                        | 0                          | 0                         |
| 4,693                         | 3,408          | 4,937                     | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 4,478                      | 0                          | 0                         |
| 53                            | 48             | 53                        | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 48                         | 0                          | 0                         |
| -85                           | 318            | 999                       | <b>7300-40 Fringe Benefits - Unemployment</b>  | 1,001                      | 0                          | 0                         |
| <b>253,217</b>                | <b>263,602</b> | <b>284,083</b>            | <b>TOTAL PERSONNEL SERVICES</b>  | <b>262,126</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 988                           | 1,300          | 1,190                     | <b>7530 Training</b><br>Safety meetings, training films, posters, and handouts, etc.   | 1,237                      | 0                          | 0                         |
| 1,799                         | 3,226          | 2,200                     | <b>7540 Employee Events</b><br>Costs shared city-wide for employee training, materials, and events.  | 2,400                      | 0                          | 0                         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 01 - ADMINISTRATION<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 11,760         | 15,077         | 17,000                    | <b>7550</b>  | <b>Travel &amp; Education</b>   |              | 17,500                     | 0                          | 0                         |
|                |                |                           |  | Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification. |              |                            |                            |                           |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Professional memberships  | 1            | 1,100                      | 1,100                      |                           |
|                |                |                           |  | Training/conferences  | 1            | 13,700                     | 13,700                     |                           |
|                |                |                           |  | Certification/LME licenses renewal and exams  | 1            | 2,700                      | 2,700                      |                           |
| 61,700         | 64,800         | 67,200                    | <b>7610-05</b>   | <b>Insurance - Liability</b>  |              | 69,700                     | 0                          | 0                         |
| 80,000         | 68,900         | 73,300                    | <b>7610-10</b>   | <b>Insurance - Property</b>   |              | 82,700                     | 0                          | 0                         |
| 19,368         | 20,591         | 23,000                    | <b>7620</b>  | <b>Telecommunications</b>   |              | 31,000                     | 0                          | 0                         |
|                |                |                           |  | Telephone and fax usage, pagers, and Verizon communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.  |              |                            |                            |                           |
| 9,148          | 11,899         | 12,000                    | <b>7650</b>  | <b>Janitorial</b>   |              | 13,000                     | 0                          | 0                         |
|                |                |                           |  | WRF Administration and Headworks building janitorial charges.   |              |                            |                            |                           |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Janitorial services contract  | 1            | 12,200                     | 12,200                     |                           |
|                |                |                           |  | Janitorial supplies   | 1            | 800                        | 800                        |                           |
| 23,789         | 26,232         | 30,000                    | <b>7660</b>  | <b>Materials &amp; Supplies</b>   |              | 30,000                     | 0                          | 0                         |
|                |                |                           |  | Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.  |              |                            |                            |                           |
| 3,494          | 7,922          | 9,500                     | <b>7740-05</b>   | <b>Rental Property Repair &amp; Maint - Building</b>  |              | 8,000                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Insurance - Liability   | 1            | 200                        | 200                        |                           |
|                |                |                           |  | Insurance - Property  | 1            | 700                        | 700                        |                           |
|                |                |                           |  | Property taxes  | 1            | 3,100                      | 3,100                      |                           |
|                |                |                           |  | Misc maintenance, repair, etc   | 1            | 4,000                      | 4,000                      |                           |
| 22,050         | 41,973         | 83,000                    | <b>7750</b>  | <b>Professional Services</b>  |              | 240,300                    | 0                          | 0                         |
|                |                |                           |  | Engineering, professional services and membership dues: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.  |              |                            |                            |                           |

## 75 - WASTEWATER SERVICES FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 01 - ADMINISTRATION<br>Section : N/A<br>Program : N/A                                     | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Section 125 administration fee   | 1                          | 50                         | 50                        |
|                |                |                           | Audit fee allocation   | 1                          | 5,900                      | 5,900                     |
|                |                |                           | Wastewater rate brochure   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Water & Light annual sewer billing fee   | 1                          | 600                        | 600                       |
|                |                |                           | Environmental legal assistance   | 1                          | 5,000                      | 5,000                     |
|                |                |                           | Miscellaneous wastewater facilities consulting fee   | 1                          | 20,000                     | 20,000                    |
|                |                |                           | Northwest Biosolids Association dues   | 1                          | 750                        | 750                       |
|                |                |                           | ACWA membership/program fees   | 1                          | 4,000                      | 4,000                     |
|                |                |                           | Rental agreement   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Mercury TMDL implementation plan development   | 1                          | 200,000                    | 200,000                   |
| 23,940         | 21,323         | 30,000                    | <b>7790 Maintenance &amp; Rental Contracts</b>   |                            |                            |                           |
|                |                |                           | Wastewater Services contracts for maintenance and inspections of various facility systems and grounds. |                            |                            |                           |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Landscaping contract   | 1                          | 21,000                     | 21,000                    |
|                |                |                           | Elevator maintenance contract  | 1                          | 2,300                      | 2,300                     |
|                |                |                           | Fire alarm system inspection contract and monitoring   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Fire extinguisher and backflow preventer certification   | 1                          | 3,700                      | 3,700                     |
|                |                |                           | Landscaping contract additions   | 1                          | 1,000                      | 1,000                     |
| 15,133         | 17,943         | 23,039                    | <b>7840 M &amp; S Computer Charges</b>   |                            |                            |                           |
|                |                |                           | I.S. Fund materials & supplies costs shared city-wide  |                            |                            |                           |
| 27,590         | 23,953         | 29,500                    | <b>7840-85 M &amp; S Computer Charges - WWS</b>  |                            |                            |                           |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Replacement workstations   | 4                          | 1,500                      | 6,000                     |
|                |                |                           | Swift Comply software  | 1                          | 4,900                      | 4,900                     |
|                |                |                           | Surface - new  | 1                          | 2,100                      | 2,100                     |
|                |                |                           | Arcview license  | 1                          | 1,800                      | 1,800                     |
|                |                |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS  | 1                          | 2,150                      | 2,150                     |
|                |                |                           | Hansen sewer database 25%-shared with Street,Park Maint,WWS  | 1                          | 3,500                      | 3,500                     |
|                |                |                           | WWS-MP2 Maint Management Software  | 1                          | 2,800                      | 2,800                     |
|                |                |                           | Rockwell Control Software  | 1                          | 5,500                      | 5,500                     |
|                |                |                           | Wonderware Software  | 1                          | 5,500                      | 5,500                     |
|                |                |                           | Hach WIMS software   | 1                          | 2,500                      | 2,500                     |
|                |                |                           | Win 911 software   | 1                          | 500                        | 500                       |
|                |                |                           | Office 365 licensing   | 10                         | 240                        | 2,400                     |
| 41,697         | 43,848         | 46,100                    | <b>8260 Permit &amp; Basin Council Fees</b>  |                            |                            |                           |
|                |                |                           | State and federal agency fees and permits.   |                            |                            |                           |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 01 - ADMINISTRATION<br>Section : N/A<br>Program : N/A |  |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
|                |                |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | DEQ National Pollutant Discharge Elim (NPDES)                      | 1  | 28,000          | 28,000                     |                            |                           |
|                |                |                           | Federal USGS monitoring site fee - Yamhill                         | 1  | 15,200          | 15,200                     |                            |                           |
|                |                |                           | DEQ certification program fee                                      | 1  | 1,900           | 1,900                      |                            |                           |
|                |                |                           | DEQ stormwater program fee   | 1  | 1,200           | 1,200                      |                            |                           |
|                |                |                           | Oregon Hazardous substance fee                                     | 1  | 400             | 400                        |                            |                           |
|                |                |                           | Electrical inspection  | 1  | 300             | 300                        |                            |                           |
| <b>342,455</b> | <b>368,987</b> | <b>447,029</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>                         |  |                 | <b>639,020</b>             | <b>0</b>                   | <b>0</b>                  |
|                |                |                           | <b><u>CAPITAL OUTLAY</u></b>                                       |  |                 |                            |                            |                           |
| 0              | 0              | 2,563                     | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>                       |                 | 0                          | 0                          | 0                         |
|                |                |                           | I.S. Fund capital outlay costs shared city-wide                    |  |                 |                            |                            |                           |
| 0              | 0              | 5,000                     | <b>8750-85</b>   | <b>Capital Outlay Computer Charges - Wastewater Services</b> |                 | 5,000                      | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>   | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Hansen software upgrade (25% shared with EN,PK,ST,WWS)             | 1  | 5,000           | 5,000                      |                            |                           |
| 0              | 0              | 0                         | <b>8800</b>  | <b>Building Improvements</b>                                 |                 | 0                          | 0                          | 0                         |
| 0              | 0              | 12,000                    | <b>8850</b>  | <b>Vehicles</b>  |                 | 0                          | 0                          | 0                         |
| <b>0</b>       | <b>0</b>       | <b>19,563</b>             | <b><u>TOTAL CAPITAL OUTLAY</u></b>                                 |  |                 | <b>5,000</b>               | <b>0</b>                   | <b>0</b>                  |
| <b>595,672</b> | <b>632,589</b> | <b>750,675</b>            | <b><u>TOTAL REQUIREMENTS</u></b>                                   |  |                 | <b>906,146</b>             | <b>0</b>                   | <b>0</b>                  |



**PLANT**





## 75 - WASTEWATER SERVICES FUND

| 2018<br>ACTUAL                       | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 72 - PLANT<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>                  |                |                           |  |                            |                            |                           |
| <b><u>PERSONNEL SERVICES</u></b>     |                |                           |  |                            |                            |                           |
| 593                                  | -1,201         | 0                         | <b>7000 Salaries &amp; Wages</b>   | 0                          | 0                          | 0                         |
| 532,629                              | 529,459        | 576,507                   | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Operations Superintendent - 1.00 FTE<br>Senior Operator - 1.00 FTE<br>Operator II - 2.00 FTE<br>Operator I - 2.00 FTE<br>Senior Mechanic/SCADA Technician - 1.00 FTE<br>Mechanic - 2.00 FTE | 556,671                    | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>7000-10 Salaries &amp; Wages - Regular Part Time</b><br>Senior Operator - 0.50 FTE  | 33,868                     | 0                          | 0                         |
| 6,381                                | 8,974          | 12,597                    | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Wastewater Services - 0.46 FTE   | 13,777                     | 0                          | 0                         |
| 9,498                                | 10,645         | 14,999                    | <b>7000-20 Salaries &amp; Wages - Overtime</b>   | 14,999                     | 0                          | 0                         |
| 80                                   | 151            | 0                         | <b>7300 Fringe Benefits</b>  | 0                          | 0                          | 0                         |
| 32,114                               | 32,487         | 37,455                    | <b>7300-05 Fringe Benefits - FICA - Social Security</b>  | 38,398                     | 0                          | 0                         |
| 7,510                                | 7,598          | 8,759                     | <b>7300-06 Fringe Benefits - FICA - Medicare</b>   | 8,979                      | 0                          | 0                         |
| 140,792                              | 136,635        | 183,069                   | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>  | 180,378                    | 0                          | 0                         |
| 0                                    | 0              | 0                         | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>   | 0                          | 0                          | 0                         |
| 115,925                              | 123,148        | 141,718                   | <b>7300-20 Fringe Benefits - Medical Insurance</b>   | 172,499                    | 0                          | 0                         |
| 20,000                               | 20,000         | 20,000                    | <b>7300-22 Fringe Benefits - VEBA Plan</b>   | 25,000                     | 0                          | 0                         |
| 972                                  | 936            | 972                       | <b>7300-25 Fringe Benefits - Life Insurance</b>  | 1,080                      | 0                          | 0                         |
| 2,926                                | 2,913          | 3,148                     | <b>7300-30 Fringe Benefits - Long Term Disability</b>  | 3,236                      | 0                          | 0                         |
| 20,725                               | 15,503         | 24,407                    | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>   | 25,021                     | 0                          | 0                         |
| 231                                  | 210            | 237                       | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>   | 230                        | 0                          | 0                         |
| <b>890,375</b>                       | <b>887,457</b> | <b>1,023,868</b>          | <b><u>TOTAL PERSONNEL SERVICES</u></b>   | <b>1,074,136</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MATERIALS AND SERVICES</u></b> |                |                           |  |                            |                            |                           |
| 0                                    | 0              | 0                         | <b>7550 Travel &amp; Education</b>   | 0                          | 0                          | 0                         |
| 3,826                                | 3,780          | 5,500                     | <b>7590 Fuel - Vehicle &amp; Equipment</b><br>Gas and diesel - vehicles, rolling stock and generators.   | 5,500                      | 0                          | 0                         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 72 - PLANT<br>Section : N/A<br>Program : N/A |   |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|
| 383,737        | 396,309        | 420,000                   | <b>7600</b>   | <b>Electric &amp; Natural Gas</b>           | Electric and natural gas for the Water Reclamation Facility at 3500 Clearwater Drive and Pump Stations | 420,000                    | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>                          | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Electricity                                 | 1  | 397,000                    | 397,000                    |                           |
|                |                |                           |   | Natural gas                                 | 1  | 23,000                     | 23,000                     |                           |
| 0              | 0              | 0                         | <b>7660</b>   | <b>Materials &amp; Supplies</b>             |  | 0                          | 0                          | 0                         |
| 86,415         | 109,763        | 110,000                   | <b>7690</b>   | <b>Chemicals</b>                            | Various chemicals used at the Water Reclamation Facility.  | 120,000                    | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>                          | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Aluminum compounds                          | 1  | 70,000                     | 70,000                     |                           |
|                |                |                           |   | Polymers                                    | 1  | 20,000                     | 20,000                     |                           |
|                |                |                           |   | Sodium Hypochlorite                         | 1  | 5,000                      | 5,000                      |                           |
|                |                |                           |   | Alkalinity products                         | 1  | 20,000                     | 20,000                     |                           |
|                |                |                           |   | Miscellaneous plant chemicals               | 1  | 5,000                      | 5,000                      |                           |
| 32,294         | 30,365         | 34,000                    | <b>7720-04</b>  | <b>Repairs &amp; Maintenance - Supplies</b> | Supplies related to the Water Reclamation Facility and pump stations.                                  | 34,000                     | 0                          | 0                         |
|                |                |                           |   | <u>Description</u>                          | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Tools                                       | 1  | 2,000                      | 2,000                      |                           |
|                |                |                           |   | Landscape-barkdust, irrigation, etc         | 1  | 4,000                      | 4,000                      |                           |
|                |                |                           |   | Operations lab supplies                     | 1  | 3,000                      | 3,000                      |                           |
|                |                |                           |   | Fasteners, belts, seals, filters, etc       | 1  | 11,000                     | 11,000                     |                           |
|                |                |                           |   | Lubricants                                  | 1  | 5,000                      | 5,000                      |                           |
|                |                |                           |   | Materials for equipment rehabilitation      | 1  | 5,000                      | 5,000                      |                           |
|                |                |                           |   | Pump parts and accessories                  | 1  | 1,000                      | 1,000                      |                           |
|                |                |                           |   | Electrical components                       | 1  | 1,500                      | 1,500                      |                           |
|                |                |                           |   | Grit/garbage service                        | 1  | 1,500                      | 1,500                      |                           |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 72 - PLANT<br>Section : N/A<br>Program : N/A  |  |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|--|-----------------|----------------------------|----------------------------|---------------------------|
| 120,859                      | 141,563        | 207,000                   | <b>7720-06</b>   | <b>Repairs &amp; Maintenance - Equipment</b> |                 | 205,000                    | 0                          | 0                         |
|                              |                |                           | Repairs and replacement of existing Water Reclamation Facility and pump station equipment and processes.               |  |                 |                            |                            |                           |
|                              |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           | Instrumentation and controls   | 1  | 10,000          | 10,000                     |                            |                           |
|                              |                |                           | Rental Equipment   | 1  | 3,000           | 3,000                      |                            |                           |
|                              |                |                           | Building and structure repairs   | 1  | 25,000          | 25,000                     |                            |                           |
|                              |                |                           | Electrical systems   | 1  | 12,000          | 12,000                     |                            |                           |
|                              |                |                           | HVAC systems   | 1  | 10,000          | 10,000                     |                            |                           |
|                              |                |                           | Mechanical equipment repairs   | 1  | 115,000         | 115,000                    |                            |                           |
|                              |                |                           | Landscape and irrigation   | 1  | 5,000           | 5,000                      |                            |                           |
|                              |                |                           | Chemical delivery systems  | 1  | 5,000           | 5,000                      |                            |                           |
|                              |                |                           | Pump station SCADA systems   | 1  | 10,000          | 10,000                     |                            |                           |
|                              |                |                           | Switchgear service   | 1  | 10,000          | 10,000                     |                            |                           |
| 4,580                        | 2,780          | 8,000                     | <b>7720-14</b>   | <b>Repairs &amp; Maintenance - Vehicles</b>  |                 | 8,000                      | 0                          | 0                         |
|                              |                |                           | Water Reclamation Facility vehicle and forklift repairs and preventative maintenance.                                  |  |                 |                            |                            |                           |
|                              |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           | Wear items batteries, tires, etc   | 1  | 1,500           | 1,500                      |                            |                           |
|                              |                |                           | Mechanical repairs   | 1  | 5,500           | 5,500                      |                            |                           |
|                              |                |                           | Preventative maintenance   | 1  | 1,000           | 1,000                      |                            |                           |
| 349                          | 338            | 380                       | <b>7750</b>  | <b>Professional Services</b>                 |                 | 330                        | 0                          | 0                         |
|                              |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           | Section 125 administration fee   | 1  | 330             | 330                        |                            |                           |
| 116,283                      | 135,378        | 140,000                   | <b>7780-25</b>   | <b>Contract Services - Biosolids</b>         |                 | 180,000                    | 0                          | 0                         |
|                              |                |                           | Biosolids contract hauling from the Water Reclamation Facility, includes minor road dust control and associated costs. |  |                 |                            |                            |                           |
|                              |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           | Hauling and application  | 1  | 177,800         | 177,800                    |                            |                           |
|                              |                |                           | Site management  | 1  | 2,200           | 2,200                      |                            |                           |
| 3,933                        | 1,937          | 5,000                     | <b>7800</b>  | <b>M &amp; S Equipment</b>                   |                 | 5,000                      | 0                          | 0                         |
|                              |                |                           | Equipment necessary for plant and pump station operations and maintenance.   |  |                 |                            |                            |                           |
| <b>752,276</b>               | <b>822,212</b> | <b>929,880</b>            | <b>TOTAL MATERIALS AND SERVICES</b>  |  |                 | <b>977,830</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |  |  |                 |                            |                            |                           |
| 18,711                       | 0              | 0                         | <b>8710</b>  | <b>Equipment</b>                             |                 | 15,000                     | 0                          | 0                         |
|                              |                |                           | Plant equipment replacement  |  |                 |                            |                            |                           |
|                              |                |                           | <u>Description</u>   | <u>Units</u>                                 | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           | UV monorail hoist replacement  | 1  | 15,000          | 15,000                     |                            |                           |
| 0                            | 0              | 0                         | <b>8800</b>  | <b>Building Improvements</b>                 |                 | 0                          | 0                          | 0                         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | 8850 | Department : 72 - PLANT<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|------|---|----------------------------|----------------------------|---------------------------|
| 24,899           | 0                | 0                         |      | Vehicles  | 0                          | 0                          | 0                         |
| <b>43,610</b>    | <b>0</b>         | <b>0</b>                  |      | <b>TOTAL CAPITAL OUTLAY</b>                               | <b>15,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>1,686,261</b> | <b>1,709,669</b> | <b>1,953,748</b>          |      | <b>TOTAL REQUIREMENTS</b>                                 | <b>2,066,966</b>           | <b>0</b>                   | <b>0</b>                  |



# **ENVIRONMENTAL SERVICES**



## 75 - WASTEWATER SERVICES FUND

|                |                |                           |  |                            |                            |                           |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 74 - ENVIRONMENTAL SERVICES<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

### REQUIREMENTS

#### PERSONNEL SERVICES

|                |                |                |   |                |          |          |
|----------------|----------------|----------------|---|----------------|----------|----------|
| -1,042         | 1,198          | 0              | <b>7000 Salaries &amp; Wages</b>  | 0              | 0        | 0        |
| 246,594        | 215,032        | 258,033        | <b>7000-05 Salaries &amp; Wages - Regular Full Time</b><br>Supervisor - Environmental Services - 1.00 FTE<br>Senior Environmental Technician - 1.00 FTE<br>Environmental Technician II - 1.00 FTE<br>Laboratory Technician - 1.00 FTE | 253,061        | 0        | 0        |
| 4,422          | 5,949          | 10,399         | <b>7000-15 Salaries &amp; Wages - Temporary</b><br>Extra Help - Wastewater Services - 0.39 FTE  | 11,479         | 0        | 0        |
| 221            | 0              | 1,000          | <b>7000-20 Salaries &amp; Wages - Overtime</b>  | 1,000          | 0        | 0        |
| 0              | 500            | 1,200          | <b>7000-37 Salaries &amp; Wages - Medical Opt Out Incentive</b>   | 1,200          | 0        | 0        |
| -667           | 595            | 0              | <b>7300 Fringe Benefits</b>   | 0              | 0        | 0        |
| 15,353         | 13,764         | 17,273         | <b>7300-05 Fringe Benefits - FICA - Social Security</b>   | 16,539         | 0        | 0        |
| 3,591          | 3,219          | 4,040          | <b>7300-06 Fringe Benefits - FICA - Medicare</b>  | 3,869          | 0        | 0        |
| 60,866         | 50,347         | 76,020         | <b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>   | 77,450         | 0        | 0        |
| 0              | 0              | 0              | <b>7300-16 Fringe Benefits - PERS Employer Incentive Program</b>  | 0              | 0        | 0        |
| 45,102         | 39,112         | 42,744         | <b>7300-20 Fringe Benefits - Medical Insurance</b>  | 43,109         | 0        | 0        |
| 7,000          | 5,000          | 5,000          | <b>7300-22 Fringe Benefits - VEBA Plan</b>  | 6,000          | 0        | 0        |
| 414            | 369            | 432            | <b>7300-25 Fringe Benefits - Life Insurance</b>   | 432            | 0        | 0        |
| 1,324          | 1,204          | 1,410          | <b>7300-30 Fringe Benefits - Long Term Disability</b>   | 1,380          | 0        | 0        |
| 9,782          | 6,656          | 10,884         | <b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>  | 10,727         | 0        | 0        |
| 103            | 86             | 110            | <b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>  | 101            | 0        | 0        |
| <b>393,063</b> | <b>343,029</b> | <b>428,545</b> | <b>TOTAL PERSONNEL SERVICES</b>   | <b>426,347</b> | <b>0</b> | <b>0</b> |

#### MATERIALS AND SERVICES

| 13,973  | 14,778 | 23,000   | <b>7660 Materials &amp; Supplies</b><br>Materials and supplies to support permit, pretreatment, and laboratory work and activities.   | 23,000      | 0     | 0        |       |   |   |        |        |   |   |       |       |  |  |  |
|---|--------|----------|---|-------------|-------|----------|-------|---|---|--------|--------|---|---|-------|-------|--|--|--|
|   |        |          | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Description</th> <th style="text-align: right; border-bottom: 1px solid black;">Units</th> <th style="text-align: right; border-bottom: 1px solid black;">Amt/Unit</th> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td>Permit lab materials and supplies to support permit</td> <td style="text-align: right;">1</td> <td style="text-align: right;">21,000</td> <td style="text-align: right;">21,000</td> </tr> <tr> <td>Pretreatment training and outreach supplies</td> <td style="text-align: right;">1</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">2,000</td> </tr> </tbody> </table> | Description | Units | Amt/Unit | Total | Permit lab materials and supplies to support permit | 1 | 21,000 | 21,000 | Pretreatment training and outreach supplies | 1 | 2,000 | 2,000 |  |  |  |
| Description   | Units  | Amt/Unit | Total   |             |       |          |       |   |   |        |        |   |   |       |       |  |  |  |
| Permit lab materials and supplies to support permit | 1      | 21,000   | 21,000  |             |       |          |       |   |   |        |        |   |   |       |       |  |  |  |
| Pretreatment training and outreach supplies         | 1      | 2,000    | 2,000   |             |       |          |       |   |   |        |        |   |   |       |       |  |  |  |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 74 - ENVIRONMENTAL SERVICES<br>Section : N/A<br>Program : N/A |  |              |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|--|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 5,031                        | 5,203          | 10,000                    | <b>7750</b>  | <b>Professional Services</b>   |              |                 | 10,000                     | 0                          | 0                         |
|                              |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           |  | Section 125 administration fee   | 1            | 100             | 100                        |                            |                           |
|                              |                |                           |  | Lab instrumentation calibration/fume hood certification  | 1            | 2,700           | 2,700                      |                            |                           |
|                              |                |                           |  | DI Water system rental/sanitization  | 1            | 3,600           | 3,600                      |                            |                           |
|                              |                |                           |  | Pretreatment assistance  | 1            | 3,600           | 3,600                      |                            |                           |
| 21,341                       | 31,316         | 45,000                    | <b>7780-30</b>   | <b>Contract Services - Lab</b>   |              |                 | 48,000                     | 0                          | 0                         |
|                              |                |                           |  | Outside laboratory services necessary for permit and industrial compliance which includes ambient water quality sampling of South Yamhill River. |              |                 |                            |                            |                           |
| 0                            | 4,400          | 5,000                     | <b>7800</b>  | <b>M &amp; S Equipment</b>   |              |                 | 5,000                      | 0                          | 0                         |
|                              |                |                           |  | Laboratory instrumentation or sampling monitoring equipment  |              |                 |                            |                            |                           |
| <b>40,345</b>                | <b>55,696</b>  | <b>83,000</b>             | <b>TOTAL MATERIALS AND SERVICES</b>  |  |              |                 | <b>86,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |  |  |              |                 |                            |                            |                           |
| 5,036                        | 0              | 0                         | <b>8710</b>  | <b>Equipment</b>   |              |                 | 27,500                     | 0                          | 0                         |
|                              |                |                           |  | Laboratory equipment replacement   |              |                 |                            |                            |                           |
|                              |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                              |                |                           |  | Influent/effluent sampler  | 1            | 10,000          | 10,000                     |                            |                           |
|                              |                |                           |  | Autoclave (backup)   | 1            | 12,000          | 12,000                     |                            |                           |
|                              |                |                           |  | Distillation equipment for NH3 testing   | 1            | 5,500           | 5,500                      |                            |                           |
| <b>5,036</b>                 | <b>0</b>       | <b>0</b>                  | <b>TOTAL CAPITAL OUTLAY</b>  |  |              |                 | <b>27,500</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>438,444</b>               | <b>398,725</b> | <b>511,545</b>            | <b>TOTAL REQUIREMENTS</b>  |  |              |                 | <b>539,847</b>             | <b>0</b>                   | <b>0</b>                  |



# **CONVEYANCE SYSTEMS**



**Organization Set – Sections**

- Sanitary

**Organization Set #**

**75-78-320**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 78 - CONVEYANCE SYSTEMS<br>Section : 320 - SANITARY<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |   |  |                            |                            |                           |
| <b>PERSONNEL SERVICES</b>     |                |                           |   |  |                            |                            |                           |
| 75                            | 310            | 0                         | <b>7000</b>   | <b>Salaries &amp; Wages</b>  | 0                          | 0                          | 0                         |
| 297,610                       | 299,831        | 322,980                   | <b>7000-05</b>  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Supervisor - SS & SD Maintenance - 0.90 FTE<br>Senior Utility Worker - 0.90 FTE<br>Utility Worker II - 3.60 FTE                                       | 333,873                    | 0                          | 0                         |
| 1,586                         | 2,196          | 3,001                     | <b>7000-20</b>  | <b>Salaries &amp; Wages - Overtime</b>   | 3,001                      | 0                          | 0                         |
| 1,080                         | 1,080          | 1,080                     | <b>7000-37</b>  | <b>Salaries &amp; Wages - Medical Opt Out Incentive</b>  | 1,080                      | 0                          | 0                         |
| -168                          | 376            | 0                         | <b>7300</b>   | <b>Fringe Benefits</b>   | 0                          | 0                          | 0                         |
| 18,244                        | 18,540         | 20,279                    | <b>7300-05</b>  | <b>Fringe Benefits - FICA - Social Security</b>  | 20,954                     | 0                          | 0                         |
| 4,267                         | 4,336          | 4,744                     | <b>7300-06</b>  | <b>Fringe Benefits - FICA - Medicare</b>   | 4,902                      | 0                          | 0                         |
| 82,004                        | 78,663         | 100,395                   | <b>7300-15</b>  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>  | 103,613                    | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7300-16</b>  | <b>Fringe Benefits - PERS Employer Incentive Program</b>   | 0                          | 0                          | 0                         |
| 31,139                        | 28,980         | 32,244                    | <b>7300-20</b>  | <b>Fringe Benefits - Medical Insurance</b>   | 37,860                     | 0                          | 0                         |
| 5,625                         | 4,575          | 4,500                     | <b>7300-22</b>  | <b>Fringe Benefits - VEBA Plan</b>   | 5,400                      | 0                          | 0                         |
| 559                           | 559            | 588                       | <b>7300-25</b>  | <b>Fringe Benefits - Life Insurance</b>  | 588                        | 0                          | 0                         |
| 1,601                         | 1,643          | 1,754                     | <b>7300-30</b>  | <b>Fringe Benefits - Long Term Disability</b>  | 1,806                      | 0                          | 0                         |
| 18,274                        | 12,798         | 19,984                    | <b>7300-35</b>  | <b>Fringe Benefits - Workers' Compensation Insurance</b>   | 20,654                     | 0                          | 0                         |
| 131                           | 117            | 138                       | <b>7300-37</b>  | <b>Fringe Benefits - Workers' Benefit Fund</b>   | 126                        | 0                          | 0                         |
| <b>462,025</b>                | <b>454,005</b> | <b>511,687</b>            | <b>TOTAL PERSONNEL SERVICES</b>   |  | <b>533,857</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>MATERIALS AND SERVICES</b> |                |                           |   |  |                            |                            |                           |
| 13,572                        | 15,909         | 23,000                    | <b>7590</b>   | <b>Fuel - Vehicle &amp; Equipment</b>  | 23,000                     | 0                          | 0                         |
| 935                           | 1,000          | 1,100                     | <b>7600</b>   | <b>Electric &amp; Natural Gas</b><br>Electric costs associated with Conveyance building.   | 1,500                      | 0                          | 0                         |
| 19,304                        | 12,536         | 20,000                    | <b>7720-04</b>  | <b>Repairs &amp; Maintenance - Supplies</b><br>Repair and maintenance supplies: fasteners, hydraulic connectors, switches, fittings, cables, hose, tools, camera seals, and root cutter blades, etc.     | 22,000                     | 0                          | 0                         |
| 18,070                        | 18,080         | 20,000                    | <b>7720-06</b>  | <b>Repairs &amp; Maintenance - Equipment</b><br>Includes routine repairs of the cameras, monitors, computers, generator, transporters, and other mechanical devices not associated with vehicle repairs. | 22,000                     | 0                          | 0                         |
| 27,339                        | 22,219         | 21,000                    | <b>7720-14</b>  | <b>Repairs &amp; Maintenance - Vehicles</b><br>Includes routine repairs for VacCon, TV van, conveyance service truck, and rental replacements when equipment is out of service.                          | 23,000                     | 0                          | 0                         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 78 - CONVEYANCE SYSTEMS<br>Section : 320 - SANITARY<br>Program : N/A |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|----------------|---------------------------|---|--|----------------------------|----------------------------|---------------------------|
| 25,808                       | 33,777         | 50,000                    | <b>7720-36</b>  | <b>Repairs &amp; Maintenance - Sanitary Sewer Mainline/Lateral</b><br>Routine repairs and maintenance of sewer mainlines, laterals, and manholes; including: pipe patching, lining, grouting, and other repairs to meet infiltration and inflow (I&I) reduction goals. | 50,000                     | 0                          | 0                         |
| 0                            | 8,209          | 10,000                    | <b>7750</b>   | <b>Professional Services</b><br>Consulting and engineering services related to sanitary sewer systems including infiltration & inflow assessment, design, planning and other related services.   | 10,000                     | 0                          | 0                         |
| 4,578                        | 3,613          | 5,000                     | <b>7800</b>   | <b>M &amp; S Equipment</b><br>Conveyance System maintenance equipment.   | 5,000                      | 0                          | 0                         |
| <b>109,607</b>               | <b>115,343</b> | <b>150,100</b>            | <b><u>TOTAL MATERIALS AND SERVICES</u></b>  |  | <b>156,500</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CAPITAL OUTLAY</u></b> |                |                           |   |  |                            |                            |                           |
| 0                            | 0              | 0                         | <b>8710</b>   | <b>Equipment</b>   | 0                          | 0                          | 0                         |
| 0                            | 0              | 35,000                    | <b>8850</b>   | <b>Vehicles</b>  | 0                          | 0                          | 0                         |
| 70,710                       | 77,166         | 150,000                   | <b>9110-05</b>  | <b>Sanitary Sewer Replacements - Mainline/Lateral</b><br>Preservation repair and replacement of sewer system mainlines and manholes.   | 150,000                    | 0                          | 0                         |
| <b>70,710</b>                | <b>77,166</b>  | <b>185,000</b>            | <b><u>TOTAL CAPITAL OUTLAY</u></b>  |  | <b>150,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>642,343</b>               | <b>646,514</b> | <b>846,787</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  |  | <b>840,357</b>             | <b>0</b>                   | <b>0</b>                  |



**NON-DEPARTMENTAL**



Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--|-------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>   |                   |                           |  |  |              |                            |                            |                           |
| <b>LICENSES AND PERMITS</b>  |                   |                           |  |  |              |                            |                            |                           |
| 0  | 0                 | 500,000                   | 4205-30  | Franchise Fees - McMinnville Wastewater Services   |              | 0                          | 0                          | 0                         |
| <b>0</b>   | <b>0</b>          | <b>500,000</b>            | <b>TOTAL LICENSES AND PERMITS</b>                                    |  |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>CHARGES FOR SERVICES</b>  |                   |                           |  |  |              |                            |                            |                           |
| 12,600   | 15,175            | 12,600                    | 5400-40  | Property Rentals - House<br>Riverside Drive house rental income.                               |              | 13,200                     | 0                          | 0                         |
| 7,022  | 6,426             | 7,037                     | 5400-45  | Property Rentals - Farm<br>Farm land lease on Water Reclamation Facility property.             |              | 13,125                     | 0                          | 0                         |
| 9,681,092  | 10,207,145        | 10,152,961                | 5520   | Sewer User Charges<br>Monthly sewer charges based on water consumption and discharge loading.  |              | 10,241,136                 | 0                          | 0                         |
| Budget Note: In fiscal year 2019-20 the franchise fee was directly allocated to the General Fund at the time the revenue was received. This process is being updated for fiscal year 2020-21. The full revenue will be recorded in the Wastewater Services Fund. A franchise fee payment to the General Fund will be recorded. |                   |                           |  |  |              |                            |                            |                           |
| Budget Note: Proposed amount reflects no rate increase for FY21, per the approved Wastewater Financial Plan.   |                   |                           |  |  |              |                            |                            |                           |
| 83,488   | 61,812            | 46,906                    | 5530   | Septage Fees<br>Dumping fees collected from haulers for septic tank and portable toilet waste. |              | 46,906                     | 0                          | 0                         |
| <b>9,784,201</b>   | <b>10,290,558</b> | <b>10,219,504</b>         | <b>TOTAL CHARGES FOR SERVICES</b>                                    |  |              | <b>10,314,367</b>          | <b>0</b>                   | <b>0</b>                  |
| <b>MISCELLANEOUS</b>   |                   |                           |  |  |              |                            |                            |                           |
| 17,578   | 26,997            | 33,100                    | 6310   | Interest   |              | 54,800                     | 0                          | 0                         |
| 9,332  | 33,888            | 1,000                     | 6600   | Other Income   |              | 1,000                      | 0                          | 0                         |
| 0  | 0                 | 0                         | 6600-05  | Other Income - Workers' Comp Reimbursement   |              | 0                          | 0                          | 0                         |
| <b>26,910</b>  | <b>60,885</b>     | <b>34,100</b>             | <b>TOTAL MISCELLANEOUS</b>   |  |              | <b>55,800</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS IN</b>  |                   |                           |  |  |              |                            |                            |                           |
| 0  | 13,342            | 55,041                    | 6900-85  | Transfers In - Insurance Services  |              | 57,237                     | 0                          | 0                         |
|  |                   |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|  |                   |                           |  | HR-Insurance Service Fund distribution   | 1            | 14,347                     | 14,347                     |                           |
|  |                   |                           |  | Insurance Services Fund distribution   | 1            | 42,890                     | 42,890                     |                           |
| <b>0</b>   | <b>13,342</b>     | <b>55,041</b>             | <b>TOTAL TRANSFERS IN</b>  |  |              | <b>57,237</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>9,811,111</b>   | <b>10,364,786</b> | <b>10,808,645</b>         | <b>TOTAL RESOURCES</b>   |  |              | <b>10,427,404</b>          | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL  | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A |  |  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |                    |              |                 |              |   |   |           |           |   |   |         |         |
|---|------------------|---------------------------|--|--|--|----------------------------|----------------------------|---------------------------|--------------------|--------------|-----------------|--------------|---|---|-----------|-----------|---|---|---------|---------|
| <b>REQUIREMENTS</b>   |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b><u>MATERIALS AND SERVICES</u></b>  |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 0   | 0                | 0                         | <b>8227</b>  | <b>Franchise Fee expense</b>                     |  | 512,060                    | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Budget Note: In fiscal year 2019-20 the franchise fee was directly allocated to the General Fund at the time the revenue was received. This process is being updated for fiscal year 2020-21. The full revenue will be recorded in the Wastewater Services Fund. A franchise fee payment to the General Fund will be recorded.  |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b>0</b>  | <b>0</b>         | <b>0</b>                  | <b>TOTAL MATERIALS AND SERVICES</b>                                  |  |  | <b>512,060</b>             | <b>0</b>                   | <b>0</b>                  |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b><u>TRANSFERS OUT</u></b>   |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 287,543   | 304,257          | 831,187                   | <b>9700-01</b>   | <b>Transfers Out - General Fund</b>              |  | 360,460                    | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
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| <u>Description</u>  | <u>Units</u>     | <u>Amt/Unit</u>           | <u>Total</u>   |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Wastewater Services Fund support of Engineering operations.   | 1                | 26,367                    | 26,367   |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Engineering, Admin, & Finance personnel services support.   | 1                | 334,093                   | 334,093  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 5,643,071   | 6,429,189        | 5,752,934                 | <b>9700-77</b>   | <b>Transfers Out - Wastewater Capital</b>        |  | 6,177,497                  | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Transfer to Wastewater Capital Fund for wastewater system capital improvements per the Wastewater System (WWS) Financial Plan.  |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
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| <u>Description</u>  | <u>Units</u>     | <u>Amt/Unit</u>           | <u>Total</u>   |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Ratepayer contribution for FY21   | 1                | 6,177,497                 | 6,177,497  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 42,772  | 46,669           | 51,252                    | <b>9700-80</b>   | <b>Transfers Out - Information Systems</b>       |  | 53,656                     | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
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| <u>Description</u>  | <u>Units</u>     | <u>Amt/Unit</u>           | <u>Total</u>   |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Information Systems personnel services support.   | 1                | 53,656                    | 53,656   |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b>5,973,386</b>  | <b>6,780,115</b> | <b>6,635,373</b>          | <b>TOTAL TRANSFERS OUT</b>   |  |  | <b>6,591,613</b>           | <b>0</b>                   | <b>0</b>                  |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b><u>CONTINGENCIES</u></b>   |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 0   | 0                | 300,000                   | <b>9800</b>  | <b>Contingencies</b>                             |  | 900,000                    | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b>0</b>  | <b>0</b>         | <b>300,000</b>            | <b>TOTAL CONTINGENCIES</b>   |  |  | <b>900,000</b>             | <b>0</b>                   | <b>0</b>                  |                    |              |                 |              |   |   |           |           |   |   |         |         |
| <b><u>ENDING FUND BALANCE</u></b>   |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 1,000,000   | 1,000,000        | 1,000,000                 | <b>9975-05</b>   | <b>Designated End FB - WW Svc Fd - Sewer A/R</b> |  | 1,000,000                  | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Non-cash Designated Ending Fund Balance for estimated Sewer Accounts Receivable balance at June 30  |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |
| 1,725,631   | 1,922,803        | 1,037,934                 | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>          |  | 341,905                    | 0                          | 0                         |                    |              |                 |              |   |   |           |           |   |   |         |         |
| Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations  |                  |                           |  |  |  |                            |                            |                           |                    |              |                 |              |   |   |           |           |   |   |         |         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : 99 - NON-DEPARTMENTAL<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2,725,631      | 2,922,803      | 2,037,934                 | <b>TOTAL ENDING FUND BALANCE</b>                                     | 1,341,905                  | 0                          | 0                         |
| 8,699,017      | 9,702,918      | 8,973,307                 | <b>TOTAL REQUIREMENTS</b>  | 9,345,578                  | 0                          | 0                         |

Budget Document Report

**75 - WASTEWATER SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 12,061,735     | 13,090,416     | 13,036,062                | <b>TOTAL RESOURCES</b>                             | 13,698,894                 | 0                          | 0                         |
| 12,061,736     | 13,090,416     | 13,036,062                | <b>TOTAL REQUIREMENTS</b>                          | 13,698,894                 | 0                          | 0                         |



**WASTEWATER CAPITAL FUND**





### Budget Highlights

- \$1,295,000 – Design and construction of the grit system expansion project.
- \$2,570,000 – Design and construction of a new 1-million gallon biosolids storage tank.
- \$1,050,000 – Design and construction of a new force main as part of ODOT’s Three Mile Lane Bridge replacement project;
- \$1,760,000 – Design and construction of the upgrade to the Water Reclamation Facility Administration Building.
- \$1,915,000 – Continued sewer rehabilitation and reconstruction projects at various locations around the City to address inflow and infiltration (I&I).
- \$1,275,000 – Planned major equipment replacement projects, including the addition of an emergency generators at the Raw Sewage Pump Station and the Water Reclamation Facility; replacement of the Raw Sewage Pump Station roof; programmable logic controller (PLC) upgrades; and the replacement of electric cart.
- \$6,177,497 – Transfer in from Wastewater Services Fund to cover the ratepayer contribution for capital needs per the approved 2017 Wastewater Services Financial Plan.

### Core Services

- Capital improvement planning and construction for the City’s wastewater collection system and Water Reclamation Facility (WRF) to meet needs of increased growth of community and ever-changing regulatory climate.
- Continue projects to reduce the infiltration and inflow of ground water and rain into the City’s sanitary collection system.

### Future Challenges and Opportunities

- Continued prudent and timely review of the Wastewater Financial Plan, and corresponding implementation of rate adjustments necessary to meet the operations, maintenance, and capital construction needs identified in the updated Conveyance System and Water Reclamation Facilities Master Plans.
- Future Wastewater Financial Plan efforts should include a review of policy options related to rates for low income/senior users.



The City continued to invest in upgrades to the public sanitary sewer system in 2019. Work included the start of work to upgrade and expand the capacity of the tertiary treatment filtration system, and upgrades to the ultra violet (UV) disinfection process at the Water Reclamation Facility.

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>8,000,816</b>  | <b>6,810,614</b>             | <b>7,245,959</b>              | <b>435,345</b>     |
| Materials & Services      | 476,595           | 2,174,000                    | 1,335,500                     | (838,500)          |
| Capital Outlay            | 3,054,081         | 3,602,500                    | 8,575,000                     | 4,972,500          |
| Transfers Out             | 228,203           | 249,194                      | 943,899                       | 694,705            |
| <b>Total Expenditures</b> | <b>3,758,879</b>  | <b>6,025,694</b>             | <b>10,854,399</b>             | <b>4,828,705</b>   |
| Net Expenditures          | 4,241,937         | 784,920                      | (3,608,440)                   | 4,393,360          |



## Wastewater Capital Fund

## Historical Highlights

|      |   |      |   |      |  |
|------|---|------|---|------|--|
| 1969 | Voters approve \$710,000 six-year sewage disposal general obligation bond issue.  | 1994 | January 1994, City Council passes Resolution 1994 – 01 for the purpose of providing a comprehensive framework for the issuance of revenue bonds. This resolution establishes the debt service bond covenants that require City Council to maintain sewer rates at adequate levels to operate and maintain the sewer system, pay debt service, and maintain a specified level of cash operating and debt service reserves. | 2000 | July 2000, \$3,590,000 State of Oregon Bond Bank Water/ Wastewater 10-Year Loan to continue funding significant sewer system improvements.     |
| 1987 | Sewer Capital Fund established for future sewer treatment plant expansion and sewer system capital improvements.  |      |   | 2000 | Spending reaches an estimated \$54 million on the WRF construction, pump station improvements, and collection system repairs.                  |
| 1992 | April 1992, City Council passes Resolution 1992 – 14 authorizing the use of bond revenues to pay for pre-incurred expenses for the wastewater treatment facility. This resolution allows the City to re-pay expenses incurred prior to sewer revenue bond issuance. |      |   | 2001 | Evans Street Sewer Reconstruction Project complete.  |
| 1992 | August 1992, City Council passes Resolution 1992 – 28 authorizing the issuance of revenue bonds for the purpose of financing the acquisition, construction, installation, and equipping of facilities for the City's wastewater management program.                 | 1994 | February 1994, \$28,560,000 Sewerage System Revenue 20-Year Bonds issuance to complete funding the new Water Reclamation Facility, Raw Sewage Pump Station, and significant sewer system improvements.  | 2002 | High School Basin Sewer Reconstruction Project complete.   |
| 1993 | December 1993, \$10,121,020 State of Oregon Bond Bank, Special Public Works Fund (SPWF) 20-year Loan to partially fund a new water reclamation facility.  | 1995 | New Water Reclamation Facility and Raw Sewage Pump Station complete.  | 2003 | Three Mile Lane Pump Station #1 Replacement Project complete.  |
|      |   | 1996 | Major repair and replacement of Cozine Trunk Line and Pump Station complete.  | 2004 | February 2004, \$23,698,000 10-year refinancing of remaining 1993 SPWF Loan and 1994 Sewer Revenue Bonds saving sewer ratepayers ~\$2,200,000. |

# Wastewater Capital Fund

## Historical Highlights

- 2004 May 2004, City completes 2004 Sewer Rate Equity Review and City Council passes Resolution 2004 – 13 revising sewer user fees and sewer SDCs – rates set to achieve \$7.5 million capital reserve in 10 years for future Water Reclamation Facility expansion.
- 2005 Three Mile Lane Trunk Sewer Replacement Project is completed, removing the Three Mile Lane #2 Pump-Station from service.
- 2006 The City Council adopted a new sanitary sewer system development charge rate of \$2,808 per equivalent dwelling unit.
- 2007 The City Council adopted a new sanitary sewer system development charge rate of \$2,870 per equivalent dwelling unit.
- 2009 DEQ approves the WRF Facilities Plan.
- 2009 The Elm Street Sewer Rehabilitation Project was completed.
- 2010 The Saylor’s Addition and High School Basin Sewer Rehabilitation projects were completed.
- 2012 The Downtown Basin Sewer Rehabilitation project was completed.
- 2013 Design work begins for the expansion of the WRF
- 2016 Construction of the WRF Expansion is completed. The final project cost of ~\$13-million was ~ \$2.5-million less than the project estimate included in the adopted 2010 Wastewater Treatment Facilities master plan. The City was awarded a “2016 Project of the Year” award by the Oregon Chapter of the American Public Works Association (OR APWA) for the project work.



## 77 - WASTEWATER CAPITAL FUND

|                |                |                           |  |                            |                            |                           |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

### RESOURCES

#### BEGINNING FUND BALANCE

|                   |                   |                   |                                     |  |                   |          |          |
|-------------------|-------------------|-------------------|-------------------------------------|--|-------------------|----------|----------|
| 3,645,200         | 3,401,200         | 3,138,300         | <b>4077-99</b>                      | Designated Begin FB-WW Cap Fd - PERS Refinancing Reserve   | 2,855,600         | 0        | 0        |
| 15,975,116        | 20,879,605        | 24,717,080        | <b>4090</b>                         | Beginning Fund Balance<br>Estimated July 1 undesignated carryover from prior year  | 28,945,028        | 0        | 0        |
|                   |                   |                   |                                     | Budget Note: SDC accounting discloses an extremely large negative system development charge fund balance. This negative balance indicates that the building of the WRF and sewer system improvements could have been significantly funded by SDCs, but was instead funded by the sale of revenue bonds since adequate SDCs were not available. |                   |          |          |
| <b>19,620,316</b> | <b>24,280,805</b> | <b>27,855,380</b> | <b>TOTAL BEGINNING FUND BALANCE</b> |  | <b>31,800,628</b> | <b>0</b> | <b>0</b> |

#### CHARGES FOR SERVICES

|                |                  |                |                                   |   |                |          |          |
|----------------|------------------|----------------|-----------------------------------|---|----------------|----------|----------|
| 411,498        | 1,031,922        | 325,000        | <b>5500</b>                       | System Development Charges<br>Sewer system development charges (SDC) collected from new construction and additions to commercial or industrial projects that increase the loading on the sanitary sewer system. | 325,000        | 0        | 0        |
| <b>411,498</b> | <b>1,031,922</b> | <b>325,000</b> | <b>TOTAL CHARGES FOR SERVICES</b> |   | <b>325,000</b> | <b>0</b> | <b>0</b> |

#### MISCELLANEOUS

|                |                |                |                            |  |                |          |          |
|----------------|----------------|----------------|----------------------------|--|----------------|----------|----------|
| 299,450        | 535,455        | 698,500        | <b>6310</b>                | Interest   | 680,400        | 0        | 0        |
| 0              | 0              | 2,500          | <b>6500-05</b>             | Private Sewer Lateral - Loan Repayment<br>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        |
| 6,150          | 4,250          | 10,000         | <b>6500-10</b>             | Private Sewer Lateral - Penalty<br>Property owner penalty of \$50 per month when owner fails to repair private sewer lateral.  | 10,000         | 0        | 0        |
|                |                |                |                            | Budget Note: Penalty begins accruing 90 days after Notice of Defect issued. If private lateral is repaired within 10 months, penalty accruals absolved.                  |                |          |          |
| 0              | 0              | 0              | <b>6600</b>                | Other Income   | 0              | 0        | 0        |
| <b>305,600</b> | <b>539,705</b> | <b>711,000</b> | <b>TOTAL MISCELLANEOUS</b> |  | <b>692,900</b> | <b>0</b> | <b>0</b> |

#### TRANSFERS IN

|                                 |              |                 |                |   |                    |              |                 |              |                                 |   |           |           |  |  |  |
|---------------------------------|--------------|-----------------|----------------|---|--------------------|--------------|-----------------|--------------|---------------------------------|---|-----------|-----------|--|--|--|
| 0                               | 0            | 21,680          | <b>6900-25</b> | Transfers In - Airport  | 0                  | 0            | 0               |              |                                 |   |           |           |  |  |  |
| 5,643,071                       | 6,429,189    | 5,752,934       | <b>6900-75</b> | Transfers In - Wastewater Services<br>Transfer from the Wastewater Services Fund for capital improvements per the Wastewater System (WWS) Financial Plan.   | 6,177,497          | 0            | 0               |              |                                 |   |           |           |  |  |  |
|                                 |              |                 |                | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><u>Description</u></td> <td style="text-align: center;"><u>Units</u></td> <td style="text-align: center;"><u>Amt/Unit</u></td> <td style="text-align: center;"><u>Total</u></td> </tr> <tr> <td>Ratepayer contribution for FY21</td> <td style="text-align: center;">1</td> <td style="text-align: right;">6,177,497</td> <td style="text-align: right;">6,177,497</td> </tr> </table> | <u>Description</u> | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> | Ratepayer contribution for FY21 | 1 | 6,177,497 | 6,177,497 |  |  |  |
| <u>Description</u>              | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>   |   |                    |              |                 |              |                                 |   |           |           |  |  |  |
| Ratepayer contribution for FY21 | 1            | 6,177,497       | 6,177,497      |   |                    |              |                 |              |                                 |   |           |           |  |  |  |
| 0                               | 0            | 0               | <b>6900-85</b> | Transfers In - Insurance Services   | 0                  | 0            | 0               |              |                                 |   |           |           |  |  |  |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2018<br>ACTUAL    | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------|-------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0                 | 0                 | 0                         | <b>6901-01</b>                                     | <b>Transfers In - Interfund Debt - General Fund</b>        |              | 50,562                     | 0                          | 0                         |
|                   |                   |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                   |                   |                           |  | Payment on 2020 loan to Police for vehicles                | 1            | 37,312                     | 37,312                     |                           |
|                   |                   |                           |  | Payment on 2020 loan to Police for AV replacement          | 1            | 13,250                     | 13,250                     |                           |
| 0                 | 0                 | 0                         | <b>6901-25</b>                                     | <b>Transfers In - Interfund Debt - Airport Maintenance</b> |              | 0                          | 0                          | 0                         |
| <b>5,643,071</b>  | <b>6,429,189</b>  | <b>5,774,614</b>          | <b>TOTAL TRANSFERS IN</b>                          |  |              | <b>6,228,059</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>25,980,485</b> | <b>32,281,621</b> | <b>34,665,994</b>         | <b>TOTAL RESOURCES</b>                             |  |              | <b>39,046,587</b>          | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |  |              |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |  |              |                            |                            |                           |
| 3,248                         | 26,376         | 24,000                    | <b>7750</b>  | <b>Professional Services</b>   |              | 22,500                     | 0                          | 0                         |
|                               |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                               |                |                           |  | Audit fee allocation   | 1            | 7,500                      | 7,500                      |                           |
|                               |                |                           |  | Miscellaneous professional services  | 1            | 15,000                     | 15,000                     |                           |
| 0                             | 0              | 0                         | <b>7750-57</b>                                     | <b>Professional Services - Financing Administration</b>  |              | 0                          | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>7770-05</b>                                     | <b>Professional Services - Projects - Master Plan Update</b>   |              | 0                          | 0                          | 0                         |
| 0                             | 0              | 500,000                   | <b>7770-40</b>                                     | <b>Professional Services - Projects - Grit System Expansion</b>  |              | 250,000                    | 0                          | 0                         |
|                               |                |                           |  | Engineering services for the grit system expansion project.  |              |                            |                            |                           |
| 0                             | 0              | 938,400                   | <b>7770-41</b>                                     | <b>Professional Services - Projects - New 1MB tank &amp; mixer</b>   |              | 400,000                    | 0                          | 0                         |
|                               |                |                           |  | Engineering services for the construction of an additional biosolids storage tank.   |              |                            |                            |                           |
| 12,610                        | 0              | 0                         | <b>7770-43</b>                                     | <b>Professional Services - Projects - 3 Mile Lane Pump Station</b>   |              | 0                          | 0                          | 0                         |
|                               |                |                           |  | Engineering services for the replacement of 3 Mile Lane Pump Station #3  |              |                            |                            |                           |
| 341,661                       | 306,385        | 144,000                   | <b>7770-44</b>                                     | <b>Professional Services - Projects - Filtration System Expansion</b>  |              | 2,000                      | 0                          | 0                         |
|                               |                |                           |  | Engineering services for the tertiary filtration system expansion project.   |              |                            |                            |                           |
| 2,809                         | 32,481         | 65,000                    | <b>7770-49</b>                                     | <b>Professional Services - Projects - 3 Mile Ln Bridge Force Main</b>  |              | 50,000                     | 0                          | 0                         |
|                               |                |                           |  | Engineering services for the installation of a 16" diameter sanitary sewer force main on ODOT's new 3-mile Lane Bridge.                    |              |                            |                            |                           |
| 179,197                       | 111,353        | 260,000                   | <b>7770-57</b>                                     | <b>Professional Services - Projects - I&amp;I Reduction Design</b>   |              | 165,000                    | 0                          | 0                         |
|                               |                |                           |  | Engineering services for the design and contract documents for the Inflow and Infiltration (I&I) Reduction Projects.                       |              |                            |                            |                           |
| 0                             | 0              | 0                         | <b>7770-59</b>                                     | <b>Professional Services - Projects - Admin Building Addition/Upgrade</b>  |              | 440,000                    | 0                          | 0                         |
|                               |                |                           |  | Design services for Admin building project   |              |                            |                            |                           |
| 690                           | 0              | 3,500                     | <b>8230</b>  | <b>Private Sewer Lateral Repair Incentive</b>  |              | 3,500                      | 0                          | 0                         |
|                               |                |                           |  | Private Sewer Lateral Repair Incentive Program - maximum of \$250 per private lateral repair completed within 90 days of Notice of Defect. |              |                            |                            |                           |
| 0                             | 0              | 2,500                     | <b>8240-10</b>                                     | <b>Private Sewer Lateral Loans - Low Income Loans</b>  |              | 2,500                      | 0                          | 0                         |
|                               |                |                           |  | "Loans" the City has made to property owners to enable the property owner to repair a defective private sewer lateral.                     |              |                            |                            |                           |
| <b>540,216</b>                | <b>476,595</b> | <b>1,937,400</b>          | <b>TOTAL MATERIALS AND SERVICES</b>                |  |              | <b>1,335,500</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2018<br>ACTUAL               | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>CAPITAL OUTLAY</u></b> |                  |                           |  |                            |                            |                           |
| 221,761                      | 1,376,367        | 1,354,625                 | <b>8710 Equipment</b><br>Planned major equipment replacement at the WRF and/or system pump stations.   | 1,275,000                  | 0                          | 0                         |
|                              |                  |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                              |                  |                           | WRF emergency generator  | 1                          | 550,000                    | 550,000                   |
|                              |                  |                           | RSPS emergency generator   | 1                          | 550,000                    | 550,000                   |
|                              |                  |                           | RSPS roof replacement  | 1                          | 75,000                     | 75,000                    |
|                              |                  |                           | Programmable logic controller (PLC) upgrades   | 1                          | 75,000                     | 75,000                    |
|                              |                  |                           | Electric cart replacement  | 1                          | 25,000                     | 25,000                    |
| 716,409                      | 1,140,971        | 2,220,000                 | <b>9120-25 Sewer Construction - I&amp;I Reduction Projects</b><br>Sewer rehabilitation and reconstruction at various locations around the City to address inflow and infiltration (I&I).   | 1,750,000                  | 0                          | 0                         |
| 0                            | 0                | 0                         | <b>9120-40 Sewer Construction - Grit System Expansion</b>  | 1,045,000                  | 0                          | 0                         |
| 0                            | 0                | 0                         | <b>9120-41 Sewer Construction - New 1MG Tank &amp; Mixer</b>   | 2,170,000                  | 0                          | 0                         |
| 0                            | 536,743          | 12,875                    | <b>9120-44 Sewer Construction - Filtration System Expansion</b><br>Expansion of the tertiary treatment filtration system.  | 0                          | 0                          | 0                         |
| 0                            | 0                | 0                         | <b>9120-49 Sewer Construction - 3 Mile Ln Bridge Force Main</b>  | 1,000,000                  | 0                          | 0                         |
| 0                            | 0                | 0                         | <b>9120-59 Sewer Construction - Admin Building Addition/Upgrade</b>  | 1,320,000                  | 0                          | 0                         |
| 0                            | 0                | 15,000                    | <b>9150-10 Developer Reimbursement - Sanitary Sewer</b><br>Reimbursement to commercial and subdivision developers for sewer pipe constructed with extra capacity over what the developer requires which benefits the future growth requirements of the city. | 15,000                     | 0                          | 0                         |
| <b>938,170</b>               | <b>3,054,081</b> | <b>3,602,500</b>          | <b><u>TOTAL CAPITAL OUTLAY</u></b>   | <b>8,575,000</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>  |                  |                           |  |                            |                            |                           |
| 221,294                      | 228,203          | 249,194                   | <b>9700-01 Transfers Out - General Fund</b>  | 169,099                    | 0                          | 0                         |
|                              |                  |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                              |                  |                           | Wastewater Capital Fund support of Engineering operations.   | 1                          | 12,274                     | 12,274                    |
|                              |                  |                           | Engineering, Admin, & Finance personnel services support.  | 1                          | 156,825                    | 156,825                   |
| 0                            | 0                | 0                         | <b>9700-50 Transfers Out - Park Development</b>  | 0                          | 0                          | 0                         |
| 0                            | 0                | 236,600                   | <b>9701-01 Transfers Out - Interfund Debt - General Fund</b>   | 619,800                    | 0                          | 0                         |
|                              |                  |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                              |                  |                           | 2021 loan for Police vehicles  | 1                          | 184,800                    | 184,800                   |
|                              |                  |                           | 2021 loan for Fire vehicle & breathing compressor  | 1                          | 125,000                    | 125,000                   |
|                              |                  |                           | 2021 loan for Ambulance defibrillators   | 1                          | 310,000                    | 310,000                   |

Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2018<br>ACTUAL    | 2019<br>ACTUAL    | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  |   |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------|-------------------|---------------------------|---|---|-----------------|----------------------------|----------------------------|---------------------------|
| 0                 | 0                 | 0                         | 9701-25   | <b>Transfers Out - Interfund Debt - Airport Maintenance</b>     |                 | 155,000                    | 0                          | 0                         |
|                   |                   |                           | <u>Description</u>  | <u>Units</u>  | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                   |                   |                           | 2021 loan to Airport for Jet A fuel system replacement  | 1   | 155,000         | 155,000                    |                            |                           |
| <b>221,294</b>    | <b>228,203</b>    | <b>485,794</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>   |   |                 | <b>943,899</b>             | <b>0</b>                   | <b>0</b>                  |
|                   |                   |                           | <b><u>CONTINGENCIES</u></b>   |   |                 |                            |                            |                           |
| 0                 | 0                 | 500,000                   | 9800  | <b>Contingencies</b>  |                 | 1,500,000                  | 0                          | 0                         |
| <b>0</b>          | <b>0</b>          | <b>500,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>   |   |                 | <b>1,500,000</b>           | <b>0</b>                   | <b>0</b>                  |
|                   |                   |                           | <b><u>ENDING FUND BALANCE</u></b>   |   |                 |                            |                            |                           |
| 3,401,200         | 3,138,300         | 2,855,600                 | 9977-99   | <b>Designated End FB - WW Cap Fd - PERS Refinancing Reserve</b> |                 | 2,552,100                  | 0                          | 0                         |
| 20,879,605        | 25,384,442        | 25,284,700                | 9999  | <b>Unappropriated Ending Fd Balance</b>                         |                 | 24,140,088                 | 0                          | 0                         |
|                   |                   |                           | Undesignated carryover for July 1 from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations. |   |                 |                            |                            |                           |
| <b>24,280,805</b> | <b>28,522,742</b> | <b>28,140,300</b>         | <b><u>TOTAL ENDING FUND BALANCE</u></b>   |   |                 | <b>26,692,188</b>          | <b>0</b>                   | <b>0</b>                  |
| <b>25,980,485</b> | <b>32,281,621</b> | <b>34,665,994</b>         | <b><u>TOTAL REQUIREMENTS</u></b>  |   |                 | <b>39,046,587</b>          | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**77 - WASTEWATER CAPITAL FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 25,980,485     | 32,281,621     | 34,665,994                | <b>TOTAL RESOURCES</b>                             | 39,046,587                 | 0                          | 0                         |
| 25,980,485     | 32,281,621     | 34,665,994                | <b>TOTAL REQUIREMENTS</b>                          | 39,046,587                 | 0                          | 0                         |



## **AMBULANCE FUND**



**Ambulance has been moved into the General Fund - Fire Department.  
2019-20 Amended Budget and 2020-21 Proposed Budget are in the General Fund –  
Fire Department (01-15-079).**

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

Budget Document Report

**79 - AMBULANCE FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                  |                           |   |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |   |                            |                            |                           |
| 1,816,485                            | 1,465,788        | 0                         | <b>4079-05</b> Designated Begin FB-Ambulance Fd - EMS A/R<br>Non-cash Designated Beginning Fund Balance for Ambulance Accounts Receivable balance at July 1 | 0                          | 0                          | 0                         |
| 37,500                               | 0                | 0                         | <b>4079-25</b> Designated Begin FB-Ambulance Fd - Facility Improvements   | 0                          | 0                          | 0                         |
| -285,897                             | -302,263         | 0                         | <b>4090</b> Beginning Fund Balance<br>Estimated July 1 undesignated carryover from prior year   | 0                          | 0                          | 0                         |
| <b>1,568,088</b>                     | <b>1,163,525</b> | <b>0</b>                  | <b><u>TOTAL BEGINNING FUND BALANCE</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>INTERGOVERNMENTAL</u></b>      |                  |                           |   |                            |                            |                           |
| 0                                    | 0                | 0                         | <b>4555</b> Ground Emergency Medical Transport (GEMT) Reimbursement   | 0                          | 0                          | 0                         |
| 150,509                              | 76,936           | 0                         | <b>4840-05</b> OR Conflagration Reimbursement - Personnel   | 0                          | 0                          | 0                         |
| 0                                    | 0                | 0                         | <b>4840-10</b> OR Conflagration Reimbursement - Equipment   | 0                          | 0                          | 0                         |
| 10,000                               | 10,000           | 0                         | <b>5035-05</b> Amity Fire District - Paramedic Ambulance  | 0                          | 0                          | 0                         |
| 0                                    | 0                | 0                         | <b>5035-10</b> Amity Fire District - Admin/Training Svcs Contract   | 0                          | 0                          | 0                         |
| <b>160,509</b>                       | <b>86,936</b>    | <b>0</b>                  | <b><u>TOTAL INTERGOVERNMENTAL</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CHARGES FOR SERVICES</u></b>   |                  |                           |   |                            |                            |                           |
| 3,396,353                            | 3,293,431        | 0                         | <b>5700</b> Transport Fees  | 0                          | 0                          | 0                         |
| 0                                    | 0                | 0                         | <b>5705</b> Care Home Charges   | 0                          | 0                          | 0                         |
| 134,890                              | 136,080          | 0                         | <b>5710</b> FireMed Fees  | 0                          | 0                          | 0                         |
| <b>3,531,243</b>                     | <b>3,429,511</b> | <b>0</b>                  | <b><u>TOTAL CHARGES FOR SERVICES</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                  |                           |   |                            |                            |                           |
| 225                                  | 279              | 0                         | <b>6310</b> Interest  | 0                          | 0                          | 0                         |
| 0                                    | 0                | 0                         | <b>6460</b> Donations - Ambulance   | 0                          | 0                          | 0                         |
| 2,794                                | 2,672            | 0                         | <b>6600</b> Other Income  | 0                          | 0                          | 0                         |
| 999                                  | 4,891            | 0                         | <b>6600-05</b> Other Income - Workers' Comp Reimbursement   | 0                          | 0                          | 0                         |
| 31,804                               | 26,581           | 0                         | <b>6610</b> Collections - EMS   | 0                          | 0                          | 0                         |
| <b>35,822</b>                        | <b>34,422</b>    | <b>0</b>                  | <b><u>TOTAL MISCELLANEOUS</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**79 - AMBULANCE FUND**

| 2018<br>ACTUAL             | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b><u>TRANSFERS IN</u></b> |                  |                           |  |                            |                            |                           |
| 800,000                    | 800,000          | 0                         | <b>6900-01</b> Transfers In - General Fund         | 0                          | 0                          | 0                         |
| 0                          | 58,285           | 0                         | <b>6900-85</b> Transfers In - Insurance Services   | 0                          | 0                          | 0                         |
| <b>800,000</b>             | <b>858,285</b>   | <b>0</b>                  | <b><u>TOTAL TRANSFERS IN</u></b>                   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>6,095,662</b>           | <b>5,572,680</b> | <b>0</b>                  | <b><i>TOTAL RESOURCES</i></b>                      | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**79 - AMBULANCE FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

| <b>PERSONNEL SERVICES</b> |                  |          |                |  |          |          |
|---------------------------|------------------|----------|----------------|--|----------|----------|
| -920                      | 5,101            | 0        | <b>7000</b>    | <b>Salaries &amp; Wages</b>                              | 0        | 0        |
| 1,875,277                 | 1,917,627        | 0        | <b>7000-05</b> | <b>Salaries &amp; Wages - Regular Full Time</b>          | 0        | 0        |
| 77,504                    | 61,767           | 0        | <b>7000-10</b> | <b>Salaries &amp; Wages - Regular Part Time</b>          | 0        | 0        |
| 0                         | 3,196            | 0        | <b>7000-15</b> | <b>Salaries &amp; Wages - Temporary</b>                  | 0        | 0        |
| 340,748                   | 334,606          | 0        | <b>7000-20</b> | <b>Salaries &amp; Wages - Overtime</b>                   | 0        | 0        |
| 837                       | 375              | 0        | <b>7000-37</b> | <b>Salaries &amp; Wages - Medical Opt Out Incentive</b>  | 0        | 0        |
| -1,834                    | 5,318            | 0        | <b>7300</b>    | <b>Fringe Benefits</b>                                   | 0        | 0        |
| 137,169                   | 139,203          | 0        | <b>7300-05</b> | <b>Fringe Benefits - FICA - Social Security</b>          | 0        | 0        |
| 32,454                    | 32,768           | 0        | <b>7300-06</b> | <b>Fringe Benefits - FICA - Medicare</b>                 | 0        | 0        |
| 634,632                   | 615,263          | 0        | <b>7300-15</b> | <b>Fringe Benefits - PERS - OPSRP - IAP</b>              | 0        | 0        |
| 337,334                   | 359,375          | 0        | <b>7300-20</b> | <b>Fringe Benefits - Medical Insurance</b>               | 0        | 0        |
| 82,231                    | 86,531           | 0        | <b>7300-22</b> | <b>Fringe Benefits - VEBA Plan</b>                       | 0        | 0        |
| 2,722                     | 2,625            | 0        | <b>7300-25</b> | <b>Fringe Benefits - Life Insurance</b>                  | 0        | 0        |
| 9,812                     | 9,518            | 0        | <b>7300-30</b> | <b>Fringe Benefits - Long Term Disability</b>            | 0        | 0        |
| 72,391                    | 55,312           | 0        | <b>7300-35</b> | <b>Fringe Benefits - Workers' Compensation Insurance</b> | 0        | 0        |
| 930                       | 862              | 0        | <b>7300-37</b> | <b>Fringe Benefits - Workers' Benefit Fund</b>           | 0        | 0        |
| 0                         | 0                | 0        | <b>7300-40</b> | <b>Fringe Benefits - Unemployment</b>                    | 0        | 0        |
| <b>3,601,287</b>          | <b>3,629,446</b> | <b>0</b> |                | <b>TOTAL PERSONNEL SERVICES</b>                          | <b>0</b> | <b>0</b> |

| <b>MATERIALS AND SERVICES</b> |        |   |                |                                       |   |   |
|-------------------------------|--------|---|----------------|---------------------------------------|---|---|
| 6,514                         | 6,368  | 0 | <b>7500</b>    | <b>Credit Card Fees</b>               | 0 | 0 |
| 2,185                         | 3,069  | 0 | <b>7540</b>    | <b>Employee Events</b>                | 0 | 0 |
| 23,283                        | 27,106 | 0 | <b>7550</b>    | <b>Travel &amp; Education</b>         | 0 | 0 |
| 29,208                        | 30,886 | 0 | <b>7590</b>    | <b>Fuel - Vehicle &amp; Equipment</b> | 0 | 0 |
| 5,486                         | 5,269  | 0 | <b>7600</b>    | <b>Electric &amp; Natural Gas</b>     | 0 | 0 |
| 25,300                        | 25,000 | 0 | <b>7610-05</b> | <b>Insurance - Liability</b>          | 0 | 0 |
| 18,300                        | 14,300 | 0 | <b>7610-10</b> | <b>Insurance - Property</b>           | 0 | 0 |

Budget Document Report

**79 - AMBULANCE FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A                         | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 23,562           | 23,503           | 0                         | <b>7620 Telecommunications</b>   | 0                          | 0                          | 0                         |
| 14,509           | 17,408           | 0                         | <b>7630-05 Uniforms - Employee</b>   | 0                          | 0                          | 0                         |
| 0                | 0                | 0                         | <b>7640 Laundry</b>  | 0                          | 0                          | 0                         |
| 3,233            | 2,851            | 0                         | <b>7650 Janitorial</b>   | 0                          | 0                          | 0                         |
| 30,437           | 27,804           | 0                         | <b>7660 Materials &amp; Supplies</b>                                       | 0                          | 0                          | 0                         |
| 7,698            | 5,666            | 0                         | <b>7660-15 Materials &amp; Supplies - Postage</b>                          | 0                          | 0                          | 0                         |
| 98,461           | 107,312          | 0                         | <b>7660-45 Materials &amp; Supplies - Medical Equipment &amp; Supplies</b> | 0                          | 0                          | 0                         |
| 1,286            | 1,174            | 0                         | <b>7660-55 Materials &amp; Supplies - Oxygen</b>                           | 0                          | 0                          | 0                         |
| 0                | 0                | 0                         | <b>7680 Materials &amp; Supplies - Donations</b>                           | 0                          | 0                          | 0                         |
| 0                | 0                | 0                         | <b>7720 Repairs &amp; Maintenance</b>                                      | 0                          | 0                          | 0                         |
| 5,027            | 3,995            | 0                         | <b>7720-06 Repairs &amp; Maintenance - Equipment</b>                       | 0                          | 0                          | 0                         |
| 10,026           | 18,662           | 0                         | <b>7720-08 Repairs &amp; Maintenance - Building Repairs</b>                | 0                          | 0                          | 0                         |
| 55,870           | 55,325           | 0                         | <b>7720-14 Repairs &amp; Maintenance - Vehicles</b>                        | 0                          | 0                          | 0                         |
| 2,090            | 669              | 0                         | <b>7720-16 Repairs &amp; Maintenance - Radio &amp; Pagers</b>              | 0                          | 0                          | 0                         |
| 21,288           | 19,301           | 0                         | <b>7735 Rental Property</b>  | 0                          | 0                          | 0                         |
| 31,605           | 112,130          | 0                         | <b>7750 Professional Services</b>  | 0                          | 0                          | 0                         |
| 14,837           | 22,481           | 0                         | <b>7790 Maintenance &amp; Rental Contracts</b>                             | 0                          | 0                          | 0                         |
| 0                | 16,000           | 0                         | <b>7800 M &amp; S Equipment</b>  | 0                          | 0                          | 0                         |
| 5,219            | 10,355           | 0                         | <b>7800-09 M &amp; S Equipment - Radios</b>                                | 0                          | 0                          | 0                         |
| 0                | 0                | 0                         | <b>7810 M &amp; S Equipment - Donations</b>                                | 0                          | 0                          | 0                         |
| 20,708           | 22,665           | 0                         | <b>7840 M &amp; S Computer Charges</b>                                     | 0                          | 0                          | 0                         |
| 29,746           | 40,275           | 0                         | <b>7840-95 M &amp; S Computer Charges - Ambulance</b>                      | 0                          | 0                          | 0                         |
| 0                | 0                | 0                         | <b>7850 M &amp; S Building Improvements</b>                                | 0                          | 0                          | 0                         |
| 6,617            | 5,577            | 0                         | <b>8070 FireMed Promotion</b>  | 0                          | 0                          | 0                         |
| 16,457           | 6,758            | 0                         | <b>8270-05 Revenue Adjustments - Bad-Debt Writeoffs</b>                    | 0                          | 0                          | 0                         |
| 145,517          | 109,183          | 0                         | <b>8270-20 Revenue Adjustments - Firemed Writeoffs</b>                     | 0                          | 0                          | 0                         |
| 286,768          | 382,989          | 0                         | <b>8270-25 Revenue Adjustments - Turned To Collections</b>                 | 0                          | 0                          | 0                         |
| 66,221           | 39,499           | 0                         | <b>8270-30 Revenue Adjustments - Public Agency Writeoffs</b>               | 0                          | 0                          | 0                         |
| <b>1,007,458</b> | <b>1,163,580</b> | <b>0</b>                  | <b>TOTAL MATERIALS AND SERVICES</b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**79 - AMBULANCE FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A  | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| <b><u>CAPITAL OUTLAY</u></b>      |                  |                           |   |                            |                            |                           |
| 0                                 | 38,273           | 0                         | <b>8710</b> Equipment   | 0                          | 0                          | 0                         |
| 0                                 | 0                | 0                         | <b>8710-22</b> Equipment - EMS Defibrillators   | 0                          | 0                          | 0                         |
| 0                                 | 0                | 0                         | <b>8750</b> Capital Outlay Computer Charges   | 0                          | 0                          | 0                         |
| 0                                 | 0                | 0                         | <b>8750-95</b> Capital Outlay Computer Charges - Ambulance  | 0                          | 0                          | 0                         |
| 0                                 | 4,204            | 0                         | <b>8800</b> Building Improvements   | 0                          | 0                          | 0                         |
| 0                                 | 196,679          | 0                         | <b>8850</b> Vehicles  | 0                          | 0                          | 0                         |
| <b>0</b>                          | <b>239,156</b>   | <b>0</b>                  | <b><u>TOTAL CAPITAL OUTLAY</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>TRANSFERS OUT</u></b>       |                  |                           |   |                            |                            |                           |
| 191,973                           | 228,605          | 174,483                   | <b>9700-01</b> Transfers Out - General Fund<br>Closing the Ambulance Fund and moving remaining balance to the General Fund. | 0                          | 0                          | 0                         |
| 86,500                            | 89,000           | 0                         | <b>9700-15</b> Transfers Out - Emergency Communications   | 0                          | 0                          | 0                         |
| 44,919                            | 48,410           | 0                         | <b>9700-80</b> Transfers Out - Information Systems  | 0                          | 0                          | 0                         |
| <b>323,392</b>                    | <b>366,015</b>   | <b>174,483</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |   |                            |                            |                           |
| 0                                 | 0                | 0                         | <b>9800</b> Contingencies   | 0                          | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>         | <b>0</b>                  | <b><u>TOTAL CONTINGENCIES</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |   |                            |                            |                           |
| 1,465,788                         | 1,572,898        | 0                         | <b>9979-05</b> Designated End FB - Ambulance - EMS A/R  | 0                          | 0                          | 0                         |
| -302,263                          | -1,398,415       | 0                         | <b>9999</b> Unappropriated Ending Fd Balance  | 0                          | 0                          | 0                         |
| <b>1,163,525</b>                  | <b>174,483</b>   | <b>0</b>                  | <b><u>TOTAL ENDING FUND BALANCE</u></b>   | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>6,095,661</b>                  | <b>5,572,680</b> | <b>174,483</b>            | <b><u>TOTAL REQUIREMENTS</u></b>  | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**79 - AMBULANCE FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 6,095,662      | 5,572,680      | 0                         | <b>TOTAL RESOURCES</b>                             | 0                          | 0                          | 0                         |
| 6,095,661      | 5,572,680      | 174,483                   | <b>TOTAL REQUIREMENTS</b>                          | 0                          | 0                          | 0                         |





# **INFORMATION SYSTEMS & SERVICES FUND**



- **Budgeted Computer Equipment – By Department**



# Information Systems & Services Fund

2020 – 2021 Proposed Budget --- Budget Summary

## Budget Highlights

- The 2020-21 proposed budget does not include any changes in personnel. With recent events budget uncertainties, efforts will focus more on efficiently matching resources with services and equipment maintenance needs.
- Information Systems will continue to pursue the philosophy of engaging professional services for high-skill, low frequency projects to keep up with rapid technological changes.
- Information Systems will also continue to prioritize data and network security Citywide, using computer security awareness training, phishing tests and training tools that equip employees with knowledge of common threats and best computer security practices.
- Move towards policy based guidance in all areas of service – develop effective, workable policies around IT processes to promote standards of work and procedures to run City business more smoothly.
- Continue long-range strategic planning. Ensure that Information Systems (IS) Department is positioned to support the missions of operating departments.
- The IS Department is an internal service fund which is reimbursed by the operating departments for all services, equipment, software, and hardware costs that are either specific to the department or shared citywide. The IS Department is reimbursed by operating departments for actual IS costs.

## New Programs, Projects, or Equipment:

- Assist several departments with software migrations, installations and upgrades including Public Works/Engineering, Human Resources/Finance integration and increased online payment and other electronic convenience opportunities for citizens.
- Continue to evaluate network bandwidth and capacity and keep moving from a 1 GB network to a 10 GB network backbone to support future data needs and network growth.
- Continued exploration and extension into cloud based and hosted processing – following industry trends as web based software continues to grow along with service security and reliability.
- Continue initiative for redundancy and continuity of operations for our computer systems. Ensure proper backup standards are followed and implement strategies to combat phishing ransomware type attacks. Continue to extend two-factor identification to secure mobile devices and look to desktops next.

## Core Services

- Provide business partnerships with City departments as they define processes to fulfill their individual missions.
- Provide network support, security, maintenance and capacity necessary for the City to conduct its business tasks.
- Provide software acquisition, support, and maintenance necessary for the City to conduct its business.
- Provide hardware resources and support – both servers and desktop – for the City to conduct its business tasks.
- Regularly conduct research and consult with departments in those areas where technology can provide better service to citizens.

### Future Challenges and Opportunities

- Partner with City Departments to provide internal and external services support – better credit card processing tools, budget reporting tools, dashboards for City metrics and information sharing, training opportunities, and others as needs are assessed and explored.
- Embrace and extend Office 365 technology to deploy intranet sites, extend team communication and collaboration tools, and support remote and mobile office technologies.
- Actively engaging other City departments in technology innovation conversations – look for small, nimble projects with quantifiable returns and also larger scale process improvements.
- Continue to train and equip the IS staff in the use of technology, tools and equipment to enable the maximum use of IS human resources and continue to challenge the IS staff.
- Enhance and expand the City website to provide services and information for citizens and internal departments. Job applications, electronic form submission and social media communication.
- Support Public Safety partners as our Fire department integrates and extends mobile and data service partnerships to other local agencies.
- Continue to leverage cloud technologies as appropriate for City information processing needs – long term backup strategies, scalable processing, keeping security and total cost impact in mind.

### Mac-Town 2032 Strategic Plan Information Systems Department Focus

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

### City Government Capacity

- Gain efficiencies from technology and equipment investments

After successfully combining the City’s existing phone systems into one Voice-over-IP (VoIP) system in partnership with Yamhill County, IS will continue to improve phone services to deliver productivity options and increased mobile functionality.

Information Services has also partnered with several departments to procure, install and upgrade software in the Municipal Court, Human Resources, Finance, and Police and will continue these initiatives to evaluate new technologies and how they can improve existing services and provide new services to our citizens.

### Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,074,243</b>  | <b>1,314,041</b>             | <b>1,335,139</b>              | <b>21,098</b>      |
| Personnel Services        | 459,694           | 506,391                      | 531,471                       | 25,080             |
| Materials & Services      | 562,869           | 692,750                      | 709,470                       | 16,720             |
| Capital Outlay            | 43,139            | 109,400                      | 89,100                        | (20,300)           |
| <b>Total Expenditures</b> | <b>1,065,701</b>  | <b>1,308,541</b>             | <b>1,330,041</b>              | <b>21,500</b>      |
| Net Expenditures          | 8,541             | 5,500                        | 5,098                         | 402                |

# Information Systems & Services Fund

2020 – 2021 Proposed Budget --- Budget Summary

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## Full-Time Equivalents (FTE)

|                                 | 2019-20       |               | 2020-21       |
|---------------------------------|---------------|---------------|---------------|
|                                 | Adopted       |               | Proposed      |
|                                 | <u>Budget</u> | <u>Change</u> | <u>Budget</u> |
| <b>FTE Adopted Budget</b>       | <b>4.00</b>   |               |               |
| Information Systems Analyst III |               | 1.00          |               |
| Information Systems Analyst I   |               | <u>(1.00)</u> |               |
| <b>FTE Proposed Budget</b>      |               | <u>-</u>      | <b>4.00</b>   |



## Information Systems & Services Fund

### Historical Highlights

|      |  |      |  |      |   |
|------|--|------|--|------|---|
| 1993 | City's first Information Systems Manager hired.  | 2004 | Physical location of IS Department moved from Fire Station to Community Center.  | 2008 | Supported the project of moving all communications for the City to the new Public Safety Building.                    |
| 1995 | Fiber Optic Cable Project implemented resulting in fiber loop connecting City facilities.  | 2005 | Completed move of all City telephones back onto City-County telephone system.  | 2009 | Began implementation of redundant server strategy for "hot" site backup of City applications.                         |
| 1995 | First system administrative specialist hired to help with expanding City IS needs.   | 2006 | Implemented mobile data terminals in fire and police vehicles. First agencies to use new 700 mhz public safety frequencies in the state. | 2010 | Began utilizing virtual server technology and moved to Storage Area Network devices.                                  |
| 1996 | City transitions to Microsoft Office Suite – Outlook, WORD, EXCEL, & PowerPoint. Email begins!   | 2006 | Completion of new computer equipment room with backup generator in Community Center.   | 2011 | Development of an IS strategic plan.  |
| 1998 | City hires wide-area network administrator and shares cost 50-50 with McMinnville School District #40.   | 2006 | Partnered with Finance Department in selection of new Logos.net ERP financial system from New World Systems, Inc.                        | 2011 | Fully implemented electronic ticketing software for Police Department.  |
| 2001 | McMinnville School District #40 eliminates cost sharing of wide-area network administrator position. Position assimilated into City budget.                | 2006 | Assisted in transition of YCOM from City-supported entity to Yamhill County-supported entity.  | 2012 | Completed continuity of operations project utilizing main computer room and auxiliary site in Public Safety building. |
| 2002 | IS Department completed migration of City network from a combined Novell and Windows NT system to Windows 2000, standardizing operating systems City-wide. | 2007 | Partnered with Yamhill County assuming project management and problem resolution of the City public safety radio system.                 | 2013 | Implemented a fully electronic agenda system for the conducting of City Council meetings.                             |
| 2003 | Partnership formed with Yamhill County for management of IS services; City director position eliminated.   |      |  |      |   |

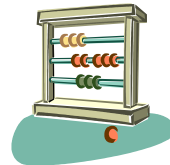
2014 Added another IS staff member to perform desktop support functions. Redeployed remaining staff so that additional application support is realized, primarily in the public safety areas.

2015 Hired a full-time IS Director.

2016 Implemented 'next-gen' network firewall technology for increased security and network performance.

2016 Completed overhaul of City's website.

2016 Replaced City's network storage array to handle increased data storage demand, especially video.



**The Storage Area Network devices on the City network have total storage capacity of 30 terabytes.**

2018 90% of all City computers upgraded to Windows 10.

2019 Partnered with Yamhill County to consolidate legacy phone systems into one combined modernized VoIP (Voice-over-IP) system.

Information Systems Services Fund - Computer Equipment - By Department

| <u>Fund - Department</u>               | <u>Computer Equipment</u> | <u>\$s</u> | <u>Department Total</u> | <u>Notes</u>      |
|--|---------------------------|------------|-------------------------|-------------------|
| <b>Administration, City Mgr</b>        |                           |            |                         |                   |
| 01-01-002                              | Office 365 licensing      | 480        |                         |                   |
|  |                           |            | <u>480</u>              |                   |
| <b>Administration, City Council</b>    |                           |            |                         |                   |
| 01-01-005                              | Office 365 licensing      | 1,680      |                         |                   |
|  | Surface                   | 2,100      |                         | Replacement       |
|  |                           |            | <u>3,780</u>            |                   |
| <b>Administration, Legal</b>           |                           |            |                         |                   |
| 01-01-008                              | Office 365 licensing      | 240        |                         |                   |
|  |                           |            | <u>240</u>              |                   |
| <b>Administration, Human Resources</b> |                           |            |                         |                   |
| 01-01-012                              | Office 365 licensing      | 240        |                         |                   |
|  |                           |            | <u>240</u>              |                   |
| <b>Finance/Accounting</b>              |                           |            |                         |                   |
| 01-03-013                              | Printer maintenance       | 300        |                         | Annual cost       |
|  | Office 365 licensing      | 1,200      |                         |                   |
|  | New Scanner               | 900        |                         |                   |
|  | Surface                   | 2,800      |                         | Replacement       |
|  | Laptop                    | 1,600      |                         | Replacement       |
|  |                           |            | <u>6,800</u>            |                   |
| <b>Engineering</b>                     |                           |            |                         |                   |
| 01-05                                  | Hansen Upgrade            | 5,000      |                         | 25% - shared cost |
|  | Plotter maintenance       | 1,200      |                         | Annual cost       |
|  | Office 365 licensing      | 1,680      |                         |                   |
|  | Printer                   | 1,800      |                         |                   |
|  |                           |            | <u>9,680</u>            |                   |
| <b>Planning Admin</b>                  |                           |            |                         |                   |
| 01-07-001                              | Office 365 licensing      | 240        |                         |                   |
|  |                           |            | <u>240</u>              |                   |

Information Systems Services Fund - Computer Equipment - By Department

**Planning Current**

|           |                        |              |             |
|-----------|------------------------|--------------|-------------|
| 01-07-025 | Desktop - 1.5          | 2,250        | Replacement |
|           | ESRI Software - 12.5 % | 1,075        |             |
|           | AutoCAD Maintenance    | 575          |             |
|           | Office 365 licensing   | 480          |             |
|           | New Scanner            | 900          |             |
|           |                        | <u>5,280</u> |             |

**Planning Long Range**

|           |                        |              |             |
|-----------|------------------------|--------------|-------------|
| 01-07-028 | Desktop - 1.5          | 2,250        | Replacement |
|           | ESRI Software - 12.5 % | 1,075        |             |
|           | AutoCAD Maintenance    | 575          |             |
|           | Office 365 licensing   | 480          |             |
|           |                        | <u>4,380</u> |             |

**Planning Code Enforcement**

|           |                      |            |  |
|-----------|----------------------|------------|--|
| 01-07-031 | Desktop Printer      | 300        |  |
|           | Office 365 licensing | 480        |  |
|           |                      | <u>780</u> |  |

**Police**

|           |                            |               |  |
|-----------|----------------------------|---------------|--|
| 01-11-040 | Desktop - 5                | 7,500         | Replacements   |
|           | Office 365 licensing       | 9,000         |  |
|           | Surface - 2                | 4,800         | New  |
|           | Surface                    | 2,100         | Replacement  |
|           | Laptop - 2                 | 3,200         | Replacements   |
|           | 3 replacement MDTs (M7)    | 36,000        | includes Verus camera system, Zebra printer for each |
|           | Surveillance system server | 10,000        |  |
|           | Projector                  | 1,200         |  |
|           | MDT Repair                 | 2,000         |  |
|           |                            | <u>75,800</u> |  |

**Municipal Court**

|           |                      |              |             |
|-----------|----------------------|--------------|-------------|
| 01-13-060 | Surface - 2          | 5,000        | New         |
|           | Office 365 licensing | 1,200        |             |
|           | Laptop - 1           | 1,600        | Replacement |
|           | Printer              | 1,200        |             |
|           | Small printer        | 300          |             |
|           |                      | <u>9,300</u> |             |



Information Systems Services Fund - Computer Equipment - By Department

**Fire**

|           |                                  |               |                               |
|-----------|----------------------------------|---------------|-------------------------------|
| 01-15-070 | Surface, docks, screens, license | 6,000         | Amity                         |
|           | Office 365 licensing             | 3,000         |                               |
|           | R12s - 5                         | 16,100        | New, Includes 3 year warranty |
|           | Cradlepoints - 5                 | 6,500         |                               |
|           |                                  | <u>31,600</u> |                               |

**Ambulance**

|           |                          |               |                         |
|-----------|--------------------------|---------------|-------------------------|
| 01-15-079 | Office 365 licensing     | 3000          |                         |
|           | Desktop, printer/scanner | 5,000         | Lafayette, Replacements |
|           | R12 peripherals          | 1,000         |                         |
|           | R12 - 3                  | 10,000        | Replacements            |
|           |                          | <u>19,000</u> |                         |

**Park & Rec Admin**

|            |                      |            |  |
|------------|----------------------|------------|--|
| 01-017-001 | WhenToWork software  | 600        |  |
|            | Office 365 licensing | 240        |  |
|            |                      | <u>840</u> |  |

**Park & Rec Aquatic Ctr**

|           |                       |              |             |
|-----------|-----------------------|--------------|-------------|
| 01-17-087 | Office 365 licensing  | 720          |             |
|           | Workstation - 1       | 1,500        | Replacement |
|           | Activenet Peripherals | 1,000        |             |
|           |                       | <u>3,220</u> |             |

**Park & Rec Comm Ctr**

|           |                      |              |              |
|-----------|----------------------|--------------|--------------|
| 01-17-090 | Office 365 licensing | 720          |              |
|           | Workstation - 2      | 3,000        | Replacements |
|           | Extra RAM            | 100          |              |
|           | Datacard Printer     | 1,200        |              |
|           |                      | <u>5,020</u> |              |

**Park & Rec KOB**

|           |                      |              |              |
|-----------|----------------------|--------------|--------------|
| 01-17-093 | Office 365 licensing | 240          |              |
|           | Workstation - 2      | 3,000        | Replacements |
|           |                      | <u>3,240</u> |              |

**Park & Rec Rec Sports**

|           |                      |              |             |
|-----------|----------------------|--------------|-------------|
| 01-17-096 | Office 365 licensing | 240          |             |
|           | Surface - 1          | 2,200        | Replacement |
|           |                      | <u>2,440</u> |             |

Information Systems Services Fund - Computer Equipment - By Department

**Park & Rec, Senior Ctr**

01-17-099

|                      |              |             |
|----------------------|--------------|-------------|
| Office 365 licensing | 720          |             |
| Workstation -1       | 1,500        | Replacement |
|                      | <u>2,220</u> |             |

**Park Maintenance**

01-19

|                      |              |                   |
|----------------------|--------------|-------------------|
| Hansen Upgrade       | 5,000        | 25% - shared cost |
| Office 365 licensing | 960          |                   |
| Workstations - 3     | 2,250        | Replacements      |
|                      | <u>8,210</u> |                   |

**Library**

01-21

|                      |               |                 |
|----------------------|---------------|-----------------|
| Office 365 licensing | 4,000         |                 |
| Workstations - 10    | 15,000        | Replacements    |
| Surfaces - 2         | 5,600         | New, Bookmobile |
| Laptops - 1          | 1,600         | Replacements    |
| Workroom printer     | 1,200         | Bookmobile      |
| Receipt Printer      | 300           |                 |
|                      | <u>27,700</u> |                 |

**Street**

|                      |              |                   |
|----------------------|--------------|-------------------|
| Hansen Upgrade       | 5,000        | 25% - shared cost |
| Office 365 licensing | 720          |                   |
| Workstations - 3     | 2,250        |                   |
|                      | <u>7,970</u> |                   |

**Building**

|                      |              |              |
|----------------------|--------------|--------------|
| Office 365 licensing | 1,680        |              |
| Accela Peripherals   | 1,000        | Replacements |
|                      | <u>2,680</u> |              |

**Wastewater Services**

75-01

|                       |               |   |
|-----------------------|---------------|---|
| Hansen Upgrade        | 5,000         | 25% - shared cost                               |
| Office 365 licensing  | 2,400         |   |
| Workstations - 4      | 6,000         | Replacements                                    |
| Swift Comply Software | 4,900         | Software \$2000 and 1st year maintenance \$2900 |
| Surface               | 2,100         | New   |
| ArcView License       | 1,800         |   |
|                       | <u>22,200</u> |   |

**Total** 253,340

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**RESOURCES**

**BEGINNING FUND BALANCE**

|                |                |                |                                     |   |                |          |          |
|----------------|----------------|----------------|-------------------------------------|---|----------------|----------|----------|
| 21,740         | 15,075         | 15,075         | <b>4080-15</b>                      | <b>Designated Begin FB-Info Sys Fd - Financial System Reserve</b><br>July 1 carryover from prior year reserved for future City financial system software improvements | 15,075         | 0        | 0        |
| 164,571        | 180,843        | 186,143        | <b>4090</b>                         | <b>Beginning Fund Balance</b><br>Estimated July 1 undesignated carryover from prior year  | 141,963        | 0        | 0        |
| <b>186,311</b> | <b>195,918</b> | <b>201,218</b> | <b>TOTAL BEGINNING FUND BALANCE</b> |   | <b>157,038</b> | <b>0</b> | <b>0</b> |

**CHARGES FOR SERVICES**

|                |                |                |                                   |  |                |          |          |
|----------------|----------------|----------------|-----------------------------------|--|----------------|----------|----------|
| 376,062        | 458,368        | 608,428        | <b>6000-01</b>                    | <b>Charges for Equipment &amp; Services - General Fund</b><br>Operating departments are charged for equipment & services provided by the IS Fund. Departments are also charged a pro-rated portion of City-shared network costs. | 687,479        | 0        | 0        |
| 13,957         | 14,284         | 23,937         | <b>6000-20</b>                    | <b>Charges for Equipment &amp; Services - Street Fund</b>  | 24,102         | 0        | 0        |
| 17,021         | 28,520         | 17,851         | <b>6000-70</b>                    | <b>Charges for Equipment &amp; Services - Building Fund</b>  | 15,806         | 0        | 0        |
| 42,722         | 41,896         | 60,102         | <b>6000-75</b>                    | <b>Charges for Equipment &amp; Services - Wastewater Services Fund</b>   | 71,183         | 0        | 0        |
| 50,454         | 62,940         | 91,832         | <b>6000-79</b>                    | <b>Charges for Equipment &amp; Services - Ambulance Fund</b>   | 0              | 0        | 0        |
| <b>500,217</b> | <b>606,008</b> | <b>802,150</b> | <b>TOTAL CHARGES FOR SERVICES</b> |  | <b>798,570</b> | <b>0</b> | <b>0</b> |

**MISCELLANEOUS**

|              |              |              |                            |                     |              |          |          |
|--------------|--------------|--------------|----------------------------|---------------------|--------------|----------|----------|
| 2,955        | 4,205        | 5,500        | <b>6310</b>                | <b>Interest</b>     | 5,100        | 0        | 0        |
| 1,887        | 222          | 0            | <b>6600</b>                | <b>Other Income</b> | 0            | 0        | 0        |
| <b>4,842</b> | <b>4,427</b> | <b>5,500</b> | <b>TOTAL MISCELLANEOUS</b> |                     | <b>5,100</b> | <b>0</b> | <b>0</b> |

**TRANSFERS IN**

|         |         |         |   |                                    |                 |              |   |
|---------|---------|---------|---|------------------------------------|-----------------|--------------|---|
| 324,966 | 350,177 | 382,061 | <b>6900-01</b>                                  | <b>Transfers In - General Fund</b> | 456,555         | 0            | 0 |
|         |         |         | <u>Description</u>                              | <u>Units</u>                       | <u>Amt/Unit</u> | <u>Total</u> |   |
|         |         |         | Information Systems personnel services support. | 1                                  | 456,555         | 456,555      |   |
| 8,597   | 9,276   | 10,128  | <b>6900-20</b>                                  | <b>Transfers In - Street</b>       | 10,629          | 0            | 0 |
|         |         |         | <u>Description</u>                              | <u>Units</u>                       | <u>Amt/Unit</u> | <u>Total</u> |   |
|         |         |         | Information Systems personnel services support. | 1                                  | 10,629          | 10,629       |   |
| 8,597   | 9,276   | 10,128  | <b>6900-70</b>                                  | <b>Transfers In - Building</b>     | 10,629          | 0            | 0 |
|         |         |         | <u>Description</u>                              | <u>Units</u>                       | <u>Amt/Unit</u> | <u>Total</u> |   |
|         |         |         | Information Systems personnel services support. | 1                                  | 10,629          | 10,629       |   |

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL   | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 42,772           | 46,669           | 51,252                    | <b>6900-75</b>                                     | <b>Transfers In - Wastewater Services</b>       |              | 53,656                     | 0                          | 0                         |
|                  |                  |                           |  | <u>Description</u>                              | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                  |                  |                           |  | Information Systems personnel services support. | 1            | 53,656                     | 53,656                     |                           |
| 44,919           | 48,410           | 52,822                    | <b>6900-79</b>                                     | <b>Transfers In - Ambulance</b>                 |              | 0                          | 0                          | 0                         |
| <b>429,851</b>   | <b>463,808</b>   | <b>506,391</b>            | <b>TOTAL TRANSFERS IN</b>                          |   |              | <b>531,469</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>1,121,221</b> | <b>1,270,161</b> | <b>1,515,259</b>          | <b>TOTAL RESOURCES</b>                             |   |              | <b>1,492,177</b>           | <b>0</b>                   | <b>0</b>                  |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|

**REQUIREMENTS**

**PERSONNEL SERVICES**

|                |                |                |                                 |   |                |          |          |
|----------------|----------------|----------------|---------------------------------|---|----------------|----------|----------|
| 381            | 484            | 0              | <b>7000</b>                     | <b>Salaries &amp; Wages</b>   | 0              | 0        | 0        |
| 280,631        | 302,105        | 321,534        | <b>7000-05</b>                  | <b>Salaries &amp; Wages - Regular Full Time</b><br>Information Systems Director - 1.00 FTE<br>Information Systems Analyst III - 1.00 FTE<br>Information Systems Analyst II - 2.00 FTE | 339,809        | 0        | 0        |
| 0              | 2,716          | 4,000          | <b>7000-20</b>                  | <b>Salaries &amp; Wages - Overtime</b><br>For required maintenance scheduled after working hours and occasional extra work required during peak activity periods.                     | 4,000          | 0        | 0        |
| 2,400          | 2,400          | 2,400          | <b>7000-37</b>                  | <b>Salaries &amp; Wages - Medical Opt Out Incentive</b>   | 2,400          | 0        | 0        |
| 2              | 614            | 0              | <b>7300</b>                     | <b>Fringe Benefits</b>  | 0              | 0        | 0        |
| 16,915         | 18,492         | 20,333         | <b>7300-05</b>                  | <b>Fringe Benefits - FICA - Social Security</b>   | 21,465         | 0        | 0        |
| 3,956          | 4,325          | 4,755          | <b>7300-06</b>                  | <b>Fringe Benefits - FICA - Medicare</b>  | 5,021          | 0        | 0        |
| 64,056         | 68,432         | 88,381         | <b>7300-15</b>                  | <b>Fringe Benefits - PERS - OPSRP - IAP</b>   | 93,281         | 0        | 0        |
| 0              | 0              | 0              | <b>7300-16</b>                  | <b>Fringe Benefits - PERS Employer Incentive Program</b>  | 0              | 0        | 0        |
| 45,758         | 49,724         | 54,338         | <b>7300-20</b>                  | <b>Fringe Benefits - Medical Insurance</b>  | 54,803         | 0        | 0        |
| 8,000          | 8,000          | 8,000          | <b>7300-22</b>                  | <b>Fringe Benefits - VEBA Plan</b>  | 8,000          | 0        | 0        |
| 432            | 432            | 432            | <b>7300-25</b>                  | <b>Fringe Benefits - Life Insurance</b>   | 432            | 0        | 0        |
| 1,548          | 1,664          | 1,760          | <b>7300-30</b>                  | <b>Fringe Benefits - Long Term Disability</b>   | 1,858          | 0        | 0        |
| 903            | 209            | 358            | <b>7300-35</b>                  | <b>Fringe Benefits - Workers' Compensation Insurance</b>  | 310            | 0        | 0        |
| 104            | 97             | 100            | <b>7300-37</b>                  | <b>Fringe Benefits - Workers' Benefit Fund</b>  | 92             | 0        | 0        |
| <b>425,086</b> | <b>459,694</b> | <b>506,391</b> | <b>TOTAL PERSONNEL SERVICES</b> |   | <b>531,471</b> | <b>0</b> | <b>0</b> |

**MATERIALS AND SERVICES**

|       |       |        |             |  |              |                 |              |
|-------|-------|--------|-------------|--|--------------|-----------------|--------------|
| 352   | 907   | 700    | <b>7540</b> | <b>Employee Events</b><br>Costs shared city-wide for employee training, materials, and events.   | 800          | 0               | 0            |
| 5,673 | 3,162 | 12,000 | <b>7550</b> | <b>Travel &amp; Education</b><br>Technical training, network training, desktop training, and application development training, including travel and meal expenses to seminars and conferences. | 12,000       | 0               | 0            |
|       |       |        |             | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u> |
|       |       |        |             | Travel & Training, IS Analyst I  | 1            | 3,000           | 3,000        |
|       |       |        |             | Travel & Training IS Analyst II  | 2            | 3,000           | 6,000        |
|       |       |        |             | Travel & Training, Department Head   | 1            | 3,000           | 3,000        |

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 43             | 304            | 500                       | <b>7590</b>  | <b>Fuel - Vehicle &amp; Equipment</b>  |              | 500                        | 0                          | 0                         |
|                |                |                           |  | Fuel and repair expense for IS Department vehicle  |              |                            |                            |                           |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | IS SUV Vehicle Expenses  | 1            | 500                        | 500                        |                           |
| 3,100          | 3,400          | 3,400                     | <b>7610-05</b>                                     | <b>Insurance - Liability</b>   |              | 3,600                      | 0                          | 0                         |
| 600            | 500            | 500                       | <b>7610-10</b>                                     | <b>Insurance - Property</b>  |              | 600                        | 0                          | 0                         |
| 7,855          | 9,259          | 10,000                    | <b>7620</b>  | <b>Telecommunications</b>  |              | 10,000                     | 0                          | 0                         |
|                |                |                           |  | Information Services Department telephones, cell phones, and modem lines.  |              |                            |                            |                           |
| 5,719          | 4,643          | 4,000                     | <b>7660</b>  | <b>Materials &amp; Supplies</b>  |              | 4,500                      | 0                          | 0                         |
|                |                |                           |  | General office supplies, postage, shipping, professional subscriptions and dues, expendable computer supplies, and training materials; including purchased training videos and miscellaneous training materials. |              |                            |                            |                           |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Toner, printer paper, label printer supplies   | 1            | 500                        | 500                        |                           |
|                |                |                           |  | Shipping costs, returns  | 1            | 500                        | 500                        |                           |
|                |                |                           |  | Keyboards, mice, cables, misc supplies   | 1            | 3,500                      | 3,500                      |                           |
| 0              | 0              | 1,000                     | <b>7720</b>  | <b>Repairs &amp; Maintenance</b>   |              | 1,000                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Building related maintenance activities  | 1            | 1,000                      | 1,000                      |                           |
| 495            | 1,987          | 3,000                     | <b>7720-06</b>                                     | <b>Repairs &amp; Maintenance - Equipment</b>   |              | 2,500                      | 0                          | 0                         |
|                |                |                           |  | Equipment repairs and software upgrades not covered by maintenance contracts.  |              |                            |                            |                           |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Printer maintenance kits for in-house repairs  | 1            | 500                        | 500                        |                           |
|                |                |                           |  | Printer and non-warranty equipment repairs   | 1            | 2,000                      | 2,000                      |                           |
| 0              | 0              | 0                         | <b>7720-14</b>                                     | <b>Repairs &amp; Maintenance - Vehicles</b>  |              | 0                          | 0                          | 0                         |
| 20,805         | 25,482         | 62,900                    | <b>7750</b>  | <b>Professional Services</b>   |              | 63,100                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Security System monitoring   | 1            | 500                        | 500                        |                           |
|                |                |                           |  | Civic Building A/V maintenance   | 1            | 1,000                      | 1,000                      |                           |
|                |                |                           |  | Website services   | 1            | 9,800                      | 9,800                      |                           |
|                |                |                           |  | Application, network, design & support services  | 1            | 50,000                     | 50,000                     |                           |
|                |                |                           |  | Section 125 administration fee   | 1            | 100                        | 100                        |                           |
|                |                |                           |  | Audit fee allocation   | 1            | 1,700                      | 1,700                      |                           |
| 6,665          | 638            | 0                         | <b>7770-03</b>                                     | <b>Professional Services - Projects - ERP</b>  |              | 0                          | 0                          | 0                         |
| 29,211         | 38,807         | 35,500                    | <b>7792</b>  | <b>Hardware Maintenance &amp; Rental Contracts</b>   |              | 43,000                     | 0                          | 0                         |

## 80 - INFORMATION SYSTEMS & SERVICES FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A                     | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Storage Maintenance  | 1                          | 8,000                      | 8,000                     |
|                |                |                           | Email Filter Maintenance   | 1                          | 8,000                      | 8,000                     |
|                |                |                           | Firewall Maintenance   | 1                          | 15,000                     | 15,000                    |
|                |                |                           | Server room generator/HVAC maintenance                                 | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Juniper Maintenance  | 1                          | 2,000                      | 2,000                     |
|                |                |                           | HP Server Maintenance  | 1                          | 8,000                      | 8,000                     |
| 7,703          | 9,045          | 10,000                    | <b>7792-20 Hardware Maintenance &amp; Rental Contracts - Police</b>    | 10,000                     |                            | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Data 911 hardware maintenance  | 1                          | 10,000                     | 10,000                    |
| 0              | 0              | 0                         | <b>7792-30 Hardware Maintenance &amp; Rental Contracts - Fire</b>      |                            | 0                          | 0                         |
| 0              | 0              | 0                         | <b>7792-95 Hardware Maintenance &amp; Rental Contracts - Ambulance</b> |                            | 0                          | 0                         |
| 119,059        | 138,002        | 173,600                   | <b>7794 Software Maintenance &amp; Rental Contracts</b>                | 202,830                    |                            | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | GovQA Maintenance  | 1                          | 13,000                     | 13,000                    |
|                |                |                           | ORMS   | 1                          | 4,400                      | 4,400                     |
|                |                |                           | Audio Recording Software   | 1                          | 600                        | 600                       |
|                |                |                           | Netmotion  | 1                          | 1,000                      | 1,000                     |
|                |                |                           | Duo  | 1                          | 2,500                      | 2,500                     |
|                |                |                           | Websense   | 1                          | 7,500                      | 7,500                     |
|                |                |                           | ArchiveSocial  | 1                          | 5,200                      | 5,200                     |
|                |                |                           | MDM software   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Windows / SQL Licensing  | 1                          | 10,000                     | 10,000                    |
|                |                |                           | Website Maintenance  | 1                          | 4,800                      | 4,800                     |
|                |                |                           | PRTG   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Symantec A/V   | 1                          | 2,000                      | 2,000                     |
|                |                |                           | Screen Connect   | 1                          | 1,000                      | 1,000                     |
|                |                |                           | Protected Trust  | 1                          | 2,100                      | 2,100                     |
|                |                |                           | Vmware support renewal   | 1                          | 13,000                     | 13,000                    |
|                |                |                           | SnapDeploy renewal   | 1                          | 500                        | 500                       |
|                |                |                           | Helpdesk Software  | 1                          | 2,000                      | 2,000                     |
|                |                |                           | New World - Citywide ERP System Maintenance                            | 1                          | 85,000                     | 85,000                    |
|                |                |                           | DeepFreeze   | 1                          | 500                        | 500                       |
|                |                |                           | HostedFTP  | 1                          | 1,600                      | 1,600                     |
|                |                |                           | Offsite Backups  | 1                          | 2,400                      | 2,400                     |
|                |                |                           | NeoGov Insight/Onboard subscription                                    | 1                          | 20,730                     | 20,730                    |
|                |                |                           | Veeam backup maintenance   | 1                          | 12,000                     | 12,000                    |
|                |                |                           | Security campaign software   | 1                          | 4,000                      | 4,000                     |
|                |                |                           | Data reporting software  | 1                          | 3,000                      | 3,000                     |

## 80 - INFORMATION SYSTEMS & SERVICES FUND

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A                                   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 0                         | <b>7794-02 Software Maintenance &amp; Rental Contracts - City Manager's Office</b>   | 480                        | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Office 365 licensing   | 2                          | 240                        | 480                       |
| 0              | 0              | 1,200                     | <b>7794-03 Software Maintenance &amp; Rental Contracts - City Council</b>            | 1,680                      | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Office 365 licensing   | 7                          | 240                        | 1,680                     |
| 0              | 0              | 0                         | <b>7794-05 Software Maintenance &amp; Rental Contracts - Accounting</b>              | 1,200                      | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Office 365 licensing   | 5                          | 240                        | 1,200                     |
| 0              | 0              | 2,500                     | <b>7794-08 Software Maintenance &amp; Rental Contracts - Legal</b>                   | 240                        | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Office 365 licensing   | 1                          | 240                        | 240                       |
| 9,290          | 9,135          | 8,900                     | <b>7794-10 Software Maintenance &amp; Rental Contracts - Engineering</b>             | 10,930                     | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Hansen sewer database 25%-shared with Street,Park Maint,WWS                          | 1                          | 3,500                      | 3,500                     |
|                |                |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS                                | 1                          | 2,150                      | 2,150                     |
|                |                |                           | AutoCAD maintenance-66% shared with Planning   | 1                          | 2,300                      | 2,300                     |
|                |                |                           | Adobe Creative Cloud maintenance   | 1                          | 1,300                      | 1,300                     |
|                |                |                           | Office 365 licensing   | 7                          | 240                        | 1,680                     |
| 0              | 0              | 0                         | <b>7794-12 Software Maintenance &amp; Rental Contracts - Human Resources</b>         | 240                        | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Office 365 licensing   | 1                          | 240                        | 240                       |
| 5,282          | 4,936          | 400                       | <b>7794-15 Software Maintenance &amp; Rental Contracts - Planning</b>                | 0                          | 0                          | 0                         |
| 0              | 0              | 0                         | <b>7794-16 Software Maintenance &amp; Rental Contracts - Planning Administration</b> | 240                        | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | Office 365 licensing   | 1                          | 240                        | 240                       |
| 0              | 0              | 0                         | <b>7794-17 Software Maintenance &amp; Rental Contracts - Planning Current</b>        | 2,130                      | 0                          | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                |                |                           | ESRI Software share - 12.5%  | 1                          | 1,075                      | 1,075                     |
|                |                |                           | AutoCAD maintenance share  | 1                          | 575                        | 575                       |
|                |                |                           | Office 365 licensing   | 1                          | 480                        | 480                       |



**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 0                         | <b>7794-18</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Planning Long Range</b>      |              | 2,130                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | ESRI Software share - 12.5%   | 1            | 1,075                      | 1,075                      |                           |
|                |                |                           |  | AutoCAD maintenance   | 1            | 575                        | 575                        |                           |
|                |                |                           |  | Office 365 licensing  | 1            | 480                        | 480                        |                           |
| 0              | 0              | 0                         | <b>7794-19</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Planning Code Compliance</b> |              | 480                        | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Office 365 licensing  | 1            | 480                        | 480                        |                           |
| 38,961         | 40,703         | 43,800                    | <b>7794-20</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Police</b>                   |              | 55,300                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | E-ticketing maintenance - 67% shared with Muni Court                          | 1            | 8,600                      | 8,600                      |                           |
|                |                |                           |  | Central Square message switch support   | 1            | 3,300                      | 3,300                      |                           |
|                |                |                           |  | Central Square e-ticketing import   | 1            | 1,400                      | 1,400                      |                           |
|                |                |                           |  | Central Square remote support   | 1            | 400                        | 400                        |                           |
|                |                |                           |  | WebLEDS maintenance   | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |  | Central Square mobile support   | 1            | 8,100                      | 8,100                      |                           |
|                |                |                           |  | Central Square RMS maintenance  | 1            | 9,800                      | 9,800                      |                           |
|                |                |                           |  | E-ticketing annual hosting fee  | 1            | 800                        | 800                        |                           |
|                |                |                           |  | Netmotion maintenance - 50% shared with Fire, Amb                             | 1            | 2,500                      | 2,500                      |                           |
|                |                |                           |  | Evidence OnQ maintenance  | 1            | 9,000                      | 9,000                      |                           |
|                |                |                           |  | GovQA redaction license maintenance   | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |  | Office 365 licensing  | 1            | 9,000                      | 9,000                      |                           |
| 6,630          | 6,817          | 8,300                     | <b>7794-25</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Municipal Court</b>          |              | 10,500                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | E-ticketing maintenance-33% shared with Police                                | 1            | 4,300                      | 4,300                      |                           |
|                |                |                           |  | Caselle maintenance   | 1            | 4,500                      | 4,500                      |                           |
|                |                |                           |  | E-ticketing import  | 1            | 500                        | 500                        |                           |
|                |                |                           |  | Office 365 licensing  | 5            | 240                        | 1,200                      |                           |

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |   |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|---|
| 13,916         | 15,355         | 18,100                    | <b>7794-30</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Fire</b>                           |              |                            | 23,300                     | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | ESO - 100% RMS maint, 50% split with Amb for personnel module                       | 1            | 8,000                      | 8,000                      |                           |   |
|                |                |                           |  | Netmotion MDT maintenance-25% shared with Amb, Police                               | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Central Square mobile/switch maintenance - 65%, shared with Amb                     | 1            | 5,600                      | 5,600                      |                           |   |
|                |                |                           |  | Target Training SW-50% shared with Amb  | 1            | 3,000                      | 3,000                      |                           |   |
|                |                |                           |  | Fire inspection software maintenance  | 1            | 2,500                      | 2,500                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 1            | 3,000                      | 3,000                      |                           |   |
| 1,200          | 1,200          | 1,200                     | <b>7794-35</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Parks &amp; Rec Administration</b> |              |                            | 2,040                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Activenet annual maintenance  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 1            | 240                        | 240                        |                           |   |
|                |                |                           |  | WhenToWork software   | 1            | 600                        | 600                        |                           |   |
| 1,200          | 1,200          | 1,200                     | <b>7794-40</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Aquatic Center</b>                 |              |                            | 1,920                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Activenet annual maintenance  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 3            | 240                        | 720                        |                           |   |
| 1,200          | 1,200          | 1,200                     | <b>7794-45</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Community Center</b>               |              |                            | 1,920                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Activenet annual maintenance  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 3            | 240                        | 720                        |                           |   |
| 1,200          | 1,200          | 1,200                     | <b>7794-50</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Kids on the Block</b>              |              |                            | 1,440                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Activenet annual maintenance  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 1            | 240                        | 240                        |                           |   |
| 1,200          | 1,200          | 1,200                     | <b>7794-55</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Recreational Sports</b>            |              |                            | 1,440                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Activenet annual maintenance  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 1            | 240                        | 240                        |                           |   |
| 1,200          | 1,200          | 1,200                     | <b>7794-60</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Senior Center</b>                  |              |                            | 1,920                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Activenet annual maintenance  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 3            | 240                        | 720                        |                           |   |
| 4,923          | 5,012          | 5,500                     | <b>7794-65</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Park Maintenance</b>               |              |                            | 6,610                      | 0                         | 0 |

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A                               |              |                 | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--------------|-----------------|----------------------------|----------------------------|---------------------------|
|                |                |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Hansen sewer database 25%-shared with Street,Park Maint,WWS                      | 1            | 3,500           | 3,500                      |                            |                           |
|                |                |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS                            | 1            | 2,150           | 2,150                      |                            |                           |
|                |                |                           | Office 365 licensing   | 4            | 240             | 960                        |                            |                           |
| 0              | 0              | 0                         | <b>7794-70 Software Maintenance &amp; Rental Contracts - Library</b>             |              |                 |                            | 4,000                      | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | Office 365 licensing   | 1            | 4,000           | 4,000                      |                            |                           |
| 8,423          | 8,511          | 9,000                     | <b>7794-75 Software Maintenance &amp; Rental Contracts - Streets</b>             |              |                 |                            | 9,870                      | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS                            | 1            | 2,150           | 2,150                      |                            |                           |
|                |                |                           | Hansen sewer database 25%-shared with Street,Park Maint,WWS                      | 1            | 3,500           | 3,500                      |                            |                           |
|                |                |                           | Street Saver maintenance/subscription  | 1            | 3,500           | 3,500                      |                            |                           |
|                |                |                           | Office 365   | 3            | 240             | 720                        |                            |                           |
| 13,779         | 11,686         | 2,100                     | <b>7794-80 Software Maintenance &amp; Rental Contracts - Building</b>            |              |                 |                            | 3,830                      | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS                            | 1            | 2,150           | 2,150                      |                            |                           |
|                |                |                           | Office 365 licensing   | 7            | 240             | 1,680                      |                            |                           |
| 20,636         | 20,434         | 22,000                    | <b>7794-85 Software Maintenance &amp; Rental Contracts - Wastewater Services</b> |              |                 |                            | 24,850                     | 0                         |
|                |                |                           | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u> | <u>Total</u>               |                            |                           |
|                |                |                           | ESRI Arcview 17%-shared with Bldg,Plan,Eng,Street,WWS                            | 1            | 2,150           | 2,150                      |                            |                           |
|                |                |                           | Hansen sewer database 25%-shared with Street,Park Maint,WWS                      | 1            | 3,500           | 3,500                      |                            |                           |
|                |                |                           | WWS-MP2 Maint Management Software  | 1            | 2,800           | 2,800                      |                            |                           |
|                |                |                           | Rockwell Control Software  | 1            | 5,500           | 5,500                      |                            |                           |
|                |                |                           | Wonderware Software  | 1            | 5,500           | 5,500                      |                            |                           |
|                |                |                           | Hach WIMS software   | 1            | 2,500           | 2,500                      |                            |                           |
|                |                |                           | Win 911 software   | 1            | 500             | 500                        |                            |                           |
|                |                |                           | Office 365 licensing   | 10           | 240             | 2,400                      |                            |                           |

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |   |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|---|
| 23,486         | 23,434         | 27,850                    | <b>7794-95</b>                                     | <b>Software Maintenance &amp; Rental Contracts - Ambulance</b>  |              |                            | 24,050                     | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | ESO Chart software maintenance  | 1            | 12,500                     | 12,500                     |                           |   |
|                |                |                           |  | Netmotion maintenance-shared with Police, Fire  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Central Square maintenance-35%, shared with Fire  | 1            | 3,000                      | 3,000                      |                           |   |
|                |                |                           |  | ESO personnel maintenance-50% shared with Fire  | 1            | 1,350                      | 1,350                      |                           |   |
|                |                |                           |  | Target software maintenance-50%, shared with Fire   | 1            | 3,000                      | 3,000                      |                           |   |
|                |                |                           |  | Office 365 licensing  | 1            | 3,000                      | 3,000                      |                           |   |
| 5,597          | 0              | 7,000                     | <b>7800-15</b>                                     | <b>M &amp; S Equipment - Information Systems</b>  |              |                            | 9,000                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | IS Workstation / tablet upgrades  | 1            | 9,000                      | 9,000                      |                           |   |
| 7,185          | 19,806         | 15,000                    | <b>7800-18</b>                                     | <b>M &amp; S Equipment - Hardware</b>   |              |                            | 24,000                     | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Network switch replacements   | 1            | 8,000                      | 8,000                      |                           |   |
|                |                |                           |  | UPS Replacements  | 2            | 2,000                      | 4,000                      |                           |   |
|                |                |                           |  | NAS Replacement storage   | 1            | 3,000                      | 3,000                      |                           |   |
|                |                |                           |  | Onsite Backup appliance   | 1            | 9,000                      | 9,000                      |                           |   |
| 0              | 0              | 0                         | <b>7800-21</b>                                     | <b>M &amp; S Equipment - Software</b>   |              |                            | 0                          | 0                         | 0 |
| 0              | 0              | 0                         | <b>7800-24</b>                                     | <b>M &amp; S Equipment - Inventory</b>  |              |                            | 0                          | 0                         | 0 |
|                |                |                           |  | Spare inventory computer equipment for emergency replacements. Miscellaneous supplies; e.g., keyboards, mice, surge strips, tools, etc. |              |                            |                            |                           |   |
| 0              | 0              | 0                         | <b>7840</b>  | <b>M &amp; S Computer Charges</b>   |              |                            | 0                          | 0                         | 0 |
| 0              | 0              | 2,900                     | <b>7840-02</b>                                     | <b>M &amp; S Computer Charges - City Manager's Office</b>   |              |                            | 0                          | 0                         | 0 |
| 0              | 2,110          | 4,600                     | <b>7840-03</b>                                     | <b>M &amp; S Computer Charges - City Council</b>  |              |                            | 2,100                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Surface Replacement   | 1            | 2,100                      | 2,100                      |                           |   |
| 2,095          | 4,183          | 2,000                     | <b>7840-05</b>                                     | <b>M &amp; S Computer Charges - Accounting</b>  |              |                            | 5,600                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Lexmark printer maintenance   | 1            | 300                        | 300                        |                           |   |
|                |                |                           |  | Laptop replacement  | 1            | 1,600                      | 1,600                      |                           |   |
|                |                |                           |  | Scanner   | 1            | 900                        | 900                        |                           |   |
|                |                |                           |  | Surface replacement   | 1            | 2,800                      | 2,800                      |                           |   |
| 6,465          | 0              | 4,300                     | <b>7840-08</b>                                     | <b>M &amp; S Computer Charges - Legal</b>   |              |                            | 0                          | 0                         | 0 |

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 6,384          | 2,809          | 4,200                     | <b>7840-10</b>                                     | <b>M &amp; S Computer Charges - Engineering</b>                    |              | 3,000                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Plotter maintenance  | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |  | Printer  | 1            | 1,800                      | 1,800                      |                           |
| 0              | 3,491          | 37,900                    | <b>7840-12</b>                                     | <b>M &amp; S Computer Charges - Human Resources</b>                |              | 0                          | 0                          | 0                         |
| 0              | 13,226         | 4,000                     | <b>7840-15</b>                                     | <b>M &amp; S Computer Charges - Planning</b>                       |              | 0                          | 0                          | 0                         |
| 0              | 0              | 0                         | <b>7840-16</b>                                     | <b>M &amp; S Computer Charges - Planning Administration</b>        |              | 0                          | 0                          | 0                         |
| 0              | 0              | 0                         | <b>7840-17</b>                                     | <b>M &amp; S Computer Charges - Planning Current</b>               |              | 3,150                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Desktop replacements   | 2            | 1,125                      | 2,250                      |                           |
|                |                |                           |  | Scanner  | 1            | 900                        | 900                        |                           |
| 0              | 0              | 0                         | <b>7840-18</b>                                     | <b>M &amp; S Computer Charges - Planning Long Range</b>            |              | 2,250                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Desktop replacements   | 2            | 1,125                      | 2,250                      |                           |
| 0              | 0              | 0                         | <b>7840-19</b>                                     | <b>M &amp; S Computer Charges - Planning Code Compliance</b>       |              | 300                        | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Desktop printer  | 1            | 300                        | 300                        |                           |
| 25,045         | 46,330         | 32,800                    | <b>7840-20</b>                                     | <b>M &amp; S Computer Charges - Police</b>                         |              | 20,800                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Desktop replacements   | 5            | 1,500                      | 7,500                      |                           |
|                |                |                           |  | Surface - new  | 2            | 2,400                      | 4,800                      |                           |
|                |                |                           |  | Surface - replacement  | 1            | 2,100                      | 2,100                      |                           |
|                |                |                           |  | Laptop replacements  | 2            | 1,600                      | 3,200                      |                           |
|                |                |                           |  | Projector  | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |  | MDT Repairs  | 1            | 2,000                      | 2,000                      |                           |
| 1,534          | 3,519          | 3,000                     | <b>7840-25</b>                                     | <b>M &amp; S Computer Charges - Municipal Court</b>                |              | 8,100                      | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Surface - new  | 2            | 2,500                      | 5,000                      |                           |
|                |                |                           |  | Replacement laptop   | 1            | 1,600                      | 1,600                      |                           |
|                |                |                           |  | Printer  | 1            | 1,200                      | 1,200                      |                           |
|                |                |                           |  | Small printer  | 1            | 300                        | 300                        |                           |
| 7,128          | 22,423         | 30,600                    | <b>7840-30</b>                                     | <b>M &amp; S Computer Charges - Fire</b>                           |              | 12,500                     | 0                          | 0                         |
|                |                |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |  | Amity surface, docks, screens, license                             | 1            | 6,000                      | 6,000                      |                           |
|                |                |                           |  | Cradlepoint wifi routers   | 5            | 1,300                      | 6,500                      |                           |
| 1,992          | 0              | 0                         | <b>7840-35</b>                                     | <b>M &amp; S Computer Charges - Parks &amp; Rec Administration</b> |              | 0                          | 0                          | 0                         |

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |   |
|----------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|---|
| 2,248          | 4,241          | 3,700                     | <b>7840-40</b>                                     | <b>M &amp; S Computer Charges - Aquatic Center</b>      |              |                            | 2,500                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstation                                 | 1            | 1,500                      | 1,500                      |                           |   |
|                |                |                           |  | Activenet peripherals                                   | 1            | 1,000                      | 1,000                      |                           |   |
| 745            | 872            | 0                         | <b>7840-45</b>                                     | <b>M &amp; S Computer Charges - Community Center</b>    |              |                            | 4,300                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstations                                | 2            | 1,500                      | 3,000                      |                           |   |
|                |                |                           |  | Extra RAM   | 1            | 100                        | 100                        |                           |   |
|                |                |                           |  | Datacard printer  | 1            | 1,200                      | 1,200                      |                           |   |
| 0              | 235            | 0                         | <b>7840-50</b>                                     | <b>M &amp; S Computer Charges - Kids on the Block</b>   |              |                            | 3,000                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstations                                | 2            | 1,500                      | 3,000                      |                           |   |
| 290            | 1,159          | 0                         | <b>7840-55</b>                                     | <b>M &amp; S Computer Charges - Recreational Sports</b> |              |                            | 2,200                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Surface - new   | 1            | 2,200                      | 2,200                      |                           |   |
| 0              | 414            | 5,400                     | <b>7840-60</b>                                     | <b>M &amp; S Computer Charges - Senior Center</b>       |              |                            | 1,500                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstation                                 | 1            | 1,500                      | 1,500                      |                           |   |
| 1,154          | 579            | 1,700                     | <b>7840-65</b>                                     | <b>M &amp; S Computer Charges - Park Maintenance</b>    |              |                            | 2,250                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstations                                | 3            | 750                        | 2,250                      |                           |   |
| 4,730          | 13,133         | 23,200                    | <b>7840-70</b>                                     | <b>M &amp; S Computer Charges - Library</b>             |              |                            | 23,700                     | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstations                                | 10           | 1,500                      | 15,000                     |                           |   |
|                |                |                           |  | Replacement laptop                                      | 1            | 1,600                      | 1,600                      |                           |   |
|                |                |                           |  | Surfaces - new  | 2            | 2,800                      | 5,600                      |                           |   |
|                |                |                           |  | Workroom printer  | 1            | 1,200                      | 1,200                      |                           |   |
|                |                |                           |  | Receipt printer   | 1            | 300                        | 300                        |                           |   |
| 1,154          | 579            | 3,200                     | <b>7840-75</b>                                     | <b>M &amp; S Computer Charges - Street</b>              |              |                            | 2,250                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Replacement workstations                                | 3            | 750                        | 2,250                      |                           |   |
| 0              | 8,796          | 5,200                     | <b>7840-80</b>                                     | <b>M &amp; S Computer Charges - Building</b>            |              |                            | 1,000                      | 0                         | 0 |
|                |                |                           |  | <u>Description</u>                                      | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |   |
|                |                |                           |  | Accela peripherals                                      | 1            | 1,000                      | 1,000                      |                           |   |

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**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL        | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------|----------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 6,954                 | 3,519          | 7,500                     | <b>7840-85</b>                                     | <b>M &amp; S Computer Charges - WWS</b>                   |              | 14,800                     | 0                          | 0                         |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Replacement workstations                                  | 4            | 1,500                      | 6,000                      |                           |
|                       |                |                           |  | Swift Comply software                                     | 1            | 4,900                      | 4,900                      |                           |
|                       |                |                           |  | Surface - new   | 1            | 2,100                      | 2,100                      |                           |
|                       |                |                           |  | Arcview license   | 1            | 1,800                      | 1,800                      |                           |
| 0                     | 0              | 0                         | <b>7840-90</b>                                     | <b>M &amp; S Computer Charges - Sewer Maintenance</b>     |              | 0                          | 0                          | 0                         |
| 6,261                 | 16,842         | 12,600                    | <b>7840-95</b>                                     | <b>M &amp; S Computer Charges - Ambulance</b>             |              | 6,000                      | 0                          | 0                         |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Lafayette desktop, printer/scanner                        | 1            | 5,000                      | 5,000                      |                           |
|                       |                |                           |  | R12 peripherals   | 1            | 1,000                      | 1,000                      |                           |
| 5,076                 | 5,247          | 8,000                     | <b>8280</b>  | <b>Data Communications</b>                                |              | 8,000                      | 0                          | 0                         |
| <b>451,839</b>        | <b>562,869</b> | <b>692,750</b>            | <b>TOTAL MATERIALS AND SERVICES</b>                |   |              | <b>709,470</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>CAPITAL OUTLAY</b> |                |                           |  |   |              |                            |                            |                           |
| 0                     | 0              | 37,500                    | <b>8730-05</b>                                     | <b>Equipment - Computers - Hardware</b>                   |              | 0                          | 0                          | 0                         |
| 0                     | 0              | 0                         | <b>8730-10</b>                                     | <b>Equipment - Computers - Software</b>                   |              | 0                          | 0                          | 0                         |
| 0                     | 0              | 0                         | <b>8750</b>  | <b>Capital Outlay Computer Charges</b>                    |              | 0                          | 0                          | 0                         |
| 0                     | 7,295          | 5,000                     | <b>8750-10</b>                                     | <b>Capital Outlay Computer Charges - Engineering</b>      |              | 5,000                      | 0                          | 0                         |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Hansen software upgrade (25% shared with EN,PK,ST,WWS)    | 1            | 5,000                      | 5,000                      |                           |
| 0                     | 0              | 0                         | <b>8750-15</b>                                     | <b>Capital Outlay Computer Charges - Planning</b>         |              | 0                          | 0                          | 0                         |
| 48,378                | 34,019         | 36,900                    | <b>8750-20</b>                                     | <b>Capital Outlay Computer Charges - Police</b>           |              | 46,000                     | 0                          | 0                         |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Replacement MDTs  | 3            | 12,000                     | 36,000                     |                           |
|                       |                |                           |  | Surveillance system server update                         | 1            | 10,000                     | 10,000                     |                           |
| 0                     | 0              | 0                         | <b>8750-30</b>                                     | <b>Capital Outlay Computer Charges - Fire</b>             |              | 16,100                     | 0                          | 0                         |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Replacement MDTs (5)                                      | 1            | 16,100                     | 16,100                     |                           |
| 0                     | 0              | 5,000                     | <b>8750-65</b>                                     | <b>Capital Outlay Computer Charges - Park Maintenance</b> |              | 5,000                      | 0                          | 0                         |
|                       |                |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                |                           |  | Hansen software upgrade (25% shared with EN,PK,ST,WWS)    | 1            | 5,000                      | 5,000                      |                           |

Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 0                                 | 0                | 5,000                     | <b>8750-75</b>                                     | <b>Capital Outlay Computer Charges - Street</b>   |              | 5,000                      | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           |  | Hansen software upgrade (25% shared with EN,PK,ST,WWS)  | 1            | 5,000                      | 5,000                      |                           |
| 0                                 | 1,825            | 0                         | <b>8750-80</b>                                     | <b>Capital Outlay Computer Charges - Building</b>   |              | 0                          | 0                          | 0                         |
| 0                                 | 0                | 5,000                     | <b>8750-85</b>                                     | <b>Capital Outlay Computer Charges - Wastewater Services</b>  |              | 5,000                      | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           |  | Hansen software upgrade (25% shared with EN,PK,ST,WWS)  | 1            | 5,000                      | 5,000                      |                           |
| 0                                 | 0                | 15,000                    | <b>8750-95</b>                                     | <b>Capital Outlay Computer Charges - Ambulance</b>  |              | 7,000                      | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           |  | Replacement MDTs (3)  | 1            | 7,000                      | 7,000                      |                           |
| 0                                 | 0                | 0                         | <b>8750-98</b>                                     | <b>Capital Outlay Computer Charges - ERP</b>  |              | 0                          | 0                          | 0                         |
| <b>48,378</b>                     | <b>43,139</b>    | <b>109,400</b>            | <b>TOTAL CAPITAL OUTLAY</b>                        |   |              | <b>89,100</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |   |              |                            |                            |                           |
| 0                                 | 0                | 50,000                    | <b>9800</b>  | <b>Contingencies</b>  |              | 75,000                     | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>         | <b>50,000</b>             | <b>TOTAL CONTINGENCIES</b>                         |   |              | <b>75,000</b>              | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |   |              |                            |                            |                           |
| 15,075                            | 15,075           | 15,075                    | <b>9980-15</b>                                     | <b>Designated End FB - Info Sys Fd - Financial System Reserve</b>   |              | 15,075                     | 0                          | 0                         |
| 180,843                           | 189,385          | 141,643                   | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>   |              | 72,061                     | 0                          | 0                         |
|                                   |                  |                           |  | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations |              |                            |                            |                           |
| <b>195,918</b>                    | <b>204,460</b>   | <b>156,718</b>            | <b>TOTAL ENDING FUND BALANCE</b>                   |   |              | <b>87,136</b>              | <b>0</b>                   | <b>0</b>                  |
| <b>1,121,221</b>                  | <b>1,270,161</b> | <b>1,515,259</b>          | <b>TOTAL REQUIREMENTS</b>                          |   |              | <b>1,492,177</b>           | <b>0</b>                   | <b>0</b>                  |



Budget Document Report

**80 - INFORMATION SYSTEMS & SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 1,121,221      | 1,270,161      | 1,515,259                 | <b>TOTAL RESOURCES</b>                             | 1,492,177                  | 0                          | 0                         |
| 1,121,221      | 1,270,161      | 1,515,259                 | <b>TOTAL REQUIREMENTS</b>                          | 1,492,177                  | 0                          | 0                         |



**INSURANCE SERVICES FUND**





### Budget Highlights

- **Charges For Services** – As an internal service fund, the Insurance Services Fund charges operating Departments for the cost of property, liability and workers’ compensation premiums and claims. Amounts charged to departments are based on the estimated cost of paying insurance premiums and deductibles and maintaining an adequate but not excessive reserve.
- Property premiums are charged to Departments based on several factors such as number of vehicles, square footage of facilities, etc. Liability premium charges are based on risk factors, including personnel services costs, number of law enforcement officers, miles of storm and sanitary sewer systems, etc. Workers’ compensation costs charged to Departments are based on wages and types of work performed by employees in the Department.
- **Other Income - City County Insurance Services (CIS)** – CIS offers multiple lines credits for entities that purchase more than one type of insurance from CIS.
- **Property & Liability Insurance** – Property insurance premiums are projected to increase by 15% and liability premiums by 6% compared to 2019-20 premiums. The City’s risk is limited to the deductible for property claims, which depends on the type of property that has been damaged. The deductible for liability claims is \$50,000.
- **Workers’ Compensation Insurance:**
  - Workers compensation rates, CIS administrative costs, and the state assessment are expected to remain consistent with the prior year.
  - City of McMinnville experience modifier for 2019-20 was 85% compared to an experience modifier of 89% in 2018-19. The modifier is based on not only the dollar amount of the City’s workers comp claims, but also on the number of workers comp claims. A smaller modifier results in smaller premiums.

**Insurance Services Fund Reserve** - Over several previous years, the reserve in the Insurance Services Fund has increased, resulting in a transfer in the prior year to “refund” departments and funds with payroll costs. Because the majority of the reserve in this fund is a result of actual workers compensation premiums and claims being less than estimated, the allocation is based on salaries and wages in those funds. The 2020-21 proposed budget includes a transfer from the Insurance Services Fund of \$500,000, with \$427,900 allocated to the General Fund and the remainder allocated to other departments which have personnel service costs.

In 2020-21, the City continues to fund the Human Resources (HR) Manager position through transfers from the Insurance Services Fund to the General Fund, Administration Department.

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

The decision to support key roles in the organization that serve all departments and help reduce the City’s risk profile like the HR Manager position is relevant to the Strategic Plan goal:

City Government Capacity – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus. The reserve accumulated in this fund is more than sufficient to cover the City’s property, liability, and workers compensation claim risks.

### Core Services

- The following costs for insurance premiums and claims incurred are charged to operating funds based on an applicable pro-rata allocation of the costs:
  - General liability insurance
  - Automobile liability, collision, and comprehensive insurance
  - Property, equipment, and excess crime insurance
  - Earthquake and boiler insurance
  - Employee workers’ compensation insurance

## Future Challenges and Opportunities

- Risk management of workers' compensation and potential liability claims is enhanced with the addition of a full-time Human Resources manager in 2020-21; the position continues to be fully funded by the Insurance Services Fund.
- The City's initial premium for workers' compensation insurance is calculated using a retrospective rate. Throughout the year, CIS invoices the City for claims as they are incurred, subject to the maximum limit.

The retrospective rate plan is beneficial to the City when claims are low and the City pays a limited amount for claims incurred during the fiscal year.

- The City will continue to work with CIS to review risk management practices with the goal of limiting exposure related to general liability and workers compensation claims.

## Department Cost Summary

|                           | 2018-19<br>Actual | 2019-20<br>Amended<br>Budget | 2020-21<br>Proposed<br>Budget | Budget<br>Variance |
|---------------------------|-------------------|------------------------------|-------------------------------|--------------------|
| <b>Revenue</b>            | <b>1,094,863</b>  | <b>1,330,967</b>             | <b>1,424,373</b>              | <b>93,406</b>      |
| Materials & Services      | 1,001,761         | 1,208,409                    | 1,240,750                     | 32,341             |
| Capital Outlay            | -                 | 20,000                       | -                             | (20,000)           |
| Transfers Out             | 219,979           | 640,048                      | 694,467                       | 54,419             |
| <b>Total Expenditures</b> | <b>1,221,741</b>  | <b>1,868,457</b>             | <b>1,935,217</b>              | <b>66,760</b>      |
| Net Expenditures          | (126,878)         | (537,490)                    | (510,844)                     | (26,646)           |



## Insurance Services Fund

### Historical Highlights

|      |   |      |  |      |  |
|------|---|------|--|------|--|
| 1985 | City begins purchasing general and automobile liability, property, automobile physical damage insurance coverage from City County Insurance Services (CIS). | 1995 | Insurance Services Fund surplus funds significant portion of Library roof repair and seismic retrofit.   | 2006 | City re-establishes local agent relationship with Hagan-Hamilton Insurance Agency.   |
| 1986 | City begins purchasing workers' compensation insurance coverage from CIS moving coverage from State Accident Insurance Fund.                                | 1997 | City establishes direct CIS relationship for most insurance coverages, saving over \$30,000 per year.  | 2009 | Medical insurance no longer allocated through Insurance Services Fund; costs charged directly to departments.                |
| 1989 | City establishes Insurance Services Fund centralizing insurance premium coverages into one City internal service fund.                                      | 2000 | Fire union members first begin medical insurance cost sharing – 10% of premium.  | 2012 | Insurance Services Fund surplus allocated to operating departments.  |
| 1991 | Medical insurance cost sharing with City general service employees begins. Employees share medical insurance increases with City 50-50.                     | 2001 | City begins participating in the CIS Liability Aggregate Deductible Program. City assumes up to \$50,000 liability risk, and receives a large premium credit from CIS. | 2015 | Insurance Services Fund surplus allocated to operating departments.  |
| 2003 | Due to escalating Blue Cross medical insurance premiums City begins to purchase medical insurance coverage from CIS.  | 2003 | Police union members first begin medical insurance cost sharing – 5% of premium.   | 2018 | Insurance Services Fund surplus allocated to fund full-time Human Resources Manager position in General Fund Administration. |
| 1995 | Insurance Services Fund surplus funds Community Center seismic retrofit.  | 2006 | CIS drops airport coverage from basic property and liability insurance; requires purchase of specialized airport coverage.   | 2018 | Insurance Services Fund surplus allocated to fund purchase of new gurney with lift assist in the Ambulance Fund.             |
|      |   |      |  | 2019 | Insurance Services Fund surplus allocated to operating departments   |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2018<br>ACTUAL                       | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|--------------------------------------|------------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>RESOURCES</b>                     |                  |                           |  |                            |                            |                           |
| <b><u>BEGINNING FUND BALANCE</u></b> |                  |                           |  |                            |                            |                           |
| 1,523,325                            | 1,920,886        | 1,906,368                 | <b>4090</b> <b>Beginning Fund Balance</b><br>Estimated July 1 undesignated carryover from prior year   | 1,528,500                  | 0                          | 0                         |
| <b>1,523,325</b>                     | <b>1,920,886</b> | <b>1,906,368</b>          |  | <b>1,528,500</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>CHARGES FOR SERVICES</u></b>   |                  |                           |  |                            |                            |                           |
| 353,200                              | 375,000          | 397,400                   | <b>6050-05</b> <b>Insurance - Liability</b><br>Total charges to the operating departments and funds for pro-rata share of the liability insurance premiums: general liability, automobile liability, and employee excess crime coverage. | 434,600                    | 0                          | 0                         |
| 248,500                              | 214,300          | 223,500                   | <b>6050-10</b> <b>Insurance - Property</b><br>Total charges to the operating departments and funds for pro-rata share of the property insurance premiums: property, automobile, mobile equipment, earthquake, and boiler and machinery.  | 267,800                    | 0                          | 0                         |
| 454,261                              | 356,151          | 554,667                   | <b>6070</b> <b>Workers' Compensation Insurance</b><br>Charges to payroll operating departments and funds for worker's compensation insurance coverage.   | 568,873                    | 0                          | 0                         |
| <b>1,055,961</b>                     | <b>945,451</b>   | <b>1,175,567</b>          |  | <b>1,271,273</b>           | <b>0</b>                   | <b>0</b>                  |
| <b><u>MISCELLANEOUS</u></b>          |                  |                           |  |                            |                            |                           |
| 23,509                               | 36,457           | 48,400                    | <b>6310</b> <b>Interest</b>  | 34,100                     | 0                          | 0                         |
| 0                                    | 29,744           | 18,000                    | <b>6510-05</b> <b>Insurance Loss Reimbursement - Property</b>  | 18,000                     | 0                          | 0                         |
| 0                                    | 0                | 0                         | <b>6510-10</b> <b>Insurance Loss Reimbursement - Parks</b>   | 0                          | 0                          | 0                         |
| 10,867                               | 6,886            | 26,000                    | <b>6510-15</b> <b>Insurance Loss Reimbursement - Automobile</b>  | 26,000                     | 0                          | 0                         |
| 0                                    | 0                | 0                         | <b>6600</b> <b>Other Income</b>  | 0                          | 0                          | 0                         |
| 64,020                               | 76,325           | 63,000                    | <b>6600-15</b> <b>Other Income - City County Insurance Services</b><br>Revenue from CIS multi-line credit  | 75,000                     | 0                          | 0                         |
| <b>98,395</b>                        | <b>149,412</b>   | <b>155,400</b>            |  | <b>153,100</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>2,677,681</b>                     | <b>3,015,749</b> | <b>3,237,335</b>          |  | <b>2,952,873</b>           | <b>0</b>                   | <b>0</b>                  |

## 85 - INSURANCE SERVICES FUND

| 2018<br>ACTUAL                | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A   | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-------------------------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>REQUIREMENTS</b>           |                |                           |  |                            |                            |                           |
| <b>MATERIALS AND SERVICES</b> |                |                           |  |                            |                            |                           |
| 764                           | 1,383          | 1,100                     | <b>7750 Professional Services</b>  | 1,500                      | 0                          | 0                         |
|                               |                |                           | <u>Description</u>   | <u>Units</u>               | <u>Amt/Unit</u>            | <u>Total</u>              |
|                               |                |                           | Audit fee allocation   | 1                          | 1,500                      | 1,500                     |
| 498,098                       | 521,984        | 572,309                   | <b>8300 Property &amp; Liability Ins Premium</b><br>Insurance premiums for the following coverages: general liability, automobile, property, crime, mobile equipment, earthquake, employee crime coverage, and boiler and machinery. | 620,900                    | 0                          | 0                         |
| 7,138                         | 26,152         | 0                         | <b>8330-16 Liability Aggregate Deductible - 2015 - 2016</b><br>Liability deductible year open with no open claims. 2015-2016 fiscal year general liability deductible amount was \$50,000  | 0                          | 0                          | 0                         |
| 0                             | 0              | 20,000                    | <b>8330-17 Liability Aggregate Deductible - 2016 - 2017</b><br>Liability deductible year open with three open claims. \$50,000 deductible has been met.  | 0                          | 0                          | 0                         |
| 0                             | 5,526          | 15,000                    | <b>8330-18 Liability Aggregate Deductible - 2017 - 2018</b><br>Liability deductible year open with two open claim. 2017-18 fiscal year general liability deductible amount is \$50,000   | 25,000                     | 0                          | 0                         |
| 0                             | 8,125          | 25,000                    | <b>8330-19 Liability Aggregate Deductible - 2018 - 2019</b><br>Liability deductible year open with three open claim. 2018-19 fiscal year general liability deductible amount is \$50,000   | 23,750                     | 0                          | 0                         |
| 0                             | 0              | 50,000                    | <b>8330-20 Liability Aggregate Deductible - 2019 - 2020</b><br>2019-20 fiscal year general liability deductible amount is \$50,000   | 14,600                     | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>8330-21 Liability Aggregate Deductible - 2020 - 2021</b>  | 50,000                     | 0                          | 0                         |
| 0                             | 16,226         | 0                         | <b>8350-14 Workers' Compensation - 2013 - 2014 Retro Closed</b><br>No open workers' compensation claims for this plan year.  | 0                          | 0                          | 0                         |
| 0                             | 15,548         | 0                         | <b>8350-15 Workers' Compensation - 2014 - 2015 Retro Closed</b><br>No open workers' compensation claims for this plan year   | 0                          | 0                          | 0                         |
| 10,148                        | -2,228         | 0                         | <b>8350-16 Workers' Compensation - 2015 - 2016 Retro</b><br>No open workers' compensation claims for this plan year  | 0                          | 0                          | 0                         |
| 25,549                        | -5,554         | 0                         | <b>8350-17 Workers' Compensation - 2016 - 2017 Retro</b><br>No open workers' compensation claims for this plan year  | 0                          | 0                          | 0                         |
| 151,317                       | 34,437         | 25,000                    | <b>8350-18 Workers' Compensation - 2017 - 2018 Retro</b><br>One open workers' compensation claim for this plan year  | 5,000                      | 0                          | 0                         |
| 0                             | 339,378        | 150,000                   | <b>8350-19 Workers' Compensation - 2018 - 2019 Retro</b><br>Three open workers' compensation claims for this plan year.  | 30,000                     | 0                          | 0                         |
| 0                             | 0              | 300,000                   | <b>8350-20 Workers' Compensation - 2019 - 2020 Retro</b><br>Seven open workers' compensation claims for this plan year.  | 100,000                    | 0                          | 0                         |
| 0                             | 0              | 0                         | <b>8350-21 Workers' Compensation - 2020 - 2021 Retro</b><br>Includes initial contribution paid to CIS for 2020-21 fiscal year and paid losses for claims incurred during the 2020-21 fiscal year                                     | 300,000                    | 0                          | 0                         |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2018<br>ACTUAL        | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |  |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------|------------------|---------------------------|--|--|--------------|----------------------------|----------------------------|---------------------------|
| 0                     | 32,139           | 25,000                    | <b>8370-05</b>                                     | <b>Property &amp; Auto Damage Claims - Property Loss &amp; Damage</b><br>The City's property insurance carries a \$1,000 deductible.                                       |              | 25,000                     | 0                          | 0                         |
| 0                     | 0                | 5,000                     | <b>8370-10</b>                                     | <b>Property &amp; Auto Damage Claims - Park Loss &amp; Damage</b>  |              | 5,000                      | 0                          | 0                         |
| 18,013                | 8,646            | 20,000                    | <b>8370-15</b>                                     | <b>Property &amp; Auto Damage Claims - Automobile Damage</b><br>The City's automobile insurance carries a \$500 collision deductible and a \$250 comprehensive deductible. |              | 40,000                     | 0                          | 0                         |
| <b>711,027</b>        | <b>1,001,761</b> | <b>1,208,409</b>          | <b>TOTAL MATERIALS AND SERVICES</b>                |  |              | <b>1,240,750</b>           | <b>0</b>                   | <b>0</b>                  |
| <b>CAPITAL OUTLAY</b> |                  |                           |  |  |              |                            |                            |                           |
| 0                     | 0                | 20,000                    | <b>8850-10</b>                                     | <b>Vehicles - Replacement</b>  |              | 0                          | 0                          | 0                         |
| <b>0</b>              | <b>0</b>         | <b>20,000</b>             | <b>TOTAL CAPITAL OUTLAY</b>                        |  |              | <b>0</b>                   | <b>0</b>                   | <b>0</b>                  |
| <b>TRANSFERS OUT</b>  |                  |                           |  |  |              |                            |                            |                           |
| 45,768                | 140,347          | 467,212                   | <b>9700-01</b>                                     | <b>Transfers Out - General Fund</b>  |              | 599,372                    | 0                          | 0                         |
|                       |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                  |                           |  | Administration and Finance personnel services support.   | 1            | 50,996                     | 50,996                     |                           |
|                       |                  |                           |  | HR - Insurance Service Fund distribution   | 1            | 120,516                    | 120,516                    |                           |
|                       |                  |                           |  | Insurance Services Fund distribution   | 1            | 427,860                    | 427,860                    |                           |
| 0                     | 0                | 0                         | <b>9700-05</b>                                     | <b>Transfers Out - Special Assessments</b>   |              | 0                          | 0                          | 0                         |
| 0                     | 0                | 0                         | <b>9700-07</b>                                     | <b>Transfers Out - Transient Lodging Tax</b>   |              | 0                          | 0                          | 0                         |
| 0                     | 5,337            | 21,156                    | <b>9700-20</b>                                     | <b>Transfers Out - Street</b>  |              | 22,889                     | 0                          | 0                         |
|                       |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                  |                           |  | HR-Insurance Service Fund distribution   | 1            | 5,739                      | 5,739                      |                           |
|                       |                  |                           |  | Insurance Services Fund distribution   | 1            | 17,150                     | 17,150                     |                           |
| 0                     | 0                | 0                         | <b>9700-25</b>                                     | <b>Transfers Out - Airport Maintenance</b>   |              | 0                          | 0                          | 0                         |
| 0                     | 0                | 0                         | <b>9700-45</b>                                     | <b>Transfers Out - Transportation</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 0                | 0                         | <b>9700-50</b>                                     | <b>Transfers Out - Park Development</b>  |              | 0                          | 0                          | 0                         |
| 0                     | 0                | 0                         | <b>9700-58</b>                                     | <b>Transfers Out - Urban Renewal</b>   |              | 0                          | 0                          | 0                         |
| 0                     | 2,668            | 10,928                    | <b>9700-70</b>                                     | <b>Transfers Out - Building</b>  |              | 14,969                     | 0                          | 0                         |
|                       |                  |                           |  | <u>Description</u>   | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                       |                  |                           |  | HR-Insurance Service Fund distribution   | 1            | 2,869                      | 2,869                      |                           |
|                       |                  |                           |  | Insurance Services Fund distribution   | 1            | 12,100                     | 12,100                     |                           |



Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2018<br>ACTUAL                    | 2019<br>ACTUAL   | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A |   |              | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|-----------------------------------|------------------|---------------------------|--|---|--------------|----------------------------|----------------------------|---------------------------|
| 0                                 | 13,342           | 55,041                    | <b>9700-75</b>                                     | <b>Transfers Out - Wastewater Services</b>  |              | 57,237                     | 0                          | 0                         |
|                                   |                  |                           |  | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                                   |                  |                           |  | HR-Insurance Service Fund distribution  | 1            | 14,347                     | 14,347                     |                           |
|                                   |                  |                           |  | Insurance Services Fund distribution  | 1            | 42,890                     | 42,890                     |                           |
| 0                                 | 0                | 0                         | <b>9700-77</b>                                     | <b>Transfers Out - Wastewater Capital</b>   |              | 0                          | 0                          | 0                         |
| 0                                 | 58,285           | 85,711                    | <b>9700-79</b>                                     | <b>Transfers Out - Ambulance</b>  |              | 0                          | 0                          | 0                         |
| <b>45,768</b>                     | <b>219,979</b>   | <b>640,048</b>            | <b><u>TOTAL TRANSFERS OUT</u></b>                  |   |              | <b>694,467</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>CONTINGENCIES</u></b>       |                  |                           |  |   |              |                            |                            |                           |
| 0                                 | 0                | 150,000                   | <b>9800</b>  | <b>Contingencies</b>  |              | 150,000                    | 0                          | 0                         |
| <b>0</b>                          | <b>0</b>         | <b>150,000</b>            | <b><u>TOTAL CONTINGENCIES</u></b>                  |   |              | <b>150,000</b>             | <b>0</b>                   | <b>0</b>                  |
| <b><u>ENDING FUND BALANCE</u></b> |                  |                           |  |   |              |                            |                            |                           |
| 1,920,886                         | 1,794,009        | 1,218,878                 | <b>9999</b>  | <b>Unappropriated Ending Fd Balance</b>   |              | 867,656                    | 0                          | 0                         |
|                                   |                  |                           |  | Undesignated carryover from proposed budget year to subsequent year, includes the excess (deficit) of revenues over (under) expenditures from proposed budget year operations |              |                            |                            |                           |
| <b>1,920,886</b>                  | <b>1,794,009</b> | <b>1,218,878</b>          | <b><u>TOTAL ENDING FUND BALANCE</u></b>            |   |              | <b>867,656</b>             | <b>0</b>                   | <b>0</b>                  |
| <b>2,677,681</b>                  | <b>3,015,750</b> | <b>3,237,335</b>          | <b><u>TOTAL REQUIREMENTS</u></b>                   |   |              | <b>2,952,873</b>           | <b>0</b>                   | <b>0</b>                  |

Budget Document Report

**85 - INSURANCE SERVICES FUND**

| 2018<br>ACTUAL | 2019<br>ACTUAL | 2020<br>AMENDED<br>BUDGET | Department : N/A<br>Section : N/A<br>Program : N/A | 2021<br>PROPOSED<br>BUDGET | 2021<br>APPROVED<br>BUDGET | 2021<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|--|----------------------------|----------------------------|---------------------------|
| 2,677,681      | 3,015,749      | 3,237,335                 | <b>TOTAL RESOURCES</b>                             | 2,952,873                  | 0                          | 0                         |
| 2,677,681      | 3,015,749      | 3,237,335                 | <b>TOTAL REQUIREMENTS</b>                          | 2,952,873                  | 0                          | 0                         |